

# Tea Area School District

**ACADEMICS**



**TEA AREA TITANS**

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Grades JK-5  
Student Handbook  
2020-2021

[www.teaschools.k12.sd.us](http://www.teaschools.k12.sd.us)



## Foreword

The Student Handbook comes to you courtesy of the Tea Area Board of Education. In it you will find information regarding the regulations and policies set up for a successful school. We hope that you and your parent(s)/guardian(s) will read the contents and know both what is offered for you and what is expected of you as a student and citizen of Tea Area School District.

The student handbook does not include every situation that may possibly arise 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 greatly considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each student will have a successful and enjoyable school year. Take the time to know the rules and regulations that students are expected to follow and many of the little problems can be avoided. If students have questions or problems, come see the principal.

## School Board Philosophies, Goals, and Objectives

- I. We believe that the School Board is responsible to the public and therefore should attempt to reflect the opinion of the community; however, school board members must look to the future more closely than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Board should fearlessly support those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the pupil population.
- II. The Board should reflect the policies of behavior and lifestyle as required by employee and community.
- III. The following goals and objectives have been adopted by the Tea Area Board of Education as a guideline for the operation of the Tea Area Schools. We encourage every effort to attain these goals and objectives.
  - A. District Mission: To educate and empower each student for success in a global society
  - B. Purpose:
    1. Foster a partnership among school personnel, students, families, and community.
    2. Ensure a safe, positive and supportive atmosphere, which encourages creativity, enhances wellness, builds self-esteem, and recognizes students' success through mutual respect and trust.
    3. Provide proper guidance so students are capable of making informed choices and are responsible for their actions.
    4. Incorporate ethical values including an appreciation of diversity, integrity, compassion, and responsibility which are vital to the learning process.
    5. Address students' individual needs through the use of effective methods that engage all learners by providing innovative and challenging learning opportunities.
    6. Support life-long learning by teaching individuals to access, analyze, and apply information in our changing world.
  - C. Goals
    - Goal 1: All Students at Tea Area are future Titan Graduates
    - Goal 2: Future Titan Graduates are articulate, fluent, and analytical readers at or above grade level who are ready to apply skills in the real world.
    - Goal 3: Future Titan Graduates can apply mathematics and scientific thinking in real life situations through effective communication and collaboration at or above grade level.
    - Goal 4: Future Titan Graduates are civic leaders engaged in the community through action and service.

## ***Welcome to Tea Area School District***

As a student of Tea Area School District, you are expected to follow the rules that are established for the benefit of the entire student body. This is your school. You should be proud of it, take good care of it, and be willing to make suggestions to improve it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help students to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and find those within our school that will prepare you to live a good life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

To promote better understanding and relations between the school, students and their parent(s)/guardian(s), honest communications must take place.

It is possible that a classroom situation could be very uncomfortable to a student without the teacher being aware. Cooperation between parent(s)/guardian(s) and teachers can also improve a teacher's effectiveness and relationship with the students. Parent(s)/guardian(s) should understand that the teacher has a difficult and demanding position and that parent/guardian support is essential.

Parent(s)/guardian(s) should feel free to visit the school and to communicate with school personnel. However, parent(s)/guardian(s) shall take problems to the teacher individually by appointment only. Comments from parent(s)/guardian(s) are welcome. Gossip and unfair judgment should not be used by any group. A concerned person should become an informed person.

No parent(s)/guardian(s) shall organize a special group meeting with a teacher, relative to any problem concerning the teacher, unless authorized by the principal.

If patrons have a complaint, they are asked to please follow the District's "Public Complaints about School Personnel Policy (KLD)."

**T** ogether  
**E** veryone  
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# STUDENT RESPONSIBILITIES

## Attendance

Education is a state function under the control of the legislature. It is compulsory that all children from age seven to age 18 regularly attend school until completing the first eight (8) grades or reaching the age of 18 years, unless excused because of a physical or mental condition. The role of the school in attendance is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected.

Attendance is a part of each student's permanent record. The school has the responsibility of keeping accurate attendance records of all students. Therefore, it is imperative that school officials know where students are during school hours. Students may be excused for specific purposes only through the principal's office.

Absenteeism is defined as an absence from school during regularly scheduled school hours. All school lessons and class discussions assigned during the duration of the absence become the responsibility of the students and parents. The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

1. If a student is absent, parents should call the school before 8:30am. If no call is received by 8:45 am, the school will call the home and make every effort to contact a parent to verify the absence.
2. A student shall not leave school during the school day without reporting to the office and obtaining permission. Failure to report to the office shall result in being charged with an unexcused absence or truancy.
3. If a student becomes ill while in school, he/she shall report to the office. Parents/guardians or emergency contact persons will be contacted before a student will be permitted to go home. All families will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.
4. On a student's permanent record absences are recorded as days, half days, ¼ days, or tardiness in minutes.
5. A student must be in attendance for one half of a school day to practice or participate in an evening activity (unless the student has an excused absence). If a student leaves school ill during the last half of the school day, he/she will not be able to participate in an evening activity.
6. Completed work shall receive full credit. It is the responsibility of the student to make arrangements with the teacher for assignments and class activities missed. If a grading period falls within the allowed time to make up the work due to an absence, an "incomplete" may be recorded. Late make-up work may receive less credit. Teachers may extend deadlines for unusual circumstances. In the case of a preplanned excused absence, the student is responsible for making up any assignments missed prior to the day(s) of the absence. Arrangements for the make-up work must be made by the student. Exceptions to the expected completion date may be made by the teacher(s) for special circumstances.
7. Family vacations should be planned to coincide with the school calendar.

## Absence Classifications

### Absent

Illness – parent call-in  
Appointments  
Hazardous weather  
Religious holidays  
Non-school sponsored events

### Exempt

Death in family/funeral  
Illness of students with medical note\*\*  
School sponsored activities  
Documented medical appointments  
Assigned Out of School Suspension  
Court Summons with court note

\*\*Absences verified by a healthcare provider or school official do not count toward the missed classes or truancy policy in the semester/year. Documentation for students who have chronic illness or medical condition may be covered through a health care plan that is developed with the school nurse, parent/guardian, and health care provider.

## Tardiness

Any absence of 20 minutes or less at the beginning of the day will be considered tardy. Being tardy will be excused for 1) late bus; 2) bad weather; 3) having a note from a teacher, counselor, or principal. All other instances of tardiness are unexcused.

