

# **Liberty Elementary Student Handbook**

**2017–2018**



## **Harrisburg School District**

Mr. Aaron Weaver, Principal  
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Harrisburg, SD 57032  
(605) 743-2567

District website: <http://harrisburgdistrict41-2.org/>

Liberty website: <http://liberty.harrisburgdistrict41-2.org/>

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## **WELCOME**

Welcome to Liberty Elementary School! This handbook has been designed to answer some of the questions you may have about our school and its policies. We encourage each student and parent/guardian to become familiar with the information in the handbook. If you have any questions, feel free to call. We want to work closely with you to provide the best education possible for your child. The safety and well-being of your child are our top priorities.

With that in mind, there is one important rule to note. **Our school is peanut and tree nut restricted.** Please refer to Appendix D for further information.

Thank you,

Aaron Weaver  
Harrisburg Liberty Elementary Principal

## **ACTIVITY TICKETS**

If you are interested in purchasing activity passes please contact the school office.

Activity tickets cannot be used for tournaments or play-off games.

## **ANTI-BULLYING/HARRASSMENT OF STUDENTS**

The Harrisburg School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. Thus, bullying is strictly prohibited and shall not be tolerated.

Bullying consists of repeated physical, verbal or non-verbal, written, electronic or any conduct directed toward a student(s) that is so pervasive, severe and objectively offensive that it:

1. Has the purpose of creating or resulting in an intimidating, hostile or offensive academic environment, or

2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance in which deprives the student access to educational opportunities.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, while using school equipment, and while students are away from school grounds if the misconduct directly affects the good order and efficient management of the school and the welfare of the students in the District.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

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.

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. Any individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The building principal, assistant principal, school counselor or principal's designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building principal.

## **ATTENDANCE**

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

While it is true that written work can be completed for make-up, class instruction or presentations, discussions, technology, activities, and student-teacher interaction can never be made up.

With the foregoing in mind, together with the provisions of the state law, specifically SDCL 13-27-1, the official attendance policy of the Harrisburg Elementary Schools shall be as outlined in the paragraphs below.

1. An illness will count one day absent and may require a Doctor's note after three consecutive days absent.
2. Illness, doctor or dental appointments will be counted as part of the twenty (20) absences. Absenteeism beyond twenty (20) absences due to lengthy illness, (which is three days or longer), family trips, death or family emergency will be given consideration by the administration.

\* At 20 days absent, the principal will determine to either submit a petition to the Court for resolution or seek an alternate remedy. It is also important to note that the discretion of the building administrator will be used in a case-to-case basis. For the benefit of the family, if attendance becomes a concern a notice will be sent home as a communication tool.

**STUDENT ABSENCE / TARDY**

Parents are asked to call or email the school by 8:15 A.M. to report if a child will be tardy or absent and the reason for the tardy or absence. A note to the school is acceptable if a call cannot be made. If a child is absent and no call or note has been received, school personnel will contact the parent either at home or at work. A student will be marked tardy if not in school when the day starts at 8:15 AM.

8:15 – 8:30am	Tardy for AM
8:30 – 10:00am	¼ Day Absent
10:00 – 11:45am	¼ Day Absent
11:45 – 1:30pm	¼ Day Absent
1:30 – 3:15pm	¼ Day Absent

If tardiness becomes excessive, the principal will contact the parents. If the issue continues, the school truancy officer may be contacted. This is on the discretion of the building principal.

**Behavior Matrix – See Appendix E**

## **CELL PHONES**

The use of a cell phone by a student inside the school during school hours is prohibited unless the student has secured teacher permission to use it. A student may bring a cell phone to school and place it in his/her locker or school bag. It must remain off during school hours. If the above guidelines are not followed the phone will be turned into the office and a parent will be contacted to come and pick it up.

## **CHILD NUTRITION- SEE APPENDIX A**

## **CONFERENCES**

Parent/Teacher Conferences will be held in the fall and late winter/early spring. Every child will be scheduled for one 15-minute conference in the fall and one 15 minute conference during the winter/early spring with their homeroom teacher. If you have any questions, please feel free to contact the teacher at school at any point throughout the school year.

**Teacher/Parent Communications** – The teachers at Liberty Elementary will be in communication with you throughout the school year by phone, email, student progress notes, newsletters, and most importantly the teacher’s website.

## **DAILY SCHEDULE**

7:45 A.M. - Students may enter the building only if eating breakfast  
8:00 A.M. - Students may be dropped off on the playground  
8:10 A.M. - Five minute warning bell will ring  
8:15 A.M. - Bell rings  
3:15 P.M. - Dismissal for elementary students

## **DELIVERIES**

Having gifts, such as flowers or balloons delivered to your child during the school day is discouraged. If there is a delivery for a student during the school day, the student’s teacher will be given a note that the student has a delivery in the office. If time permits in the daily schedule, the student may come to the office to view their delivery, but it will remain in the office until the end of the day. This procedure is implemented to assist the teacher in limiting distractions to students during the day. If you decide to send something to your student, please be mindful of how he/she will be getting it home, as large objects and balloons can be a safety issue on busses.

# **EMERGENCY DRILLS**

## **FIRE DRILLS**

Fire drills are to develop and maintain prompt, orderly evacuation procedures. Drills will be run twice a semester.

- The warning will be by the school alarm system.
- Students are to follow the directions of the teacher in charge of the room they are in at the time of the alarm.
- Exit the room in a single file line from a room.
- Always remember to move quickly, but do not run or shove. Stay in line and do not make noise.
- Once you clear the building, report to your classroom's designated area and remain quiet until the bell has rung to return to your room.

## **LOCKDOWN DRILLS**

A lockdown drill is to practice for the unlikely event of an intruder entering the building. The drill is exactly that, locking down all the classrooms in the building. A "mini" drill will typically be performed towards the beginning of the year, with the full drill being completed sometime after that. The following are some of the steps involved in a lockdown drill:

- An announcement will be made over the intercom.
- Students are to proceed to the designated safe place in the classroom.
- If a student or staff member is in a hallway, they are to proceed to the nearest room.
- The rooms are to remain silent and calm.
- In a "mini" drill, the designated building staff will check the rooms and the principal will announce the end of the drill.
- In a full drill, resource officers and other administrators in the District will assist and ensure the safety of the students. The police would notify the students to evacuate to an alternate sight.

