

Bowdle School

Elementary

Handbook

2011-2012

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PHILOSOPHY OF EDUCATION

Bowdle Schools believe that education is a cooperative venture of the individual student, his/her parents, and the school staff. It is the responsibility of these partners to help the student reach his/her maximum educational potential.

A program of education to fulfill such broad responsibility can only succeed if done in an environment conducive to learning, both at school and in the home.

Each student should be taught the basic skills needed for daily living and for solving problems in a changing world. The school program should always reflect current knowledge of students and how they learn.

Part of the cooperative venture is to help develop each student's feeling of positive self-worth and pride in his/her achievements and progress. In addition, the student needs to develop self-discipline, respect for authority, and acceptance of responsibility for his/her own actions. If the basic values of respect, knowledge, fortitude and generosity are followed, the student will be well on the road to academic and social success.

The educational program must provide for early identification of individual differences, and address these differences in terms of capabilities, needs, interests, and rate of maturation.

ATTENDANCE

State law requires that every child between the ages of six and sixteen must regularly attend school. Provision is made for absences because of illness and with special permission.

It is essential that students have regular attendance in order to derive the true benefit of an education. If the student is regular in attending, he/she receives more benefit of instruction from the teaching staff.

Students are allowed a maximum of fifteen (15) excused absences per year. Excused absences include medical appointments and parental excuses. Students with absences above the 15 may be asked to appear, with their parents, before the Board of Education to justify the excessive absences. The Board of Education must approve the excess absences before the student will be promoted to the next grade.

BUILDING HOURS

The elementary building will be open for students to use from 8:20 a.m. to 3:35 p.m. on all school days. Use of the building before, or after, these hours is by special arrangement with a teacher or administrator. WE STRONGLY ENCOURAGE STUDENTS NOT TO ARRIVE IN SCHOOL PRIOR TO 8:20, AS WE ARE NOT STAFFED TO SUPERVISE STUDENTS PRIOR TO THAT TIME.

ACCIDENT INSURANCE

A student accident insurance plan and a dental plan will be offered to all students at the beginning of each school year. These are voluntary plans and parents decide whether or not they wish to participate.

ACTIVITY PARTICIPATION AND ATTENDANCE

Bowdle School offers 5th and 6th grade girl's and boy's basketball in the fall. In order to participate in any co-curricular activity, students must have no failing grades. Determination of eligibility will be made every three weeks. Students who do not meet the academic standards can become eligible only if they request a psychological evaluation and the evaluation indicates that they are unable to meet the academic standards.

How a student behaves in the sport is an indication of classroom behavior. To be eligible for sports events he/she must not be involved in any unruly actions in the classroom or at any school activity during a particular sport. If a student is involved in repeated incidents, he/she may not be eligible for sports during the remainder of the school year. Any student willfully takes or damages property either at home or away events will be excluded from any further participation in that sport.

Students must be present in school the afternoon of an activity in order to participate in a school activity later that day. Exceptions may be made at the administrator's discretion for doctor's appointments, family emergencies, etc. Students who are ill during the day are presumed to be too ill to attend the night's activity either as a participant or as a spectator.

Students attending games are expected to sit in the Bowdle student seating area, unless they sit with their parents. Students should not be running back-and-forth to the concession stand or in the halls when the games are in progress. Any student disobeying any school authority may be asked to leave.

ACTIVITY TICKETS

Students may purchase activity tickets for \$10.00 each. These tickets provide admission to all home athletic events at either Bowdle or Eureka. They are not good for any tournaments held in Bowdle or Eureka.

Adult activity tickets are available for \$35 each, (Senior Citizen—55+--\$25) providing for admission to all Eureka-Bowdle high school and all Bowdle grade school athletic events except tournaments.

SCHOOL LUNCH PROGRAM

Bowdle School offers a noon lunch program for all students. The prices will be set annually during the regular meeting of the Board of Education during the month of August. Applications for free or reduced price meals at \$.40 per meal are sent home with the student the first week of school. Those wishing to apply for free or reduced price meals are asked to get the application in as soon as possible. Applications may be made anytime during the year, if there is a change in family income.

Lunch count is taken daily by the secretary and bills are tabulated and sent home at the end of each month. Prompt payment, so that we can pay our bills, is greatly appreciated.

Grades K-3 are offered a milk break during the school day. Students are charged \$.25 per half-pint. This charge is added to the student's monthly lunch bill. Parents are asked to sign a form indicating whether or not their student should participate in the milk break.

Students eating lunch at school may not leave the school property without a note or phone call from their parents.

DANGEROUS WEAPONS

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

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the school administrator.

