

Gettysburg Elementary Handbook

2018-2019



INTRODUCTION 1.0

TO THE PARENTS AND STUDENTS

The purpose of this booklet is to inform the parents and students of some phases of the elementary school in order to insure good cooperation and understanding between the school and the home.

We hope that the booklet will acquaint the parents and students with some of the school's routine. We hope that each family will take the time to go over this information with their children. If you have any questions, please contact your child's teacher or call the principal. The school phone number is 765-2438.

This booklet cannot list every eventuality that might occur in a public school. The Gettysburg School administration reserves the right to evaluate any act which may not be specifically mentioned in this student booklet, and take any appropriate action necessary to ensure the safe and fair operation of this public school.

CONFIDENTIALITY OF INFORMATION GETTYSBURG SCHOOL DISTRICT 53-1 ANNUAL NOTIFICATION OF RIGHTS

The Gettysburg School District 53-1 adheres to policies and procedures on the confidentiality of information consistent with Part B of the Individuals with Disabilities Act and the Family Educational Rights and Privacy Act. As the parent of a student currently in attendance in the Gettysburg School District 53-1, or as a student who has reached the age of eighteen years, you have the right to do the following:

- 1.1 Inspect and review the student's education records;
- 1.2 Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 1.3 Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;
- 1.4 File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the Gettysburg School District 53-1 to comply with requirements of the Act and this part; and
- 1.5 Obtain a copy of the Gettysburg School District's policy.

Copies of the Gettysburg School District 53-1 Confidentiality of Information Policy are available at the Office of the Superintendent, 100 East King Ave., Gettysburg, South Dakota 57442 as well as at the office of the building principal in each school. Concerns may be also addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-592

NONDISCRIMINATION POLICY

The Gettysburg School District #53-1 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Superintendent Chip Sundberg at 100 East King Ave., 765-2436, Gettysburg, SD 57442 or to the U. S. Department of Education, Office for Civil Rights, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, phone: (816) 268-0550. Complaint Policy for Federal Programs. A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. Disputes addressing the enrollment,

transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent. If the issue is not resolved with the superintendent, the complaint will be forwarded to the School Board for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

EDUCATIONAL PHILOSOPHY 1.1

Gettysburg Public School is dedicated to the purpose of helping all students develop to the best of their potential. An education at Gettysburg Public School must provide students with a sound, strong, basic education. The pursuit of knowledge will be taken in a positive atmosphere, which will develop a sense of moral and civic responsibility, the acquisition of basic skills, a desire of independent learning, and development of self-discipline, a respect for others, and acceptance of responsibility.

TITLE IX 1.2

Students, their parents, and employees of Gettysburg Public School are hereby notified that Gettysburg Public School does not discriminate on the basis of sex, race, national origin, or handicap in its educational activities and employment practices. Any person having inquiries concerning Gettysburg School District compliance with Title IX should contact the Superintendent of Gettysburg School at 765-2438. The Gettysburg School has designated the School District Superintendent as (Coordinator of the school's efforts to comply with Title IX.)

TITLE IX INFORMATION

PROVIDED FOR: PARENTS & STUDENTS OF THE GETTYSBURG SCHOOL DISTRICT #53-1

Several years ago, Congress passed Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted programs. On May 27, 1975, President Ford signed the final version of the regulations which govern that legislation.

Title IX is the portion of the Education Amendments of 1972 which prohibits sex discrimination in federally assisted education programs. Specifically Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The governing regulations -- effective July 21, 1975 -- cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

In an effort to comply with Title IX, the Gettysburg School District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. In a further effort to comply with Title IX, the Gettysburg School District has appointed the Superintendent to coordinate its Title IX effort. The Coordinator is assigned to investigate non-compliance complaints and to disseminate information and affirmative action policies. The Superintendent can be reached at the Gettysburg School District, 100 East King Ave., or by calling 765-2436.

WELCOME TO MEMBERS AND VISITORS 1.3

As a student in the Gettysburg School System, you are expected to follow the rules that are established for the benefit of the entire student body. We urge you to read this booklet with your parents or legal guardian, and become aware of its contents. To create a learning atmosphere, it is essential to create the following rules.

1. All visitors should check in at the School Office.
2. Any appointments or visits to classrooms must first be scheduled through the administrative office. Please try to give one day's notice.
3. No student(s) should ever be taken from the school without first having permission from the administrative office.
4. Students who bring guests to school should first have them cleared through the Elementary Principal or Superintendent.

ANIMALS 1.4

The teacher's permission is necessary before pets can be brought to the classroom by the parents, who will then wait and take the animal home again. For the safety of all children, the animal must have their rabies vaccinations before they are brought to school.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES 1.5

The use of electronic devices by students in the school setting can be disruptive to the orderly educational environment and present possible safety hazards for students and staff. Students will not be allowed to use these devices. Examples of electronic devices are cell phones, pagers, laser-pointers, electronic games, audio players, camera phones, cameras, wrist phone/devices, and calculators used for playing games.

Any student taking or possessing pictures taken on or within school property for inappropriate purposes will be subject to discipline. This would include pictures taken in locker room and restrooms.

ATTENDANCE POLICY 1.6

The Gettysburg School District wishes to emphasize the importance of regular attendance. Students should have no more than six (6) excused absences per semester. Students who miss more than six days per semester will have a letter mailed to their home requesting their parents to defend the excess absences. Students with excess absences may face the following possible disciplinary actions:

Suspension from school.

Expulsion from school.

The case may be turned over to the States Attorney's Office for their disposition.

Other appropriate actions determined by the school board.

Students who exceed the six day limit by attending educational functions endorsed by the school, have a serious medical condition, or have short term personal matters to attend to such as funerals and emergency family matters, shall not be subject to penalty. Parents of students that have serious medical conditions and emergency problems, should provide all communication necessary to the school, including letters and phone calls, and doctor's statements that may explain their situation. Serious medical conditions will need a physician's statement.

