

**2017-2018**  
**Belle Fourche**  
**Elementary**  
**Student Handbook**



# **PHILOSOPHY**

The Board of Education of the Belle Fourche Public Schools subscribes to the thesis that our educational aspirations for our young have made us free, and it is the intention of the board to help perpetuate that freedom by providing the best education possible for our children within monetary resources available to the district.

Our purpose is to develop individuals with adequate academic preparation as well as the desirable moral, ethical, and spiritual beliefs to assume a role in shaping the future of our nation.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of educational qualifications for the world ahead, and the board of education will attempt to balance its program to provide for the varied interests of the pupils of the schools. The board accepts the premise that the center of the school curriculum is the child and that the instructional program should be tailored to fit a child-development pattern of education.

The board of education accepts the conclusion that the education of children is a comprehensive program which must be undertaken in cooperation with other institutions of our society. We will seek to establish and maintain strong ties with parents and community programs.

## **SCHOOL DISTRICT MISSION STATEMENT**

We, the members of the Belle Fourche community, are committed to building a learning community and ensuring all learners equal access to an excellent education program that results in learners who are responsible and accountable; who value lifelong learning and know how to learn; and who are capable of succeeding in a changing society.

## **DISTRICT GOAL STATEMENTS**

1. Build a quality educational program that is efficient, effective and excellent.
2. Improve and develop a cooperative and positive image for the school system.
3. Provide financial resources to adequately fund the educational programs.
4. Conduct school district business in professional, effective, efficient and responsible manner.

Elementary School Mission:

Belle Fourche Elementary Schools embrace learning for all students and the community by providing educational leadership to develop enlightened citizens for a dynamic society.



# BELLE FOURCHE ELEMENTARY SCHOOLS

Ryan Young, Principal

2305 13th Avenue

Belle Fourche, SD 57717-2404 Phone:

(605) 723-3382 FAX: (605) 723-3384



Welcome Parents and Students,

It is my pleasure to serve you as principal in the Belle Fourche Elementary Schools. I am looking forward to another year of working with you and getting to know your child. At Belle Fourche Elementary Schools we believe that parents/guardians are partners working with us in the education of our children/students. We believe that through open communication and the shared belief that we can help our students “Acquire the skills to build futures.” Please take time to read the information in this handbook thoroughly and share important points with your child.

On behalf of the faculty and staff, I invite you to visit our school, partner with our teachers, attend your child’s programs, and be an active participant in your child’s education. I am very happy to have you and your child join us at North and South Park Schools this school year.

Sincerely,

Ryan Young

Elementary Principal

## **Elementary School Vision:**

Belle Fourche Elementary Schools serve as the Basic School for the students of the district. This Basic School defines five sharply focused objectives, which are appropriate for every elementary school. These objectives, which focus on the whole child--the educational, social, emotional, physical, and moral needs of children--, give day-to-day purpose and direction to the school. They are:

First, to communicate effectively. In the Basic School language is not just another subject; it's the means by which all other subjects are pursued. All students in the school are expected to read with comprehension, and to write with clarity using Standard English. They learn to speak and listen effectively, accurately compute, and engage creatively in the arts. The objective is literacy for all.

Second, to acquire a core of essential knowledge. All Basic School students become well informed. They learn about the world through a study of history, science, literature, civics, and other traditional academic subjects. The educational focus of the Basic School is, however, not just on content, but on context. Beyond a core of knowledge, students make connections across disciplines and, through an integrated curriculum, relate what they learn to life. All students gain both knowledge and perspective.

Third, to be a disciplined, motivated learner. Students in the Basic School learn to gather and evaluate information, solve problems, and develop the skills needed to study on their own. Teachers in the school serve as mentors to students and make available to them resources to enrich their education. Students are encouraged to remain curious and become active, self-directed learners.

Fourth, to have a sense of well being. The focus of the Basic School is on the whole child. The school acknowledges that every student has special aptitudes and interests, as well as special needs, and that when it comes to learning, mind and body cannot be divided. Children have the support they need to be physically healthy, socially confident, and emotionally secure.

Fifth, to live responsibly. In the Basic School, there is a commitment to good character. The school accepts its obligation to teach, by word and deed, those core virtues that promote good conduct and good citizenship. The intent is to assure that each student becomes an ethically responsible person.

The Basic School, with a shared vision and clearly defined goals, is a purposeful place.

## **Elementary School Goals:**

The primary goal of Belle Fourche Elementary Schools to teach every young person to succeed.

Increased literacy is a major goal of all instructional practices and strategies. Increased reading comprehension and improved written and oral communication will be accomplished through the use of scientifically research based instructional practices and materials. Students will gain experience with the use of a variety of reading material and frequent meaningful writing opportunities in a variety of genres. State and local assessments will be used to measure student progress. Our expectation is to improve the reading skills so that:

70% of Kindergarten students that are tested with the MAP Assessment will meet their RIT growth projection target from fall to spring

70% of students in grades 1 that are tested with the Primary Common Core reading MAP

Assessment will meet their RIT growth projection target from fall to spring

70% of the students in grades 2-4 tested with the reading MAP 2-5 Common Core assessment will meet their RIT growth projection target from fall to spring.

50% of the students in grade 3-4 will score proficient or advanced in the area of reading on the spring state-wide assessment.

Increased mathematical skill and knowledge is a second major goal. As with literacy skills the instruction will involve the use of scientifically research based practices and resources. Our expectation is to improve math skills so that:

70% of students in Kindergarten tested with the MAP assessment will meet their RIT growth projection target from fall to spring.

70% of the students in grades 1 tested with the Primary Common Core math MAP assessment will meet their RIT growth projection target from fall to spring.

70% of the students in grades 2-4 tested with the math MAP 2-5 Common Core assessment will meet their RIT growth projection target from fall to spring.

50% of the students in grade 3-4 will score proficient or advanced in the area of math on the spring state-wide assessment.

