



Tea Area Board Report – Student Handbook Summary Changes

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OVERVIEW

The Tea Area Governance Team has reviewed the student handbooks. This document is a summary of the additions, deletions, or modifications due to COVID19 for the 2020-2021 school year.

Absence Classification – Addition

Absence Due to COVID Illness, Isolation, or Quarantine

An absence due to COVID must be documented with a Department of Health notification letter or doctor's note.

The student must follow the recommendation of the Department of Health or doctor's note. The student may not return until the Department of Health or doctor's note guidelines are met.

Daily attendance: A student will be counted in attendance when the COVID19 illness is not limiting their ability to learn and the student is engaged with the student's teacher daily. The engagement is measured by keeping up with the course work and due dates, answering communication in a timely manner, and meeting obligations set forth by teacher.

The building principal will make the final determination on any questionable absence classification.

Dress Code - Addition

A. Proper attire – South Dakota law states that it is the responsibility of the school to determine student's dress. Therefore, any style of dress, article of clothing, or hairstyle that interferes with or disrupts the learning environment is unacceptable in the Tea Area School District. **Face coverings must meet the dress code requirements.**

- 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.
- The following cold or wet weather items of clothing are expected for students riding in District transportation when temperatures including wind chill are below freezing: coat, gloves or mittens, head wear, scarves, snow boots.
- Each Friday is Spirit Day. All students are encouraged to wear Titan apparel or blue and gold.
- Tennis shoes must be worn for physical education classes.
- **Face coverings cover both the nose and the mouth with the purpose of protecting the individual and others. Gaiters, cloth masks, and disposable mask are acceptable. The individual must be identifiable as determined by the principal with eyes visible. The no hat policy is still applicable. The building**

principal will make the final determination on any questionable face coverings. Face shields may be worn but do not constitute a face covering.

Students should be aware the following specific types of clothing are **prohibited**:

- Spaghetti-strap tops, halter tops, tube tops, crop-tops, or off the shoulder necklines.
- Clothing that 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.
- Visible undergarments, no matter the position of the body (standing, sitting, leaning, etc.).
- Bottom half clothing (pants/shorts/skirts) with inseam of less than 3 inch reach the top of the hipbone and have no holes in the 3 inch inseam area or above.
- 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.
- Bandanas, sweat bands, berets, hoods, hats or sunglasses in school. An exception will be made only for safety purposes in Industrial Arts, and in case of a special day approved by the principal. **Please note this applies to face coverings.**
- Blankets in the classroom
- Visible chains.

B. Consequences for wearing inappropriate attire:

See also Discipline Grid.

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. *Punishment will follow the Discipline Grid.*

Students who refused to wear a face coverings will be provided a disposable or clean face covering. If the student is insubordinate or the building principal identifies the action as persistent defiance, the student will go home and have the option to enroll in the Tea Area Online Academy.

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

- No shoes or boots that leave excessive black marks on the floors.

Out of concern for health and safety, face coverings must be worn as identified by the Tea Area School Board while on or in Tea Area School District property.

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

Youth Possessions – Book bags, Backpacks, Purses, and Electronic Devices - Deletion

1. All book bags, backpacks and purses need to be kept in lockers and not brought to class. This is a safety issue, as well as a space restriction necessity. The Chromebook carrying case or equivalent carrying case is acceptable.
2. In accordance with Policy JFAA – Search and Seizure – Student and JFG - Interrogations and Searches, lockers, book bags, handbags and purses are subject to searches at any time by the Administration.
3. Electronic devices including but not limited to, personal music players, laser lights, beepers, smart watches, Google glasses, smart devices and pager-type devices are not to be used during class; inappropriate use will result in confiscation of the device. When electronic devices are confiscated, they will be turned into the office. On the first offense the student can pick up their property after school in the office and placement on the discipline grid. Additional offenses will require the device to be returned only to a parent/guardian, unless other arrangements are made between parents and the administration and placement on the discipline grid.
4. Cell phones/Smart devices-Cell phones may be used during a student’s lunch session and between classes. Cell phones are limited to use in the commons and halls. Other uses will warrant placement on the discipline grid.
1. Teachers have the discretion to confiscate any materials or items that are disruptive to learning (fidget spinners, fidget cubes, putty, slime, stress balls, tables, squigglets, ect.)
5. The school is not responsible for any lost, stolen, broken, or damaged devices.

