

Section II.

Dakota Valley Elementary School

STUDENT HANDBOOK



Mailing Address:	1150 Northshore Drive
Physical Address:	80 Northshore Drive North Sioux City, SD 57049
Phone:	(605) 422-3840
Fax:	(605) 422-3847
Website:	http:// dakotavalley.k12.sd.us

ELEMENTARY SCHOOL VISION STATEMENT

The vision of Dakota Valley Elementary School is to develop kids for character motivated to learn and experience success.

Elementary School (Grades PreK-4) Information

INDEX

Message from the Principal	3
Beliefs	3
Student Expectations	3
Chain of Command	4
Help Your Child In School	4
School Hours	5
After School Schedule Changes	5
Telephone Calls and Messages	5
School Alerts	6
Attendance and Tardiness	6
Written Correspondence.	7
Injury and Restrictions	7
Picking Up Students	7
Room / Teacher Requests	8
Playground Rules	8
Conduct / Discipline	9
Student Rights – Due Process	10
Detention	10
In-School Suspension	10
Short-Term Suspension	10
Expulsion	11
Youth Gang Apparel and Behaviors	11
Fire Procedure	11
Tornado Warning	11
Intruder Guidelines.	12
Bomb Threat	12
Peanut/Nut-Free Policy	13
Toys	13
Physical Education	13
Field Trips	13
Attendance at School District Events	14
Holidays and/or Parties	14
Pets	14
Weekly Monthly Newsletter	14
Dress Code	14
Busing	15
Promotion / Retention Policy	17
Grading Scale	18
Discipline Policy	19

MOTTO

“Excellence in Education”

DISTRICT MISSION STATEMENT

The mission of Dakota Valley Schools is to ensure all students receive an enriched educational experience in a safe environment.

A Message from the Principal...

I am very excited about having the opportunity to work with the students, parents and staff of Dakota Valley Elementary School. The beliefs and expectations observed by the district reflect my own personal philosophies about students and the educational system. This handbook is a great resource for parents/guardians and students. Becoming familiar with the material available to you in this handbook will allow you to have a more successful and productive school year. The Dakota Valley Elementary School has high expectations for its students. By following the guidelines and procedures established for the school, we will all have the opportunity to work and learn in a safe, productive environment.

Parent/guardians and students have the responsibility to contribute positively to the school environment and work collaboratively with the teachers and staff of the school. This teamwork will ensure that all students in the elementary school will achieve goals and have success toward becoming lifelong learners and contributors to society.

Please take the time to read through the handbook and familiarize yourself with the policies and expectations of the school, doing so will help you have a sound understanding about the expectations, rules, and day-to-day operations of the school.

Please call the Dakota Valley Elementary School at (605) 422-3840 if you have any questions, or would like clarification on any item outlined in the handbook. Thank you in advance for taking the time to read through the handbook. Your dedication toward creating a positive and productive learning environment for the students at Dakota Valley Elementary School is greatly appreciated!

Dr. Tamra Hummel
Elementary School Principal

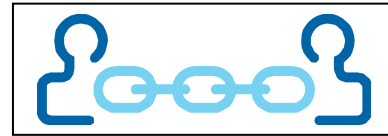
Beliefs

- Everyone is capable of learning
- Everyone needs to be successful.
- Everyone deserves to be treated fairly.
- Everyone deserves to feel safe.
- Every action has a consequence.
- Everyone needs a feeling of self-worth.
- A positive environment enhances learning.

Student Expectations

- Display appropriate manners throughout the school.
- Work to the best of their ability.
- Comply with the rules of the classroom and school.
- Be respectful, responsible, and work together.
- Be proud of their accomplishments.
- Share school experiences with their family.
- Have the necessary supplies throughout the year.