## **Elementary School Culture:**

### **Professional affirmations will include:**

- initiate and maintain open dialogue to resolve differences between individuals, groups, and organizations
- uphold the rights of confidentiality regarding peers and students
- work toward the identification and clarification of roles and responsibilities at all levels
- model commitment to make necessary changes and improvements while developing support from staff and community
- actively promote parental involvement in the educational activities of their children
- develop fellowship between the community and school personnel which promotes a strong bond of commitment
- champion open communications in which differences can be aired objectively and solutions can be sought which serve the greatest good
- advocate decisions that are based on input from the parties impacted
- supports meetings that conclude with assignments, roles, responsibilities and timelines
- insure that curriculum is flexible and includes opportunities for input from parents and students
- encourage staff to visit other classrooms and professionally observe other teachers for

growth and improvement

- model a positive school culture in which all personnel respect and support each other
- model professionalism through proper use of written and spoken language, demonstration of courtesy, honesty, integrity, punctuality, and appropriate dress
- interact with students in a positive manner by being sensitive to individual needs, treating students fairly, and encourage students to treat others fairly
- keep current by reading and sharing professional materials, participating in focused study groups, and course work
- take responsibility in maintaining and upholding fair, equal, and courteous student behavior at all grade levels during all school activities

## **HEALTH**

Children must have their immunizations complete before entering school. Remember, one dose of DTP and Polio must be given after age four. All students are required to have two MMR vaccinations before entering classes for the upcoming school year. Children entering kindergarten this fall will, prior to school entry, need to provide a reliable history of chickenpox disease or documentation of two chickenpox immunizations. These immunizations may be given at the public health office or at the doctor's office. The school must have a copy of the immunization record **WHEN THEY ARE COMPLETE.**

## **HEAD LICE POLICY**

Upon a reported or observed infestation of head lice on a student, the parent will be notified immediately. Parents will be required to treat the child and before the child returns to school she/he must be nit free. It is requested that parents contact the school nurse if they observe their child has head lice so that proper precautions can be taken at school to prevent the spreading of them to other children.

## **MEDICATION**

All medications must be brought to the office by a parent or guardian.

All medications need to be stored in the office, unless prior arrangements have been made between the doctor, parents and school.

Prescription medications must be in a pharmacist-labeled container that specifies the student's name, the prescribing physician's name, date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use if you ask for it.)

Non-prescription medications should be in an original bottle or container labeled with the student's name. (This includes cough drops, cough syrup, aspirin, and so on.)

If your child needs medication at school, please come into the office to fill out the proper forms. No medications will be dispensed without the proper forms being filled out.

If medication is to be taken in school on a regular basis, or occasionally for an illness, please notify

the teacher or the nurse.

The medication should be sent in its original container with the directions on it.

**Always call the secretary at 723-3382 (South Park office) if your child is going to be absent or is ill.**

If your child has a bowel or bladder control problem, please notify the teacher and the nurse and arrange to have an extra set of clothes at school.

Please dress your children appropriately. If the weather is cold, make certain they have a cap, boots, and mittens. Please mark all items with your child's name.

Note: The school will not furnish any medication, prescription or nonprescription.

Belle Fourche Elementary Schools has adopted the BRONC RULES to help students develop self-discipline and courteous behavior.

## **BRONC RULES PHILOSOPHY**

Belle Fourche Elementary students, staff, and parents believe by working together, we will achieve a positive environment. We believe that every individual should be treated with dignity and respect and acknowledged as a worthwhile person. By taking responsibility for our own actions, we will learn from our mistakes and grow as productive individuals. Consistency and fairness will create an atmosphere of trust wherein we will treat others as we would expect to be treated.

### **BRONC RULES:**

- **BE SAFE**
- **BE RESPECTFUL**
- **BE RESPONSIBLE**

# Belle Fourche Schools Office Referral Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade:    K    1    2    3    4

Referring Staff: \_\_\_\_\_

**Location**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Playground        | <input type="checkbox"/> Library   |
| <input type="checkbox"/> Cafeteria         | <input type="checkbox"/> Bathroom  |
| <input type="checkbox"/> Hallway           | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Arrival/Dismissal |                                    |
| <input type="checkbox"/> Other _____       |                                    |

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Property misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting/ Physical aggression <input type="checkbox"/> Overt Defiance <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Dress Code <input type="checkbox"/> Tardy <input type="checkbox"/> Inappropriate Display Aff. <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Skipping class <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____
Administrative Decision		
<input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school Suspension (_____hours/days) <input type="checkbox"/> Out of school suspension (_____hours/days) <input type="checkbox"/> Other _____	

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Elementary School Rules

Administration Reserves the Right to Alter any Disciplinary Action Based on Extenuating Circumstances

Revised June, 2017

## INFRACTIONS and CONSEQUENCES

(See the Definition Section for infraction descriptions)

<b>Offenses</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>5th Offense</b>
<b>CLASS I</b>  <b>Tardy</b>  <b>Truancy</b> <b>Skipping class</b>	record/warn record/warn  parent contact, loss of privilege, make up time or ISS	record/warn record/warn  parent contact, loss of privilege, make up time or 1-5 days ISS	record/warn record/warn  parent contact 6-10 days ISS	record/warn record/warn  parent contact 6- 10 days ISS truancy referral	record/warn record/warn  parent contact 6-10 days ISS truancy follow- up
<b>CLASS II</b> <b>Abuse,</b> <b>Verbal Cell</b> <b>Phone issue</b> <b>Dishonesty,</b> <b>Scholastic</b> <b>Dress/</b> <b>Grooming</b> <b>Inappropriate</b> <b>Behavior</b> <b>Nuisance</b> <b>Objects</b> <b>Gambling</b> <b>Pushing,</b> <b>Shoving,</b> <b>Scuffling</b> <b>Vandalism,</b> <b>Minor</b>	warning to ½ - 3 hrs. Refocus Room  loss of privilege	½ - 4 hrs. Refocus Room  loss of privilege	5 hrs. Refocus Room to 3 days ISS parent contact loss of privilege	2-5 hrs. Refocus Room to 3 days ISS parent contact loss of privilege	3-5 days ISS parent contact  loss of privilege