The intent of this policy is to allow students the time to respond to serious problems, yet not abuse the system by claiming false and frivolous reasons for missing school.

Students who exceed 20 days absence for the school year will not be allowed to take part in educational field trips and class trips that take them away from the regular school day session. Those circumstances that are beyond the student's control, such as those mentioned in the previous paragraph will be taken into consideration.

The school would like to emphasize, that in order to take full benefit of the educational opportunities offered by Gettysburg School, students and parents should limit absences to: illnesses, medical appointments, and family emergencies.

Students will be allowed 2 unexcused tardies per quarter. Students who receive a third tardy will be asked to spend time on detention. Fourth and subsequent tardies will result in the further student discipline.

Students must be recorded as present in all eight periods of the school day of an activity in order to participate in an extra-curricular activity later that day. Exceptions may be made at the principal's discretion for doctor's appointments, a school activity or trip during the same day, or an unexpected family emergency. Parents must contact the principal before the start of the school day if exceptions are being requested.

Students who are not present in all eight periods of the school day will not be allowed to be a spectator at or participate in an extra-curricular activity that day unless granted an exception by the principal for the reasons stated above. Students who are ill during the day are presumed to be too ill to participate in or attend the night's extra-curricular activities.

EXCUSED ABSENCES AND TARDIES 1.7

Medical appointments, family emergencies, school endorsed educational visits and field trips, illnesses, doctor's written excuses, and school related activities; parents should send a note explaining any absences that fall under those circumstances listed above or any other circumstances that have not been listed above.

UNEXCUSED ABSENCES AND TARDIES 1.8

These are absences that have not been excused with a written slip from the student's parents or doctor, or those that are not considered compatible with the exceptions listed above for excused absences and excused tardies. No credit or grade will be granted for any unexcused absences. Students who exceed six days absence per semester rule and have no valid excuse to do so, will have extra days counted as unexcused.

The Gettysburg School administration reserves the right to accept or reject any excuses presented to them, if they should seem frivolous, excessive, or do not fall under the reasons mentioned above under excused absences and tardies.

BOOTS AND OVERSHOES 1.9

All students are asked to wear boots or overshoes when snowy or wet conditions exist on the playground. If the conditions on the playground are damp, then an old pair of tennis shoes will be acceptable. They will need another pair of shoes to wear in the classroom.

BUS RULES 2.0

The bus driver may assign seats.

Be courteous.

No profanity.

Do not eat or drink on the bus unless the bus driver approves.

Keep the bus clean.

Violence is prohibited.

Remain in your seats.

Keep your hands and head inside the bus.

For your own safety, do not distract the driver through misbehavior.

TRANSPORTING STUDENTS ON THE BUS 2.1

Gettysburg School will allow students to be dropped off at another student's home, if they are traveling with one of the students whose home is on the regular route of travel, and is a designated drop off point. We will accept a phone call or verbal notice in these instances.

If a parent consistently needs to have their son or daughter dropped off at a point that is not a designated drop-off point, but is on the regular route of travel, please give the school a one-time written notice. Please state in the letter, that it is a standing notice, and we will accept a phone call to notify your child of any changes in their daily schedule.

If there are infrequent instances where students need to be dropped off at a non-designated point that is on the regular route, but is not another student's home, parents should send an excuse slip with the student when they come to school.

Bus drivers will not be required to travel away from their normal path of travel. We cannot accept requests that call for a bus driver to be taken away from their normal path of travel. To drop students off at a non-designated stop, even if the destination is in the general route area.

STUDENT DISCIPLINE ON THE BUS 2.2

First, it must be explained that riding a bus to school is a privilege, not a right. Students who misbehave on buses are subject to disciplinary action, which may include detention for minor offenses, or temporary suspension, and/or permanent suspension from riding the bus for serious offenses. If behaviors are to an extreme, the student may also be suspended, or expelled from school.

Students may be asked to have a conference with the Superintendent if first or second instance problems are considered minor. Detention may also be used in instances where the offending behavior is deemed not serious. Parents will be notified.

TEMPORARY SUSPENSION FOR BUS MISBEHAVIOR 2.3

This method will be used as a graduated form of reinforcing good behavior on school buses. Students who have shown consistent disregard for proper behavior on school buses may face temporary suspension, along with those students who commit a single, serious and flagrant act of disregard for bus rules, and rider safety. A temporary suspension may last from one to ten days. Parents will be notified.

PERMANENT SUSPENSION FOR BUS MISBEHAVIOR 2.4

This method will only be used, after all other methods of reinforcing (see 2.5) good behavior have been exhausted, and consistent problems have not been resolved. Students may also face permanent suspension if they commit a single act that is deemed to be so extreme it could seriously impair the safety of other riders. The school board will be notified, and they will determine final action, with a formal hearing. Parents will be notified. A permanent suspension may also include all members of a single family, if conditions warrant such action.

GUIDELINES FOR ADDRESSING PROBLEMS ON THE BUS 2.5

Parents should remember that the driver is concentrating on driving the bus, and may not be aware of some problems on the bus.

Please follow these guidelines when addressing problems on the school bus.

Please try to speak to the bus driver first if students are having discipline problems with each other. Starting and keeping contact with the driver is the first step in solving the problem. If problems persist, the bus driver or parents should notify the Superintendent.

Please keep the school informed on a consistent basis if problems appear to reoccur after an extended period of time. The school may have taken action to stop a problem some time ago, and the problem may have stopped for a while, then started again. Please keep us informed if problems reoccur.