## Dress Code

- A. Proper attire – South Dakota law states it is the responsibility of the school to determine a student's dress. Therefore, any style of dress, article of clothing or hairstyle, which interferes with, or disrupts the learning environment is unacceptable in the Tea Area School District.
- Students should wear clean clothing and be dressed and groomed in a way that is not offensive to others or distracting from the operation of the school.
  - School clothing should be appropriate as to time, place, and weather. Please be advised of daily weather conditions for the health and safety of all students.
  - Tennis shoes must be worn for physical education classes.
  - Mark all jackets, coats, hats, shoes, boots, mittens, gloves, etc. with a permanent label or marker so that students can always identify their own belongings. It is suggested that families plan early for cold and wet weather.
  - The following cold or wet weather items of clothing are expected for JK-5 and while riding in District transportation when temperatures including wind chill are below freezing: coat, jacket or sweater, snow pants, gloves or mittens, head wear, scarves, snow boots. JK-5 students who do not wear boots or snow pants during wet and snowy conditions will be restricted to a designated area.
  - Students are permitted to wear shorts and sandals in the fall and spring. The last day in the fall for shorts and sandals is Oct. 1st, and the first day in the spring will be April 20th. Shorts are not to be worn if the temperature is below 60 degrees. *Principals may alter the dates if warm weather conditions exist.*
  - Each Friday is Spirit Day. All students are encouraged to wear Titan apparel, or blue and gold. *GO TITANS!*

All JK-5 students should be aware that the following items of clothing are NOT ACCEPTABLE:

- Spaghetti-strap tops, halter tops, tube tops, tank tops with less than a 2" strap, mesh jerseys, half shirts, or muscle shirts.
  - Short shorts or short skirts.
  - Sandals may be worn until October 1st and in the spring after April 20th. Sandals must fit snugly and have a strap across the foot.
  - Clothing which conveys any message (in print, or picture) of profanity, drugs, tobacco, alcohol or bars, is sexually suggestive, displays racial slurs, is objectionable, or depicts acts of violence.
  - Revealing low-neck shirts, dresses, blouses, tops or camisoles.
  - Bare midriffs, short tops or tattered clothing. Tops should be long enough that when a student raises one hand above his/her head that no skin is exposed.
  - Hats, caps, bandanas, sweat bands, berets, hoods from hooded sweatshirts, or sunglasses in school. (Hooded sweatshirts can be worn, but not with the hood up during school.) An exception will be made only for a special day approved by the principal.
  - Visible chains.
- B. Consequences for wearing inappropriate wear:  
In the judgment of staff and administration, students who wear restricted clothing will be required to change into office-issued clothing provided by the principal's office. Students' clothing will be returned when the borrowed items are brought back to the office.

Out of concern for health and safety, footwear must be worn during school at all times. Students must wear footwear appropriate to the school activity or season of the year. Please be advised the following are NOT recommended:

- Flip-flops (thongs) at any time
  - Slippers
  - Shoes or boots that leave excessive black marks on the floors
- C. Youth Gang Apparel and Behaviors  
For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules (relative to youth gang apparel, possessions and behaviors) apply to all students on the school grounds **and** at school activities.
- Any clothing identified as gang-related apparel by the Tea Area District administration, is not allowed.
  - Any item worn or carried to identify a person as a gang member is not allowed.
  - Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs can be an indication of possible gang involvement and are not acceptable in the school setting.

**Administration will be final decision makers when determining what is considered inappropriate dress.**

### **Youth Possessions – Book bags, Backpacks, Cell phones**

1. All book bags, backpacks and purses need to be put in lockers and not brought to class. This is a safety issue, as well as a space restriction necessity.
2. In accordance with Policy JFAA – Search and Seizure – Student and Policy JFG – Interrogations and Searches, lockers, book bags, handbags and purses are subject to searches at any time by the administration.
3. Student’s cellular phones disrupt the learning environment. If students need to bring a cell phone or electronic device, including but not limited to, iPods, MP3 players, etc., with them to school it is to be turned off and stored in their lockers or backpacks. At no time are students allowed to use their cell phones or other devices during school hours for the purpose of communication. If a student is caught using their phone they will have it taken away and given to the office for a parent to come in and pick up. If you need to get a message to your student, please call the office and that message will be delivered.
4. The school is not responsible for any lost, stolen, broken, or damaged devices. For this reason, please avoid bringing personal items (toys, trading carding cards, etc...) to school.

### **Cheating**

Students are expected to do their own work. Students who need assistance with schoolwork should consult their teachers. Incidents of cheating will be managed by the teacher and/or referred to administration.

### **Student Behavior Expectations**

The Tea Area School District policy applies to any student who is on school property, who is on school-owned and operated school buses or on chartered buses, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place interferes with or obstructs the goals or operations of the school district or the safety or welfare of student or employees.

Tea Area Elementary Schools utilize positive and proactive behavior supports for all students in areas including the instructional and non-instructional settings (such as playground, hallways, buses and restrooms) to reinforce pro-social and positive behaviors. Students are expected to demonstrate the qualities of good citizenship.

Please refer to the Behavior/Response Matrix (Appendix A)

### **Playground Expectations**

Recess is scheduled throughout the day as an important aspect of the physical, social, emotional and intellectual development of our students. Students are expected to participate in recess every day. Teachers will teach and reinforce playground expectations.

Recess will be outside if the temperature and/or wind chill is above zero degrees Fahrenheit. Students will be expected to wear a coat or arm covering (i.e. jacket or sweatshirt) if the temperature is below 60 degrees Fahrenheit. If it is raining, recess will be indoors. Please send your student(s) prepared for the day’s weather.

1. Students are to stay on designated playground areas and play safely at all times.
2. Students should take care of recess equipment, playing with it appropriately and in the designated areas, and returning it when recess is over.
3. Aggressive play, including but not limited to wrestling, pushing, kicking, tripping, or tackling, is not allowed.
4. Hard balls, such as baseballs, softballs, tennis balls, or other items that may cause serious injury are prohibited.
5. Balls should not be thrown or kicked at the building.
6. Slides are to be used by one student at a time. Students need to go down the slide with feet first.
7. Students need to stay out of mud and water puddles.
8. Bicycles are to be parked in the bike rack when brought to school and left there until after school. Students should not play on the bike racks.
9. Skateboards, rollerblades, scooters, etc. are not to be used during recess.

### **Winter/Snow Expectations**

1. Students need to wear boots and/or snow pants.
2. The following are not permissible: throwing ice, snow, or snowballs, digging snow tunnels, and sliding and playing on the ice.

**Hallway Expectations**

1. Students will walk on the right side of the hall unless otherwise directed by a teacher.
2. Students will use a quiet voice.

**Lunchroom Expectations**

Parents are encouraged to join their child/ren for lunch once routines and lunchroom expectations have been established (first month of school).