<b>CLASS III</b> <b>Assault, Verbal</b> <b>False Reporting</b> <b>Fireworks or</b> <b>Ammunition</b> <b>Possession</b> <b>Bullying</b> <b>Instigating</b> <b>Profanity</b> <b>Technology</b> <b>Misuse</b> <b>Gang Activity</b> <b>Insubordination</b> <b>Profanity</b> <b>Directed to</b> <b>Staff</b>	warning to ½ - 5 hrs. Refocus Room, parent contact, loss of privilege 1-3 days ISS	1-5 hrs. Refocus Room to 3-5 days ISS parent contact loss of privilege	5-10 days ISS to 1-3 days OSS parent contact loss of privilege	5-10 days ISS to 3-5 days OSS parent contact loss of privilege	5-10 days OSS parent contact loss of privilege
<b>CLASS IV</b> <b>Assault,</b> <b>Physical</b> <b>Fighting</b> <b>Fire Alarm</b> <b>Harassment,</b> <b>Discrimination</b> <b>Fireworks,</b> <b>Ammunition,</b> <b>Theft,</b> <b>Receiving</b> <b>Stolen</b> <b>Property</b> <b>Tobacco, Use</b> <b>Possession</b> <b>Trespassing</b>	1-5 hrs. Refocus Room to 1-5 days ISS, parent contact, referral to police, restitution loss of privilege	5-10 day ISS, parent contact, referral to police, restitution, loss of privilege	5-10 days ISS to 1-10 days OSS, parent contact, referral to police, restitution, loss of privilege	10 days OSS, parent contact, referral to police, restitution, loss of privilege	10 days OSS, parent contact, referral to Superintendent for administrative action, loss of privilege

<b>CLASS V</b> <b>Alcohol/Drug Possession, Use Or Distribution</b> <b>Burglary</b> <b>Falsifying, Modify School Records</b> <b>Robbery, Extortion</b> <b>Vandalism, Major</b>	1-10 days ISS to 5-10 days OSS or referral to Superintendent, parent contact, referral to police when appropriate restitution loss of privilege	10 days OSS referral to Superintendent for administrative action loss of privilege			
<b>CLASS VI</b> <b>Arson</b> <b>Assault, Aggravated Assault on Staff</b> <b>Bomb Threat</b> <b>Explosives, Possession, Use</b> <b>Sexual Misconduct</b> <b>Weapons, Dangerous</b>	1-10 days OSS Referral to police, referral to Superintendent for administrative action Loss of privilege				

*\*Any offense may constitute a counselor referral, written plan as deemed appropriate.*

*\*\*Failure to follow ISS guidelines may result in increased ISS or OSS.*

*\*\*\*OSS may be used if ISS is at capacity.*

*\*\*\*\*The consequences listed are a range of options that may be administered based on each circumstance or accumulated disciplinary action throughout the year. Administrator reserves the right to assign long term suspension as he/she sees fit.*

# DEFINITIONS

**Abuse, Verbal** is the use of language that is obscene, threatening, intimidating or that degrades other people. Verbal abuse that is also sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

**Alcohol or Chemical, Possession, Distribution or Use** is the possession, distribution, or use of any alcohol, tobacco, marijuana, narcotic, controlled substance or drug paraphernalia where possession, distribution or use is prohibited by South Dakota or federal law.

**Arson** is intentional destruction or damage to school property or other property by means of fire.

**Assault, Aggravated** is committing or threatening to commit an assault upon another person with a weapon, or assault which inflicts great bodily harm upon another person.

**Assault, Verbal** is language toward another person that is intended to cause fear of bodily harm or death.

**Assault, Physical** is acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

**Board or school board** is the duly constituted Board of Education of the Belle Fourche School District, No. 9-1, Butte County, South Dakota.

**Bomb Threat** is intentionally making, publishing or conveying in any manner a bomb threat pertaining to a school location.

**Bullying** is teasing, coercive behavior and other offensive or mean-spirited conduct.

**Burglary** is entering any school location without consent and with the intent to commit a crime (e.g. vandalism or theft).

**Bus Behavior** while on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school.

**Day or Days** refer to working school day or days. Regarding Suspension, a "School day" equals classes and all school sponsored activities during and after school.

**Detention** is time assigned outside of school time to be made up by the student.

**Dishonesty, Scholastic** includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion. Academic consequences may also be assigned.

**Dress & Grooming** are the expectations by the school regarding appropriate clothing worn by students.

## **Inappropriate dress includes:**

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise alcohol, chemicals, marijuana, tobacco or any product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing any headwear during the school day without permission from the school administration.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

**Explosives, Possession and or Use** is possessing or using any compound or mixture which can cause an explosion.

**Expulsion** is the action of the school board to terminate a pupil's membership in school.

**Extortion or robbery** is to obtain another person's property either by implied or expressed threat.

**False Reporting** is deliberately reporting false information about the behavior of a student or staff person.

**Fighting** is engaging in any form of mutual combat where blows are exchanged.

**Fire alarm** False is intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm.

**Fireworks or Ammunition** Possession is the possession or offering for sale any type of fireworks, bullets or ammunition on school property.

**Gambling** includes but is not limited to playing a game of chance for stakes or possession of gambling devices such as video games, machines and other items used to promote a game of chance.

**Gang Activity** the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussions, clothing or any means that demonstrates gang related activity.

**Grievance** is a complaint by a student or group of students based upon an alleged violation of a student's rights or misinterpretation or inequitable application of any student handbook provision, policies, rules or regulations of the Belle Fourche School District or the State of South Dakota, or any decisions, rules, or policies stated, enacted, or imposed by district personnel as applied to the students of the Belle Fourche School District.

**Harassment/Discrimination** is racial, sexual and religious harassment/discrimination and violence as defined in the district policy.

**Inappropriate Behavior** is defined as students who conduct themselves in such a manner as to disrupt the educational process and impede the learning of themselves and/or other students, and when requested to cease such behavior are disobedient and continue such behavior.

**In-School Suspension** is the restriction of a student to a certain area within the school whereby the student is required to work on school assignments for the purpose of learning with academic credit being given.

**Instigating** is spreading rumors or agitating a conflict that may escalate conflict between others.

**Insubordination** is any instance of refusal or failure to comply with school board policies, rules, regulations, instructions, or directions – also the failure to accept and carry out reasonable instructions given by one in authority.

**Long-Term Suspension** is the exclusion of a pupil by the superintendent or school board from a class or classes for more than ten school days.

**Nuisance Objects** is the possession, use or distribution of any object that causes distractions.

**Out-of-School Suspension** is the restriction of a student from entrance to the school building for a specified number of days.