## **SEVERE WEATHER / DISASTER DRILLS**

Disaster drills will be practiced two or more times a year for events such as a tornado. The following are some of the steps that will be taken:

- The warning will be by school employee or public address system.
- Evacuate classrooms bearing directions of the tornado.
- Remain near an INSIDE wall on the LOWER floor if possible.
- Students should be on knees, clasp both hands behind neck, and bury face in arms, close eyes and cover ears with forearms.
- Avoid auditoriums, gymnasiums or any structure with large roof spans.



## **GENERAL HARASSMENT POLICY**

HARASSMENT is a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. All forms of harassment meet the standards of being unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment. It is the Harrisburg School District's policy that no student may interfere with another individual's academic or work performance by creating an intimidating hostile threatening or offensive environment. After informing the offender that their behavior is unwelcome, students should report the behavior to a staff member. Formal written complaint forms are available in Mrs. Kristin Hamman's office located at 200 Willow Street, Harrisburg, SD.

## **HARRISBURG SCHOOL DISTRICT**

### **Motto:**

Building Strong Foundations for Success

### **Vision:**

It is the vision of the Harrisburg School District to create a legacy of exemplary academics, paired with a comprehensive scope of extra-curricular activities and opportunities that will develop an educational environment of leaders who foster citizenship, exemplify integrity, and evoke critical thinking. As an innovative, leading-edge school district, together we will maximize positive change and transcend barriers.

### **Mission Statement:**

The Harrisburg School District optimizes student potential through the pursuit of educational excellence in partnership with the school community.

## **HARRISBURG SCHOOL DISTRICT NETWORK ACCEPTABLE USE POLICY**

New technologies are changing the way information may be communicated, accessed and transferred. We believe that it is essential for our students to gain the knowledge and skills needed to utilize these technologies -- for this is their future. The Harrisburg School District offers networked electronic resources and Internet access to its students and staff in order to access unique resources and electronic communication with the world; and to improve learning and teaching through research and collaborating with other educators in sharing successful educational practices, methods and materials.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom.

However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Harrisburg School District supports and respects each family's right to decide whether or not to allow their child to apply for access to the Internet.

### **NETWORK USE – RULES & RESPONSIBILITIES**

Users are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Use of the school computer network and access to the Internet is provided for students and staff to conduct research and communicate with others in relation to schoolwork. Access to network services is given to users who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Any abuse of the network or the Internet, intentional or unintentional, including violation of current laws, any financial transaction etc., will be the sole responsibility of the user, including the student's parent. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration and faculty of the Harrisburg School District may deny, revoke or suspend specific user accounts.

The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism – any malicious attempt to harm or destroy data of another user – will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

Every student will have on file the Network User Agreement and Parent Permission Form that is in accordance with the above Board policy. This form will be given to parents to complete when the child enters kindergarten or when the student transfers into the District.

## **HEALTH AND SAFETY ISSUES- SEE APPENDIX B**

### **HOMework**

Homework at the elementary level should act as a place where students practice the skills they've learned in class, complete assignments that are not finished during the school day or to study for assessments. Homework will vary by content and grade level and will only be used to support learning in the classroom and it will have a purpose connected to the classroom practices.

### **K – 5 LUNCH SCHEDULES**

11:00-11:25	Kindergarten
11:10-11:35	First
11:25-11:50	Second
11:40-12:05	Third & Tiger Reserve 2/3
11:55 -12:20	Fifth & Tiger Reserve 4/5
12:05-12:30	Fourth

### **MODIFICATIONS FOR INDIVIDUALS WITH A DISABILITY**

The Harrisburg School District will make modification to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The District will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. The District assures that all students will receive an equal opportunity to achieve educational benefits including vocational technical education programs.

### **NON-DISCRIMINATION STATEMENT**

The Harrisburg School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, Section 504, Affirmative Action, and the Americans with Disabilities Act compliance activities, may be referred to the Ms. Kristin Hamman at 200 Willow Street, Box 187, Harrisburg, SD 57032-0187, phone 605-743-2567 or to the Office for Civil Rights, U.S. Department of Education, 8930 Pkwy, Suite 2037, Kansas City, MO 64114-3302, Phone: 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172 E-mail: OCR-Kansascity@ed.gov

It is the policy of the Harrisburg School District that no individual be discriminated against based on the grounds of race, color, national origin, creed, religion, sex, disability, or age.

## **PARENT / FAMILY INVOLVEMENT**

At Liberty Elementary, we encourage parents and grandparents to volunteer at our school. There are many ways to become involved in and out of school that will benefit the children and help make our school an even better place for our children's growth and learning. Our goal is for every family to participate in some way. Please contact your children's teachers or the Liberty Parent/Teacher Organization for more opportunities to volunteer.

## **PARENT PORTAL**

The Parent Portal can be accessed through the Liberty website (<http://liberty.harrisburgdistrict41-2.org/>) and selecting the "Parent/Public" tab. Here you will find instant access to accurate, current, and confidential information about your child(ren)'s school attendance, behavior data and more. Below are some 'Frequently Asked Questions' about the program. If you have any other questions, please contact the school.

*Who is eligible to have a Parent Portal account?*

Parents of current students are eligible to activate a Parent Portal account, after agreeing to the terms and conditions of use.

*How do I sign up?*

Please contact the elementary office or the Student Registrar to obtain a sign up form. Once you complete the form and return it to the office you will receive an email prompting you how to sign on.

## **PARENTS RIGHT TO KNOW**

Federal law requires that all parents in a school which receives Title 1 funds be notified and given the opportunity to request information about the professional qualifications of classroom teachers and/or paraprofessionals instructing their child.

If you are interested in this information, you may send your written request to the building principal who will provide a response in a timely manner. The information received must include, at a minimum, the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request information on the level of achievement of their child in each of the State academic assessments and timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **PBIS (Positive Behavior Interventions and Supports)**

Best practice in school-wide behavior management emphasize school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Harrisburg Elementary Schools utilize a continuum of positive and proactive behavior supports for all students in areas including the classroom and non-classroom settings (such as playground, hallways, buses, and restrooms) to reinforce pro-social and positive behaviors.

### **Expectations**

Harrisburg Elementary Schools have adopted universal expectations, Tiger PAWSitive Expectations, within instructional and non-instructional settings. These expectations provide a framework for school-wide rules in all settings.