1. Students will treat the lunchroom supervisors with kindness and respect.
2. Students will use a regular speaking voice at the table.
3. Students will use appropriate table manners.
4. When dismissed, students will pick up all lunch wrappers, food, and trays and put them in designated areas.
5. Fast food is highly discouraged in the lunchroom for students and adults.
6. Parents are allowed to bring lunch for their child only.
7. Federal guidelines prohibit soda in the lunchroom.

**Student Relationships**

All student relationships in and around school are expected to be kept at the highest social level. Handholding, embracing, kissing or other displays of affection in the halls or on school grounds are NOT in good taste and will not be allowed in school, on school property, or at school sponsored events.

**Leaving School during School Hours**

Students are not permitted to leave the building during school hours. When it is necessary for a student to leave the school during school hours for illness, doctor, or dental appointments, etc., a parent/guardian must come to the office to sign his/her student out of the building.

**Textbooks**

Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students to whom they are issued. Fines for lost or excessively damaged textbooks will be determined by the teacher and the principal and levied against the student.

**Lockers**

Lockers will be assigned. Students should not access another student's locker. Students are expected to keep lockers neat and clean. No posters, signs, etc. will be permitted on the outside of locker doors unless permission is granted by the administration. The school assumes no responsibility for articles lost or stolen from the lockers. No personal locks are to be used on school issued lockers. Students shall not possess or store in their lockers any item that is expressly prohibited or violates safety, health, or standard morality. Periodic, unannounced locker inspections may be held (Policy JFAA – Search and Seizure – Student and Policy JFG – Interrogations and Searches).

**Phone Calls**

Phone calls to students during class are discouraged. Students will be called from class to answer phone calls only in the case of an emergency. If it is not deemed an extreme emergency, telephone messages will be taken and given to the student by the classroom teacher. A telephone is located in the office and should be used by the students making local calls when given permission. Student placed calls will not be permitted during class time, except in emergencies.

To speak directly with a staff member, please call between 8:00-8:15 am or 3:30-4:00 pm to set an appointment.

# ACADEMIC

## Acceptable Use Policy – Computer, Internet and Electronic Mail

### Computer - Terms and Conditions

1. Students should not bring programs or games from home or any other source, nor download from the Internet and install on school computers.
2. Students should not work outside of menus, including exiting into DOS.
3. Students should not tamper with or destroy computers, keyboards, printers, etc.
4. Students are not authorized to use other students' directories. Students must keep their passwords private, and are responsible for all files in their directory.
5. The system operator and/or school personnel may periodically inspect student files.
6. Students should not bring flash/thumb/personal drives home or any other source.
7. Computers, Internet, network programs, and printers are to be used for educational purposes only.
8. Failure to comply with any stated policy will result in privileges being revoked.
9. Students do not use email.

### Internet - Terms and Conditions

1. *Acceptable Use* - The use of the Internet must be in support of education and research consistent with the educational objectives of the Tea Area School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Tea Area School District may limit the use of student electronic mail to one source determined by the administration.
2. *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Tea Area School administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Tea Area School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.
3. *Netiquette* - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
  - c. Do not reveal your personal address or phone numbers of students or faculty.
  - d. Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that files stored in district servers will be private. Trespassing in another's folders, work or files is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
  - e. Do not use the network in such a way that would disrupt the use of the network by other users (intentionally wasting limited resources).
  - f. All communications and information accessible via the network should not be assumed to be private property.
  - g. Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
4. *No Warranties* - The Tea Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Tea Area School District will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Tea Area School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Tea Area School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage, students should not use the system.
5. *Security* - Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Network/Internet they must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log in to network/computer/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/Internet.

6. *Vandalism* - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, network/Internet or any of the above listed agencies or other networks. . This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.

Conditions as stated in this document are applicable to the Tea Area School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Tea Area School Board, the laws of the State of South Dakota, and the United States of America.

**Grading Scale/Policy**

Teachers will discuss with students their grading procedures and specific standards for passing their courses.

Junior kindergarten through fifth grade will use a standards-referenced report card. The legend will indicate the rating scale.

Academic Performance Level for Standards Based						
<b>Name</b>	Insufficient Evidence	Below Grade Level	Approaching Grade Level	On Grade Level	+	-
<b>Score</b>	0	1	2	3	+	-

**Incomplete Work**

All incomplete work must be made up within seven school days following completion of the 9 weeks or semester grading period. Failure to do so will result in the incomplete being changed to no credit. Instructors, at their discretion, with approval from the principal, may grant additional time for work to be completed.

**Report Cards**

Report cards will be issued after completion of each grading period. Parent(s)/Guardian(s) are expected to pick up report cards at parent teacher conferences. Reports will be handed or mailed to students following the posting of grades during the 2<sup>nd</sup> and the 4<sup>th</sup> quarter. Extra household requests shall be made to the office.

**Retention**

Parent(s)/Guardian(s) and teachers are encouraged to communicate regularly to review each student’s progress. Teachers will use the advice and help of the school counselor and other special school personnel. Retention should not be considered until other possibilities have been explored, including special help, remedial work and summer school opportunities. If there is consideration for retention, the parent will be informed by the classroom teacher in a timely manner. Although teachers may recommend acceleration, retention, or promotion, the final decision shall be made jointly by the teachers, principal and the parent(s)/guardian(s).

**Room Requests**

Staff and administration strive to form well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills.

Classes are formed into deliberate heterogeneous groups with the following in mind:

- An even gender balance
- A full range of aptitudes within each class
- An even proportion of abilities and learning styles across the classes at each grade level
- An equal number of pupils in each class on a grade level
- An even proportion of children with English language proficiency

While we discourage parents from making any room requests, extenuating circumstances may be considered. This request, along with details of the extenuating circumstances, must be presented in writing to the elementary administration by April 30<sup>th</sup> of the previous school year. The final decision on class placements resides with the administration.

# ACTIVITIES

## **Wednesday Night/Sunday**

Students or teachers will schedule no formal school events on after 6:00 pm on Wednesday nights. The local school is not responsible for conference, region, or state events sometimes scheduled on Wednesdays. ONLY upon the Superintendent's or Principal's permission may activities be scheduled on Sunday.

## **Field Trips**

All basic school rules apply to school events including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension.

## **School Parties**

Classroom parties for junior kindergarten through grade 5 are scheduled in the afternoon as schedule permits. Parents may be asked to provide treats or assist in the classroom for the parties. Children who do not wish to participate may be excused.

Students who wish to share treats on their birthday may bring treats to be passed out at the end of the day.

Party invitations at school: Personal invitations to parties should not be distributed at school. This practice has the potential of disrupting the learning environment.

# MISCELLANEOUS

## **Student Fees**

Tea Area Elementary Schools determine fees each fall for the 3-5th grade planners and 3rd grade recorders. The exact cost is sent to parents in their back to school letter. Please contact your building principal with specific questions about payment.