**Policy is a rule**, regulations, or standard enacted or approved by the school board.

**Profanity** is language or gestures that are obscene, vulgar, abusive or discriminatory.

**Pushing, Shoving, Tripping, Scuffling** is physical contact that could harm others.

**Reasonable Force** means nothing herein contained shall be constituted as prohibiting or denying an employee the right to use such force as may be reasonable and necessary to control a situation, maintain order and protect persons and/or property.

**Restitution** is payment for the value or the replacement cost of damaged or lost property.

**Sexual Misconduct** is engaging in sexual comments, indecent sexual gestures or exposure or engaging in sexual contact including intentional touching of clothing covering a person's intimate parts.

**Short-Term Suspension** is the exclusion by the principal or superintendent of a student from a class or from school for not more than ten school days.

**Skipping** is an unapproved absence from an assigned area within the school day.

**Student Rights** are those privileges granted to students by the policies, rules, or regulations of the Belle Fourche School District, or regulations, laws or constitutions of the State of South Dakota or the United States of America.

**Tardy** a student is considered tardy when not in the classroom after the bell has rung.

**Technology Misuse** is the misuse of computer equipment, deletion or violation of password-protected files, computer programs, or data or system files; inappropriate accessing of files, unethical use of

information or violation of copyright laws.

**Theft, Receiving or Possession of Stolen Property** is the unauthorized taking, receiving, using, transferring, hiding, or possession of school property or that of another person.

**Treats** homemade treats for students are discouraged. If treats are brought to school we encourage commercial products.

**Tobacco Possession or Use** is the possession or using tobacco in any school location or event.

**Trespassing** is the presence of the student in an area of the school building or school grounds designated by school administrators or personnel as being an unauthorized area or unavailable for student use.

**Truancy** means any absence (by a student under age 16) for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of compulsory attendance.

**Unique Situations** are discipline situations that arise which are not covered by guidelines, which will be handled on a case by case basis. Unique or special situations may call for an adjustment in the discipline policies.

**Vandalism Littering**, defacing, cutting or damaging property, technology, or telecommunication equipment that belongs to the school district, other students, staff members or other individuals.

**Weapons**, Students are forbidden to possess, transmit, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or use weapons or firearms of any kind. Students are prohibited from bringing to school or school related activities any weapons or firearms of any kind. This prohibition will normally not apply to school supplies, such as pencils, compasses and the like, unless they are used in a menacing or threatening manner. See district policy JFCJ.

**Threatening Remarks or Act**, any threat by a student involving use of firearms, explosives, or deadly force against school property or people attending, employed, or visiting school facilities will result in immediate suspension with referral to the Superintendent of Schools for disposition of appropriate disciplinary procedures.

## **School Breakfast**

Breakfast is served in the dining areas before school starts. Please encourage your student to participate in school breakfast. Research studies show that eating breakfast can help students perform better in the classroom. Breakfast will be served from 7:15 am to 7:50 am at South Park and 7:30 am to 8:05 am at North Park.

## **School Lunch**

School lunch will offer a wide variety of choices for students. Elementary students are offered 2 entrée choices daily. All meals include an entrée choice, a side of the day, plus the unlimited Fruit & Veggie Bar, and milk choices.

### **Extra Entrée – Extra Milk**

All Students, at an extra cost, can purchase an additional entrée or milk offered as part of the school lunch program. For example if a student wants a second entrée, or an additional entrée, like a slice of pizza, then that entrée can be selected in the lunch line and charged to the student's account. Extra entrees are only sold to students who first purchase a school lunch.

## **Lunch Account**

Students are encouraged to keep a running balance in their school lunch account. Payment by check or cash in a sealed envelope can be turned in to the school's office before school starts. Be sure to include the parent's name, student's name, and student's lunch account number.

“The District's Lunch Account Policy for the 2016-2017 school year allows students to charge up to \$5.00 against their account. When an account balance is low, students receive a minimum of three reminders to bring lunch money. At this point, when an account reaches negative \$10.00, all purchases will stop. If the student is a free student, they will be able to eat a school lunch. No extras will be allowed for any negative accounts.”

Parents can go to [EZschoolpay.com](http://EZschoolpay.com) or use the EZschoolpay mobile app to make payments, monitor transactions, and view their child's account balance. Visit the District's website at [www.bellefourcheschools.org](http://www.bellefourcheschools.org) under “Parents” for more information.

### **Free & Reduced Price Meals:**

The Federal/State Lunch Program is available for economically disadvantaged students in the Belle Fourche schools. Students enrolled in the Belle Fourche schools who were approved for free or reduced lunch during the last school year, will have their applications extended through until October, allowing time for a new annual application to be submitted. Students who have not been on the program and/or are new to the district may pick up their applications at any of the school offices or at registration. Free or reduced rates will become effective the day the application is approved.

If you have any questions or comments about our program, please feel free to contact Justin Olson, Food Service Director at (605) 569-1957 or email Justin at: [justin@lunchtimesolutions.com](mailto:justin@lunchtimesolutions.com). For your convenience, our menus are posted monthly on the school's website.

## **Lunchroom Control and Conduct**

- Students may talk to one another but in a normal speaking voice. Students are to remain



seated at their table unless otherwise given permission.

- Throwing of food or other items is prohibited.
- Students are encouraged to try some of each kind of food. Students are not required to eat everything on their tray unless they want a second helping.
- Food and paper items are to be picked up from tables and floor before a table can be dismissed.

## **Lunchroom - Trading Food - Rules**

- May trade only one item and receive only one item.
- Item traded has to be a hand food. NO scraping from trays.
- If you trade a food, you do not get seconds.
- No trading between students with hot and cold lunches.
- No carbonated beverages are to be brought to the lunch room.

## **Rules of conduct for classrooms, hallways, and restrooms are:**

- Students are to be quiet in the classroom and orderly at all times. Noise levels should not exceed that which could normally be expected of the activity.
- Running in the classroom or hallways is prohibited.
- The throwing of objects such as spit wads, balls, erasers, etc. is prohibited.
- Students shall not leave the classroom except by permission of the teacher.
- Students may use the classroom telephones for local calls only after gaining permission from the teacher.
- The possession of knives or other potentially dangerous objects is prohibited. These will be collected by the teacher, labeled as to ownership and turned in to the office.
- General misconduct such as tripping, hitting, pushing, etc. which could result in injury to a child is prohibited.
- All tobacco or drug and drug related items shall be removed from the student.
- No child is to be given permission to leave the school without prior approval of either the child's parents or the administration.
- Hats, caps off in classrooms.
- Live animals should not be brought to school for any reason. This practice is prohibited because of the potential of pet becoming agitated or excited and biting or scratching students.