Chain-of-Command



There may be times when the principal is not immediately available within the buildings. When these situations arise, the following chain of command should be followed:

- **Dawn Plendl**, Behavior Interventionist
- **Laurie Horner**, Elementary Librarian
- **Amy Clements**, Title I Reading/Math
- **Tiffany Wendling**, Curriculum Manager
- **Harlan Halverson**, Middle School Principal
- **Keith Ashmore**, Special Services Director
- **Al Leber**, Superintendent

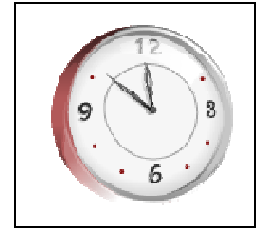
Help Your Child In School

- 1) If you have questions, complaints, or suggestions, visit with the teacher first, then the principal.
- 2) Share information about your child and family with the school, so we may better meet the needs of your child.
- 3) Cooperate with the school to establish desirable attitudes toward school and set an example for children.
- 4) Participate actively in home-school activities, Parent Teacher Organizations, and attend school programs.
- 5) Show an interest in your child's work.
- 6) Check with your child regularly regarding notices from school.
- 7) Please avoid criticism of the school program or personnel in the presence of your children.
- 8) Respond promptly to requests for parent-teacher conferences.
- 9) Provide your child with a healthy, stable home environment.
- 10) Send your child to school on time and regularly.
- 11) Pay proper attention to your child's health and personal cleanliness.



School Hours

The school security system was implemented in the spring of 2009 and will automatically lock and unlock the main doors for entrance to the building before and after school. During school hours, anyone wishing to enter the building must ring the doorbell located near the main entrance and the office staff will verify your identity, then unlock the door for your entrance.



Staff Hours: 8:00 a.m. to 4:00 p.m., Monday through Thursday
8:00 a.m. to 3:45 p.m., Friday

Staff meetings usually occur on Thursday mornings. If staff is required to be on site at 7:45 a.m., they will be dismissed at 3:45 p.m.

Student Hours: 8:15 a.m. to 3:15* p.m., Monday through Friday
**Students walking or who are riding home with parents will be dismissed at 3:10 p.m.*

No child should be on the school grounds or in the building before 8:00 a.m. There will be no adult supervision until this time. Please do not drop your child off before 8:00 a.m. If for some reason your child will not be riding the bus, he/she needs to be picked up no later than five (5) minutes after the dismissal bell.

Tardy Bell: 8:25 a.m. (All students must be in their classroom.)

After School Schedule Changes

Parents are asked to keep their child's after school schedules as consistent as possible; making sure, also, that changes are kept to a minimum and made *only* when absolutely necessary. All after school changes should be made in writing by the parent and/or guardian and sent to the teacher. Phone calls are acceptable, but notes are preferred.

Phone calls should be made prior to 2:30 p.m. to ensure timely delivery of information and to allow both the teacher and the student the necessary preparation time. Last-minute changes are discouraged and we ask that parents reconsider changing their child's schedule and make every effort to simply have your child follow their normal after-school dismissal routine. Instead of changing your child's after school dismissal routine, possibly have them picked up from their daily drop-off location.

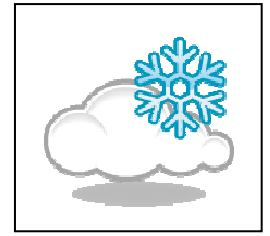
Telephone Calls and Messages

Teachers and students will not be called from class to answer the telephone except in a case of emergency. Telephone messages will be delivered to the classroom as soon as possible, or you have the option of leaving a voice mail for the staff member. Students will not be allowed permission to use the telephone unless it is an emergency.



If you wish to talk directly to the staff member, please call from 8:00 a.m. to 8:15 a.m. or 3:15 p.m. to 3:45 p.m.

School Alerts



Wondering if Dakota Valley is starting late or cancelled due to weather? Simply check the website! <http://dakotavalley.k12.sd.us> The newest feature of the website is the alert messaging that allows the superintendent to post time-sensitive messages in red letters on the district home page! No more watching the television only to have a commercial interrupt our school listing.

SNOWCAP Online is a public alert system that is also available to distribute automatic alerts to your cell phone or email in the event of a school closure, late start or early dismissal. You may sign up for these messages at www.snowcaponline.net.