- P** Practice Safety
- A** Accept Responsibility
- W** Work Hard
- S** Show Respect

### **PETS**

Pets may be brought to school **ONLY** if permission is obtained from the classroom teacher and building principal. There are many different situations that

need to be considered, examples include allergies and intolerance to animals. The principal will evaluate the situation on an individual basis and will deem whether or not the visit is safe and/or enhances an educational experience.

## **PUBLIC COMPLAINTS**

Constructive criticism of the schools is welcomed by the Harrisburg School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, the complainant will be instructed to refer the matter to the school administration for study and possible solutions. The Board of individual Board member shall inform the administration, as soon as possible, that the complainant may contact them. The individual employee involved shall be advised of the nature of the complaint and will be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

In case of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason, they are not satisfied, they may further discuss that matter with the following persons in the following order: The Principal of the building, then the Chief Executive Officer (CEO)/Superintendent or his designee. If the Chief Executive Officer (CEO)/Superintendent is unable to satisfy the parents, he will report the case to the Board for consideration and action. The Board will not consider or act on complaints that have not been explored at the appropriate administration level. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired.

If it appears necessary, the administration, the person who made the complaint or the employee involved, may request an executive session of the Board for the purposes of further study and a decision by this body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Board will render its decision which Chief Executive Officer (CEO)/Superintendent will implement. The decision of the Board may be appealed pursuant to 13-46.

Exceptions to this policy will be made when complaints concern Board actions or Board operations only.

## **RECESS**

Students in grades K-3 will have a short recess either in the morning or afternoon and will also have recess following lunch. Teachers will teach and reinforce playground rules and expectations in the classrooms. Recess will be outside if the temperature and/or wind chill is above zero degrees Fahrenheit. Students will be expected to wear a coat or arm covering (i.e. coat or sweatshirt) if the temperature is below 60 degrees Fahrenheit. If it is raining, recess will be indoors. Please send your student(s) prepared for the day's weather.

Recess is a part of the educational process. All students are expected to participate in recess every day. Students will not be allowed to stay inside for health purposes unless the student has a doctor's note.

## **REGISTRATION**

The following items are needed to register your child for school: a certified copy of the birth certificate and current immunizations records. Please contact the Registrar at 743-2567.

## **SAFETY ISSUES**

### **Walking To School:**

Students walking to school should utilize the sidewalks and designated paths.

Students are encouraged to park bikes in the bike racks provided on the South end of the building.

### **Riding the Bus to School:**

Please refer to the Transportation Policy under Appendix C

### **Parent Drop-off and Pick-up:**

#### **Drop off:**

Students are to be dropped off on the East side of the building and go directly to the playground. Do not stop for extended periods of time in order to keep traffic moving. Students should be dropped off no earlier than 7:50a.m. Teachers will pick their class up on their Tiger Paw at 8:10a.m. Students may enter the building if escorted by a parent or if they arrive after 8:10 a.m.

In case of inclement weather students will enter the building on the East side. We will have indoor supervision for them.

Breakfast students being dropped off should enter the Administrative Doors on the East side of the building and go directly to the breakfast program. Students eating breakfast are allowed to enter at 7:45 a.m.

**Pick up:**

Students in grades Kindergarten through second grade who are being picked up will be walked out by their teachers to the lines on the East side of the building and will wait with a teacher on duty until they are picked up. Any student not picked up by 3:30 will be brought to the Liberty office.

Students in grades third through fifth will be escorted by their teachers and will leave using the West Doors. If they are picking up a younger sibling, they will exit the East doors and pick them up on the next to the playground.

Students riding a bus will be escorted by staff to the South side of the building where they will board their appropriate bus.

For safety purposes, it is essential to try to maintain a consistent schedule. Having multiple pick up plans and calling at the last minute to change plans makes it very difficult for the classroom teacher.

## **SCHOOL CANCELLATION AND EARLY DISMISSAL**

The Harrisburg School District utilizes a program for mass emergency and non-emergency notices. This program allows us to contact parents, students and staff in a matter of minutes via phone or email. This may be used for emergency school closings or standard school announcements, if necessary. It is essential to keep your contact information current so you are able to receive notifications.

School cancellations, late starts and early dismissals will also be announced on most local radio or TV stations and a notification may be pushed out on the Harrisburg app as well.

In the event of an emergency early dismissal, the notification system will be used. Please have an alternative plan for your student to be picked up in timely manner.



## **SCHOOL / HOME COMMUNICATION**

Open communication between home and school is a top priority. Liberty believes in a strong communication process between school and home. In the attempt to “Go Green,” you will receive a weekly newsletter via email highlighting classroom topics and important dates each Tuesday from your child’s classroom teacher. Community and school programs and events are accessible through “Flyers” tab on the Liberty website (<http://liberty.harrisburgdistrict41-2.org/>)

Each month, Liberty families will receive *The Liberty Pride*, a monthly newsletter that will highlight schoolwide events and information. This will be sent home electronically to families and posted to the Liberty website. Paper copies are available upon request.

**Teacher/Parent Communication** – Liberty teachers will be in communication with you throughout the school year via phone, email, student progress notes, newsletters, teacher’s website and Parent/Teacher Conferences held twice a year. If you have any questions, please feel free to contact the teacher at school at any point throughout the school year.

**Harrisburg School District Website** – The Harrisburg School District’s website is [www.harrisburg.k12.sd.us](http://www.harrisburg.k12.sd.us). The website contains information regarding each school. Calendars, lunch menus, school activities and other data on the elementary schools are available through the elementary links.

**Harrisburg School App**- You can download the official Harrisburg App on your smartphone through the App Store or Google Play.

## **SCHOOL INSURANCE**

Student accident and dental insurance is available. Applications for student accident insurance will be distributed at Open House. Delta Dental is available online at [www.deltadentalsd.com](http://www.deltadentalsd.com). Insurance offered is optional; parents are responsible for enrolling their child.

## **SCHOOL PARTIES AND TREATS**

Each classroom has three formal parties: one in the fall, one before Winter Vacation, and one on Valentine’s Day. Teachers are always looking for parents to help with these festivities. Feel free to contact your child’s teacher if you are interested.

Please check with the teacher before sending any treats to school, this will help to eliminate having multiple treats on one day. The teacher will also inform you of any allergies that need to be taken into consideration. The District encourages healthy treats. We try to limit treats to birthdays and special holidays.