Parents, please do not take matters into your own hands by disciplining other parent's children. If kept properly informed on a consistent and timely basis, the Superintendent of schools will deal with the problems that occur on the buses. If parents do confront a child, and the school has not been kept informed on a timely basis, the school may refuse to pick up students from a residence, and/or local law enforcement officials may also become involved.

If parents become concerned with the behavior of a bus driver, or feel that the driver is not responding to their concerns, please notify the Superintendent's Office.

It is not the school's desire to suspend or stop bus service to a family's home. We will try to use alternate methods of solving problems such as school detention. If problems cannot be resolved by more subtle means, stricter enforcement policies will be used.

CLASSROOM PARTIES 2.6

Holiday parties such as Christmas Halloween and Valentines may be held in the elementary grades during the last part of the school day. The Elementary Principal may grant special requests for other parties. Birthday treats for individual students may be handed out during school at a time the classroom teacher deems appropriate.

COMPUTER ROOM RULES 2.7

Students should be aware that anyone using school owned computers should not expect privacy while operating them. Students should respect the privacy of the teacher's e-mail correspondence. Failure to do so could result in disciplinary measures being taken to ensure personal privacy for teachers.

All e-mail can be inspected at any time.

Objectionable writing and use of school owned computers may result in students being subject to disciplinary measures which may include in-school suspension, out-of-school suspension, detention, or expulsion.

Objectionable material may include: vulgar language, crude messages or displays, nudity, or other uses that are not considered educational, or may be considered inappropriate use for school owned property.

Students should be aware that there may be several people who wish to use the computer services. Please allow other people time to use Internet services, e-mail, or other computer uses.

CONFIDENTIALITY REQUIREMENTS 2.8

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask (this school district) to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

DISCIPLINE 2.9

Students should understand that they alone are responsible for their own conduct and behavior while attending Gettysburg School. This includes academic performance, personal conduct in the hallways, conduct while representing Gettysburg School at school functions, and class time conduct. Students should know that if they attend school with a cooperative and ambitious attitude, they can only help the positive learning atmosphere of our school. Teachers should be requested to be on the alert for student behavior, which is inappropriate. They should take steps to correct any such inappropriate behavior. Examples:

Flagrant disrespect of any teacher, certified, and non-certified employee of Gettysburg School or its cooperative agencies.

Fighting during school time: in class, out of class, during school activities, on school property, or property used by Gettysburg School.

Inappropriate or offensive remarks to fellow students.

Destruction or defacing of school property.

Possession of a weapon or anything considered a weapon.

Dropping waste paper etc. in the building.

Rowdy, unruly behavior.

Public intoxication at school or school sponsored activities.

Wearing hats in the school building (or any excessive head gear) other than days of special events.

Wearing non-prescription sunglasses in school.

Possession of tobacco, alcoholic beverages, drugs or other items considered harmful to a student's health.

Wearing inappropriate, crude, or tasteless clothing.

Swearing or the use of crude, or tasteless remarks in spoken language, print, or by recorded device.

Activities that pose a threat to the health, safety and well-being of people within the school building and school owned property. Regardless if during regular school hours or during school sponsored activities after regular school hours.

Each student must assume the responsibility for his or her own behavior and actions. No student may break any Federal, State, County, or Municipal ordinances.

BEHAVIOR AT BALL GAMES AND ACTIVITIES 2.9A

All students should confine their trips to the lobby, bathroom, etc. during game breaks. No supervision is provided outside the auditorium. Behavior at extra-curricular functions should be the same as in-school behavior. **PARENTS ARE RESPONSIBLE FOR THEIR CHILD AND SHOULD SEE THAT HE/SHE BEHAVES.** If a student leaves an activity they will not be allowed re-admittance.

Student behavior while in attendance at school sponsored activities remains subject to school rules and discipline policy.

Bullying 2.9B

The Gettysburg School District is committed to providing a respectful, caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere.

The four anti-bullying expectations are:

We will not bully others.

We will try to help students who are bullied.

We will try to include students who are left out.

If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The District will not tolerate bullying and victimization. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself, or herself. Bullying is unjustified and typically repeated.

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student or students which creates an objectively hostile school environment. Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated. Bullying consists of, but is not limited to, the following:

Physical – harmful actions or threats of a harmful nature against another person.

Verbal, Written, or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person.

Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person.

Sexual – conduct or communication based on actual or perceived traits or characteristics of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances.

Racial – rejection, exclusion, isolation, or embarrassment of a person because of ethnicity.

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

Students who experience any degree of bullying, or see bullying happening to another student, are to notify either a parent/guardian/ and/or adult at Gettysburg School. Should your child report bullying to you, please contact the principals' office or the counseling office at 765-2436 or 765-2438. The sooner we become aware of the bullying, the sooner we can intervene to ensure a positive, healthy environment for our students. We continue to implement a variety of strategies to both prevent and address bullying. The district will act to investigate all complaints (formal or informal, verbal or written) of bullying. Any student engaging in an act of bullying will be subject to the progressive discipline plan. Thank you for your partnership in attaining this goal.

METHODS OF DISCIPLINE 3.0

The administration will use the following methods of reinforcing proper student behavior at Gettysburg School. Teachers may place students on detention, but only the school administration may suspend students from classes.

If a student has been caught fighting or having a serious discipline behavior, parents will receive a phone call from the office, and the student may be given a discipline notice to take home. The notice will explain the situation, the disciplinary action taken, and the signature of the teacher. The note will require the following:

- Student and parent's signature.
- Signature of the Principal.
- Student will be returned a copy of the disciplinary notice.

AFTER SCHOOL DETENTION

Students who are asked to report to detention after school shall do so before they take part in any practice or activities that occur directly after school. Teachers may ask students to appear after school for detention. Both teachers and administrators should allow the student to make reasonable arrangements for serving after school detention. Twenty-four hours is considered reasonable time to allow the student to solve any conflicts they may have with serving detention.