Parents may sign up to receive email alerts and announcements from each of the district's three school buildings by accessing the district website at <http://dakotavalley.k12.sd.us>, click on **Announcements**, find the link to **Parent Announcements Email Signup**. Click that link and enter your information to subscribe to the announcements for one or more of the district's schools.

Attendance and Tardiness

Consistent school attendance is one of the keys to academic progress. Parents can help their child succeed by ensuring his/her attendance except when illness or extreme family emergencies occur. Absences will be excused for the following reasons: a) illness; b) professional appointment; c) bereavement; d) religious observance; and e) pre-arranged family activity. **When absences are necessary, it is mandatory that a phone call be made to the office by 9:00 a.m. of that day.** Consecutive absences should be called in each day the student will be absent unless the office was previously informed of a range of dates the student would be gone.

A system is in place to generate letters for any student absent or tardy five or more times. These letters are sent regardless if the absence or tardy was excused or unexcused. The letters are to keep families informed of the amount of classroom instruction time that is being lost when that child is out of school. In order for a student to successfully complete his/her grade, absences may not exceed a total of twenty (20) days for a year. Any additional absences may result in retention, unless unusual circumstances exist, as determined by the principal.

When a student is tardy, a phone call to the office is required as soon as possible. Upon arrival at school, the student must report directly to the office for an Admit Slip. Tardiness will result in disciplinary action as indicated by the disciplinary policy. Students with exceptionally good attendance records will be recognized at the end of the school year. **Parents are encouraged to consult the district calendar before planning extended vacations.**

Late arrivals prior to 9:00 a.m. are considered *tardy* and arrivals after 9:00 a.m. will be considered an *absence* for the number of minutes missed from class. Tardiness and absences will be excused if a call or note is received from the parent/guardian and the reason is an **unavoidable circumstance**. If no note or call is received, or if the circumstance was *avoidable*, the absence/tardy will be considered unexcused. **Please note that all time missed from class will be counted in attendance records regardless if the absence or tardy is excused or unexcused.**

Written Correspondence

Written correspondence should be brought for the following reasons:

- 1) If the student has an appointment, a note is needed prior to the dismissal, stating the time to be dismissed and the reason.
- 2) If the student cannot participate in an activity, a note is needed from a doctor stating the reason.
- 3) Prescription and non-prescription medication require completion of a Medication Administration form. No medication can be sent with a child on a bus. Please refer to medications information contained in the District Section of this handbook.
- 4) Scheduled absences (i.e., dental, doctor appointments) will require a written note preceding the absence.
- 5) If a child is not following the regular pick-up routine (i.e., riding or not riding the bus).

Injury and Restrictions

Students who attend school with casts or air casts, crutches, splints, arm slings, wheelchairs, walkers, canes, and/or immobilizers, will need to submit a written physician's note including: Diagnosis of the injury and restrictions for physical education and lunch/class/recess.

If your child has an injury and needs to be restricted from activities such as Physical Education, Recess or sports, the school nurse will need a note from the physician indicating the type of restriction and the length of the restriction from physical activities. If the student **cannot** participate in gym class, they also **cannot** play at recess. The school nurse will need another note from your physician when your student is able to increase activity or return to full participation.



Please **do not** excuse your child from Physical Education because of sniffles, stomachaches, scratches, or other minor ailments, as children need daily physical activity.

Picking Up Students

Parents who desire to have their child dismissed during school hours (8:15 a.m. to 3:10 p.m.) must send a note of explanation or call before dismissal time.



The student will be released only to a parent, guardian or other authorized people. Only those people designated **in writing** by the parent will be allowed to pick up the child. Those authorized people will be listed on the Permission to Pick-Up Child form, which is part of the enrollment packet and updated each school year.

Parent/guardians or other designated/authorized persons need to stop in the office and sign the student out on the Sign-Out Log. The student will be called down from their room at that time.

Parents are discouraged from picking up students before 3:10 p.m. unless for a special event.