Pass Slips - Modification

Teachers will use a non-touch system to allow students to leave the classroom.

Lunchroom Regulations - Modifications

Good behavior, proper eating habits, and good manners will be maintained in our lunchroom. Students are expected to walk to and enter the lunch line in an orderly fashion. No eating in study hall, homeroom, or any room in the building. Students must remain in the lunchroom and leave the commons area only when dismissed by a staff member or when the bell rings. ~~Lunchroom guests must follow school Policy KK – Visitors to the Schools.~~ No lunchroom visitors.

Students bringing their own lunches 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.

Building principal seating guidelines and line placement/spacing will be followed at all times.

NO FOOD WILL LEAVE THE LUNCHROOM. Students are expected to clean up their tables and scrape their plates. NO POP is allowed in the lunchroom. Students may bring water to class.

9th and 10th grade students are required to remain on campus during the lunch break. Exceptions due to extenuating circumstances must be cleared through the building principal or his/her designee.

Foreign Exchange Students (Policy JECBB – Foreign Exchange Students) - Deletion

– Foreign exchange students will be considered a part of their age appropriate class. Only 2 foreign exchange students will be accepted per school year. Foreign exchange students will not graduate nor take part in the senior experience. No Foreign Exchange Students during the 2020-2021 school year.

Transportation - Modification

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.

Highlighted Mitigation Violations

Incident 1. Bus driver will submit completed Bus Discipline Report to Operations Manager. Operations Manager will discuss report with the student's respective principal. Operations Manager contacts parents to inform that student will forfeit bus privileges for fifteen (15) consecutive school days. Parents and student are informed of the next level of discipline should the student continue to violate health and safety protocol.

Incident 2. Bus driver will submit completed Bus Discipline Report to Operations Manager. Operations Manager will discuss report with the student's respective principal. Operation Manager contacts parent to inform that student will forfeit bus privileges for the remainder of the school year.

The identified COVID19 mitigation measures are utilized for the health of all individuals on the bus. These measures must be followed or the student will lose the privilege of receiving transportation services. Mitigation measures are as follows:

Family Responsibilities

- Ensure each student has a mask to wear on the bus.
- Review and support rules and procedures with each student.

- Complete the health screen and keep students at home when they are not feeling well.
- Communicate with the district regarding any health concerns.

Student Responsibilities

- Wear your **required** face mask when entering, exiting, and riding on the bus.
- Follow the bus rules and the directions from the driver.
- Respect the physical space of all individuals on the bus
- Go directly to your assigned seat, sit down in your assigned seat, and remain seated for the duration of the trip.
- Wash your hands or use hand sanitizer before getting on the bus.
- Wash your hands or use hand sanitizer again after reaching your destination.
- Avoid touching your eyes, nose, or mouth while on the bus.
- Limit touching frequently touched surfaces such as hand railings, buttons, and other seats when possible. If you must touch them, use hand sanitizer or wash your hands as soon as you can.
- Stay home when you are not feeling well.

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.

Student Activity Transportation:

The Tea Area School District provides transportation to school activities and students are ~~expected~~ **allowed** to ride to and from the activity on the transportation provided by the school. Students may ride **to the activity and home** with parents/guardians **or approved adult** only if the parent/guardian/**adult** is at the activity and asks the activity advisor permission to do so **completes the Activity Transportation Waiver Form prior to the event.** In such cases, the parent/guardian must complete or sign a transportation waiver. In no instance will students either provide their own transportation or travel with anyone other than their own parent/guardian **or approved adult** to or from a school-sanctioned event. Participants must arrive at the event at the time identified by the coach. Violations of this policy may result in the loss of the privilege of participating in the event.

Parent Teacher Conferences

Parent teacher conferences will be held in the fall and spring. Refer to the school calendar for specific dates and times. **The conference may occur virtually.**

Open Lunch

Tenth – twelfth-grade will have open lunch from and can leave school grounds to eat. **Sophomores and** Freshmen are not eligible for open lunch and must remain on school grounds. Students with excessive tardiness, absences and grid offenses will lose this privilege. See discipline grid.