**Our school is peanut and tree nut restricted.** Please do not send any snacks or foods that contain peanuts and/or peanut oil to school with your child. In addition, please do not send items that have been made in a facility that may contain peanuts or processed in a plant that has peanuts. Check labels carefully.

## **SENDING MONEY TO SCHOOL**

It has proven safer and more efficient to send checks instead of cash. If it is necessary to send cash, please put it in an envelope with your child's name, teacher's name and purpose of the money clearly marked on the envelope. If sending a check, please make the check payable to the Harrisburg School District, unless directed otherwise by the teacher or principal. An example would be for book orders, in which the checks are typically made payable to the book company.

## **SPECIAL SERVICES**

**At Harrisburg the following educational supports services are available:**

Homebound Instruction for long-term illness  
Psychological Evaluation  
Resource Room for children with special learning needs  
Pre-School for children with special learning needs  
Speech and Language therapy  
Occupational Therapy and Physical Therapy  
Counseling Services  
Health Services  
Gifted and Talented Student Programs  
Adaptive PE  
English Learners (EL) Program  
Band instruction for 5th  
Reading Specialist  
Math Specialist

## **STUDENT DRESS CODE**

During the school day, students are expected to dress with standards that enhance the learning environment and not distract from it. Suggestive themes, such as alcohol, drugs, sex, or violence will not be permitted on school attire. Bare midriffs, strapless, low cut necklines or clothing that exposes undergarments will not be permitted. Footwear must be worn in the building at all times. Hats are not to be worn in the building during the school day.

Students have recess year round, so please dress your student accordingly.

***MARKING OF CLOTHING-*** All items of clothing such as coats, boots, sweaters, jackets, caps, gym clothes, etc., should be marked with the child's name on the inside. This is recommended for all grades.

## **TOBACCO, ALCOHOL AND DRUGS**

Using, possessing, selling, dispensing, or being under the influence of tobacco (in any form), alcohol, mood-altering chemicals or any illegal drug is forbidden at all times, in any school building, on any school grounds or at any school-sponsored event. This rule is also in effect while being transported by the school, or while under school supervision at any school function.

## **TOYS AND/OR ELECTRONICS**

If your child brings toys or electronic items to school, please note the Harrisburg School District is not responsible for lost, broken or stolen items.

If a student brings an electronic device, it must be turned off and stored in their backpacks during the course of the school day unless they have teacher permission to use it.

## **TRANSPORTATION SERVICES- SEE APPENDIX C**

### **VIDEO SURVEILLANCE**

The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video surveillance.

The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance may occur on District property.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

### **VISITORS**

Parents are welcome and encouraged to visit the school often. Please schedule all classroom visits with your child's teacher prior to visiting. All visitors are required to check in at the office, obtain a visitor badge or sticker and wear it during the visit. Please check out in the office as you leave the building. We encourage parents to contact the office if they have concerns about someone visiting their child during the school day.

Students are not allowed to have visitors attend class with them. Examples include cousins and friends. However, they may join us for lunch with an adult chaperone.

## **WEAPONS IN THE SCHOOL**

Schools should be an example of what is required regarding the observance and respect for the law in society at large. Schools also must be highly conscious of the health, safety and welfare of students, staff and the public.

State and Federal laws, as well as board policy, forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. The building principal shall pursue appropriate disciplinary, legal action, or both.

A dangerous weapon is defined as any firearm, air gun, knife, device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, authorized military personnel and authorized supervised school training sessions for the use of firearms.

Any student bringing a dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-to-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

## **Appendix A**

### **Child Nutrition Department**

Harrisburg School District's Child Nutrition Department is dedicated to providing wholesome and nutritious lunch and breakfast meals to all students. All of our menus meet or exceed the new meal pattern requirements introduced in January 2012. The new meal pattern is designed to meet the requirements of the *Healthy, Hunger-Free Kids Act of 2010*. Currently our lunch and breakfast meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat, sodium and portion sizes. Harrisburg School Districts' lunch, breakfast and Ala carte items currently meet additional standards requiring:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students ***must*** take at least one serving of produce)
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (flavored milk must be fat-free)
- All grain items will be 51% or more whole grain
- And less sodium

The Child Nutrition Department utilizes a computerized point of sale system to track student meals and account balances. Each student is issued an individual account that they will utilize for breakfast or lunch purchases. Students in grades 4 & 5 are issued an ID card at the beginning of the year which will be used to identify them as they go through the line at lunch. If they lose or misplace their card they will need to purchase a new one for \$5.00. K-3 grade do not have ID cards. Those students are asked to tell the cashier their first and last name to identify themselves. This process is subject to change.

Money can be deposited into a student's individual account either by sending cash or check with the student to school or they can use our online payment system. When a check is sent please indicated the student's name(s) and dollar amount to be deposited, in the memo section on the check. Parents can also utilize our online payment system which can be found on the District's Website (<http://harrisburgdistrict41-2.org/>) under the Child Nutrition tab or at the My School Bucks website at [www.myschoolbucks.com](http://www.myschoolbucks.com). There will be a \$2.00 fee for each credit/debit card or electronic check transaction.

Student meal prices for the 2017-2018 school year can be found on the Harrisburg School District website (<http://harrisburgdistrict41-2.org/>) after July 15<sup>th</sup>.

Extra entrées and extra milks will only be offered to 4<sup>th</sup> & 5<sup>th</sup> grades.

All students will be required to have enough money in their account to pay for the items in which they choose. If the need arises Elementary Students can charge up to \$20.00 to their Child Nutrition Account. They will be allowed to purchase extra milk or extra entrees providing they have enough money in their account. Students that have met the \$20.00 charge limit will be allowed to eat an alternate meal for no more than 3 consecutive days. An alternate meal consists of a cheese sandwich, items from the fruit

& vegetable bar and milk. There is no alternate meal for breakfast. Low balance notifications will be emailed to parents/guardians for all students with account balances below \$10.00. Notifications will be sent home with students that are below \$10.00 once per week.

Parents can request that we set up Ala carte purchasing dollar limits on each individual student account. We can set dollar limits by the day, week or month. Once a student has reached the dollar limit that has been set our point of sales system will not allow additional purchases until the time limit has passed. Ala carte is defined as any purchases outside of the normal lunch or breakfast. This includes extra entrees and extra milks.