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 spends countless hours 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 alleviate 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 amount 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. At this point, attempts are made to match pupil and teacher personality style. Quite understandably, these decisions are based upon observations made by the teachers during the course of the year. While we welcome your input about your child's individual learning needs, we trust that you understand that your comments constitute just one of the many factors that we consider in forming classes. 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 pick up a form from the elementary school office and *return it by April 1st*. The final decision on class placements resides with the teachers and administration.

Playground Rules/Recess

Our schools operate on the assumption that if students are healthy enough to be in school, they are usually healthy enough to participate in recess.

Recess can play an important role in learning, social development, and health of elementary school children. We do realize that sometimes parents would prefer that children not go outside due to sniffles, colds, or other illness/injury. When this occurs, the student will need to bring a signed note from the physician or a visit with our on-site nurse is required. This note should describe the nature of the illness or injury, limitations or restrictions on movement, duration of non-participation, and indication of when recess may be resumed.



A signed note from the parents will only be accepted as a request for the student to see the nurse in determining recess participation.

Playground Rules/Recess (con't)

Please be aware of weather conditions and dress your child accordingly. Indoor activities are held if it is raining or if the outside temperature, in combination with wind chill is below 10 degrees. Students without boots or snow pants must remain on the blacktop during snowy conditions.

Activities not allowed because they could cause personal injuries or destruction of property are:

- 1) Throwing snow, rock, asphalt, or wood chips.
- 2) Sliding on the ice.
- 3) "King of the Mountain."
- 4) Contact sports.
- 5) Wrestling.
- 6) Pulling at another student's clothing.
- 7) Throwing balls against the building.

The following equipment is not allowed on the playground for safety reasons – weapons, skateboards, hard balls, rollerskates, rollerblades or Frisbees. Specific rules and guidelines will be discussed at the beginning of the year.

Conduct/Discipline

Student responsibilities include the following:

- 1) To comply with the rules of the classroom and school.
- 2) To pursue the prescribed course of study.
- 3) To be alert and responsible to directions.
- 4) To respect others.
- 5) To be courteous to fellow students and school personnel and respect the rights and property of others.

With these responsibilities, students have the freedom and are encouraged to express their individuality. That freedom cannot intrude upon or endanger the freedom of others, nor can it interfere with our teaching or other students' learning. Disobedience or open defiance of school regulations shall constitute sufficient cause for disciplinary action.

The classroom teacher will explain the individual classroom discipline plan. A copy of this will be sent home with your child.

To allow the kindergarten students an opportunity to learn our rules, the discipline policy will not take effect until January of the current school year. However, repeated behavioral problems will be dealt with on an individual basis.

Student Rights – Due Process



Each student who is involved in some form of disciplinary action of any kind is entitled to due process which would include the following items:

- 1) The student is entitled to know what he/she has done wrong or if any rules have been violated.
- 2) The student is entitled to present his/her version of the circumstances involved.
- 3) The student is entitled to know the disposition of the case.
- 4) The right of appeal to the superintendent and subsequently the Dakota Valley Board of Education is available with the understanding that these groups may sustain or change any or all of a decision reached prior to that appeal.

Detention

Detention is time spent after school. Detention time is assigned as disciplinary action for improper behavior displayed by a student. The following guidelines have been established for students serving detention:

- 1) The length of detention will be as per the teacher or administrator.
- 2) Detention periods takes precedence over all extracurricular activities or requests from the teachers or parents.
- 3) Riding the bus will not be an excuse to miss detention. Students may contact their parents to make arrangements for a ride home from detention.
- 4) Detention will be held on Monday through Friday. If a student receives a detention, he/she will serve the detention that day or the next school day.

In-School Suspension

In-School Suspension (ISS) is the temporary isolation of a student from classes for the day while under proper supervision.

Short-Term Suspension

Short-term suspension is that period of time not to exceed ten (10) school days that a student is sent home from any breach of discipline as covered in this handbook. A suspended student shall be given the opportunity to make up work. Suspended days are to be counted as “exempt absences.” Elementary students who violate the weapons policy will be suspended and district policy will be followed.

Expulsion

Expulsion shall be made only by the majority vote of the Board of Education upon recommendation of the administration.