NOON DETENTION

Students may be asked to forfeit their noon lunch period in the cafeteria and eat lunch while on detention by administration. Students will not be allowed to eat with the student body while on noon detention. The student placed on noon detention will spend the entire noon period in seclusion away from fellow students. Students cannot be denied the opportunity to eat lunch as a form of discipline.

IN-SCHOOL SUSPENSION

Students placed on in-school suspension shall spend the school day in seclusion from the rest of the student body. Students placed on in-school suspension SHALL RECEIVE CREDIT for any classes they miss while on suspension. Students will not be placed on more than ten (10) days of in-school suspension without the right of formal hearing before the school board.

OUT-OF-SCHOOL SUSPENSION

Students who are placed on out-of-school suspension SHALL RECEIVE NO CREDIT for any classes they miss while suspended from school. They will be asked to spend the day away from school and school related activities for those days they are suspended from school. Students shall not be placed on more than ten (10) days of out-of-school suspension without the right of formal hearing before the school board.

EXPULSION

Students who are expelled from Gettysburg School will have their enrollment terminated for the remainder of the current school year. Students may be expelled for the following reasons, or other reasons not mentioned, if deemed to be of a flagrant nature:

- Acts threatening the safety of individuals employed, enrolled, or visiting Gettysburg School.
- Repetitive disregard for school rules; repetitive and gross instances of inappropriate behavior.
- Bringing a weapon or anything considered a weapon, to Gettysburg School with the intent of doing physical harm to individuals on school property.
- Excessive absence from school.
- Other glaring behavior that is considered rank and inappropriate for attending a public school, whether a series of occurrences, or as an individual event.

Students expelled from Gettysburg School have the right to due process and appeal. Following expulsions and suspensions of more than ten days, students cannot be expelled beyond the end of the current school year.

DRESS CODE 3.1

Students will be requested to keep themselves properly dressed at all times. Any form of dress or undress that may be inappropriate for school is considered to be disruptive, and will not be permitted in school. Items that are considered inappropriate are: spaghetti string tops, open midriff shirts, tube tops, halter tops, half shirts, those with vulgar printed language, or similar types of clothing that may be considered to be crude or show bad taste. Students may be asked to reverse the offending item, or be sent home to change. Should a student refuse any one of the previous options, or be in repeat violation, they may be placed on detention, in-school, or out-of-school suspension. Students may wear shorts to classes, however, shorts should be of appropriate length and style. Any clothing that is considered objectionable may need to be

changed. Generally, students should only wear shorts during the extended warm weather periods of the school year. They should not be worn during the cold weather periods of the school year.

FIRE DRILL/TORNADO DRILLS 3.2

There will be a fire drill a minimum of two times each year. The teacher in each room will give the students instructions. Students are to remain outside until they are given permission to re-enter the school.

Tornado drills will also be held during the school year. Grades K-12 will assemble as instructed in the specific areas of the school.

GRADING POLICY 3.3

The grading policy in the Elementary grades is as follows:

94-100 “A” Outstanding
87-93 “B” Above Average
80-86 “C” Average
70-79 “D” Below Average
BELOW 69 “F” Failing

S – Satisfactory

U – Unsatisfactory

N – Needs Improvement

HEALTH POLICY 3.4

The law applies to all children entering a South Dakota school system for the first time. The Pre-Kindergarten requirements are:

Four doses of DTP vaccine, one after they are four.

Three doses of DPV polio, one after they are four.

Two doses of MMR vaccine after 12 months of age.

Two doses of Rubella vaccine after 12 months of age.

Two doses of Mumps vaccine after 12 months of age.

A TB skin test administered within one year preceding entrance to a South Dakota school.

TRANSFER STUDENTS HEALTH REQUIREMENTS 3.5

New students have the same requirements as our kindergarten students, except they only need ONE dose of Rubella, and Mumps vaccine.

State Law now requires another MMR immunization for students entering 6th grade.

HOMEWORK POLICY 3.6

The following guidelines should be followed when assigning homework.

Grades K-2: No more than one-half hour on weeknights.

Grades 3-5: No more than one hour on weeknights.

Homework should be limited on Wednesday, which has been designated as church night.

If an excessive amount of work is brought home, please contact the teacher to discuss your child's in-school study habits.

KINDERGARTEN STUDENTS 3.7

Any student who is five years old on the first day of September is eligible for enrollment into kindergarten. Any child who is six years old by September first is eligible for enrollment into first grade.

LOST AND FOUND 3.8

Articles that are found in the school building will be turned in at one of the school's administrative offices. Items left unclaimed for an excessive amount of time will be donated to charity.

BREAKFAST & LUNCH PROGRAM 3.9

Students are invited to participate in our school lunch and breakfast program. Payments need to be made in advance and can be made in the business office. If you qualify for free and reduced meals, please fill out an application form.

Students are assigned individual meal account numbers that are assigned to a family ID. A student enters their ID each time they eat in the lunchroom. When the family account reaches a balance of approximately \$10.00, an email is sent to the parents. Borrowing from another account is not allowed. Balances at the end of the year will remain for the following year unless the business office is notified by a parent or guardian prior to the close of the school year. If a student wishes to bring lunch, it must be eaten in the lunch room.

SCHOOL LUNCH PAYMENT POLICY 4.0

The Gettysburg School District serves breakfast and lunch daily for their students. Every school year free and reduced application forms and information are sent home with each child. If a family is not sure if they will meet free and reduced limits, they are encouraged to apply and will be notified if they meet these limits.

School lunch accounts are to be paid in advance. An automated email system is used, and an email will be sent twice a week to parents when the family account balance is \$10 or less.