Children from families whose income falls within certain guidelines may be eligible for either free meals or reduced meals. Children of families, who get food stamps or AFDC, may receive free meals. To apply for free or reduced priced meals, please complete an application available at the school office or online at the District's website.

All students that require a special diet or modifications need to have the *Special Diet Prescription* form filled out and on file with the School Nurse and Child Nutrition Department. This can be obtained from the school office or online at the District's website. This form must be filled out for each **NEW** school year. The Child Nutrition Department will not provide any special diets or modifications until the form has been completed and returned.

Harrisburg School District's Middle and Elementary Schools have been declared a **Peanut & Tree Nut Restricted Zone!** Please see the Harrisburg School District website for the Peanut & Tree Nut Policy. Students that have peanut or tree nut allergies can have life threatening reactions. Do not send snacks or foods that contain peanuts or tree nuts. This includes all items sent in student's sack lunches. A list of peanut free foods & snacks can be found in the school office or on the District website.

Parents are welcome and encouraged to eat lunch with their students. Please see the Harrisburg website for the price of an adult meal. Payment is required at the end of the meal line. Harrisburg School District encourages and teaches our students to make healthy choices for their meal so please refrain from bringing pop into the meal area during that time.

The Harrisburg Child Nutrition Department requires 2 weeks' notice prior to any classroom parties in which the classroom will not be eating lunch on that day. This will allow them to make any necessary changes to their food orders and plan accordingly.

If you have questions or comments regarding Harrisburg's Child Nutrition Department please contact Chris Beach, Director of Child Nutrition, at 605-743-9031 or via email at [chris.beach@k12.sd.us](mailto:chris.beach@k12.sd.us).

## **Appendix B**

### **Health and Safety Issues**

#### **GENERAL HEALTH INFORMATION**

If your child has special health care needs, requires medication and/or treatments during the school day, or has a chronic health care condition (such as anaphylactic allergy, asthma, diabetes, seizure, etc.) please contact the school nurse/aide who will give you the necessary forms to be completed by you and your primary care physician. This will allow us to provide a safe and stable environment for your child while at school.

**Illness:** Student attendance is important. We want students in school as much as possible. However, if your child is ill, please keep him/her home so other students and staff are not exposed. When a child becomes ill while at school, a determination will be made whether the child requires exclusion. Harrisburg School District follows recommendations made by the American Academy of Pediatrics and the South Dakota Department of Health.

#### **Children should be excluded for the following illnesses:**

- Illness that **prevents the child from participating** comfortably in program activities.
- Illness that results in a **greater need for care** than the staff can provide without compromising the health and safety of other children.
- **Fever of 100.0 or greater, lethargy, irritability, persistent crying, difficult breathing** and/or other manifestations of possible severe illness.
- **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- **Chicken Pox (Varicella):** Exclude until rash or lesions have crusted over.
- **Diarrhea exclude while symptomatic only if person is unable to practice independent hygiene or for stools that contain blood or mucus. Haemophilus Influenza, type B invasive (Hib):** exclude until after 24 hours of antibiotic treatment
- **HIV, Hepatitis B, Hepatitis C or other blood borne diseases:** generally, no exclusion; considerations may exist if potential for blood borne exposure exists. Consult healthcare provider for guidance.
- **E. Coli 0157:H7 or Shigella infection:** exclude until diarrhea resolves and two stool cultures are negative.
- **Hepatitis A virus infection:** exclude until one week after onset of illness or jaundice (if symptoms are mild).
- **Influenza and Influenza-like Illness:** exclude as long as fever  $\geq 100$  degrees Fahrenheit is present in an un-medicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.

- **Measles:** exclude until four days after onset of rash.
- Meningococcal disease (*Neisseria meningitides*): exclude until after 24 hours of antibiotic treatment.
- Methicillin-resistant *Staphylococcus aureus* (MRSA): exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- **Mumps:** exclude until five days after the onset of parotid gland swelling.
- **Pinkeye**, scabies, head lice, ring worm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever: Generally no exclusion; consideration may exist for certain sports, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance.
- **Rubella:** exclude for seven days after appearance of rash.
- **Shingles (Herpes Zoster):** generally no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash or lesions have crusted over.
- **Strep Throat (Streptococcal pharyngitis) and streptococcal skin infections (Impetigo):** exclude until after 24 hours of antibiotic treatment.
- **Tuberculosis:** exclude until a physician and Department of Health determine person is not infectious.
- **Vomiting:** exclude if vomiting occurs two or more times in 24 hours or accompanied by a fever. Exceptions for vomiting that is caused by a non-communicable condition and the child is not in danger of dehydration.
- **Whooping Cough (Pertussis):** exclude until five days of the appropriate antibiotic therapy has been completed.

*(2009 Red Book, American Academy of Pediatrics, 28th Edition; Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 2nd Edition; 2008 Control of Communicable Diseases Manual, 19th Edition.)*

**Medication and Treatment Administration:** In the event that your child needs medication while in school, both prescription or over-the-counter, the Harrisburg School District requires a completed *Medication and Treatment Authorization Form* prior to administration. This form needs to be completed by the parent/guardian for OTC medications and parent/guardian AND primary care physician for prescription medications/Herbal medications. Forms can be picked up in the health office in each school building as well as on the parent portal tab of the district website ([http://harrisburgdistrict42-1.org/?page\\_id=179](http://harrisburgdistrict42-1.org/?page_id=179)). If at all possible, medications should be scheduled and given outside of school hours. The school district does not provide OTC medications. Medication must be delivered directly to the school nurse/aide or trained personnel by the parent/guardian in the original pharmacy or manufacturer's container. For your child's safety and the safety of other children, students in kindergarten-5<sup>th</sup> grade are not allowed to carry and self-administer medication. Parent/guardians are



responsible to pick up unused medication within one week after the last day of school. If medication is not picked up within one week after school is out, it will be destroyed. Medication renewal is required at the beginning of each school year. Please see this form for further information. For more information on our Medication Administration Policy, please see online ([http://harrisburgdistrict41-2.org/?page\\_id=179](http://harrisburgdistrict41-2.org/?page_id=179))

**Annual Health Record:** Each student is required to have a new annual health record completed each school year. This record is typically handed out as part of the registration packet given at open house. It should be completed and returned by the first day of school and will be kept on file in the School Health Office. Please see the school nurse/aide if you have not received or completed this form.