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 or at school activities.

Dress, identified as gang-related apparel by Dakota Valley Schools, is not allowed. Any item worn or carried to identify a person as a gang member is not allowed.

Writing gang graffiti, possession of 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.

Fire Procedure

When the fire alarm sounds, students will exit the building using the exit door nearest their present location and proceed to designated areas. Each room in the school has a map showing the nearest building exits and the fire exit route to take. Teachers and paraprofessionals will stay with their class at all times unless relieved by an administrator or designee. Teachers will take “roll call” and display their green card if all students are accounted for, and will display their red card if they are missing any students.

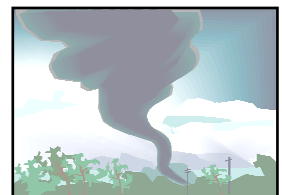


The school administrators have practiced a number of “what if” scenarios, which gives them an idea of what to do, based on the type of damage done to the school building.

In the event of actual fire damage to the building, elementary students will walk to the **high school auditorium** and will remain there until dismissed by the administration. Students may be released to their parents only with the permission of the building administrator, and after notification has been given to the classroom teacher.

Tornado Warning

In the case of a tornado warning, the Dakota Valley Schools will direct students to designated areas of the school buildings, away from glass and with as many walls between them and the outside as possible.



Each room has a map of where students will be taken and the route to get there.

The school administrators have practiced a number of “what if” scenarios, which gives them an idea of what to do, based on the type of damage done to the school building. Each administrator has a walkie-talkie which they can use to communicate with other school officials.

Tornado Warning (con't)

In the event of damage to the school, the students would be led out of the building once the storm has passed. A count of the students would be taken and the children would be bused to the North Sioux City Community Center, 205 Sodrac Drive, North Sioux City, SD, for release to their parents.

As administrators, we urge parents not to phone the school or attempt to drive to the school for their children if a tornado warning is sounded. We stress that both parents and students will be safer where they are rather than in a car during severe weather. If you arrive at the school for your child, we will strongly advise you and your child to stay in the building until the weather has cleared.

Intruder Guidelines

In the event of an intruder at the school, an announcement will be made to have teachers secure their rooms by locking their classroom doors, turning off the lights and closing the window blinds.



The law enforcement officers will establish a command center from which they will secure the building and grounds. Staff members must remain in their rooms until they are directed to leave by law enforcement officers, or the administration. When the law enforcement officers have determined that an area is safe for evacuation, individual staff members will be notified as to which safe exit to utilize (windows or doors).

Once students have been evacuated, they will be transported to a safe location. Most likely, the North Sioux City Community Center, 205 Sodrac Drive, North Sioux City, SD, will serve as a safe location. Students must remain at the safe location until they are released to their parents, or transported home.

In the event that an act of violence is initiated by the intruder, any student or staff member who is potentially exposed to harm by nature of being in an open area (commons, gymnasium or hallway) should move away from the intruder and exit the building as quickly and orderly as possible.

Bomb Threat

In the event of a bomb threat, the building principal, in consultation with the police and superintendent (if possible) will determine whether or not to evacuate the building. If the threat is building-specific and building evacuation occurs elementary students will walk to the **high school auditorium**. As soon as buses are available, students will be transported to the North Sioux City Community Center, 205 Sodrac Drive, North Sioux City, SD, and will remain there until a decision has been reached whether students will be dismissed for the day or if they will return to school. If the threat is a district-wide threat, students will not walk to the high school, but instead, will remain outside in a safe area until buses can transport them to the North Sioux City Community Center.

Peanut / Nut-Free School

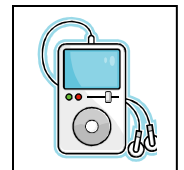


All peanut products such as peanut butter, nut granola bars, Reese’s candies, etc., are not allowed in the Dakota Valley Elementary School. This includes lunches, snacks, in-school birthday parties or food brought on field trips. For purposes of this procedure, “peanuts” will mean all nuts and peanuts including products that use or contain nuts and peanuts. This peanut prohibition will be in effect 24 hours a day, seven days a week, and will apply to anyone present in the Elementary Building or on the Elementary School Grounds.

