

Tea Area School District



Grades JK-4
Student Handbook
2016-2017

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 enjoy reading 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. Children Are Important
 1. We believe that our schools exist for all children.
 2. We believe that we need to know each child as an individual—we need to know his/her strengths, weaknesses, interests, aspirations, and needs.
 3. We believe that we need to make provisions for all children to participate as individuals and as members of groups in order to accomplish the following:
 - a. Give children a sense of belonging.
 - b. Teach children to solve problems, plan, decide, act, and evaluate.
 - c. Encourage children to grow creatively.
 - d. Help children appreciate other persons.
 - e. Teach children to accept responsibility.
 - B. Children Can Develop into Capable Citizens
All pupils need to learn to be active, functioning citizens of our changing society through the following provisions:
 1. By acquiring competence in the basic tools of learning mathematics, reading, literature, listening, spelling and writing.
 2. By growing in their knowledge and understanding of geography, history, science, and government in their selection and training for a suitable vocation.
 3. By living democratically in the schools to acquire a love of and appreciation for the American way of life.
 4. By enjoying the privileges and accepting the responsibilities of citizenship.
 - C. The Stage for Learning Must Be Set
We believe that learning takes place best under the following conditions:
 1. The experiences planned foster developmental growth of pupils.
 2. Activities are vital and meaningful to those participating.
 3. The experiences are cooperatively planned and carried out by teachers and pupils.
 4. A safe and stimulating environment is provided.
 5. There are a great variety of learning experiences.
 6. Pupils set for themselves high-quality standards in work habits and workmanship.

7. Pupils are aware of their own goals and of their progress toward these goals.

IV. We believe that education is a life-long process of growth which, in addition to the accumulation of information, results in changes in behavior—thinking, feeling, and doing; and schools have a responsibility to help adults by offering instruction in vocations, vocational interest, home and family life problems and citizenship responsibilities.

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 superintendent or principal.

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

Together
Everyone
Accomplishes
More

School-Home Compact

To promote better understanding and communications among all involved in the education of the students of Tea Area School District, it is important that all parties read and commit to the following:

Students:

- Always try to do my best in my work and in my behavior.
- Show respect for my classmates, my teachers, and myself.
- Obey the school and bus rules.
- Take pride in my town and my school.
- Support the academic, athletic, and artistic programs of others.
- Come to school prepared each day.
- Believe that I can and will learn.

Parent(s)/Guardian(s):

- See that my child attends school regularly and punctually.
- Support my child in supervising homework completion.
- Regularly attend parent-teacher conferences and other such conferences as needed to stay informed on the progress my child is making.
- Encourage my child always to learn.
- Set a good example to my child.
- Show respect and support for my child, the teachers, and the school.
- Support my child's academic, athletic, and artistic activities.
- Respect the confidential nature of school matters.

Teachers:

- Show respect for each student and his or her family.
- Provide an environment conducive to learning.
- Enforce rules as fairly and consistently as possible.
- Maintain open lines of communication with each student and his/her parent(s)/guardian(s)
- Welcome parent/guardian volunteers.
- Demonstrate professional behavior and positive attitude.
- Be a good role model for all students.
- Believe that all children can learn.
- Respect the confidential nature of school matters.

Administrators:

- Provide an environment that allows for positive communication between the student, parent(s)/guardian(s), and teachers.
- Enforce the rules of the school as fairly and consistently as possible.
- Welcome and support parent/guardian volunteerism.
- Be a leader and role model in the educational community.
- Support and encourage learning for all ages.
- Believe that all children can learn.
- Be a positive link between the community, school staff, and the Board of Education.

School Support Staff:

- Show respect for each student, parent/guardian, and teacher.
- Be a good role model for all students.
- Respect the confidential nature of school matters.
- Show a positive attitude in school.
- Keep an open line of communication with other school staff.
- Encourage all children to learn.

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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 physical or mental condition. The role of the school in attendance matters 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.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

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.