## **Buses (Policy JFCC – Student Conduct on School Buses)**

The bus drivers are responsible for the buses and discipline on the buses. The driver's relationship with the students should be on the same level as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. THE SAFETY OF THE BUS AND ITS PASSENGERS demands complete cooperation from the students.

It shall be the duty of the driver to complete the bus discipline report, contact the parent, and report to the school administrator the names of any students who persist in violating the rules and regulations. The administrator may find it necessary to withhold the privilege of riding on the bus from those students who fail to cooperate accordingly by following bus procedures.

Please read the following rules and discuss them with your children. We ask for your cooperation in enforcing these rules. The safety of our students, your children, depends upon it. Video cameras have been installed in all buses and will be viewed when necessary to review student behavior while riding the bus.

1. Students shall obey all instructions from the school bus driver and/or authorized student monitors.
2. Students MUST ride on assigned buses and MUST occupy the seat assigned to them if seats are assigned.
3. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is NOT PERMITTED.
4. Students must refrain from unnecessary conversation with the driver. His/her job requires his/her full attention.
5. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students. If more than one child from each family rides, they should all be on time.
6. Students will assist the bus driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw waste paper or rubbish on the floor or out the windows of the bus.
7. Students will not open or close the windows without the permission of the driver.
8. Students must not, at any time, put hands, arms, or heads out of the bus windows.
9. Students must not move about inside the bus or try to get on or off while the bus is in motion.
10. Students will immediately report to the driver any damage occurring on the bus. Students responsible for any damage will naturally be held liable for payment.
11. Students must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway.
12. Students must await the signal from the driver to cross a road or highway, then cross promptly. The crossing should be made approximately ten (10) feet in front of the bus in full view of the driver.
13. Students desiring to leave the bus at other than their designated bus stop must present the driver with written permission to do so from their parents.
14. Students who do not normally ride the bus need written permission from their parents with approval through the principal's office to board a bus.

## **Bus Discipline Policy:**

Incident 1. Bus driver contacts parents regarding student's inappropriate behavior. Parents and student are informed of next discipline level should student continue to behave inappropriately. Bus driver will submit completed Bus Discipline Report to Operations Manager. Operations Manager will discuss report with the student's respective principal.

Incident 2. Bus driver will submit completed bus discipline report to Operations Managers. Student is referred to grade level principal by Operations Manager with specific details on Bus Discipline Report from bus driver regarding the incident. Principal contacts parents to inform that student will forfeit bus privileges for three (3) consecutive school days. Parents and student are informed of next discipline level should student continue to behave inappropriately.

Incident 3. Bus driver will submit completed bus discipline report to Operations Managers. Student is referred to grade level principal by Operations Manager with specific details on Bus Discipline Report from bus driver regarding the incident. A meeting will be scheduled to include parents, student, principal, operations manager, and bus driver. Student forfeits bus privileges for ten (10) consecutive school days. Parents and student are informed of next discipline level should student continue to behave inappropriately.

Incident 4. Bus driver will submit completed bus discipline report to Operations Managers. Student is referred to grade level principal by Operations Manager with specific details on Bus Discipline Report from bus driver regarding the incident. Grade level principal contacts parents to inform that student will forfeit bus privileges for the remainder of the school year.

The grade level principal may accelerate the student through the incident reporting levels if the infraction is deemed to be serious enough in nature to warrant such a decision.

### **Drills**

Fire drills are required to be held at regular intervals. Plans for procedures during fire drills have been posted in each classroom. When all students have been evacuated, each teacher must take roll to account for all students and report to the principal as soon as possible. Students will follow the instructions of the teacher where special situations warrant.

Instructions for disaster drills will be displayed in each classroom. When a tornado drill signal is sounded all students should go to their assigned locations where they get down on their hands and knees, and cover the backs of their heads with their hands.

Various Lockdown drills will be rehearsed throughout the school year. These procedures are reviewed annually with the teachers and staff.

### **Library Services**

Library books may be borrowed by all Tea Area students. It is the responsibility of the students to return library books back to the library on time and in good condition. Cost of replacement for a book will be issued to students who lose a library book or return it in a damaged state.

### **Lost and Found**

A "Lost and Found" department is maintained in the office. Students finding unclaimed articles about the building are asked to turn them in to the office.

### **School Breakfast/Lunch Program**

Tea Area School District is proud of its facilities for providing morning breakfasts and hot lunches. Students are expected to observe good dining room habits, pass to breakfast/lunch in an orderly manner (no running, shoving, or cutting in line) and leave the dining table and surrounding area clean and orderly. No food is to be taken from the dining area.

- Meal prices are published on the Tea Area School District website (<https://www.teaschools.k12.sd.us>) >> District >> Child Nutrition
- Students will not be allowed to leave the school premises during breakfast/lunchtime.
- Students bringing their own lunch will eat at the lunch tables provided in the lunch area. Parents are allowed to bring lunch to school for their child only. Students are not allowed to have food delivered to the school.
- Breakfast will be served. No breakfasts will be served after school starts. The only exception to this policy will be for students riding the bus which arrives to school after

### **Meal Substitutions for Medical or Special Dietary Restrictions**

If a child is unable to consume a food item because of medical or other special dietary need, he/she may receive a substitute food item only when supported by a statement signed by a recognized physician, physician assistant, nurse practitioner, or other professional specified by the State Agency. For a copy of the allergy procedure, please contact the school nurse.

### **Meal Charge Procedure**

#### Purpose of Procedure

The purpose of this procedure is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent district procedure regarding charges and collection of charges.

### Scope of Responsibility

- The office of the Business Manager): Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Maintain positive lunch account balance; Provide immediate payment if the account becomes delinquent

### Administration

- All families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits which includes the application.
- Families are encouraged to prepay for meals and money is accepted in the school office daily for payments, District Business Office daily, and online via Infinite Campus at all times. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the Food Service website, and is included in the student handbook.
- Families will be notified of the school Unpaid Meal Charge Procedure in writing before the school year begins and with each new transfer student. This procedure will also be posted on the Food Service Website.
- Parents may limit the amount of funds via blocks on accounts that a student can use daily for a la carte purchases. Parents must contact the Food Service Director to place blocks on student accounts.

### Procedure for Negative Balance Notification

- Alternative meals or meal replacements are not utilized in the Tea Area School District. All students will be served a "Titan" meal (reimbursable meal) If a student has a negative lunch balance, extras and a la carte items are not sold.
- If a student's account is -\$40.00, a letter will be sent from the business office requesting payment or a plan for payment.
- If a student's account is -\$100.00, an additional letter will be sent requesting communication of a payment plan. The unpaid balance may be sent to collections.