Accounts are reviewed by the Business Manager monthly and contact is made with the family and payments are encouraged. If an account is not paid in full at the end of the school year, the MS/HS students cannot complete the check-out process. If an account is still overdue after the school year is over, after another notice, the account will be sent to Small Claims Court.

If an account is sent to Small Claims Court at the end of the school year, and that account is still not paid in full at the start of the next school year, those parents will be instructed, by letter, that those children need to bring their lunch to school, until at which time, all of their debt has been taken care of.

PRICES

	Lunch	Breakfast
K-5	2.95	2.00
6-12	3.60	2.00
Adults	4.00	2.50
Reduced	.40	.30
Milk without a meal	.50	.50
Additional Milk/Juice	.50	.50

Second meals for breakfast is \$1.00 and lunch is \$.75.

MEDICATION 4.1

When prescription or non-prescription medication is needed, please obtain a permission form from the school office, complete the form, and return it to the office. The medication will be stored in a secure place until your child needs the medication to be administered by school personnel.

If a student becomes ill at school, the parent will be contacted.

PLAYGROUND RULES 4.2

OUTSIDE

Carry the ball to and from the playground so that the balls do not roll into the streets. Hold the balls while standing in line.

Sit on the swings, don't twist or jump out of the swings.

Do not walk between the swings in use.

Do not walk up the slide or go down headfirst.

Only touch football, no tackling.

No fighting, swearing, name-calling, rock throwing, or snowball throwing.

Do not sit on cars in the parking area.

Do not kick balls off of the building wall.

Do not spit on the playground, sidewalk or gym.

Do not pull or take another person's clothes.

Do not push and shove others on ice and snow.

Do not play in water or try to break ice.

Do not leave the playground without permission.

When the bell sounds, stop all play, pick up equipment and line up immediately.

Do not push or shove when lining up.

INSIDE

Walk to and from the gym without talking.

Don't kick balls or throw them hard on the floor.

No hard balls allowed in the gym.

Stay off the bleachers and the high jump mats.

Do not bounce ball while in line or returning from the gym.

Do not leave the gym without permission.

If a student is caught doing something wrong at recess, they will be required to sit out until they are told they may resume play. If the incident is serious or if it is the second time, they will be sent to the Principal's Office.

REPORT CARDS/ PARENT CONFERENCES 4.3

Report cards and mid-term reports are available through Infinite Campus. Parent-Teacher Conferences are held during the first nine weeks and during the third nine weeks. If the students are having trouble, the teacher will notify the parents. If you have any questions about their work, feel free to call us. It is better to discuss a problem as they occur rather than wait until conferences. Parents are encouraged to monitor student progress using the parent portal on Infinite Campus.

RETENTION/ PROMOTION OF STUDENTS 4.4

The Gettysburg Elementary School follows these steps in retaining a student.

When a student's grades average below 70%, the parent will be notified.

The student may be referred for possible testing to see if there is a learning problem.

A conference will be held to review options for the student.

A cooperative decision will be reached by the parent, teacher, counselor and administrator to retain or promote. The Superintendent decision is final. Scientific educational research shows that retention in Kindergarten and first grade for maturity reasons may benefit the child.

SEXUAL HARASSMENT POLICY 4.5

It is the Gettysburg School District's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated. No employees or students of Gettysburg School shall sexually harass one another. Any employee or student will be subject to disciplinary action that is deemed appropriate. Such action may include suspension, expulsion, and termination for violation of this policy.

DEFINITION: Any unwelcome sexual advance, activity, or solicitation by promise of reward, coercion of sexual activity, or threat of punishment, verbal, sexist remarks, or physical sexual assaults may also constitute sexual harassment.

RESPONSIBILITY: School district officers, employees, and students are responsible for maintaining an environment free of sexual harassment. Careful scrutiny will be taken on all allegations of sexual harassment. False allegations that are strictly malicious may constitute libel or slander. Copies of this policy will be available in the administrative offices.

COMPLAINTS: Employee should report complaints of sexual harassment to their supervisor. If the immediate advisor is involved in such conduct, it should be reported to the person(s) responsible for the supervisor. Students should report such activity to the counselor or a responsible administrator. All reports will be investigated and subject to disciplinary action. Confidentiality must be maintained at all times. Reports will be investigated within 7 days of the first complaint. Initial reports will be completed within 10 days of the completion of the original investigation.

If an employee or student files a claim or dissatisfaction with the handling of the complaint, they may utilize any applicable grievance procedure. Legal references: Federal Title IX, and South Dakota Executive Order 81-08.

SCHOOL CANCELLATIONS 4.6

The school day may be affected by inclement weather in the following fashion:

No School

Late Start (School will start at 10:00)

Buses May Leave Early

The School Messenger direct dialer will be used to contact families in the event of a change to the regular schedule. Please insure the school has a complete list of numbers you would like called.

We will also attempt to contact the following media for school cancellations and early dismissals:

KOLY - Mobridge

KGFX - Pierre

The local KELO, KDLO and KSFY affiliates will also be notified.

School closings will be made public by 7:30 a.m. (if possible) and 30 minutes before closing on early dismissals.

Parents, who feel that the weather is too poor, may reserve the right to keep their children home.

Parents are responsible to see that their children are dressed properly to ride the bus in cold or other inclement weather conditions.

SCHOOL DAY 4.7

The school day begins at 8:20 a.m. and ends at 3:23 p.m. for grades K-5. Students should not come into the building prior to 8:00 AM unless eating breakfast. Breakfast starts at 7:50 AM.

Attendance will be kept each hour of the day. Tardies will be issued for being late up to 20 minutes at the start of the day. After twenty minutes the student will be considered absent for that period.

If you should have a communicable disease, such as mumps, chicken pox, or head lice, please notify the school. This will enable us to notify the other students to watch for symptoms of this disease. Please call the school before 9AM if your child is ill and will be absent from school.