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 tardies 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. In case of an absence, the student shall be allowed two days to make up school work for each day missed. In regard to testing as it applies to the make-up process: If the student is in school and a test is assigned for the day on which the student will be absent, the student will take the test on the first day that he/she returns to class.
7. 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.
8. 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
Skips

Exempt

Death in family/funeral
Illness of students with medical note**
School sponsored activities
Documented medical appointments
OSS
Court Summons with court note
Approved college visit/shadow/service

*See discipline grid

**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 counted as a tardy. A thirty (30) minute detention will be issued each time the student accumulates seven (7) tardies. Excused tardies will be allowed for 1) late bus; 2) bad weather; 3) having a note from a teacher, counselor, or principal. All other tardies are unexcused.

Dress Code

- A. Proper attire – South Dakota law states it is the responsibility of the school to determine 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 necessary for JK-4: coat, jacket or sweater, snow pants, gloves or mittens, head wear, scarves, snow boots or overshoes. JK-4 students who do not wear boots or snow pants during wet and snowy conditions will be restricted to a designated area. (More weather wear instructions may be forthcoming from JK-4 teachers.)
 - 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-4 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. A rule of thumb for shorts/skirts is that they should extend to the fingertips when arms are extended at the student’s side, or 5” above the top of the knee cap.
- Flip flops at any time due to safety.
- 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.*
- Jackets worn in classrooms.
- 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. *Punishment for repeat offenders will be determined by the principals.*

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 acceptable:

- 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 School District, 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, and Pagers

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 South Dakota Board Policy 502.6, lockers, book bags, handbags and purses are subject to searches at any time by the administration.
3. Student's pagers and cellular phones may not be visible, or used, and must be turned off during school hours, 8:20-3:30, because of the disruption that occurs in 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 during school hours for the purpose of calling or texting. 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.

Cheating

Students are expected to do their own work. Students who need assistance with schoolwork should consult their teachers. Students in who are caught cheating will automatically receive a zero percent (0%) on that particular academic obligation and his/her parent(s)/guardian(s) will be contacted. Repeat offenders will be referred to the administration for further disciplinary actions.

Discipline

The Tea Area School District disciplinary 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.

All disciplinary offenses are first handled by the teacher or aide using an established classroom discipline policy. If the behavior is excessive or has exceeded the behavioral steps in the classroom, then a student shall be sent to the office for disciplinary action by the principal. Students may be pulled from class to discuss disciplinary issues.

A student may be reported for failing to abide by school regulations and/or failure to demonstrate the qualities of good citizenship expected of all students. The following specific inappropriate behaviors will result in disciplinary actions that may include detention, suspension, or expulsion.

- Disrupting classes or school activities
- Using tobacco or nicotine delivery devices on campus or at school events
- Possession of tobacco products or nicotine delivery devices at school or school events
- Bringing food or beverages to class
- Stealing
- Fighting or harassing others
- Wearing clothing that may disrupt the educational process
- Vandalizing school or personal property
- Occupying restricted areas of campus
- Using skateboards, bicycles, mopeds, other than for transportation to and from campus

- Refusing to comply with directions from teachers, administrators, or other school personnel
- Using profanity or improper language, or showing disrespect to the dignity of other students or staff on campus or at school events.
- Displaying abusing epithets or threatening gestures to other students, teachers, administrators, or other school personnel
- Displaying conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of a school related activity
- Participation in documented conduct detrimental to the best interests of the school district
- Exhibiting disruptive behavior in the lunchroom
- Expressing unsportsmanlike conduct involving visiting teams and representatives
- Demonstrating overt displays of affection
- Gambling and profanity will not be permitted
- No candy, gum, pop, or food is allowed in classrooms unless permission is given by the classroom teacher.

Parents can assist in promoting good behavior by:

1. Supporting the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of students.
2. Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
3. Check both sides of the story before taking action.

Disciplinary Action

A teacher at his or her discretion may remove any student from class who is disrespectful, discourteous and/or a discipline problem. When requested, a student dismissed from class must go immediately to the office for a conference with the principal or school counselor. Any student, who does not immediately go to the office after removal from class or any student who verbally or physically abuses any school personnel will meet with the principal for possible suspension or expulsion.