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

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

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Chief Executive Officer/Superintendent shall have the authority to recommend to the School Board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

BICYCLES

All bicycles should be orderly parked on the South side of the school building. The school is not responsible for lost, stolen, or damaged bicycles. It is suggested that bikes be locked when at school and should never be left at school overnight.

MEDICATIONS

No medication will be administered to any student by any school personnel. If a student is required to take some form of medication and is unable to take the medication by him/herself, the parent should make arrangements to come to the school to administer the medication to the student. If this is not feasible, the parent should make other necessary arrangements.

Aspirin and/or Tylenol will be treated as any other medication and will not be dispensed to any student unless prior approval has been given by the parent.

CONDUCT AND DISCIPLINE

As a necessary part of administration of a school and classroom, certain rules are made. Students who violate these rules will find themselves receiving disciplinary action. Every attempt will be made to correct the child when violations do occur. When offenses are frequent and serious, parents will be contacted and informed. We use all means allowed to us by law to correct disciplinary problems. Care is exercised to be sure that the punishment fits the violation and is administered in a reasonable manner.

As a guide to some of the types of conduct which will be governed by rules, the following is provided. Students may be punished for:

- (1) Any act that endangers the health and safety of other students, teachers, or him/herself.
- (2) Disrespectful conduct toward staff members or other students, such as obscene or disrespectful speech, gesture, or physical assault.
- (3) Behavior that disrupts the learning atmosphere in a classroom.
- (4) Destruction of personal or school property.
- (5) Possession or use of alcohol, tobacco products, drugs, or other harmful and/or illegal substances.

DETENTION

Teachers may detain students after school, provided the parents have been notified that said detention will occur. Parents will be expected to provide transportation from the school to home after the detention, if the student rides one of the buses.

SUSPENSIONS

Serious infractions of school rules may lead to suspensions from individual classes, or from all classes. There are two kinds of suspension:

- (1) **In-School Suspension**—A student receiving an in-school suspension will be required to sit in a designated area other than the regular classroom for the period of the suspension. The student will be allowed to do class assignments and will receive credit for the work completed.
- (2) **Out-of-School Suspension**—A student receiving out-of-school suspension will remain out of the school building for the period of the suspension and will not be allowed to attend any school function. The student must make up all work missed during the suspension. Two percent (2%) will be deducted from each of the student's nine-week grades for each day of out-of-school suspension.

Every effort will be made to contact the parents before any disciplinary action is taken by the administration the parents are equal partners in the educational process at Bowdle School.

Repeated suspensions of either type may result in a recommendation that the student be expelled from school, or be retained in the same grade the following year.

Any student suspensions will be conducted according to the Bowdle Student Due Process Policy.

DAMAGE TO SCHOOL BUILDINGS AND PROPERTY

Any student who maliciously does damage to any school property will be held responsible for paying the costs of repair or replacement of the damage. Students will also be required to pay for any lost or damaged books and materials that have been checked out to them. Legal action may be taken.

BUS CONDUCT

Bus drivers are in complete charge of their vehicles, and their word is the law. Students who ride buses are expected to act like ladies and gentlemen and follow all school bus rules. Destruction and misbehavior will be reported directly to the Superintendent.

Violation of any of the bus rules may result in the student being restricted from further bus trips.

PLAYGROUNDS

Whenever students are using the playgrounds during school hours (8:25 to 3:10) supervision will be provided. **NO SUPERVISION IS PROVIDED BEFORE OR AFTER REGULAR SCHOOL HOURS.** Parents should see that students do not arrive too early in the morning and that they leave promptly after school dismissal.

Students will be required to observe rules of safety on the playground. Safety is as important as courtesy; safety is courtesy. Rough games such as tackle football will be discouraged. The throwing of snowballs, stones, etc., will be prohibited. Any student abusing the playground rules or disobeying the playground supervisor may lose playground privileges for up to two weeks.

RECESS

Students are allowed and expected to participate in a morning recess for approximately 10 minutes and noon recess. Parents whose child has been ill may wish to have the child remain indoors during the recess periods. A note to the teacher or administrator will excuse the child from participating.

DRESS POLICY

- (1) We expect students to dress like ladies and gentlemen. Fancy dress is not necessary, but neatness and cleanliness are qualities that should be cultivated by all. All extreme styles of dress are discouraged.
- (2) Students are expected to remove their caps or hats when they enter the school building.
- (3) All students should remove boots or outside play shoes and wipe their shoes off during inclement weather. Students are encouraged to wear boots during days of inclement weather, because of the usually messy conditions of the playground.