The school board recognizes the inconvenience this may cause for some families, but the safety of our students with nut allergies is their prime concern in this matter. In upholding the administrative restriction, the school board reaffirms its mission to: *ensure that all students receive an enriched educational experience in a safe environment.*

Toys

Many students bring toys and other expensive items to school. We discourage you from allowing this to occur. Games, activities and educational toys are available for student use. Some toys may be “banned” in each classroom if they begin to hinder the learning environment. We are not responsible for lost or stolen items on or off of the bus or in the classroom.



Physical Education

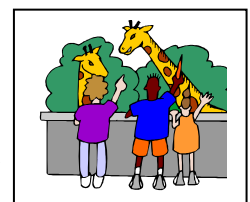
Physical education is held twice a week for one-half hour. Students must wear tennis shoes or a soft-soled shoe. Girls should not wear a dress, but something appropriate for P.E.

Participation in PE is an important part of a student’s physical education grade. We do realize there are times when an illness or injury may restrict active participation in physical education. On those special occasions when you feel your child should not participate, a signed note from the physician or a visit to our on-site nurse is required. This note should describe the nature of the illness or injury, limitations or restrictions on movement, duration of non-participation, and indication of when PE class may be resumed.

A signed note from the parents will only be accepted as a request for the student to see the nurse in determining PE participation. There is a nurse in the school full-time that is available if any problems should arise.

Field Trips

In the beginning of the school year, one permission slip will be sent home for all field trips. The permission slip must be signed by a parent and returned to school in order for the child to attend. The school or teachers will keep you informed of upcoming field trips. Teachers will notify parents in advance of any field trips taking students from the building.



Attendance at School District Events

Children in grades Kindergarten through 4th grade or younger may not attend school district events, such as sporting events, plays or concerts unless they are accompanied by an adult.

Holidays and/or Parties

Seasonal parties are planned during the year. These parties will be planned by the teacher, students and room helpers. If you do not wish for your child to participate in a certain holiday party, please notify the classroom teacher or principal at the beginning of the school year.

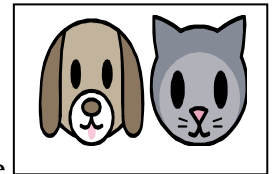


Your child may wish to celebrate his/her birthday at school. He/she may bring a treat to share with the class. A wrapped treat is preferred. If a child brings a treat that requires napkins, utensils or plates, the parent is responsible for providing these items. We encourage parents to provide healthy treats for parties to encourage lifelong healthy lifestyles. Please note that Dakota Valley Elementary is a **peanut-free/nut-free environment** and all snacks or treats provided must be peanut/nut-free.

To avoid disappointment and hurt feelings, invitations to private children's parties should not be handed out at school, unless all of the girls in the class, all of the boys in the class, or the whole class is invited. This includes before and after school as well.

Pets

Pets and other animals are not permitted in school except for use in science classes or special classroom activities. Safety precautions and the allergies of some children make this rule necessary. If a pet is brought for sharing, please contact the teacher in advance. Pets are to be brought to school by a parent and returned home immediately after sharing time.



Newsletter

A monthly newsletter ~~is sent home~~ **is available on the Elementary School website under the News tab** highlighting the events and activities of Dakota Valley Elementary School. All important dates, times, changes, and announcements are in these newsletters. Please read these newsletters and discuss with your child what is happening at Dakota Valley Elementary School. ~~This newsletter is also provided on the website under the News tab.~~

Dress Code

Any style of dress, article of clothing, or hairstyle which interferes with or disrupts the maintenance of a learning atmosphere is unacceptable. Students should be aware that:

- 1) Students must wear clean clothing.
- 2) Students must be clean.