Any disciplinary action involving students will be handled on an individual basis, which could result in removal from class or activity, loss of recess time, in-school suspension, out of school suspension by the administration or permanent expulsion by the Board of Education.

1. Students will be treated as young adults.
2. Students are expected to show proper respect for teachers and fellow students.
3. Students who use profane, obscene or otherwise offensive language will immediately be sent to the office of the principal.

DISCIPLINARY REPORT: *Teacher and administrators will document and the office will mail home discipline reports on students who violate school policies. The discipline report has been prepared to notify the parent(s)/guardian(s) of the student's infraction of school policy, the corrective action taken and any recommended future actions. The discipline report filed will be in triplicate-one copy will be sent home to the parent(s)/guardian(s), a second copy will be kept by the teacher, and the third copy will be placed in the student's file in the office. Parent(s)/guardian(s) are urged to cooperate with and support the school in regard to the corrective action taken and future recommendations concerning their child.*

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a Hearing Board is required. Repeated minor infractions may justify the use of more severe measures.

- A. **Admonition and Counseling**
Admonition and counseling should be used when appropriate to assist a student to understand when his or her conduct interferes with his or her educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.
- B. **Extension of Schedule (Detention)**
A form of discipline that detains a student outside of the normal school hours may be used by employees and will determine the detention length. Detention periods that are not attended by students will result in doubling the detention time for each period missed. Students serving detention after school will be supervised by the faculty member assigning the detention or the principal when available. Bus students will be given a one-day notice before serving the detention.

Parents/guardians will be contacted by the faculty member who assigned the student to detention in regard to the nature of the violation and time the detention will be served. Students will be required to read an appropriate book or work on school assignments.

C. In-School Suspension

A form of discipline in which the student is temporarily denied the right to attend class with his/her classmates. The student will attend school and report to the designated area.

D. Out-of-School Suspension

A form of discipline in which the student is temporarily denied the right to attend class or school or school sponsored activities is defined as suspension. The Superintendent may suspend students for up to ninety (90) school days without a board hearing or action. The principal may suspend students from school, class, or an activity for up to ten (10) school days without a board hearing. Suspension beyond ten (10) school days (by the principal) requires a hearing before the school board. Suspension may be for, (1) the rest of the day; (2) a specific period of time; (3) until a conference with a parent(s)/guardian(s) is held (4) or until specified conditions are met by the pupil. Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property or actions endangering the welfare of others. The suspended student will not attend any school-related functions as a participant or observer and will not be in contact with school property. A copy of the standards for hearing procedures for suspension can be obtained from the administrative offices.

Reinstatement after suspension is granted when the Principal or his/her representative is convinced that the conduct of the student will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent(s)/guardian(s) conference, which may include the school personnel involved. Continuation of those acts which led to the suspension of the student is just cause for recommendation to expel the student by the Board of Education.

E. Expulsion

A type of discipline in which the student is removed from the school by the Board of Education after recommendation from the Principal and Superintendent is defined as expulsion. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is action taken only by the Board of Education after its representatives are satisfied that the student intends to correct the behavior that led to expulsion. Student Due Process is covered under SDCL Article 24:7.

Classroom behavior

Students are expected to conduct themselves as ladies and gentlemen at all times. Students are to walk at all times when going through the halls and classroom areas. There is to be no loud talking, whistling, loitering, and fighting in the halls.

Keeping Children After School

Teachers may occasionally keep children after school to give them special help, or they may be kept after school for disciplinary reasons. In any case, an attempt will be made to have the child notify his parents.

Playground Rules

Our school operates on the assumption that if students are healthy enough to be in school, they are healthy enough to participate in recess. Rules are established for the safety of children. These rules will be taught at the beginning of the school year and reviewed periodically. If students do not follow the rules, disciplinary action will be taken.

1. Students are to play on designated playground areas.
2. Students need permission to leave the playground area.
3. Students are required to wear a coat or jacket when the weather is 60 degrees or below. Please wear additional clothing (hat, gloves, boots, and/or snow pants) when appropriate for the weather conditions.
4. Swings are to be used in a back and forth direction. One person is allowed on a swing at a time. Students may not run under the swings when someone else is swinging. The swings should not be wrapped together or around the top pole. Swings should not be jumped from.
5. Students may play touch or flag football. (Tackle football is not allowed.)
6. Wrestling, pushing, kicking, and tripping is not allowed.