**Immunizations:** Harrisburg School District complies with the South Dakota Department of Health requirements in obtaining and verifying immunization records for all new and transferring students. If records are not current, the law allows for the school district to exclude children from school. Completed forms are due by the first day of school.

Minimum Immunizations Required for School Entry in South Dakota:

1. Diphtheria, Pertussis, Tetanus vaccine– 4 or more doses. Four or more doses of diphtheria, pertussis and tetanus containing vaccine, with at least one dose administered on or after age 4. Children 7 years and older needing the primary series are required to have Td and only need three doses, with at least 6 months between dose two and three. If the child is 11 or older, the first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving six doses before age 4 do not require any additional doses for school requirements. The maximum a child should receive is six doses.
2. Polio vaccine – 4 or more doses. Four or more doses of poliovirus vaccine, at least one dose on or after age 4; if four doses are administered prior to age 4 years, a fifth dose should be administered after age 4.
3. Measles, Mumps, and Rubella Vaccine – 2 doses. Two doses of a measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
4. Varicella Vaccine – 1 dose. One dose of varicella vaccine. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. People 13 years of age and older (who have never had chickenpox or received chickenpox vaccine) should get two doses at least 28 days apart. History of disease is acceptable with parent or guardian signature.

5. Varicella Vaccine – 2 doses (kindergarten only). The additional immunization requirement for kindergarten entry only is two doses of varicella vaccine. Administer the second dose at age 4 through 6 years. The minimum interval between the two doses is 3 months. History of disease is acceptable with parent or guardian signature.

ALL 11-year-old students entering 6th grade must also have the following:

- One dose of Tdap vaccine (Tetanus, Diphtheria, and Pertussis); AND
- One dose of MCV4 (meningococcal vaccine)

The requirements apply only for 6th grade entry and transfer students 6th – 12th grade.

If your child is 10 years old when entering the 6th grade they have 45 days after their 11th birthday to be vaccinated.

## **Appendix C**

### **Transportation Services**

#### **ELIGIBILITY**

The following groups of students are eligible for transportation:

- The School Board will determine designated bus areas.
- Students K-12 who live in designated bus areas are eligible for transportation.
- Students may be transported if they are subjected to an \*unusual safety hazard\* as determined by the School Board.

#### **SCHOOL DISTRICT RESPONSIBILITIES**

The responsibility for the daily operation, enforcement of these policies, and administration of the student transportation system is delegated from the School Board to the Superintendent of Schools, Supervisor of Transportation and the building principals. The Supervisor of Transportation and the building principals act as liaisons between the school district and the parent/guardian relating to transportation service. The school district is responsible for the safety and discipline of the students from the time a student boards the bus until a student leaves the bus.

#### **PRINCIPAL RESPONSIBILITIES**

The principal or designees responsibilities include:

- Coordinate the unloading and loading procedures.
- Assist with problems.
- Report the change of address for eligible students during the school year.
- Investigate written complaints in conjunction with the parent/guardian.
- Provide special health care information to the Supervisor of Transportation.

#### **DRIVER RESPONSIBILITIES**

The school bus driver shall meet the requirements for school bus drivers as set forth by the Department of Public Safety, Division of Motor Vehicles, and the Department of Education and Cultural Affairs.

##### **A. Route**

1. The driver will be expected to maintain a consistency in timing for all routes to which the driver is assigned. This means that students should be picked up at the same time and place every day.
2. Bus drivers will allow only authorized riders on the bus.
3. Bus drivers will not digress from their regular route except for road construction or other unusual conditions.
4. Students will not be allowed to exit the bus other than at their normal drop-off point unless they have permission from the parent and only when authorized by the principal/designee.

- B. In transit
  - 1. The driver shall be responsible for maintaining a disciplined environment while the students are on the bus.
  - 2. The driver will report all inappropriate behavior by means of the Student/Bus Conduct Report form.
  - 3. The driver will drive defensively and reasonably.
  
- C. Emergency procedures
  - 1. The driver will seek emergency medical help and/or police assistance.
  - 2. The driver will report all injuries to the school principal and Supervisor of Transportation.
  - 3. In the event of vehicle breakdown:
    - a. The driver will report the breakdown immediately by two-way radio.
    - b. The driver will stay on the bus to supervise students and make them as safe and comfortable as possible until help arrives.
  - 4. The driver involved in an accident must report the accident as soon as possible to the Superintendent/Designee via two-way radio. The Superintendent/Designee will then report the accident to law enforcement authorities, building principal, and Supervisor of Transportation.
  - 5. The school administration will determine safe sites where students may be taken in the event weather emergencies occur while buses are in route.
  
- D. Other responsibilities
  - 1. The safety and welfare of the bus riders shall be the first consideration of the bus driver at all times.
  - 2. The driver's personal appearance must be neat, clean and presentable.
  - 3. The driver must not smoke on or near the bus.
  - 4. The driver will activate the light system and stop arm according to statute and District policy.
  - 5. The driver's day is not complete until all students have been delivered to a destination.
  - 6. The driver will have information in the vehicle on each special needs student assigned to the bus and be familiar with the special needs of each student.
  - 7. The driver may assign students to seats on the bus to maintain discipline.
  - 8. The driver is prohibited from striking a student; however, the driver may restrain a student to protect the student from harming self or others.
  
- E. Training of driver
  - 1. The driver will have a thorough knowledge of all traffic laws and regulations.

2. The driver will receive a written copy of the route description.
3. The driver will receive training to serve on substitute routes.
4. The driver will receive instruction on the District's transportation policies.

## **PARENT RESPONSIBILITIES**

Parents must recognize that transportation is a service provided by the School District to assist in achieving quality education for their children. To provide a safe ride for all, it is imperative that parents/guardians and school officials work cooperatively to solve problems.