Visitors (Policy KK – Visitor Policy)

Please refer to the T ASD COVID Mitigation Board Document.

Any adult wishing to visit Tea Area 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 maybe required to present proof of identification as well as submit all required paperwork.

Exceptions to this policy must be cleared with the Principal.

All salespersons or visitors (including all family members) must check in at the office and get a visitor's badge before conducting business or visiting with a staff member or a student. All visitors, regardless of age, must follow the school guidelines and policies.

Health - Addition

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

COVID19: exclusion requirements are updated and on the SD Department of Health website.

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.)

Discipline Grid - Addition

OFFENSES	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE (Habitual Disobedience)
Class Two (per semester)				
School Setting disruption, cell phones or other electronic devices, inappropriate dress, skipping, overt displays of affection, disobeying rules set by staff, neglecting obligations, cheating	Detention	Detention	Detention or ISS, parent contact	Detention(s), ISS, or possible OSS, parent contact
Class Three (per semester)				

<p>Insubordination, pornographic materials, disrespectful/obscene language or actions, physical aggression, possession of object with potential to harm, exhibition driving, inappropriate use of social media/technology</p> <p>Students who refuse to wear a face covering.</p>	<p>Detention</p> <hr/> <p>ISS or OSS if obscene language or action directed at a person.</p>	<p>Detention or ISS, parent contact</p> <hr/> <p>Counselor referral when appropriate.</p> <p>ISS or OSS if obscene language or action directed at a person.</p> <p>Evaluate for Reassignment</p>	<p>ISS or OSS, parent contact</p> <hr/> <p>Counselor referral when appropriate.</p> <p>OSS if obscene language or action directed at a person.</p> <p>Evaluate for Reassignment</p>	<p>OSS (5-10 days), parent contact, referral to superintendent for disciplinary action, evaluate for reassignment</p>
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Elementary Specific

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 communicate with the building administrative assistant. ~~must come to the office to sign his/her student out of the building.~~

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. No homemade treats are allowed at this time.

Behavior/Response Matrix

Level	Behavior	Response
<p>1</p> <p>Managed by the classroom teacher / paraprofessional</p> <p>Behaviors that are minor deviations from expected behaviors that result in an immediate verbal correction with a logical consequence.</p>	<ul style="list-style-type: none"> ● Running in the building ● Disruptive transitions ● Unsafe/rough play ● Misuse of property ● Play fighting ● Spitting ● Teasing/name-calling ● Non-directed profanity ● Failure to follow rules ● Classroom disruptions ● Uncooperative behavior 	<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 positive behavior 🎬 Loss of classroom privilege

		<ul style="list-style-type: none">  Take a break/Time out  Apology  Change seats
<p style="text-align: center;">2</p> <p style="text-align: center;">Managed by the teacher and/or administration</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 behavior report</p>	<ul style="list-style-type: none"> ● Repeated Level 1 behavior ● Cheating/lying ● Stealing ● Minor intentional damage ● Mild verbal abuse/directed profanity ● Intimidation/verbal threat ● Mild physical aggression ● Non-compliance after warning ● Inappropriate displays of affection ● Cell phone/electronic device violation 	<ul style="list-style-type: none">  Level 1 responses  Verbal correction  Behavior agreement  Student conference with staff  Time in office  School counselor  Written behavior report  Parent contact
<p style="text-align: center;">3</p> <p style="text-align: center;">Managed by the principal</p> <p>Behaviors that are serious, threaten the safety of self or others, or behavior that has been repeated even though response interventions were used</p> <p>* All Level 3 behaviors will be documented in the Behavior Management System</p>	<ul style="list-style-type: none"> ● Repeated Level 2 behavior ● Abusive language ● Strong and repetitive defiance/insubordination ● Vandalism ● Possession of weapon ● Threatening/bullying ● Physical aggression/fighting ● Inappropriate use of technology that violates district policy ● Weapon violation ● Harassment ● Refusal to wear a face covering (2nd Offense) 	<ul style="list-style-type: none">  Office referral  Loss of privilege  Time in office  School counselor  Behavior contract  Conference with student and parents  In school suspension  Out of school suspension  Restitution  Resource officer  Reassignment