## **Playground Control and Conduct**

(In addition to rules of conduct previously stated)

- Students are expected to treat all school property with respect.
- Students are not to reenter the building without permission. Keep away from entry-way doors.
- Students are to remain in their playground area. They are not to play on the lawns or go over the bank on the west side of the playground.
- Safety precautions shall be taken with the use of playground equipment. Conduct such as going down the slide standing, standing on the teeter-totter, walking up the slides, jumping out of swings is potentially dangerous and thus prohibited. No climbing on soccer goals.
- Students are prohibited from the throwing of objects such as snowballs, rocks and sticks.
- Tackle football and wrestling are prohibited.
- General misconduct such as tripping, hitting, pushing, fighting, sliding on ice and sliding on snow banks is prohibited.
- Students may not return to the building for drinks, ropes, playground toys, etc.
- No guns, knives or other weapons, pretend or real, are allowed at school.
- Students may not go around the bike racks during recess. Bikes are to be ridden to school and parked for the day.
- At the end of recess, students are required to return all playground balls, jump ropes and other district owned playground materials to their classrooms.
- No student will be allowed to leave the playground during recess without prior approval.
- A student must have permission to retrieve a ball outside the playground. Balls retrieved will be kept in the office and returned to the student at a later date.
- Students are to enter the building quietly when the bell rings.

## **Student Dress**

During cold weather, students should dress warmly. They should have warm boots, gloves or mittens and a warm jacket or snowsuit. Please mark all clothing with your child's name. Wind chill is quite severe at times and warm clothes are a must. Children wearing snow boots to school should bring a pair of shoes to be worn in the classroom.

## **Standard Procedure for Inclement Weather**

Following is intended to serve as a set of guidelines for teachers and supervising assistants during periods of inclement weather. In general terms, inclement weather shall be defined as:

- Air temperature approaching 0° F.
- Wind chill factor — lowering temperature below 0° F.
- Excessively high wind and dust.

- Extremely high temperature — 100° plus.
- Rain, sleet, snow or ice storm.

In the event that any one or a combination of the above conditions prevail, the duty teacher or supervisor shall bring students into the building from the playground. Children will be sent to their respective rooms, and the duty supervisor will remain to provide general supervision. It shall be the responsibility of the teacher on duty to determine if a child is getting too wet or too cold and send that child to his or her classroom. During cold temperatures (condition 1 or 2 above) children may be taken out for a short period and then returned to their classroom.

In the event of rain, sleet, or snow (condition 5) where children could get wet, they will not be taken outside. It will be the responsibility of duty supervisors to return students to the building who are getting wet due to snow or water on the ground.

It is the general responsibility of parents to insure that their child is sent to school properly dressed for weather conditions. Should a child appear inadequately clothed, his or her classroom teacher should notify the parent via telephone or a note home requesting that they provide proper clothing for weather conditions.

A child who becomes ill in school, or one who has been out because of illness may be kept in even though the above conditions may not apply. Generally speaking, a child who has a note from home requesting that he or she remain indoors, stating a recent illness as the reason, should not be sent outside. Parents may wish to contact the school health nurse for further advice.

## **Class Parties**

Three class parties for grades K-4 may be held during the year. A Fall Festival in Late October, a gift exchange before winter break, and a party in mid-February. An end of the year picnic will be held at the discretion of each grade level.

## **Treats**

Homemade treats for students are discouraged due to the life threatening nature of severe food allergies. Please do not bring products containing peanuts or nuts of any kind or that may have been produced in a facility where they may have come into contact with peanuts or nuts of any kind. Commercial products are encouraged when students bring treats.

## **Invitations to Private Parties**

Invitations to parties, sleepovers, etc. are not to be distributed at school.

## **Special Deliveries to School**

Please do not have flowers, balloons, etc. delivered to the school for your child.

## **Volunteer Helpers**

Each room may have volunteer helpers for class parties and field trips. Some of their duties will include: providing treats, planning games, helping clean after class parties, and helping to supervise

during field trips and the end of the year activities.

## **School Hours**

8:10 A. M. to 3:10 P.M. — Kindergarten

8:00 A. M. to 3:20 P.M. — Grades 1-4

Students should arrive at school between 7:50 and 8:00 a.m. Students should be picked up promptly at 3:20 for grades 1-4 and 3:10 p.m. for kindergarten. When students are kept waiting after school or arrive too early, many problems can arise. In addition, our staff is on a tight schedule and supervision before and after school is a problem.

## **Intersessions**

The school calendar provides some Fridays for intersession classes. These classes are used to reinforce or enrich skills to help students succeed in school. Some students gain the privilege of attending through an invitation from their teacher. Some parents choose to have their children attend.

## **Bus Students**

South Park students will board the bus that takes them to their home stop. If they don't board the bus at South Park, other transportation will have to be arranged. Parents should arrange specific after-school plans with their children before they send them to school in the morning. Belle Fourche School District provides shuttle buses for the students living in town. Shuttle buses will pick up and deliver students at a school nearest their homes to enable them to walk to and from their homes.

## **Attendance**

Regular school attendance is important for your child's education. Try to schedule trips during school vacation. When a student is ill or absent, call 723-3382 before 7:45 or leave a message anytime every day of absence. Send a note about the illness when your child returns to school. This helps the nurse keep track of students and types of illness. The school nurse is available for health conferences with parents and will visit the home at their request.

All children go outside at recess and noon unless authorized to stay in by a doctor or the school nurse. Everyone stays in during severe weather. In the past, many children have been arriving early to school. As the first bell rings at 8:00 a.m., it is not necessary for your child to be at school before 7:50 unless they are coming early for breakfast.

Attendance is kept in blocks in the elementary school. Basically the 10:00 am - 2:00 p.m. rule is followed. Students arriving in the a.m. or p.m. before 10 or 2 are tardy for that half day and those arriving after 10 or 2 are absent for that half day.