7. Pulling on or taking other students' clothing is not allowed.
8. Each class is allowed to play with balls and miscellaneous equipment designated for their class. Equipment taken out needs to be played with in the designated areas and brought back in when recess is over.
9. Hard balls are not allowed.
10. Balls and tag games are not allowed on the equipment.
11. Balls should not be thrown or kicked at the building.
12. Swinging or jumping off the bridge is not allowed.
13. Slides are to be used by one student at a time. Students need to go down the slide with feet first.
14. Students need to stay out of mud and water puddles.
15. 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.
16. Skateboards, rollerblades, scooters, etc. are not to be brought to school.
17. There should be no obstructions in front of the fire exit doors.
18. When recesses are inside, students should follow the rules of the supervising teacher. Indoor recess will be called for inclement weather such as rain or lightning and when the temperature is below 0 degrees (including wind chill).
19. Electronic items, toys, and trading cards are not to be brought to school.

Winter/Snow Rules

1. Students need to stay inside for a study hall if they do not have boots and/or snow pants.
2. The snow along the building is off limits. Shrubs under the snow could be damaged.
3. Whitewashing and throwing snowballs or ice clumps is not allowed.
4. Sliding and playing on the ice is not allowed.
5. Students must stay off of snow mountains.

Lining Up

1. The first bell is the signal for students to stop what they are doing. Upon a signal from the teacher, students will walk to their line.
2. When in line and the teacher signals with a whistle, students need to stop talking immediately, face forward, and prepare to enter the building quietly.

Hallway Rules

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

Textbooks

Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students they are issued to. Should the textbook get lost or receive excessive damage, a fine will be levied against the student it was issued to. Fines will be determined by the teacher and the principal. The fine will be determined by the actual cost of replacement of the book.

Lunchroom Rules

Parents are requested not to eat lunch at school during the first month and last two (2) weeks 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 a table is quiet, students will be dismissed.
5. Students will pick up all lunch wrappers, food, and trays and put them in designated areas.
6. Fast food is highly discouraged in the lunchroom for students and adults.
7. Parents are allowed to bring lunch for their child only
8. Soda is not allowed in the lunchroom for compliance with Federal Nutritional Guidelines

Leaving School during School Hours

When a student finds it necessary to leave the school during school hours for illness, doctor, or dentist appointments, etc., permission must be obtained from the office, granted upon request of the parent(s)/ guardian(s). No student is to leave the school without first notifying the office. Parents must check in at the office to obtain a dismissal permission slip prior to picking up their student.

Visitor Policy

The only entrance during school hours (7:45 a.m. to 4:00 p.m.) will be through the main entrance by the office. No visitors will be allowed in the hallways or on the playground (during recess). The exception to this would be a scheduled IEP meeting or a prearranged meeting with the child's teacher. All visitors must sign in at the office and wear a visitor ID badge.

Lockers

Lockers will be assigned. Students are expected to keep lockers neat and clean. Periodic, unannounced locker inspections may be held. No posters, signs, etc. will be permitted on the outside of locker doors unless permission is granted by the administration. Students shall not possess or store in their lockers any item that is expressly prohibited or violates safety, health, or standard morality. *Examples are weapons (including but not limited to knives, razors, guns, ammunition, black powder, lighters, matches, chains, clubs, explosives of various types) drugs, alcohol, tobacco, pornographic materials, obscene or suggestive material, including drug and alcohol advertisements and incendiary items, or items that may jeopardize the welfare or safety of other students.*

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.* The administration is not trying to make this an issue; rather it is a request for students to use sound judgments.

Continual violation of this request will result in disciplinary action at the discretion of administration.

Telephone 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 by the teacher or principal. Cell phones and pagers must be left at home. Student placed calls will not be permitted during class time, except in emergencies.