If staff have a concern for a student and his or her financial situation, the school counselor and principal should be notified of the situation for guidance and assistance.

### Long Term Payment

The Business office may establish long-term payment plans for households struggling to pay back a negative balance. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows SFAs to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."

### **Parent Teacher Conferences**

Parent teacher conferences will be held in the fall and spring. Dates and times will be posted on the Tea Area School District website ([teaschools.k12.sd.us](http://teaschools.k12.sd.us)).

### **School Closings**

The Tea Area School District will use radio stations and TV stations KELO, KSFY, and KDLT to notify the public in case of school closing, delayed starting time, or early dismissal because of poor weather or other causes. If no report is heard, it can be assumed that school will be in session. District communication, including but not limited to e-mail, automated phone system and social media, will also be utilized.

### **School Reach System**

For late starts, early dismissals, and school cancellations, the School Reach Message Center will be utilized to help contact parents with this vital information. The phone numbers parents authorize the school to use for contact purposes will be entered into the system. When a call is deployed, the system will automatically call the parent. This system, along with e-mail, website posting, and broadcasting on television and radio will enhance communication with parents and guardians.

### **Video Surveillance**

Tea Area School District places the highest priority on student safety. Placing video cameras in and outside of the school are ways that we can help maintain discipline and to ensure the safety of students and staff. The Tea Area School District is equipped with a video surveillance system and footage from this can only be viewed by administration and will not be shared with any sources outside of school with the exception of an insurance claim, law enforcement, or court order.

### **Video and Audio Recording on School Grounds**

The Board authorizes the use of video cameras/phones and/or recording (“recording equipment”) on District property to ensure the health, welfare, and safety of all staff, students, and visitors and to safeguard District buildings, grounds, and equipment. (See Locker Room Privacy and Video Surveillance policies for further guidelines.”

District, student and staff use of recording equipment on district property is subject to the following requirements:

- A teacher or other authorized staff member has implied consent of recording or photographing classroom events involving students and staff.
- If a student wishes to record or photograph classroom events, prior written consent must be obtained from the affected teacher and the parent/legal guardian of each affected student. Consent must also be obtained from the school principal.
- Unauthorized recording or photographing of any classroom events will be subject to the school’s discipline policy (see Discipline Grid). Any authorized recording is the property of the school district and may not be redistributed or placed in the public domain without the express consent of the school district. Any redistribution of authorized recordings may result in discipline according to school policy.
- The use of recording equipment by the school district is authorized in non-classroom locations/settings including, but not limited to, hallways, offices, libraries, vestibules, doorways, buses, vans, walkways, parking lots, maintenance areas, lawns, fields, roadways, arenas, sporting venues, and gymnasiums.
- Student or staff use of recording equipment in all other areas outside of classroom areas is subject to rules of “public domain”. Normal use of recording devices is disallowed if utilized in any manner disruptive to the educational environment. The District reserves the right to limit and discipline students, staff and visitors for any use that is determined to be harmful to students or staff in present or future instance.
- Students will be responsible for any violations of school rules or state/federal law caught on tape by cameras.

The district will retain copies of video recordings until they are erased in accordance with the district’s practices relative to the retention or reuse of video tapes/files/storage.

**In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student’s educational record. If an audio or video recording does become part of a student’s education record, all pertaining FERPA regulations will be afforded.**

# POLICIES & PROCEDURES

## **Nondiscrimination Policy**

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Tea Area School District 41-5 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the schools compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX	David Preheim, Assistant High School Principal and CTE Director
Section 504	Michael Bullis, Middle School Principal
ADA	Jody Taylor, Spec. Ed. Director

Tea Area School District 41-5  
PO Box 488  
Tea, SD 57064  
605-498-2700

Or you may contact:

Regional Director  
Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3002  
Telephone: 816-268-0550  
Fax: 816-823-1404  
TDD: 877-521-2172  
Email: OCR.KansasCity@ed.gov

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Tea Area School District, please contact the superintendent, principal, or director. We request that you provide 48-hours' notice so that proper arrangements may be made.

## **Section 504 of the Rehabilitation Act of 1973**

### **Annual Internal Notice to Students/Parents and Employees**

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who

1. *has a mental or physical impairment which substantially limits one or more major life activities, (Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);*
2. *has a record of such impairment; or*
3. *is regarded as having such an impairment.*

In order to fulfill obligations under Section 504, the Tea Area School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. Section 504 Coordinator may be contacted at 498-2700 for more information.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent(s)/guardian(s) disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent(s)/guardian(s) the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refused to make the amendment.

### **Directory Information**

During the school year, Tea Area students are involved in many activities such as music, athletics, publications, debate, drama, academic programs and special events. Some of these activities are given news coverage through school publications or bulletins and special coverage by newspapers, television, and radio stations. The principal may release personally identifiable information known as "Directory Information" surrounding these activities at their discretion unless a written objection is filed by the parent(s)/guardian(s) of the student or an eligible student.

"Directory Information" includes the following information relating to a student: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, most recent previous education agency or institution attended by the student and other similar information. The type of information mentioned above may also be included in class rosters, student directories, school yearbook, and publications.

### **Every Student Succeeds Act (ESSA) Complaints**

#### **Federal Programs Complaints (Policy AC – Non-Discrimination in Federal Programs)**

A parent, student, or district stakeholder who has a complaint regarding the use of the federal funds and is unable to resolve the issue, may address the complaint in writing following the District's policy. The written complaint would first go to the employee involved for an informal conference and then move to the next level if the complaint remains unresolved following any action. The Board's decision will be final unless an appeal is requested. On all levels, the District policy and timeline will be followed.

Disputes involving the enrollment, transportation, and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. The parent/guardian or unaccompanied youth may initiate the dispute resolution process directly at the school they attend as well as at the District Office. The parent/guardian or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent/guardian or youth to appeal the decision. Students shall be provided all services for which they are eligible while disputes are resolved. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD DOE Complaint Procedure)

### **Bullying of Students (Policy ACAB – Bullying)**

Bullying of students is against federal, state and local policy, and is not tolerated by the Tea Area School District. The Tea Area 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. To that end, the Tea Area School District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying as well as processes and procedures to deal with incidents of bullying. Bullying of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Tea Area School District prohibits bullying. Bullying will not be tolerated.