- A. Students will ride on assigned buses.
- B. A parent/guardian may ride the bus if prior arrangements are made with the building principal and Supervisor of Transportation.
- C. Student passengers will not get on or off the bus at a place other than their regular stop, unless they have permission from the parent/guardian and only when authorized by the building principal/designee.
- D. The parent/guardian is encouraged to contact the building principal regarding any problems with school bus transportation.
- E. The parent/guardian and student are responsible for damages to the vehicle caused by the student.
- F. In the event of bad weather/emergency closings:
  1. The child should know where to go when school is dismissed early.
  2. The parent/guardian should listen to the radio or television for information about school closings or early dismissals.
  3. School officials will use their best judgment about school closings or early dismissals, but a parent has the right to keep children home or to pickup the children from school if they feel the weather requires this action.
- G. Preparing the student to ride the bus:
  1. The parent shall have the student ready at the scheduled pickup time.
    - a. Feeding and personal needs should be completed before the school bus arrives.
    - b. Children should be properly dressed for weather conditions and protection in emergency situations.
    - c. Properly label student's supplies, materials and special needs carried on the bus.
  2. Instruct the student to know the bus number that appears on the outside of the bus.
  3. Parent/guardian is responsible for the student until the student boards the bus.

4. The parent/guardian is responsible to transport all medications to the school that a student takes during school hours. In those instance, where this is not possible, arrangements to transport medication to the school must be made with the school principal and/or nurse.
5. The parent should instruct the student on the safety rules of riding the bus and make them aware of their responsibilities for behavior.

### **STUDENT RESPONSIBILITIES**

Students are required to adhere to the following regulations:

- A. Students will ride on assigned buses.
- B. Students shall conform to the same standards of conduct as expected of them in school.
- C. Students are expected to obey the bus driver.
- D. Student and parent/guardian shall be responsible for damage to the vehicle caused by the student.
- E. Students are expected to be on time at the designated bus stop. The bus will come to a full stop but will not wait for late arrivals.
- F. Students should remain on the sidewalk or out of traffic lanes while waiting for the bus.
- G. Students should respect the property of the residents while waiting at the bus stop.
- H. Students must stand a safe distance from the curb and wait until the door is opened and the driver signals to enter the bus.
- I. Students shall remain seated while the bus is in motion.
- J. Students shall not extend head or limbs out of the window.
- K. Students shall not throw anything out of the window.
- L. Students shall not use profane or indecent language or gestures.
- M. Students shall sit in designated seats if assigned.
- N. Students are not permitted to bring animals or pets on the bus.
- O. Students are not allowed to eat, drink, or use tobacco on the bus.

- P. Students shall be quiet when the bus approaches a railroad-crossing stop.
- Q. Students shall not use the emergency door except in cases of emergency or safety drills.
- R. Students must not cross the street/road until after the driver signals and must be at least ten feet in front of the bus.
- S. Students shall not carry weapons, explosives, matches, or fireworks on the bus.

### **DISCIPLINE**

Bus transportation for students is not a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. Bus safety requires the cooperation of all involved. In cases where misconduct does occur, the following procedure will be followed:

- A. For minor infractions of rules, the driver will give a verbal warning to the students involved.
- B. For major infractions of the rules or for repeated minor infractions, the following procedure will be followed:

The following infractions may result in the revoking of a student's bus riding privileges:

1. The driver will prepare a Bus Conduct Report form. The completed form will be submitted to the school principal.
2. First Infraction: The principal will call the student into the office to discuss the violation and review the rules and regulations. A copy of the Bus Conduct Report will be sent to the parent/guardian. The parent/guardian will be contacted by the principal and the parent/guardian will be asked to help improve the child's conduct on the bus. In school suspension may be warranted.
3. Second Infraction: The student will again be reported to the principal. The parent/guardian will be called to inform them of the consequences and the Bus Conduct Report will be sent to them. The student's riding privileges can be suspended for 20 school days.
4. Third Infraction: The student will again be reported to the principal and will be notified that he/she can be suspended from riding the bus for the remainder of the school year. The parent/guardian will be called and informed of the consequences and the Bus Conduct Report will be sent to them.
5. Major infractions may result in immediate suspension from riding the bus. Students and parent/guardian will be afforded due process in cases relating to the suspension of bus riding privileges.

- C. Insubordination: Defined to mean a direct refusal to follow the instructions of the bus driver or others in charge.
- D. Smoking, Drugs and Alcohol: Defined to mean any act leading to or participating in these activities.
- E. Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
- F. Profane Language and Gestures: Defined to mean abusive or derogatory remarks/gestures intended to be uncomplimentary or unacceptable.
- G. Destruction or Vandalizing of the Bus: Defined to mean any act relating to the marring, cutting, tearing or general destruction of bus facilities.
- H. Repeated Offenders: Defined to mean students who have been referred for minor infractions of bus safety or misconduct not less than one nor more than three times inclusively.

## **EQUIPMENT**

- A. Vehicle
  1. All school buses shall be well maintained and must meet requirements as set forth by the State.

## **BUS ROUTES**

- A. Pickup/Drop-off Points:
  1. Pickup points for students eligible for transportation will be approved by the school district, taking into consideration the proximity of the school bus stop to the student's residence and the effect on the immediate neighborhood of the bus stop. A student's pickup/drop-off point may not be changed unless approved by the Supervisor of Transportation or Superintendent/Designee. Students will not be picked up or discharged at intermediate points.
  2. Students are limited to one address, one pick up and one drop-off.
  3. Students will be picked up and dropped off at school at a point not requiring the crossing of any street.
  4. Students who are not eligible for transportation are not allowed to ride the bus for any reason without written permission from parents and the bus driver.
  5. All requests to change transportation arrangements must be approved by the building principals and authorized by the Supervisor of Transportation or designee.



## B. Travel Time

1. Students shall ride on a bus a reasonable amount of time under normal weather and road conditions.

## C. Arrival/Departure Times

1. Schedules should be established to pick up students at a set time.
2. Students shall be scheduled to arrive at school no earlier than ten minutes before the start of classes unless the school has a breakfast program, in which case students will be delivered 15 minutes prior to the start of school.
3. The buses will depart from the schools ten minutes after the students are dismissed.

## D. Bus Route Schedules

1. All routes used in transporting students will be drawn up by the Supervisor of Transportation and approved by the Superintendent/Designee.
2. All routes will be prepared prior to the start of the school year. A copy of the established routes will be available throughout the school year as follows:
  - a. In school buses.
  - b. In each school served by bus transportation.
  - c. In all administration offices.
3. Route Guidelines
  - a. Routes will be developed in the most efficient way possible.
  - b. Routes will be established with respect to the length of riding time in an effort to treat students equitably.
  - c. Routes will be developed with regard to geographic location of the students and the assigned attendance centers.
  - d. Routes will be developed with distance and time necessary to cover a specific area as primary factors.
  - e. Routes will be developed with consideration of school/programs locations and grade level of students.
  - f. Routes will be developed with consideration for the number of students and the bus capacity.
  - g. Routes will be developed with safety as a primary concern.
  - h. Routes will be developed according to school starting and dismissal times.