The administrative office will be making follow-up calls to check on the status of students who have not been reported as absent by their parents.

Parental permission in the form of a written note will be required for students to attend field trips or to leave the school grounds.

If your child is absent and needs make-up work, please notify the teacher in advance before stopping at school. This will allow time so the material can be made ready.

SCHOOL INSURANCE 4.8

Students will be given the opportunity to purchase school medical or dental insurance when they enroll at the start of the school year.

TELEPHONE CALLS 4.9

School phones are intended for the use of conducting school business. Students will be allowed to use the phones under special circumstances. Student use of the phone should not be a routine occurrence. Students should confine telephone conversations to a brief moment on the line. Students will not:

Be called away from a class to answer personal calls from people other than parents, immediate family members, and stated emergencies.

Be allowed to make personal calls during a class or lesson unless it is an emergency.

NO SMOKING POLICY 5.0

There will be no smoking allowed by students on any property owned or used by Gettysburg Public School. Student owned vehicles that are parked on school property also fall under this restriction.

Students who violate the no smoking and alcohol policy will face a minimum of two days out-of-school suspension.

SPECIAL SERVICES OFFERED 5.1

The Gettysburg School District offers various special programs for students and teachers. The various programs are described below.

COUNSELING: Counseling services are available for any of the students. The counselor goes into the classrooms for one 30-minute period per week to work on social skills, guidance and health. She is also available for individual or group counseling.

LIBRARY: Library books are available for the students to use through the school.

SCREENING: Screening for possible speech, language, hearing, vision, and scoliosis are conducted during the year to find possible difficulties. Pre-school screening is done on children age three and five in the spring of each year.

SPEECH AND LANGUAGE THERAPY: Speech and language services are provided for students in need of these services. Referrals for this program can be made to the Principal or their teachers.

SPECIAL EDUCATION: Services are provided for all students that are in need of special or prolonged assistance. Referrals can be made for their services either to the Principal or the Special Education teacher.

TITLE I: Services are provided to students that are in need of extra help in the areas of reading and math. Referrals for this program are to be made either to the Principal or the Title I teacher.

PARENTS RIGHTS 5.2

Parents and children are granted a number of rights through rules and regulations applying to special education and services. As a parent, you may request more detailed information from your school.

You may review your child's records and have a copy made of them.

You may request an evaluation of your child at any time.

An evaluation of your child will not occur without your written consent.

You will be informed of the results of the evaluations and the recommendations that come from them.
Your child will not be placed in any special education program without your knowledge.
You have a right to refuse both evaluation and special education.

Parents Right To Know Notification 5.2A

The Federal Education Law, Elementary and Secondary Education Act, requires that all parents in a Title 1 school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information you may send your request to the building principal who will provide a response.

WEAPONS AND VIOLENCE POLICY 5.3

Students shall not be allowed to bring weapons, or anything that might be considered a weapon, onto school property, or property used by the school. Student shall also not be allowed to carry guns or live ammunition in their vehicles while that vehicle is parked at school during school. Carrying a weapon on school property is a crime punishable by state law.

Students who bring weapons on school property will be expelled for one calendar year or more as established by South Dakota law 13-32-7. Students who are expelled from school for violating the weapons policy cannot enroll in another school district during the term of their expulsion. (SD Law 13-32-4.3).

Possible exceptions:

Local gun education groups may be allowed to bring guns to classes on gun education. In this instance, the teacher should control the weapon, and the weapon should not be loaded while on school property.

Assemblies and exhibitions: Persons who wish to have an exhibition of weapons for student assemblies, or community lectures may bring weapons on school property with the permission of the school superintendent. These weapons shall not be loaded or fired while on school property, except by qualified personnel.

SCHOOL VIOLENCE 5.4

Those students, who fight, harass, excessively tease with physical contact, or threaten others, may be subject to penalty. Bullying activities will not be tolerated.

Students may face detention, in-school suspension out-of-school suspension, or expulsion as a form of punishment, depending if the act is severe enough, is a repeat violation, or a single violation.

Parents are asked to please not take disciplinary matters into their own hands regarding other parent's children. If parents do take disciplinary action against other parent's children school services may be suspended or discontinued and local law enforcement may be contacted.

STUDENT ACCEPTABLE USE POLICY 5.5

Terms and conditions for use of the Gettysburg School District Network/Internet

Please read the following carefully before signing this document. This is a binding document.

Internet access is available to students and teachers in the Gettysburg School District. We are very pleased to bring this access to Gettysburg School District and believe the Network/Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in the Gettysburg Schools by facilitating resource sharing, innovation, and communication.

The Network/Internet is an electronic highway connecting millions of computers all over the world and billions of individual users. Students have access to:

- Information and new from many sources.
- Public domain and shareware software of all types.
- An unlimited amount of valuable research materials.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, it is the school district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district. Internet users, like traditional library users, are responsible for their actions in accessing online resources. In addition, the smooth operation of the network/Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network/Internet resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) binding and indicates the party (parties) who signed has (have) read the terms and condition carefully and understand(s) their significance.

Internet - Terms and Condition

1. Acceptable Use - The purpose of providing network/Internet resources is to support research and collaboration between Gettysburg School students and staff and information resources worldwide. The use of your account must be in support of education and research and consistent with the educational objectives of the Gettysburg School District. Use of other organization's network and computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited.
2. Privileges - The use of the network/internet is a student privilege, not a right. Inappropriate use of the network/internet may result in the student losing network/ internet privileges. The school superintendent will deem what is appropriate use, and with recommendations from the system administrator and/or faculty, the superintendent of schools may decide to terminate the student's access to the system.
3. Warranties – The Gettysburg School District and (ISP) make no warranties of any kind, whether expressed or implied, for the service it is providing. The Gettysburg School District and (ISP) will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via network/Internet resources is at your own risk. The Gettysburg School District and (ISP) specifically deny any responsibility for the accuracy or quality of information obtained through its services.
4. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network/Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's

account without written permission from that individual. Attempts to login to network/Internet as a system administrator will result in a cancellation of user privileges. Any user identifies as a security risk or having a history of problems with other computer systems may be denied access to the network/Internet.