#### Definition

A. Bullying is when a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. The definition of bullying has four major components:

1. It is aggressive behavior that involves unwanted, negative actions.
2. Bullying typically involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.
4. Acts of bullying and bullying behaviors:
  - a. have the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or

- b. have the purpose or effect of substantially or unreasonably interfering with a student’s educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee’s and volunteer’s environment or performance, or access by parents, guests, visitors or vendors, and/or
- c. place a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
- d. cause physical hurt or psychological distress to a person, and/or
- e. constitute retaliation against any person for asserting or alleging an act of bullying, and/or
- f. disrupt the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which are directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or stresses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
  - a. to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
  - b. to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
  - c. to contact another person with intent to extort money or other things of value,
  - d. to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to any staff member in the building. The report must be forwarded to the school counselor as soon as possible. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Initial Complaint Report Form ACAC-E(1), verifying the accuracy of its content.

Procedure for Addressing Bullying Complaints

Procedures for addressing bullying complaints are outlined in Policy ACAB – Bullying. Please note the following steps and personnel should be followed to assist in resolving the complaint.

- Step 1: Counselor or Designee
- Step 2: Principal or Assistant Principal
- Step 3: Appeal to the Superintendent
- Step 4: Appeal to the Board of Education

### **Harassment (Policy ACAA – Harassment)**

It is the district's policy that harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property. Retaliation is strictly prohibited and may result in separate disciplinary action based on the retaliation.

Harassment based on any actual or perceived traits or characteristics of the student including: race, color, creed, gender, national origin, religion, age or disability, is strictly prohibited.

#### Definition

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create an environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with a person's performance.

#### **Sexual Harassment**

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

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

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

#### Reporting Procedure

Any individual who believes that he or she has been or is being subjected to any type of harassment, including sexual harassment, or has reason to suspect another person has been or is being subjected to harassment should immediately report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the harassment will be asked to either submit a signed written complaint or sign a completed Initial Complaint Form ACAC - E(1), verifying the accuracy of its content.

#### Procedure for Addressing Harassment Complaints

Procedures for addressing harassment complaints are outlined in Policy ACAA – Harassment. Please note the following steps and personnel should be followed to assist in resolving the complaint.

- Step 1: Principal, Assistant Principal, or District Administrator
- Step 2: Appeal to the Superintendent
- Step 4: Appeal to the Board of Education

### **Concealed/Dangerous Weapons at School (Policy JFCJ – Dangerous Weapons in the School)**

Students bringing weapons such as guns, (as defined in Section 921 of Title 18 of the United States Code), knives, and martial arts weapons on school property shall be expelled from school by the board of education for a period not less than one year. The superintendent of schools may modify the one-year expulsion on a case-by-case basis. Repeat offenders shall be expelled from school for not less than one year. Students who use weapons to commit a crime on school property or endanger the safety of other persons shall be expelled for not less than one year.

Any student who violates this policy shall be referred to law enforcement immediately upon verification that said policy has been violated.

### **Violence Policy**

The intentional disruption of the educational process through boisterous conduct, acts of violence, or threatening language that prevents a teacher from performing duties will not be allowed. The board of education shall support disciplinary action which may include suspension and/or expulsion of guilty students. The board may seek prosecution of perpetrators of violent acts in school situations at no cost to the employee.

### **Sex Offender (Policy JFCL – Student Registered Sex Offenders)**

The District is committed to the safety of students, employees and other persons on school property.

Except to the extent that permission is granted by the School District, a student who is enrolled in the school system and is a registered sex offender, is forbidden to be present on any property owned or operated by the District, including but not limited to school buildings, athletic fields or facilities, parking lots, buses, vehicles or other property, and to attend school-sponsored or school-related activities.

A student required to be a registered sex offender, who is receiving educational services on school property, must comply with all requirements including supervision.

### **Defacement of School Property/Books**

State laws make the student and his/her parent(s)/ guardian(s) responsible for damages and defacement of school property. Any pupil who shall intentionally or accidentally destroy or damage or deface school property will face the appropriate disciplinary action. Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Students will pay the replacement cost for damaged books and materials. *Vandalism will be immediately reported to the appropriate law enforcement agency for investigation.*

### **Illegal Substances**

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, tobacco products, nicotine delivery devices, drugs, or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies.

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

The proper law enforcement authorities and/or the school board and/or the school administration will deal with any student who violates this policy.

- a. First violation—may be suspended 1-10 school days
- b. Second violation—may be suspended 1-10 school days
- c. Third violation—administrative recommendation for expulsion

### **Student Grievance Procedure**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices.

**PROCEDURE:** If a student has a grievance, he/she should present it in writing to:

Level 1: The school counselor, or appropriate staff member, should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The staff member must hold a conference within five days' time of the date of filing.

Level 2: If a student is not satisfied with the resolution made at level one, the individual may appeal in writing to the principal for an informal conference and discussion of said grievance. The principal must hold a conference within five days' time of the date of filing.

Level 3: If a student is not satisfied with the resolution made at level two, the individual may appeal to the superintendent for an informal conference and discussion of said grievance. The superintendent must hold a conference within five days' time of the date of filing.

Level 4: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested.

The burden of proof is upon the student to show that a rule is unfair. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.

The Student Grievance form may be obtained from the counselor or principal's office.

Another student and/or faculty member may attend the meeting if agreed upon by the two parties. The student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

#### **Truancy Policy (JEDA – Truancy)**

A letter of attendance will be sent to parents after 10 and 15 days of absences per year by the principal. Failure to comply with attendance will result in notification of the School Resource Officer (SRO), superintendent, and states attorney after (20) absences and every (10) days after. Exempt days will not count towards the absence total.

If a student and his/her parents believe there were unusual circumstances causing these absences, a written appeal may begin the districts appeal process as outlined in policy.

#### **Visitor's Policy (Policy KK – Visitors to the School)**

Parents are welcome and encouraged to visit the school. We believe that instructional time is extremely important and ask that parents contact teachers before visiting classrooms. All vendors or visitors (including all family members) must abide by the following procedures:

1. Prior communication with the school's office is preferred and appreciated.
2. At the beginning and end of the visit, visitors must check in and out at the office and may be required to present proof of identification as well as submit all required paperwork if applicable.

*Exceptions to this policy must be cleared with the principal.*

# SERVICES

## **Accidents**

All accidents occurring during the school day are to be reported to the principal's office immediately. If there should be an accident during the school day or at a school activity every effort will be made to see that the student receives proper medical care. Parent(s)/Guardian(s) will be notified.

## **Accident and Dental Insurance**

At the beginning of each school year, every student is provided with forms concerning accidents and dental insurance. These forms are sent home to parent(s)/guardian(s) who may or may not opt to subscribe. The school does not provide this insurance. The forms are simply distributed by the school. Policies offered are limited pay policies and are not major medical policies. Limitations are placed on many types of injuries. Students and parent(s)/guardian(s) should make certain they understand what is and is not covered in the policy before subscribing for the insurance.