If you wish to speak directly with a staff member, please call between 8:00-8:15am or 3:30-4:00pm.

ACADEMIC

Acceptable Use Policy – Computer, Internet and Electronic Mail

Computer - Terms and Conditions

1. No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers.
2. No work outside of menus, this includes exiting into DOS.
3. No physical tampering or destruction of computers, keyboards, printers, etc.
4. No unauthorized use of other student's directories. Students must keep their passwords private. Students are responsible for all files in their directory.
5. The system operator and/or school personnel will periodically inspect student files unannounced and at random.
6. No diskettes may be brought from home or any other source. If needed, diskettes may be provided or purchased from the school.
7. Names of students on computer suspension will be posted in the teacher workroom.
8. Computers, Internet, network programs, and printers are to be used for educational purposes only.
9. Failure to comply with any stated policy will result in privileges being revoked.
10. No student email.

Internet - Terms and Conditions

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Tea Area School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

1. *Acceptable Use* - The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.
The use of the Internet and e-mail 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 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 others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
7. *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.

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation or damage to the computer network, individual computers, computer equipment, and/or Internet/electronic mail, my access privileges may be revoked and school disciplinary and/or appropriate legal action will be taken. Furthermore, I understand that I will be responsible for paying for said damages and professional services in their entirety.

Grading Scale/Policy

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

Junior kindergarten through third grade will use a standards based report card. The legend will indicate the rating scale. Pluses and minuses may be used to denote improvement in all subjects.

Fourth grade, the following grading system will be used:

| | |
|----------|----------|
| A+ 100 | C+ 84-83 |
| A 99-96 | C 82-79 |
| A- 95-93 | C- 78-77 |
| B+ 92-91 | D+ 76-75 |
| B 90-87 | D 74-71 |
| B- 86-85 | D- 70-69 |

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.

Communication

Teachers will communicate directly with parents/guardians with academic or behavior concerns.

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 2nd and the 4th 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

Each spring, there is considerable discussion about placing children in classes for the next school year. This is a matter that we do not take lightly at our school, and the staff and principal spend countless hours in forming well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills.

It is hoped that a frank review of our procedures for class placement of students will eliminate the need for parents to individualize their concerns or make requests for specific teachers.

When classes are structured, we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- An even boy-girl 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

Once these factors have been considered, teachers begin to build a class of children who show promise of working well together.

We will only honor room requests when extenuating circumstances exist. We discourage parents from making any room requests. If a parent feels they have good reasons to make a request, they need to write a letter to the elementary principal expressing those reasons and submit it by April 30th. The final decision on class placements resides with the teachers and administration.

ACTIVITIES

Church Night/Sunday

Students or teachers will schedule no formal school events 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.

When activities (field trips, etc.) require a student to pay money, it must be paid in advance before the student is allowed to attend.

School Parties

Classroom parties for preschool through grade 4 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 invitation rule: Parents shall not send party invitations to school to be passed out. There are some very hurt children when they are not invited to classmates' parties. It would be better for all if parents would make invitations by phone or mail rather than at school. When identified, invitations sent to school will be returned home for alternate methods of distribution.

MISCELLANEOUS

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 instruction 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 and student's respective principal.

Incident 2. Student is referred to grade level principal 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. Student is referred to grade level principal 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. Student is referred to grade level principal 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.

Disaster/Fire 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.

Library Services

The library is the core of the school. It is the place where students do research for assigned reports, do reference work and look for materials not found in their regular texts. The use of the library is a privilege permitted to all students until the privilege is abused. The librarian may revoke the privilege only with consultation with principal. The following needs to be observed when using the library.

- A. QUIETNESS: The library is the center for quiet study in the school.
- B. MAGAZINES AND NEWSPAPERS: These are for information and recreational purposes. They must have the utmost care so that our current reference section can be maintained. No person is allowed to check out current magazines or take clippings from newspapers on the racks without the permission of the librarian.
- C. REFERENCE MATERIALS: Most reference books must be used in the library. Reference books may only be checked out with the permission of the librarian. Students should feel free at any time to ask the librarian for aid in locating materials.