- (4) Parent approval will be the guide for student dress unless such dress is disruptive or interfering with another pupil's education.
- (5) Students will not be allowed to wear any articles of clothing to class or on activity trips which convey any message of profanity, drugs, alcohol or tobacco, are sexually suggestive or display racial slurs.
- (6) Students may wear shorts to school when the weather is HOT. This decision will be made by the administration. Discretion as to the style and length of the clothes is asked of the parents.

Good grooming is more than just for appearance sake; it denotes a way of life. It becomes difficult for even the best students to maintain high ideals within if he/she looks slovenly without. For this reason, the school and your parents take a personal interest in student appearance and feel that this is an important part of a student's educational training.

REPORT CARDS AND GRADING SYSTEM

Report cards are issued every nine weeks. If parents do not receive the card from their child/children, they should notify the school. The first report card will be handed out at parent-teacher conference to be held following the end of the first nine weeks period.

The following grading system is to be used as a guideline:

A	----	100%--93%
B	----	92%--85%
C	----	84%--77%
D	----	76%--69%
F	----	Below 69%

In addition, the following are used in some subjects and at some levels:

P	----	Passing	S	----	Satisfactory
U	----	Unsatisfactory	N	----	Needs Improvement
I	----	Incomplete			

HOMEWORK

It is the feeling of our school that most of the time the school day is sufficient time for most students to complete their work. However, there may be days when uncompleted work must be taken home to be finished for the next day's classes. Because not all students are capable of working at the same pace, it may be necessary for some students to finish more assignments at home, or make special arrangements with the instructor to get help before or after school hours. It is hoped that parents will cooperate with the school and provide a time and place for the student to complete unfinished assignments. Gaining an education takes time, determination, and much hard work.

IMMUNIZATION POLICY

Any student entering school for the first time in this state, shall, prior to admission, be required to present to the appropriate school authorities, certification from a licensed physician that he/she has received a test or tests for tuberculosis and is free from a contagious form of this disease and he/she has received, or is in the process of receiving

immunization against poliomyelitis, diphtheria, measles, tetanus, and chicken pox, by such means of immunization as are approved by the State Board of Health, or in a way of an alternative to such requirement shall present.

Exclusion of students who fail to meet the State Board of Health immunization conditions is a valid exercise of the Bowdle Public School. Bowdle School adopts a sound public policy of insuring that our school does not become a place where parents fear to send their children because of the possibility of contacting contagious and often debilitating diseases.

The requirement of immunization does not cease if a student is allowed to enter school without the required certificate, but rather is of a continuing nature. Every school child, as well as the public at large, has the same right to be protected from communicable disease. The fact that the Legislature has mandated that immunization and testing should occur prior to school admission, in no way detracts from this purpose and should not be construed as precluding the need for immunization of already enrolled students.

STUDENT COMMUNICABLE DISEASES

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional, and social levels of health. The Board recognizes its responsibility to provide a healthy environment for all school students and employees; and in addition, further recognizes its responsibility that, to the extent possible, all students should be permitted to continuously attend school in a normal classroom setting.

The decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities, shall be made on a case by case basis by the school administrator or his/her designee. In situations where the decision requires additional skill and knowledge, the administrator will consult with the Community Health Center and/or the family's physician.

If an infected student is restricted from attending classes, the school will provide the student with an appropriate educational program. If such program requires personal contact between the student and school employee, only those employees who volunteer and are trained in their assigned responsibilities will be utilized.

Public information about an infected student will not be released, regardless of whether such student is excluded or is allowed to remain in attendance. If the student is permitted to remain in the school setting, the following procedure will be followed by the administrator:

- (1) Information as to the student's medical condition and other factors needed for consideration in carrying out assigned job responsibilities, will be provided, as appropriate, to school employees who have contact with the student.
- (2) Health guidelines for school attendance are not inclusive, but are intended to be used as a guide and resource. The guidelines are written for and will be interpreted within the context of each situation. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific help in interpreting the guidelines.
- (3) Staff members assigned to work with students suspected of being infected with a communicable disease, or those having a confirmed infection, will be given instruction in the appropriate handling and working with suspected or infected students. Recommended personal hygiene measure will be observed and practiced in order to create and maintain a healthy environment.

- (4) Staff members who have a specific concern about a student's health may request the formulation of an advisory committee for the determination of school attendance or activity participation. All such requests shall be submitted to the school administrator where the child in question attends.

K-8 PROMOTION

It is the policy of the Bowdle School District to prepare our students for the real world, and to be an asset to society, instead of a liability.

When the work of any child has been below the minimum level of achievement commonly accepted for promotion, the case must be recommended to the administration by the respective teacher. The administration and teacher will then make a decision together.

We must keep in mind that each case will be different and therefore, will be handled in the best interest of the child. As a learning institution, we must be accountable for the students that enter the real world from our school. If more time is needed to prepare an individual student, then it becomes necessary to retain that student. This policy has been as school district handbook since the 1982-83 school year.