## **Counseling Services**

The school counselor is to assist students with social, emotional, academic and career concerns. School counselors reserve the right to meet with all students and follow the American School Counseling Association's Ethical Standards for School Counselors Codes (2010). School counselors will also adhere to South Dakota Codified Law 19-13-21.1 when concerning confidentiality. Counseling services may include: individual, group, and career counseling, post-high educational planning, classroom education, academic placement and testing services.

Individual Counseling: Students may receive assistance in dealing with personal, academic, and future career planning concerns.

Group Guidance: Activities are scheduled to allow students to gain information on topics of relevance to their lives. Topics may include health, vocational, and self-development issues.

Group Counseling: Students who share a common concern may be brought together with the counselor to try to find solutions. Group topics could include personal growth, assertiveness, stress, changing family, or substance abuse issues.

Testing Services: The counselor helps students prepare for and administers many of the tests required by the State of South Dakota and the Tea Area School District.

Students and their parent(s)/guardian(s) are welcome to visit with the counselor at any time.

## **Special Education**

Special Education is a federal program under the Individuals with Disabilities Education Act (IDEA) and serves students ages 0 to 21. The District is obligated to identify students with disabilities through processes such as screening and evaluation. The District conducts formal screenings for children ages 0-5, as well as other informal screenings for older students based on parent(s)/guardian(s) and/or teacher concerns. When educational, behavioral, and/or speech/language concerns arise, a referral is made to the Teacher Assistance Team (TAT). The TAT, consisting of the principal, special education teacher, counselor, and classroom teacher(s), then meet to discuss educational planning for the student's needs. The team develops and implements interventions and strategies for the student. After interventions have been made in the classroom for a trial period and results documented, the TAT will meet again to discuss progress. The TAT then determines whether the interventions were appropriate and need to be continued or a referral for special education evaluation is needed.

### Special Education Evaluation

Parental consent for evaluation is required to begin the process. The District evaluation team then administers assessments required in the areas of suspected disability and related service areas. Related services can include but are not limited to speech/language therapy, occupational therapy, and physical therapy. After all assessments are complete, the multidisciplinary team, including parent(s)/guardian(s), meet to discuss the evaluation results and determine eligibility for special education services based on South Dakota Department of Education criteria.

### Individual Education Plan (IEP)

Once a student has been found eligible for special education services, the IEP team, including parent(s)/guardian(s), creates an Individual Education Plan (IEP). The IEP determines what the student's strengths and needs are and develops goals and special education and related services if applicable, based on those needs.

The Director of Special Education may be contacted for more information about these services at the District Education Center at 605-498-2700.

### School Nurse

The Tea Area School District has a full-time and a part-time nurse on staff to assist with medical needs that arise during the school day. Their goal is to promote the maximum physical, social, emotional, and educational growth of the students. They will do this by providing these services: direct health services, health education, consultation for faculty and staff, and health promotion/prevention for staff and students.

To reach the school nurse, please contact the office at your child's school.

*IMPORTANT NOTE: if your child is seen by a physician/orthodontist/ dentist/chiropractor/ optometrist, etc., please get a doctor's note or have a note faxed to school. Your child's absence will then be exempt and will not count against his/her attendance.*

### Low Income Insurance Information

Without health insurance, medical costs can break a family budget. There are low-cost and free health care coverage programs for many children, even if you work full-time. For more information, please contact the business office at 498-2700 ext. 5.

### Medications (please see medication policy on reverse)

If at all possible, medications should be scheduled and given outside of school hours. If your child requires medication while in school, both prescription or over-the-counter, a completed Medication and Treatment Authorization Form is required prior to administration. This form needs to be completed by the parent/guardian and/or parent/guardian along with primary care physician. The school district does not provide OTC medications. Medication must be delivered directly to the school nurse/aide or trained personnel by the parent/guardian in the original pharmacy or manufacturer's container. Parent/guardians are responsible to pick up unused medication within one week after the last day of school. If medication is not picked up within one week after school is out, it will be destroyed. Medication renewal is required at the beginning of each school year.

**Children should be excluded for the following illness:** (per South Dakota Department of Health guidelines)

**Chicken pox (Varicella):** exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.

**Diarrheal diseases:** exclude while symptomatic only if person is unable to practice independent hygiene.

**Fever of 100.0 or greater.** May return to school after being fever free for 24 hours without the use of fever reducing medication (Ibuprofen, Tylenol, ect.)

**Haemophilus influenza type B, invasive (Hib):** exclude until after 24 hours of antibiotic treatment.

**HIV, Hepatitis B, Hepatitis C, and other blood borne diseases:** generally no exclusion; considerations may exist if there is potential for blood borne exposure. Consult healthcare provider for guidance.

**Hepatitis A:** exclude until one week after onset of illness.

**Influenza and Influenza-like illness:** exclude as long as fever  $\geq 100$  degrees Fahrenheit is present in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.

**Measles:** exclude until four days after onset of rash.

**Meningococcal disease (Neisseria meningitidis):** exclude until after 24 hours of antibiotic treatment.

**Methicillin-resistant Staphylococcus aureus (MRSA):** exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.

**Mumps:** exclude until five days after the onset of parotid gland swelling.

**Pertussis (Whooping cough):** exclude until completion of five days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of symptoms.

**Pink eye, head lice, ringworm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever:** generally no exclusion; considerations may exist for certain sports, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance.

**Rubella:** exclude until seven days after onset of rash.

**Scabies:** exclude until after treatment has been completed.

**Shingles (Herpes zoster):** generally no exclusion if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.

**Strep throat and Streptococcal skin infections:** exclude until after 24 hours of antibiotic treatment.

**Tuberculosis:** exclude until physician and Department of Health determine person is not infectious.

**Vomiting:** Children that are vomiting should be kept home. If your child has vomiting at school, he/she will be sent home. The child should be kept home for a 12-hour period of time following the last incident of vomiting and should be fever-free and tolerating food and liquids.

*(2015 Red Book, American Academy of Pediatrics, 30th Edition; 2013 Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 3rd Edition; 2015 Control of Communicable Diseases Manual, American Public Health Association, 20th Edition)*

**Immunizations:** Tea Area School District acts in accordance with the South Dakota Department of Health. It is state requirement to obtain and verify immunization records for all new and transferring students. South Dakota law allows the school district to exclude students if immunizations are not current. Completed forms are due on the first day of school.

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

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. If a child 7 years and older has an incomplete DTaP primary series, please contact the Department of Health Immunization Program (1-800-592-1861) for assistance.
2. Four or more doses of **poliovirus vaccine**, at least one dose on or after age 4. *(Although not the recommended schedule - If a child has three doses of polio with the third dose administered on or after the age of 4 and at least 6 months after the second dose, no other doses are required.)*
3. Two doses of a **measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity**. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
4. Two doses of **varicella vaccine**. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided the minimum interval between the two doses is 3 months.