Students may not compromise the security of the Network/Internet by allowing access to software by unauthorized users.

Students may not engage in practices that threaten the integrity of the Network/Internet.

Students may not use anyone else's passwords, nor may they share their password with others. This includes posting a password where someone else can use it.

Students may not trespass into anyone else's folders, documents, or files.

Students log off their computer when not in use.

5. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone.

6. Exception of contract Terms and Conditions – All terms and conditions as stated in this document are applicable to the Gettysburg School District and (ISP). These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of South Dakota, and the United States of America.

GETTYSBURG ELEMENTARY PERSONNEL 5.6

<i>KINDERGARTEN</i>	<i>Crissy Bieber</i>
<i>FIRST</i>	<i>Sara Wuttke</i>
<i>SECOND</i>	<i>Katie Larson</i>
<i>THIRD</i>	<i>Kirsten Cronin</i>
<i>FOURTH</i>	<i>Jamie Cronin</i>
<i>FIFTH</i>	<i>Sally Simon</i>
<i>TITLE I COORDINATOR</i>	<i>Val Dahlquist</i>
<i>INTERVENTION TEACHER</i>	<i>Trish Ahlemeier</i>
<i>SPECIAL ED. AIDE</i>	<i>Jamie Dupris</i>
<i>SPECIAL ED. AIDE</i>	
<i>SPECIAL ED. AIDE</i>	<i>Cheryl Nadgwick</i>
<i>SPECIAL ED. AIDE</i>	<i>Amy Hartung</i>
<i>SPECIAL ED. AIDE</i>	<i>Nadine Simon</i>
<i>SPECIAL EDUCATION</i>	<i>Kelli Nagel</i>
<i>SPECIAL EDUCATION</i>	<i>Monica Rains</i>
<i>SPECIAL EDUCATION DIRECTOR</i>	<i>Chip Sundberg</i>
<i>VOCAL MUSIC K-12</i>	<i>Jody Roseland</i>
<i>BAND 5-12</i>	<i>Walker Rose</i>
<i>PHYSICAL EDUCATION</i>	<i>Christy Saltsman</i>
<i>COMPUTERS</i>	<i>Val Dahlquist K-4</i>
	<i>Vern Smith 5</i>
<i>COUNSELOR K-12</i>	<i>Kim Goebel</i>
<i>ADMINISTRATIVE SECRETARY</i>	<i>Tember Johnson</i>
<i>SUPERINTENDENT/Elem.Principal</i>	<i>Chip Sundberg</i>
<i>K-12 PRINCIPAL</i>	<i>Wendy Smith</i>
<i>School Phones</i>	<i>765-2436</i>
	<i>765-2438</i>

GETTYSBURG SCHOOL BOARD 5.7

<i>Brian Robbennolt</i>	<i>President</i>
<i>Matt Cronin</i>	<i>Vice-President</i>
<i>Paul Kellogg</i>	<i>Board Member</i>
<i>Kenny Goebel</i>	<i>Board Member</i>
<i>Mark Schatz</i>	<i>Board Member</i>
<i>Daryn Zeigler</i>	<i>Board Member</i>
<i>Kevin Geditz</i>	<i>Board Member</i>

STUDENT GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

- 1) That a school rule has been inappropriately applied to a situation; and/or
- 2) That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or handicap; and/or
- 3) That school personnel uses an unfair procedure in assessing a form of punishment against a student.

COMPLAINT

Check One _____ Date _____
(Day) (Month) (Year)

Teacher Level 1 _____
 Principal Level 2 _____
 Superintendent Level 3 _____
 School Board Level 4 _____

I, _____, hereby file a grievance complaint to _____

My grievance is based on 1. _____ 2. _____ 3. _____ above. (More than one blank may be checked.)

Specifically, my grievance is that _____

I hereby petition a hearing on my grievance at the convenience of the school’s personnel, but no later than five school days from the date of the petition.

Student’s or Parent’s Signature

The student may be represented at the conference by an adult, but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student’s right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

SCHOOL’S RECORD

Date Received _____ Date of Conference _____

Place of Conference _____ Time of Conference _____

Comments: _____

Resolution: _____

School Representative’s Signature

Gettysburg Elementary School Discipline Matrix

This matrix cannot list every eventuality that might occur in a public school. The Gettysburg School administration reserves the right to evaluate any act which may not be specifically mentioned in the student handbook and take any appropriate action necessary to ensure the safe and fair operation of this public school. Any student assigned noon detention, after school detention or ISS, and who does not work productively to complete assigned work, and / or behaves inappropriately during their assigned time will start the discipline period over.

Teachers may assign after school detention to be served in their room and under their supervision (No longer than one hour).