## **STUDENT ATTENDANCE, TARDY - K-12**

This policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be duplicated.

The following established guidelines will be accepted as valid reasons for a student to be excused.

1. Personal and family illness.
2. Prearranged medical/dental appointments.
3. Emergencies.
4. Leaves of educational value.
5. Other prearranged absences approved by the administration or designee.

The administration reserves the right to investigate the excessive occurrences of any aforementioned item. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. Any absence other than excused absences is considered truancy.

## **EXCUSED**

If you know in advance that your child will be absent from school, please notify the teacher and office. We try to work with parents on having students make up the work missed; however, make-up work is no substitute for classroom instruction. Parents may pick up make up work at the end of the school day.

A. Parent(s)/guardian(s) must contact the school, orally or in writing, to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence or upon the student's return to school. In all cases, work missed must be made up.

B. Students needing to be excused for appointments must have a written note or phone call from the parent or guardian to the school in order to be released. Students needing to interrupt their normal school day for appointments are expected to notify the attendance office when leaving and upon returning.

C. School personnel will attempt to notify parents or guardian of student absences.

## **UNAPPROVED ABSENCES "SKIPPING"**

1. First incident - The student will make-up double the time missed. Parent or guardian will be contacted
2. Second incident - The student will receive an in-school suspension for one (1) to five (5) days and make up time missed as in #1. Parent or guardian will be contacted.
3. Third incident - A conference with the student and parent or guardian will be scheduled to determine appropriate disciplinary action.

NOTE: Skipping detention or make-up time is considered an unapproved absence.

## **EXCESSIVE ABSENCES K-12**

The following policy has been developed to encourage good attendance in grades K-12. Students

missing over 5 days in any semester or missing over 10 days per school year may not be promoted to the next grade.

When a pattern develops with a student's attendance, the parents will be contacted.

In the event of retention, the student may appeal this action. For appeals the student must appear before the Board of Education or its designee and substantiate in writing the reasons for excessive absences. The Board or designee will take this into advisement and will make a decision with input from the petitioners, teachers, and administrator.

## **TARDINESS**

Students who are tardy 3 times during a grading period will be subject to disciplinary action.

## **Participation in Physical Education Class**

Students are required to participate in physical education classes. If a student is unable to participate in activities for one day, parents should notify the physical education teacher in writing stating the reason. A doctor's excuse is required if the student needs to miss three (3) or more classes. If a student is not participating for an extended time because of illness or injury, there should be a clearance from a doctor to let the school know when the student can participate again.

## **HOMEWORK**

From School Board Policy IKB – Adopted 3/12/91 and Revised 7/12/00

The Board believes that homework - as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program. The staff shall recognize the role of parents by suggesting appropriate ways in which the Parents may assist their child with homework.

If a student is on an IEP (Individual Educational Plan), the teacher must provide appropriate accommodations and modifications of homework assigned according to the IEP.

### **Homework is to be assigned according to these guidelines:**

- Will be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- Will help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
- Will help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
- A teacher will consider a student's age, mastery of skills and school related responsibilities/ activities.
- Will be clearly assigned and its product assessed in a timely manner.

## **Enrollment: Students New to District**

1. Students must bring a copy of a certified birth certificate.
2. Students must bring a copy of their immunization records.

Students will begin class no sooner than the next school day following enrollment.

## **Phone Calls to School**

We realize that there will be times when you must call the school to get a message to your child. If you have to call the school to leave a message, please do so before 2:30 p.m. so we have time to relay your message to your child.

## **Cell Phones**

Student use of cell phones during school hours is prohibited.

## **Lost and Found**

Many coats, sweaters, hats, gloves, boots, lunchboxes, and other items are left at school throughout the year. Property that has a name on it is returned to the student. Items not labeled are put in boxes in the entryway or hung up on a rack. Please check the lost and found when your child is missing clothes. Items left after school is out are donated or discarded at the end of every month.

## **Grading Policies - K-4**

Evaluation procedures vary from grade level to grade level. Grading will be explained to parents during conferences. When a child is being considered for retention due to poor academic performance or attendance, at least two (2) conferences will be held with the child's parents prior to the final determination.

## **Report Cards**

Report cards will be handed out to students in grades 1-4 on the Thursday following the closing of the previous grading period.

When parent teacher conferences are held following a grading period, report cards will be given to the parent at the conference.

No report card will be issued until the student's record is clear in every respect. This means that any item the student has checked out from the school must be returned and all fees owed to the school must be paid.

## **Closed Lunch Period**

Students in grades 1-4 must either eat at school or go home for lunch. Students who go home for lunch must have a parent or guardian notify the school in advance. (This can be done at the beginning of the year for

students who go home on a regular basis.)

Students who wish to go home for lunch with a friend must bring a note from home giving permission for them to leave the school grounds.

Students leaving school to eat out at noon must be accompanied by an adult and all going must have parental permission.

## **School Visitors**

All visitors are to go to the office first for whatever reason they are visiting the school. The secretary will deliver messages or materials to students if they are brought to school. The office personnel will assist visitors if they would like to visit classrooms, etc.

Students cannot be excused from class without authorization from the office.

## **Suggestions for Visiting School**

Parents are welcome to visit school. In order to observe a typical school program, it is advisable to consider the following guidelines:

1. Check in at the office before entering the classroom.
2. During discussion and formal group activities, please remain seated and do not converse with the children.
3. During work periods you may move around the room and watch the children at work or look at materials.
4. Jot down any questions and comments for discussion with the teacher later.

## **Student Guests**

**No student grades K-4 may have a visitor at school unless:**

- The parent calls the principal in advance and requests permission.
- Upon arrival at school, report with your guest to the principal's office.
- Student or guest pays for lunch.
- Guest agrees to obey all rules and regulations set forth by the Belle Fourche Board of Education.
- Under no circumstances will a person be allowed as a guest if he or she is a student in an area school that is in attendance on that particular day.
- Transportation should be available to return guest home if any of the above conditions are not met.
- It is inadvisable to have guests during the beginning or ending two weeks of school.