#### **Requirements for 6th Grade Entry**

5. One dose of **Tdap** is required for 6th grade entry **IF** the child is 11 years old. If the child is 10 years old when entering 6th grade they **45** days after their 11th birthday to receive the Tdap vaccination. If a child has a contraindication to Tdap, Td is acceptable. If a child receives a Tdap at age 7 or older, the dose does not need to be repeated. If a child 7 years and older has an incomplete DTaP primary series, please contact the Department of Health for assistance.

6. One dose of **meningococcal vaccine** is required for 6th grade entry **IF** the child is 11 years old. If the child is 10 years old when entering 6th grade they **45** days after their 11th birthday to receive the meningococcal vaccine. If a child receives a dose at age 10 or after, the dose does not need to be repeated

### **TASD Medication Policy (which includes over-the-counter medications)**

*\*\*This policy can be found in the school handbook, on the school's website, or on the School Nurse's website.*

**OPTION II:** If your student is going to carry his/her own medication (ex: Tylenol, ibuprofen, cough drops, antacids, inhalers, etc.) in his/her backpack:

- A "Request and Authorization for Medication/Treatment" Form must be filled out and signed by the parent/guardian (circle 'Option II'), then submitted to a school official prior to your student carrying/taking these medications. These forms may be obtained in the school office or on the nurse's website. If a child is found with medication and the Medication Form has not been filled out, the medication will be turned into the office for a parent/guardian to pick up.
- Per the school's policy, your child may only carry enough medication for one day's use (with the exception of inhalers).
- Over-the-counter medication will not be supervised, administered, or kept in the office, unless directed by a physician (see next section).

**OPTION I:** If the nurse will give your student medication OR your student needs to take a controlled substance (ex: narcotics, ADHD medication, etc.):

- A "Request and Authorization for Medication/Treatment" form must be filled out and signed by a physician, and submitted to a school official. *The school nurse will not administer medications until this has been completed.*
- District policy states that a student's parent/guardian will transport the medication to and from the school office; please do not send the medication with your student.
- Parents/guardians must bring the medication to the school office in a bottle labeled by the pharmacy that includes the following:
  - Student's name
  - Medication name and strength
  - Physician's name
  - Dosage and administration instructions
- If your doctor's office is prescribing a medication for your student, they may fax the completed and signed form to your student's school.
- If possible, please arrange for medications to be given outside of school hours.
- At the end of the year, parents/guardians are responsible for picking up unused medication. If the medication is not picked up, it will be destroyed.

Where to find the Request and Authorization for Medication/Treatment form:

- Your student's school office
- Online:
  - Go to the school's website: (<http://www.teaschools.k12.sd.us>)
  - Click on any of the schools (ex: Legacy, Frontier, Venture, etc.)
  - Find the nurse's pictures and click on the hyperlink that says "website."
  - On the left-hand sidebar of the nurse's website, there is a menu; click on Health Forms.
  - On the bottom of the Health Forms page, there is a hyperlink to print out the Medication Form.

*Note: Please do not send medication with your child to school, unless a form has been filled out. This includes any medication that may need to be given if they are sleeping at a home other than their primary residence (ex: spending the night at a friend's house, going to his/her other parent's house, etc.); please arrange other methods of transporting medication.*

We, as the school nurses, are here to help you as the parent(s), so please don't hesitate to call or email us with questions or concerns.

Work phone: 605-408-4011 (call or text)

Website: <https://sites.google.com/a/k12.sd.us/tasd-school-nurse/>

### Behavior/Response Matrix

<b>Level</b>	<b>Behavior</b>	<b>Response</b>
<b>1</b> Managed by the classroom teacher / paraprofessional  Behaviors that are minor deviations from expected behaviors that result in an immediate verbal correction with a logical consequence.	<ul style="list-style-type: none"> <li>● Running in the building</li> <li>● Disruptive transitions</li> <li>● Unsafe/rough play</li> <li>● Misuse of property</li> <li>● Play fighting</li> <li>● Spitting</li> <li>● Teasing/name-calling</li> <li>● Non-directed profanity</li> <li>● Failure to follow rules</li> <li>● Classroom disruptions</li> <li>● Uncooperative behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Redirect</li> <li>● State the rule</li> <li>● Model the behavior</li> <li>● Student practice correct behavior</li> <li>● Acknowledge correct behavior</li> <li>● Prompts – tap or look</li> <li>● Reward positive behavior</li> <li>● Loss of classroom privilege</li> <li>● Take a break/Time out</li> <li>● Apology</li> <li>● Change seats</li> </ul>
<b>2</b> Managed by the teacher and/or administration  Behavior that is repeated or more serious in nature that will result in an immediate verbal correction, a logical consequence, or a written behavior report	<ul style="list-style-type: none"> <li>● Repeated Level 1 behavior</li> <li>● Cheating/lying</li> <li>● Stealing</li> <li>● Minor intentional damage</li> <li>● Mild verbal abuse/directed profanity</li> <li>● Intimidation/verbal threat</li> <li>● Mild physical aggression</li> <li>● Non-compliance after warning</li> <li>● Inappropriate displays of affection</li> <li>● Cell phone/electronic device violation</li> </ul>	<ul style="list-style-type: none"> <li>● Level 1 responses</li> <li>● Verbal correction</li> <li>● Behavior agreement</li> <li>● Student conference with staff</li> <li>● Time in office</li> <li>● School counselor</li> <li>● Written behavior report</li> <li>● Parent contact</li> </ul>
<b>3</b> Managed by the principal  Behaviors that are serious, threaten the safety of self or others, or behavior that has been repeated even though response interventions were used  * All Level 3 behaviors will be documented in the Behavior Management System	<ul style="list-style-type: none"> <li>● Repeated Level 2 behavior</li> <li>● Abusive language</li> <li>● Strong and repetitive defiance/insubordination</li> <li>● Vandalism</li> <li>● Possession of weapon</li> <li>● Threatening/bullying</li> <li>● Physical aggression/fighting</li> <li>● Inappropriate use of technology that violates district policy</li> <li>● Weapon violation</li> <li>● Harassment</li> </ul>	<ul style="list-style-type: none"> <li>● Office referral</li> <li>● Loss of privilege</li> <li>● Time in office</li> <li>● School counselor</li> <li>● Behavior contract</li> <li>● Conference with student and parents</li> <li>● In school suspension</li> <li>● Out of school suspension</li> <li>● Restitution</li> <li>● Resource officer</li> <li>● Reassignment</li> </ul>