- D. **LIBRARY BOOKS:** 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. Overdue fines will be issued to students who fail to return a library book in a timely fashion. Cost of replacement for a book will be issued to students who lose a library book or return it in a damaged state
- E. **BOOK CHECK OUT AND RETURN:**
 - 1. No student should sign out books for another student.
 - 2. Books may be kept for a period of two weeks or until a student has finished with them provided you are reasonable and considerate.
 - 3. The student who checks out a book assumes full responsibility for the care of that book. Do not pass a book on to others as they may keep it overdue, damage it or lose it.
 - 4. Each student is directly and personally responsible for the return of books checked out in his/her name.
- F. **LOST AND DAMAGED BOOKS:**
 - 1. Lost Books: The replacement price of the book will be charged to anyone losing a book.
 - 2. Damaged Books: If a damaged book can be repaired, the repair cost will be charged to the person who the book is checked out to. If the book is damaged beyond repair, the replacement price of the book will be charged to the person who the book is checked out to. The librarian will determine whether or not the book can be repaired or needs to be replaced.
- G. **AUDIO EQUIPMENT:** Radios, stereos, tape players, CD players or various other types of music listening devices not being used for educational purposes (including their use of headphones) are prohibited in class, study halls and in the library. Because of the cost of these types of equipment, it is recommended that students leave these machines at home.

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.

- 1. The price per breakfast for students JK-12 is \$1.40. The price per lunch meal is: JK-6 - \$2.40 and 7-12 - \$2.65. There will be a \$.25 charge for extra milk or juice. (Prices are subject to change at the discretion of the school board.)
- 2. Students will not be allowed to leave the school premises during breakfast/lunchtime.
- 3. 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.
- 4. Breakfast will be served from 7:50-8:15. No breakfasts will be served after 8:15. The only exception to this policy will be for students riding the bus which arrives to school after 8:15.

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.

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). It will also be announced in the Tea Area Primary School monthly newsletter.

School Closings

The Tea Area School District will use radio station WNAX (570), KKLS (104.7) 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.

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.

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 Jennifer N. Lowery, Superintendent
Section 504..... Betsy Drew, Elementary 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, Betsy Drew, 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 annual and publications.

Every Student Succeeds Act (ESSA) Complaints

A parent, student or district stakeholder who has a complaint regarding the use of the federal ESSA funds and is unable to resolve the issue, may address the complaint in writing to the district superintendent. The written complain would first go to the superintendent for an informal conference and then move to the next level if the complaint remains unresolved following any action of the superintendent. The next level would be putting the complaint in writing to the school board for review. The Board's decision will be final unless an appeal is requested. On all levels an informal conference is to be held within five days of the date of filing of the complaint so that no complaint shall consume more than 20 days time in all.

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 shall be provided with a written explanation of the school's decision including the rights of the parent/guardian or youth to appear the decision. Students should be provided with 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)

Anti-Bullying/Harassment of Students

Harassment and 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 and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment 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 harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including: race, color, creed, gender, national origin, religion, age or disability.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
 - Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
 - The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

This policy is in effect while students or employees are on property within the jurisdiction of the Tea Area School District; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

The District will act to investigate all complaints (formal or informal, verbal or written) of bullying. A formal complaint may be submitted on the Complaint Investigation form available from the building principal or counselor. Any student engaging in an act of bullying will be subject to a progressive discipline plan.

It also is the responsibility of the superintendent or designee (principals, administrators) to develop procedures regarding this policy, including training programs for students, school officials, faculty, staff, and volunteers. The training will include how to recognize and prevent harassment, as well as what to do when a student is being harassed. The district will evaluate the program to monitor policy implementation. The superintendent will make recommendations to modify this policy and/or its accompanying procedures to the board as needed to ensure program effectiveness.

All documentation associated with a complaint shall be maintained by the building principal for a period of three years. The superintendent is responsible for monitoring the written records to ensure the policies and procedures are being followed. The superintendent can be contacted at 131 N. Poplar, Tea, SD 57064 or by calling 605-498-2700.

The Tea Area School District will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the administrative office at 131 N. Poplar Ave., Tea, SD.