## **Cross-walks, Safety, and Children**

Each afternoon there are many cars around the South Park School and many children leaving the school grounds. These factors can present safety hazards. We ask that all drivers:

- Obey all traffic laws.
- Do not stop in the street to load or unload children.
- Use the crosswalks when crossing the street.
- Be alert for children waiting to cross streets near the school.

In the mornings and afternoons, vehicles are not to be driven into the teachers' parking area or around the back of the building. Please keep all vehicles out of these areas.

Stanley Street will be closed to all traffic except school buses. This area will be used for buses.

## **Conduct and Safety at School Activities**

Some students who attend extra-curricular activities spend most of the evening running between their seats and the halls or concession area. This creates a safety hazard for players and spectators and interferes with the enjoyment of the activity for others. Home activities are not intended to be a babysitting service. Children need to conduct themselves in a proper manner and be under adult supervision at all times. Please keep these three simple steps in mind:

- Spectators should remain in their seats during the time the activity is in progress. Breaks and intermissions are times when it is safe and proper to leave the seating area.
- There should be NO persons at any time under the bleachers. This area is OFF LIMITS.
- During half time of athletic events, students are not to go onto the playing floor and run around. Only those taking part in the half time activities are to be on the floor.

With cooperation from all, school activities can be enjoyable and safe.

## **EQUAL OPPORTUNITY TITLE IX-504**

The Belle Fourche School System is a nondiscriminatory institution that offers educational opportunities without regard to sex, race, color, national origin or disability.

Equal Opportunity Grievance Procedures - Specific allegations of violation may be submitted in writing to Title IX Coordinator, Clay Anderson, 2305 13th Avenue, phone 723-3359, within thirty (30) days of the grievance.

- Within five (5) days the coordinator will evaluate the grievance and render a written decision.
- Grievances will be discussed with the immediate principal involved and action through the principal with cooperation of the involved person or persons and the coordinator will ensue.

- At the request of the principal, coordinator, filed or involved person, a formal hearing can be conducted with concerned persons present and with a third neutral party conducting the proceedings.
- This will be done within ten (10) days of the initial decision of the coordinator.
- If there is to be a hearing, all interested parties will be notified by writing as to the time and place.
- The decision of the coordinator or the decision resulting from the hearing may be appealed within five (5) days after the coordinator's written decision.

The following three steps shall be followed to appeal: a. Principal, b. Superintendent, c. School Board. The School Board will act at its first meeting following the superintendent's decision. Following each step of appeal, a decision must be rendered within 5 (five) days.

Correction or recommendation of discrimination practices will begin immediately following a judgment of discrimination. Accurate records of all proceedings, actions and discussions shall be kept by the coordinator.

## **INTERNET AND ELECTRONIC MAIL PERMISSION FORM**

### **BELLE FOURCHE SCHOOL DISTRICT 9-1**

We are pleased to offer students of the Belle Fourche School District 9-1 access to the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the LIBRARY MEDIA SPECIALIST.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging message with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further education goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Belle Fourche School District 9-1 supports and respects each family's right to decide whether or not to apply for access.

#### **District Internet and E-Mail Rules**

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

The network is provided for students to conduct research and communicate with others. Access to network services is given to student who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over

those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring and controlling the communications of individuals utilizing the network.

Network storage areas and e-mail may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Within reason, freedom of speech and access to information will be honored.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on student rights and responsibilities copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Damaging computers, computer systems/networks
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in loss of access as well as other disciplinary or legal action.

## **Fire Drill Instructions To Students**

1. Keep calm and quiet.
2. Follow exit directions posted in classrooms.
3. Use nearest exit when in hallways or in washroom.
4. Walk single file, quickly and quietly. Do not run.
5. Stay on correct side of hallway or stairs.
6. First one out holds the door for all people.
7. Wait for all clear signal (ringing of the school bell) before entering the building.
8. First one in holds the door for all people.

9. Return directly, quickly and quietly to classrooms. DO NOT RUN.

## **Tornado Drill Instructions To Students**

1. Keep calm and quiet.
2. Follow tornado-drill procedures as directed.
3. If in hallways or in washroom, go to the assigned area.
4. Walk single file, quickly and quietly. Do not run.
5. Stay on correct side of hallway or stairs. Sit along the edge of the wall in protective position.
6. Wait for all clear signal before returning to classroom.
7. Return directly, quickly and quietly to classrooms. DO NOT RUN.

## **Student Rights**

A student may knowingly or unknowingly become involved in an infraction at some point in time. The student who is accused of committing an infraction has rights. For instance, he or she has the right to be informed of the specific nature of the infraction, to be represented, to question his or her accuser, to present a set of facts before any action is taken, to expect a response that is fair and in keeping with the particular infraction to appeal the decision and to confidentiality of his or her case.

Responses to inappropriate conduct used in the Belle Fourche School District. Students will be referred to counseling and social services as appropriate. It shall be the purpose of such counseling to emphasize the prevention of suspension or expulsion from school. When suspension or expulsion action is taken, it shall be the policy of Belle Fourche School District to help and prepare the student during the dismissal period for re-admission.

## **Complaint Policy**

There is a complaint policy for district patrons to use when a formal grievance is needed. Issues such as concerns about personnel or the implementation of federal programs can be brought forth utilizing this policy to help resolve them in a dignified manner.

## **FEDERAL PROGRAMS COMPLAINT POLICY AND TITLE X PART C HOMELESS EDUCATION**

A parent, student, employee, or district stakeholder who has a complaint regarding the use of Federal NCLB funds and is unable to resolve 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 Office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the School's decision including the right 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.

1. The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
2. The superintendent will notify the complainant of the decision in writing.
3. The complainant will be allowed one week to react to the decision before it becomes final.
4. The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the superintendent.
5. 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.
6. Unresolved complaints may be forwarded by the stakeholder to the South Dakota
7. Department of Education for review. (Consult SD Department of Education Complaint Procedure)

## **Discrimination/Harassment Policy**

The Belle Fourche School District will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees or any person who are invitees of the Belle Fourche School District based upon race, color, ethnic background, national origin, religion, creed, age, citizenship, political affiliation, emotional, mental and/or physical challenge, sexual orientation or preference or gender. The Belle Fourche School District is committed to providing an environment free from harassment and other forms of discrimination for students, school employees and its invitees. Such an environment is a necessary part of a healthy learning and working atmosphere because discrimination and/or harassment undermines the sense of human dignity and belonging of all people in the community. School district includes school facilities, school premises, school vehicles and non-school vehicles used to transport students, employees, non-employees and invitees to school sponsored activities (functions) and any other area where the Belle Fourche School District has control of the premises.