- 3) Students must wear some kind of reasonable footwear, appropriate to the activity or season. They also should wear tennis shoes on days they have P.E. Sandals and flip-flops are discouraged because they can cause injuries when running. Flip-flops are not allowed when climbing on play equipment.
- 4) Any article of clothing that is a hazard to safety is unsuitable attire.
- 5) Any article of clothing that is obscene or endorses alcohol or drugs is unsuitable attire.
- 6) Hats or caps are unsuitable classroom attire during normal operation of the school day unless necessary for a specific class activity. When required for a class activity, they may be worn only during the time that the activity takes place.
- 7) Hairstyles must be in keeping with the ideals of cleanliness, neatness and good grooming.
- 8) Any article of clothing which exposes a bare midriff or undergarments is unsuitable classroom attire. Shorts/skirts should be at least fingertip length.

Mark all jackets, caps, and boots with a permanent label so that your child can always identify his or her belongings. We are not responsible for lost or stolen items and we discourage parents from buying expensive gloves and hats for this reason.

It is suggested that families plan early for cold and wet weather clothing. The following items of clothing are necessary:

- 1) Warm coat.
- 2) Jacket or sweater.
- 3) Gloves or mittens.
- 4) Caps or hoods.
- 5) Snow boots.
- 6) Snow pants required for field play.



Students at the elementary building spend more time outside and need to be dressed appropriately for the weather.

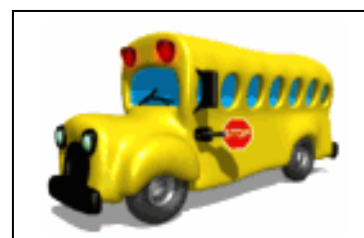
Busing

Busing is available to all Dakota Valley Elementary Students regardless of their residence's distance from the school. Busing is contracted through Curran Transportation, operated by Mr. Kelly Curran, Transportation Supervisor, phone (712) 259-3608.

If the student is not planning to ride the bus in the morning, parents should contact Kelly Curran so the bus driver can avoid an unnecessary stop.

All bus riders are under the authority of the bus driver and shall observe the following standards:

- 1) Obey the bus driver's instructions and directions at all times.
- 2) Keep aisles clear of all objects.
- 3) Remain seated while bus is moving.
- 4) Keep hands, feet and objects to yourself and inside the bus.



Busing (continued)

- 5) Talk quietly. Vulgar and abusive language is not allowed.
- 6) Food, drinks and tobacco are prohibited on the bus.
- 7) Be responsible for your own behavior at bus stops.
- 8) No pushing, standing, hitting, shouting, tripping, fighting, littering or destruction of property is allowed.

Riding the school bus is not a right, but a privilege extended to the student. A student shall accept the responsibility of his/her own actions on the bus. This privilege can and will be removed for disruptive and unsatisfactory conduct when the safety of others is endangered. Students or parents will be responsible for their transportation upon the loss of bus privileges.

The bus driver is responsible for his/her own bus and the discipline on it. Students may be refused transportation if they do not follow those rules and regulations.

The following steps will be followed for infractions*:

- 1) **First offense**, the child gets a written warning.
- 2) **Second offense**, the child loses bus privileges for a period of three (3) days.
- 3) **Third offense**, the child loses bus privileges for a period of five (5) days.
- 4) **Fourth offense**, the child loses bus privileges. Parents may appeal the decision to the school board.

**Bus privileges can be taken away immediately depending on the severity of the offense.*

Kindergarten students may not have disciplinary action for the first semester of school, depending on the severity of the action and the principal and/or Transportation Supervisor's discretion.

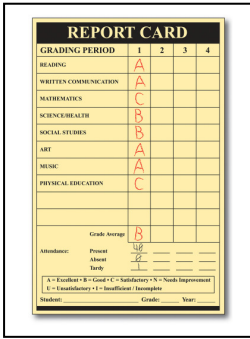
Students may not ride any bus other than the one to which they are assigned except in an emergency. A note from the parents must be given to office personnel, and approved by the bus supervisor, before permission is granted to ride a different bus. Due to overcrowding **no student may ride the bus home with another student, unless it is an emergency and permission is granted by the office.**

If you have any problems concerning bus stops, pick up or drop off times, driver or other concerns, call the Transportation Supervisor, Mr. Kelly Curran, or write to him at the school where your child attends.