Sexual Harassment Policy

- A. Policy. It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.
- B. Definition. Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.
- C. Responsibility. School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws when appropriate. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of the policy will be available in the administrative offices.
- D. Complaints. Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the school counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize the Tea Area School grievance procedure.

Concealed/Dangerous Weapons at 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 the criminal justice or juvenile delinquency system 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.

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: 1) that a school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.

Grievances are processed through four steps: 1) to the counselor, 2) to the principal, 3) to the Superintendent, 4) to the School Board for review. The Board's decision will be final unless an appeal is requested. On all four levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 20 days time in all. The burden of proof is upon the student to show that a rule is unfair and/or is discriminatory. The final resolution of the grievance is to be in writing at the principalship level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.

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

Level 1: The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor 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, he/she 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, he/she 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 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.

Medication Policy

If your student is going to carry his/her own medication (ex: Tylenol, ibuprofen, cough drops, inhalers):

- 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 school'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).

If your student needs to be given medication by the school nurse:

- 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 Nurse's website (<https://sites.google.com/a/k12.sd.us/tasd-school-nurse/>)
 - Please note that you can also access this website through the TASD website
- Online:
 - Go to the school's website (<http://www.teaschools.k12.sd.us>)
 - Hover over any of the schools (ex: Elementary, Intermediate)
 - Click on 'Parent Resources'
 - Select 'Medication Authorization 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.

Truancy Policy

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

All salesmen or visitors (including all family members) must stop at the office and get a visitor's badge before going/doing business with or visiting with a staff member or a student. Visitors must be cleared in advance with the principal. All visitors must follow the school guidelines and policies. Students are not allowed to open the door for adults unless receiving permission from a teacher.

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 guidance, group guidance, 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

The Special Education Program is set up to help the student, age 0 to 21, to achieve his or her highest potential. For a student to receive services due to academic difficulty, the classroom teacher, parent(s)/guardian(s), or counselor must first refer him or her to the special education director. The TAT (Teacher Assistance Team) consists of the principal, special education teacher, counselor, and classroom teacher(s) which meets to discuss educational planning for the student's needs. During this process the faculty establishes goals and objectives for working with the student prior to special education testing. If the situation warrants,

the student will be referred for special education testing. The parent(s)/guardian(s) is then sent a permission form, which they need to sign and return to the school to authorize evaluation.

School and cooperative personnel will then administer tests, which measure achievement skills, cognitive skills, perceptual skills and personality. When the testing is complete and the results cross-referenced, the parent(s)/guardian(s) will be invited to attend a meeting during which the results are explained.

If a team, which includes the parent(s) /guardian(s), classroom teacher, special education teacher(s), principal and counselor, agree that certain criteria have been met, then the student is eligible to receive services within the program. An Individual Education Plan (IEP) is then written to address the specific academic needs of the student.

Special Education Director, Jody Taylor, may be contacted at 498-2700 opt 5, for more information about the Special Education program.

Speech Services

Speech Services are available through the Cornbelt Cooperative. Services are provided by a certified Speech Clinician at the school on a weekly basis. Diagnostic, remedial, and reassessment services are provided for children upon qualification.

This service prepares preschool and school age children for full-functioning roles in the regular classroom. Special Education Director (Jody Taylor) may be contacted for more information about these services.

Title I Services

Title I is a federally funded program designed to assist the student who is having difficulty succeeding in the regular math and reading program in grades K-2. These students have been identified each year by their classroom teachers or parent(s)/guardian(s) as in need of extra help.

Parent(s)/Guardian(s) are notified prior to implementation of services and are sent Title I newsletter that explains the program in greater detail. Parent(s)/Guardian(s) are also invited to informational meetings, conferences, and are informed at least quarterly of their child's progress in the program.

Title I is a supplemental program. It is not designed to assist students in completion of homework or other classroom assignments, but rather, by using specifically selected materials, learning styles, and techniques, return the student to the level of performance of their regular classroom.

Title I students at the Tea Area attendance center are taken out of the regular classroom and meet with the teacher in a separate room.