In addition, non-school property is considered district property where school sponsored or approved functions are being conducted and at locations where a school employee is involved in school business. Discrimination and/or harassment by board members, administrators, employees, non-employees, invitees, parents, caretakers, students, vendors and others doing business with the school district is prohibited. Individuals whose behavior is found to be in violation of this policy will be subject to the INVESTIGATION AND ACTION PROCEDURE which will result in disciplinary action as determined by the superintendent or school board and may include suspension, expulsion, reprimand or termination of employment or in case of non-employees or invitees, they will be required to leave school property or the premises controlled by the Belle Fourche School District.

## **CONFIDENTIALITY**

A report of discrimination/harassment and/or an investigation of discrimination/harassment are to be held in strict confidence, except as necessary for the school district, representative of the victim or

accused or any agency of state or federal government charged with enforcement of the policy, to carry out the obligations of this policy subject to state and federal laws with regard to the confidentiality of school records, or constitutional requirements of due process and rights of privacy act provisions.

The above paragraph does not apply to criminal investigation materials. Information from a criminal investigation will be released only according to state codified law.

## **RETALIATION**

The Belle Fourche School District prohibits retaliation against any person because that person has verbally or non-verbally asserted, or has assisted another person to verbally or non-verbally assert, a discrimination and/or harassment complaint in either an informal or formal manner with the school or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination and/or harassment complaint. Retaliation is itself a violation of federal and state regulations prohibiting discrimination/harassment and will lead to disciplinary action against the offender.

**Intent:** Intent is not relevant in determining whether or not discrimination/harassment has occurred.

## **REPORTING PROCEDURES**

Students, employees, non-employees and invitees who believe they have suffered discrimination and/or harassment may report such matters to any trusted adult.

See Policy ACAA for procedures.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records, unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas; emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

For additional information and technical assistance, you may call (202) 2260-3887 or TDD

(202) 260-8956 or contact:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D. C. 20202-4605

Send questions or comments to: [om@ed.gov](mailto:om@ed.gov)

## **Notice of Rights for Disabled Students and their Parents under Section 504 of the Rehabilitation Act**

The purpose of this notice is to inform parents and students of the rights granted to them under Section 504. The federal regulations that implement Section 504 are found at Title 34, Part 104 of the Code of Federal Regulations (CFR) and entitle parents of eligible children and the student themselves to the following rights.

You have the right to be informed of your rights under Section 504. The School District must provide you with written notice of your rights under Section 504. (This document represents written notice of rights as required under section 504). If you need further explanation or clarification of any of the rights described in this notice, contact Tina Rosenkranz, Section 504 Coordinator, at the South Park Elementary School, 723.3382, and she will assist you in understanding your rights.

1. Under Section 504, your child has the right to an appropriate education designed to meet his or her educational needs adequately as the needs of nondisabled students are met.

2. Your child has the right to free educational services, with exception of certain costs normally also paid by the parents of nondisabled students. Insurance companies and other similar third parties are not relieved of any existing obligation to provide or pay for services to a student who becomes eligible for Section 504 services.
3. To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the district demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services.
4. Your child has the right to services, facilities, and activities comparable to those provided to nondisabled students.
5. The school district must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under Section 504 and also before every significant change in placement.
6. If formal assessment instruments are used as part of an evaluation, procedures used to administer assessments and other instruments must comply with the requirements of Section 504 regarding test validity, proper method of administration, and appropriate test selection. The district will consider information from a variety of sources in making its determinations, including aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, health records, report cards, progress notes, parent observations and test scores.
7. Placement decisions regarding your child must be made by a group of persons (504 committee) knowledgeable about your child, the meaning of the evaluation data, possible placement options, and the requirement that to the maximum extent possible, disabled children should be educated with nondisabled children.
8. If your child is eligible under Section 504, he or she has a right to periodic evaluations to determine if there has been a change in educational need. Generally an evaluation will take place at least every three years.
9. You have the right to be notified by the Belle Fourche School District prior to any action regarding the identification, evaluation, or placement of your child.
10. You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, or placement under Section 504).
11. You have the right to an impartial due process hearing if you wish to contest any action of the district with regard to your child's identification, evaluation, or placement under Section 504. You have the right to participate personally in the hearing or to be represented by an attorney if you wish to hire one.
12. If you wish to contest any action taken by the Section 504 committee by means of an impartial due process hearing, you must submit a notice of appeal or request for hearing to the district's 504 coordinator (Tina Rosenkranz, South Park Elementary, 2305 13th Avenue, Belle Fourche, SD 57717, Phone 605-723-3382). A date will be set for the hearing and an impartial hearing officer will be appointed. You will be notified in writing of the hearing date, time, and place.
13. If you disagree with the decision of the hearing officer, you have the right to seek a review of that decision before a court of competent jurisdiction (normally the closest federal district court).



14. With respect to other issues surrounding your child's education that do not specifically involve identification, evaluation, or placement, you have a right to present a grievance or complaint to the district's 504 Coordinator, who will then investigate the situation, taking into account the nature of the complaint and all necessary factors, in an effort to arrive at a fair and speedy resolution.
15. You also have a right to file a complaint with the Office for Civil Rights of the Department of Education. The address for the regional office that covers the Belle Fourche School District is US Dept. of Ed. 10220 North Executive Hills Blvd. 8th Floor, Kansas City, MO, 64153-1367, Phone 816.880.4200.

## **Parent Right to Know – Highly Qualified Staff**

Information parents should know about their child's teacher – all teachers in Belle Fourche Elementary Schools are certified by South Dakota Department of Education to teach at the grade level and in the subject area to which they are assigned. Parents have the right to request information about the professional qualifications of classroom teachers instructing their child. If parents are interested in this information, they should send a request to the principal who will provide a response.

All instructional tutors and aides – paraprofessionals – who work in the elementary schools are highly qualified. This means that they have a GED or high school diploma; and in addition have an associate or bachelor's degree, have 48 college credits, or have passed the Para Pro Test.