Promotion / Retention Policy

Placement shall be made in the best interest of the students after careful evaluation of all the factors relating to the advantages and disadvantages of promotion or retention. In retaining or promoting a student, the school will consider not only the child's academic achievement and needs, but the child's age, his/her social and emotional security, and the wishes of the child's parents. Students can be retained at any grade level. In all instances of retention, the child's parents will be kept informed of the child's progress.

Grading Scales



Kindergarten:

100	=	I (Independent)
70-99	=	P (Progressing)
1-69	=	B (Beginning)
0	=	N (Not yet attempted or introduced)

1st Grade:

G	=	G (Good, 93-100%)
P	=	P (Progressing, 92-80%)
N	=	N (Needs Improvement, 79%↓)

2nd Grade:

G	=	G (Good, 93-100%)
P	=	P (Progressing, 92-80%)
N	=	N (Needs Improvement, 79%↓)

3rd and 4th Grade:

A+	=	98-100
A	=	93-97.9
A-	=	90-92.9
B+	=	88-89.9
B	=	83-87.9
B-	=	80-82.9
C+	=	78-79.9
C	=	73-77.9
C-	=	70-72.9
D+	=	68-69.9
D	=	63-67.9
D-	=	60-62.9
F	=	59.9 and Below
I	=	Incomplete Until Made Up

Grading Scale for Specials:

95-100	E	Excellent
85-94	G	Good
70-84	S	Satisfactory
0-69	N	Needs Improvement

Elementary Discipline Policy

Level I Offenses:

- Uses inappropriate volume
- Does not follow classroom/school rules
- Excessive talking
- Playground issues
(i.e., throwing snow, sliding on ice, inappropriate use of equipment)
- Talking in hallway
- Running in hallway
- Breaking lunchroom rules
- Throwing objects
- Pushing, shoving, tripping
- Sticking out tongue
- Tripping students on purpose
- Loud in bathroom

Required Consequences:

- Tell the student what they did wrong
- Have the student repeat to you what they did wrong
- Have the student show you what you expect and what rule they broke
- RETEACH the behavior until the child understands

Possible Consequences for Teachers to Use:

- Time out from activity
- Missed recess or lost time from recess
- Student calls or writes to the parent
- Parent signs and returns note
- E-mail parent concern
- Write a contract with the student to be sent home for a parent signature
- Teacher/Staff referral to Principal
- Ask the parent to come to the school to meet about the concerns
- Clean the lunch room tables and floors if caught throwing food
- Sit away from other students
- 1-2 minute time-out when outside, away from other kids
- Secluded to an area
- Not allow to participate in an activity like basketball for 2-3 days
- Write or saying an apology
- Loss of free choice time in classroom

Possible Principal Options:

- Call to parents
- ISS / OSS
- Loss of field trip/assembly
- Referral to TAT/Counselor
- Parent meeting
- Law Enforcement
- Same as teacher options

Level I offenses are not required to be logged by the teacher. However, before sending a student to the principal, the teacher must show through documentation or logging when the offenses occurred, when the parents were contacted, and the consequences that were given to the student. Level I behaviors are only sent to the office if the child is chronic with their behavior, teacher intervention is not working and the student has been discussed with the principal ahead of time and the behavior has happened and been documented three times.

Level II Offenses:

- Teasing other students
- Inappropriate language
- Harassment/teasing
- Name calling
- Talking back
- Blatant disrespect toward adult
- Pinching
- Racial slurs
- Dishonesty
- Punching/aggression with intent to hurt
- Bullying

Required Consequences:

- Tell the student what they did wrong
- Have the student repeat to you what they did wrong
- Have the student show you what you expect and what rule they broke
- RETEACH the behavior until the child understands
- Teacher needs to log the incident, and notify the parent

Three strikes rule. Teacher will log incidents, contact parent three times, and give consequences with reteaching for Level II Offenses. In addition to this the teacher will notify the principal of the incident.