<u>Class 1</u> Offenses Per Quarter	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>Habitual Offenses</u>
Disruptions: Breaking building rules. Playground violation. Tardy to School (Unexcused)	Student reports to office. Warning and parent contacted.	Student reports to office. Parent contacted.	Student reports to office. Parent contacted.	Student reports to office. One-half day of ISS. Parent contacted.	One day ISS for each additional offense. Parent contacted.
<u>Class 2</u> Offenses Per Semester	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>Habitual Offenses</u>
Misbehaving on busses and disruptive classroom behavior.	Warning and parent contacted.	Student reports to office. 60 minutes of ISS and no recess that day. Parent contacted.	Student reports to office. 120 minutes of ISS and no recess that day. Parent contacted.	Student reports to office. One day of ISS. Parent contacted.	One day ISS for each additional offense. Parent contacted.
Pushing, hitting, kicking, throwing rocks or snowballs.	Warning and parent contacted.	Student reports to office. 120 minutes of ISS and no recess that day. Parent contacted.	Student reports to office. 180 minutes of ISS and no recess for two days. Parent contacted.	Student reports to office. One day ISS. Parents contacted.	One day ISS for each additional incidence. Parent contacted.
Skipping Detention	Warning and serve previously assigned detention. Parent contacted.	Additional Detention Parent contacted.	Two days ISS and serve previously assigned detention. Parent contacted.	One day OSS and serve previously assigned detention. Parent contacted.	Two days OSS and serve previously assigned detention. Parent contacted.
<u>Class 3</u> Offenses Per Semester	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>Habitual Offenses</u>
Insubordination: Disobedience, Inappropriate technology use.	Warning and parent contacted.	Parent contacted. Additional Discipline	Two teacher or principal assigned after school detentions. Parent contacted.	Two days ISS. Parents contacted and parental conference.	Two days OSS for each additional incidence. Parental conference.
Disrespectful language or obscene language, obscene gesture.	One-half day ISS. Parent contacted.	One days ISS. Parent contacted.	One day OSS. Parent conference.	Two days OSS. Parent conference.	Five days OSS for each additional occurrence. Parent conference.
Cheating	0 on daily work, test or assignment. One noon detention. Parent	0 on daily work, test, or assignment. Two noon detentions.	0 on daily work, test, or assignment. One-half day ISS. Parent contacted.	0 on daily work, test, or assignment. One day ISS. Parent contacted.	0 on daily work, test, or assignment. One day OSS for each additional

	contacted.	Parent contacted.			occurrence. Parent conference.
Theft (Level of consequence is determined by severity of the crime)	One-half day ISS and police referral when appropriate. Restitution. Parent contacted.	1 days ISS and police referral when appropriate. Restitution. Parent contacted.	2 days ISS and police referral when appropriate. Restitution. Parent contacted.	2 day OSS and police referral when appropriate. Restitution. Parent conference.	5 days OSS and police referral when appropriate. Restitution. Parent conference.
Class 4 Offenses Per Year	<u>1st Offense</u>	<u>2ndOffense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>Habitual Offenses</u>
Fighting, physical injury, violence, destruction of property, vandalism. (Restitution when necessary) Bully (see attached Matrix)	1 day ISS. Police referral when appropriate. Parent conference.	1 day OSS. Police referral when appropriate. Parent conference.	3 days OSS. Police referral when appropriate. Parent conference.	5 days OSS. Police referral when appropriate. Parent conference.	School Board hearing which may lead to expulsion.
Class 5 Offenses Per Year	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>Habitual Offenses</u>
Smoking / Tobacco	1day OSS. Police referral when appropriate. Parent conference.	3 days OSS. Police referral when appropriate. Parent conference.	5 days OSS. Police referral when appropriate. Parent conference.	7 days OSS. Police referral when appropriate. Parent conference.	School Board hearing which may lead to expulsion.
Sexual Harassment - Unwelcome sexual advances or physical contact. Verbal or physical conduct of a sexual nature constitutes sexual harassment.	1day ISS. Police referral when appropriate. Parent conference.	2 days ISS. Police referral when appropriate. Parent conference.	1 day OSS. Police referral when appropriate. Parent conference.	3 days OSS. Police referral when appropriate. Parent conference.	School Board hearing which may lead to expulsion.
Drugs or Alcohol use or possession	5 days OSS. Police referral. Parent conference.	School Board hearing which may lead to expulsion.			
Weapons, bomb threat, fires, endangering the lives of others.	10 days OSS with automatic referral to the school board for possible expulsion.	*Mandatory 12 month expulsion for firearm possession SDCL 22-1-2			

BULLYING DISCIPLINE MATRIX

CLASS FOUR

Level 1	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
Verbal Harassment Purposeful Exclusion	Student call parent with Administrative supervision 1 Day SAS-parents contacted Student completes Reflection Form	Student call parent with Administrative supervision 3 Days SAS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference 3 Days Quiet Lunch 3 Days Restricted Recess (Elem.) 3 Days missed practices (Jr. High/HS)	Student call parent Administrative supervision 1 Day OSS-parents contacted Student completes Reflection Form Student/Parent/ Admin. conference Police referral when appropriate Counseling and SAT referrals	Student call parent Administrative supervision 3 Days OSS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference Police referral when appropriate	School board hearing which may lead to expulsion
Level 2					
Physical Contact Property Damage Stealing Sexual comments Actions/comments based on sexual orientation	Student call parent with Administrative supervision 3 Days SAS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference 3 Days Quiet Lunch 3 Days Restricted Recess (Elem.) 3 Days missed practices (Jr. High/HS)	Student call parent with Administrative supervision 1 Day OSS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference Counseling and SAT referrals Police referral when appropriate	Student call parent with Administrative supervision 3 Days OSS-parents contacted Student completes Reflection Form Student/Parent/Admin conference Police referral when appropriate	School board hearing which may lead to expulsion	

Level 3

Threats verbal physical sexual	Student call parent with Administrative supervision 1 Days OSS-parent contacted	Students call parents with Administrative supervision 3 Days OSS-parent contacted	School board hearing which may lead to expulsion
Photos and gestures of a sexual nature	Student completes Reflection Form Student/Parent/Admin. conference Counseling and SAT Referrals Police referral when appropriate	Student completes Reflection Form Student/Parent/Admin. conference Police referral when appropriate	

These behaviors are considered an offense in any language and may occur but are not limited to: one-on-one, in a group, or via the misuse of technology-cell phone, computer, photographs-including email, internet, instant/voice messaging, websites, and chat room.