In compliance with federal rules and regulations for Title I programs, the Tea Area School District states its intent to comply with the law regarding parent(s)/guardian(s) involvement in the following ways.

1. Each child's parent(s)/guardian(s) shall be notified that the child has been selected to participate and why he or she has been selected at the beginning of the school year. Parent(s)/Guardian(s) of new students will be notified that the child has been recommended for Title I service as early as possible.
2. In addition to regularly scheduled parent conferences, teachers will be available for individual conferences as needed. Parent(s)/Guardian(s) are welcome to request a conference whenever they wish to talk to the teacher about a specific problem.
3. Suggestions will be provided to parent(s)/guardian(s) that will help them promote learning for their child at home.
4. At the parent's/guardian's request, Title I staff will work with parent(s)/guardian(s) in writing specific instructional objectives for their child.
5. At least one public meeting will be held annually to which all parent(s)/guardian(s) of students eligible for Title I services will be invited. The purpose of this meeting is to inform parent(s)/guardian(s) of their right to consult in the design and implementation of Title I instruction, solicit parent(s)/guardian(s) input, and provide parent(s)/guardian(s) an opportunity to communicate with teachers.
6. Title I staff welcome the use of volunteer help in the classroom for both social and instructional involvement.
7. Parent(s)/Guardian(s) will be encouraged and invited to participate in all school activities.
8. Parent(s)/Guardian(s) visits to the Title I classroom are always welcomed and encouraged. Please make arrangements with the teacher prior to a visit.

9. Information concerning program plans, implementation, purpose, evaluation, and other factors of the program shall be provided to all parent(s)/guardian(s).
10. Responses to parents'/guardians' recommendations and suggestions shall be made within a reasonable time.

The federal law put in place by President Bush called "No Child Left Behind" requires that all parents in a school receiving Title I funding be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

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, email the nurses (Heather.Murray@k12.sd.us or Tara.Krell@k12.sd.us), or call/text the nurse phone at 408-6418.

Medications (please see medication policy on reverse)

Any medications to be given at school must be in a bottle labeled by the pharmacy. An authorization form is provided in this reference guide and is also available on the school website and from the school nurse.

Colds

The common cold presents the most frequent problem since it's so easily transmitted from child to child. If there is a cough, it should be infrequent and not likely to be disruptive to the class or your student. Your child should feel that he/she can get through the planned school day.

Stomach Aches

Eating a good breakfast is always important and may help children who have frequent stomach aches. If stomach aches continue to occur, your child should be checked by your doctor.

Sore Throats

A child with a sore throat accompanied by a fever should be seen by the family physician. In such cases, throat cultures are recommended. A child with a sore throat and fever should not be sent to school and will be sent home from school if it occurs during school hours.

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. 6.

**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.*

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.

Diarrhea

Children with diarrhea **may** come to school as long as they are able to control their bowels and perform independent hygiene. If your child has an accident because of diarrhea, if your child becomes disruptive to the classroom due to frequent bathroom breaks, or if discomfort and cramping accompany the diarrhea, your child will be sent home.

Fever

A fever is a warning that all is not right with the body. The best way to check for a fever is with a thermometer. A child with a fever at or over 100-degrees orally or 99-degrees axillary (under the armpit) should not be sent to school. If your child has a fever at school, the child will be sent home. Your child must be fever-free (without the use of fever-reducing medication) for 24 hours before returning to school.

Rashes and Open Sores

A rash, accompanied by a fever, may be the first sign of childhood illnesses, such as chickenpox. A rash or “spots” may cover the entire body or may appear in only one area. If your child has a rash with a fever, please do not send your child to school! Open sores need special attention. Children with uncovered weeping open sores will be sent home.

Miscellaneous

A variety of other conditions (head lice, scabies, flu, etc.) may require special health care. When you suspect or know your child has a contagious problem we would appreciate your sharing that information with us so we can react appropriately.

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, Intermediate, 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.

Heather Murray, RN

Heather.Murray@k12.sd.us

Tara Krell, RN

Tara.Krell@K12.sd.us

Work phone: 605-408-6418 (call or text)

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