## **DUE PROCESS**

Any parent or guardian who believes that the transportation services provided are not in compliance with these rules may utilize due process procedures.

- A. Parents are responsible to:

1. Submit written complaint to the building principal.
2. Forward the written complaint to the Superintendent, if unresolved at the building principal level
3. Forward the written complaint to the School Board, if unresolved at the Superintendent's level.

## **Appendix D**

### **Peanut / Tree Nut Policy**

1. The school will make a reasonable effort to make sure that peanut/tree nut products will not be used by the school in the elementary and middle school lunchrooms, which includes products labeled “it may contain...” and will inform parents and students that food made with peanuts/tree nuts or products labeled “it may contain...” will not be permitted in student lunches brought in from outside the school lunch program. Products made with peanut/tree nuts as an ingredient will not be permitted in elementary and middle school concessions. This information will be made known to outside groups (PTO’s, etc.) using either the concession stands or other facilities.
  
2. The High School will continue to not use peanut/tree nut products or ingredients in their lunchroom, school store, or concessions, but may have products that say “it may contain...” This information will be made known to outside groups using the concession stands and our facilities. The high school is not either peanut/tree nut “free” or “restricted” by label or practice.
  
3. The school will inform parents and students that food brought to the elementary or middle schools during normal school hours for consumption outside of lunch time (i.e. snacks, birthday treats, in-class parties, etc.), cannot state within the ingredients list any peanut or tree nuts or products made from peanut or tree nuts.
  - a. Grades PreK-2: Outside food including shared snacks or special occasion treats cannot include products containing any manufacturer warning regarding the possible presence of peanuts or tree nuts such as “it may contain”, “is manufactured in”, or “may contain traces of ...”
  - b. Grades 3-8: Students and adults may bring into the school products with a peanut or tree nut manufacturer warning regarding the possible presence of peanuts or tree nuts such as “it may contain” or “is manufactured in”, or “may contain traces of...” or are produced in a business, bakery or home that has peanut or tree nuts present.

4. We will not be referring to our elementary and middle schools as Peanut/Tree Nut Free but will refer to it as Peanut/Tree Nut Restricted.
5. Staff in elementary and middle schools may bring into any school products that contain peanut/tree nuts but must keep them stored and consumed in in staff lounges/workrooms. In addition, foods brought in for inservice times will also not have any restrictions. Consumption is only for adult staff members.
6. Education to staff and students will be given yearly about properly washing of hands after eating any products that may contain peanut/tree nuts or products that has a label of "it may contain....." Information will be given to all students and staff about food allergies and cautionary procedures related to food allergies.
7. All classrooms that have students who have peanut or tree nut allergies will have additional education about precautions which can be done to make their areas safer.
8. All students will be encouraged to refrain from sharing of food with other students.

## **Appendix E**

### **Behavior/Response Matrix**

Level	Behavior	Response
<b>#1</b> <b>Managed by the Teacher</b>  (Behaviors that are minor rule violations that result in an immediate verbal correction with a logical consequence.)	<ul style="list-style-type: none"> <li>• Running in the building</li> <li>• Disruptive transitions</li> <li>• Unsafe/Rough play</li> <li>• Misuse of property</li> <li>• Play fighting</li> <li>• Spitting</li> <li>• Teasing/name-calling</li> <li>• Non-directed profanity</li> <li>• Failure to follow rules</li> <li>• Classroom disruptions</li> <li>• Uncooperative behavior</li> <li>• Cell phone/Electronic Device violation</li> </ul>	<ul style="list-style-type: none"> <li>• Redirect</li> <li>• State the rule</li> <li>• Model the behavior</li> <li>• Student practice the correct behavior</li> <li>• Acknowledge correct behavior</li> <li>• Prompts-finger tap or look</li> <li>• Reward good behavior</li> <li>• Loss of classroom privileges</li> <li>• Take a Break/Time Out</li> <li>• Apology</li> <li>• Change seats</li> <li>• Wall Placement at recess</li> </ul>
<b>#2</b> <b>Managed by the Teacher and/or Principal</b>  Results in writing a Minor Incident Report	<ul style="list-style-type: none"> <li>• Repeated Level 1 Behavior</li> <li>• Cheating/lying</li> <li>• Stealing</li> <li>• Harassment</li> <li>• Minor vandalism</li> <li>• Mild verbal abuse/ directed profanity</li> <li>• Intimidation/Verbal threats</li> <li>• Mild physical aggression</li> <li>• Noncompliance after warning</li> <li>• Inappropriate displays of affection</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1 Responses</li> <li>• Verbal correction</li> <li>• Time out</li> <li>• Loss of privileges</li> <li>• Apology</li> <li>• Student conference with staff</li> <li>• Time in office</li> <li>• Buddy Classroom</li> <li>• Wall placement at recess</li> <li>• Parent contact</li> <li>• Time in office</li> <li>• Minor Discipline Report</li> </ul>
<b>#3</b> <b>Managed by Office</b> Complete Office Referral Form  (Behaviors that are serious, threaten the safety of others or themselves, or behavior that has been repeated even though response interventions were used.)	<ul style="list-style-type: none"> <li>• Repeated Level 2 Behavior</li> <li>• Abusive language</li> <li>• Strong and repetitive defiance/insubordination</li> <li>• Threatening/Bullying</li> <li>• Physical Aggression/fighting</li> <li>• Inappropriate use of technology that breaks district policy</li> <li>• Property damage/vandalism</li> <li>• Possession or under the influence of illegal substance</li> <li>• Weapon violation</li> <li>• Sexual Harassment/offense/misconduct</li> </ul>	<ul style="list-style-type: none"> <li>• Office Referral</li> <li>• Loss of classroom/school privileges</li> <li>• Behavior plan/contract</li> <li>• Restitution</li> <li>• Conference with student and parent</li> <li>• Individualized behavior plan</li> <li>• Time in office</li> <li>• Resource officer</li> <li>• School Counselor</li> <li>• In school suspension</li> <li>• Out of school suspension</li> </ul>