We feel it is imperative that the staff identifies a student's deficiencies. Early identification of weaknesses will permit time for remediation. Every effort will be made to improve the identified weakness before the decision to retain a student.

PLACEMENT OF STUDENTS

If a child of compulsory school age has been attending an unaccredited school in another state or country, or has been receiving alternative instruction pursuant to 13-27-3, enrolls in the Bowdle School, the child shall be placed at the child's demonstrated level of proficiency as established by one or more standardized tests. However, a child's placement may not be in a grade level higher than warranted by the child's chronological age, assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement the child may be advanced according to his/her demonstrated performance.

EMERGENCY CALLS

Parents are advised to be certain that the school office has an emergency number where they can be reached in case an emergency arises and they cannot be reached at home.

Any student who becomes ill or injured on the school grounds will be given immediate first aid while an effort is made to contact parents or the student's emergency number. If neither can be reached, the school staff will determine the best course of care of the student. Students will not be released from school until assurance is made that they will be cared for.

CELL PHONE USAGE

Cell phones are to be turned off and no "texting" is to be done during the entire school day. Students are to keep their cell phones in their desks. Any student violating this rule will have their cell phone confiscated by the administration or staff member. Penalty for the first offense will be the cell phone being in the administration's possession for a maximum

of two weeks. The second offense the cell phone will be confiscated for the maximum of a month and the third offense the cell phone will be permanently withheld from the student.

MESSAGES TO STUDENTS

Parents are urged to limit sending messages to their children to emergency situations. Parents are asked to take care of where to go after school, lunch money, etc., before the child leaves for school in the morning. This will save on a great number of messages to deliver.

We realize that situations arise during the day that requires messages to be given to students. We will continue to deliver necessary messages. We prefer not to call students out of class for a phone call unless it is an emergency. Classes are difficult to conduct when numerous interruptions occur.

PETS TO SCHOOL

Students are discouraged from bringing their pets to school. Before any pets are brought to school, permission must be obtained from the teacher and administration.

CALENDAR OF EVENTS

The yearly calendar for the Bowdle School is published in the Pride of the Prairie newspaper prior to the beginning of the school year. Each month we will publish and send home a copy of the monthly activities with each student. Throughout the school year notes will be sent home advising the parents of up-coming events, early dismissals, and other activities. These notes will be given to the children prior to dismissal and, if possible, at least two days before the event is to occur.

SCHOOL CLOSING

WEATHER: Severe weather conditions may cause school to be closed, delayed in starting, or dismissed early some days.

If school is not held, or is delayed in starting, the announcement should be made by 7:00 a.m. and we will attempt to have the announcement made on the following radio and TV stations:

**KOLY (1300 AM) Mobridge-----KOLY (99.5 FM) Mobridge
KMLO (100.7 FM) Mobridge-----KGFX (1060 AM) Pierre
KELO TV-----KSFY TV-----KABY TV**

If school is to be dismissed early, the announcement will be made over KOLY and KMLO radio stations at least 30 minutes prior to dismissal. The weather announcements will also be published over the internet whenever feasible. If the weather is such that it is impossible to send the buses out, all students should have an emergency place to stay in town.

PARENTS DECISIONS AS TO THE WEATHER CONDITIONS WILL BE HONORED AT ALL TIMES. IF THE PARENT DECIDES THAT WEATHER

CONDITIONS ARE SUCH THAT THEIR STUDENT(S) SHALL NOT GO TO SCHOOL, OR IS TO BE EXCUSED DURING THE SCHOOL DAY, A NOTE TO THE ADMINISTRATOR OR A PHONE CALL TO THE OFFICE WILL EXCUSE THE STUDENT FOR THE TIME MISSED.

PARENT COMPLAINTS

Parents who are concerned about something related to school are expected to follow this procedure for getting information, or for correcting what they feel is wrong:

- (1) Call or make an appointment with the teacher or staff member to discuss the issue. Most problems can be easily resolved at this level.
- (2) If the issue is still not resolved, call or make an appointment to visit with the Superintendent.
- (3) If attempts to resolve the issue are still not satisfactory, contact the Board of Education via the Superintendent or Business Manager so that it can be placed on the agenda for the next School Board meeting.

Remember that individual board members are not empowered to act for the board. If board action is desired, notify the Superintendent or Business Manager so that you may be placed on the meeting agenda.

A grievance procedure has been adopted by the School Board. The procedure follows:

Grievance Procedure for Students

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) That a school rule is unfair; (2) That a school rule or regulation discriminates among students based on sex, age, race, color, religion, national origin, homelessness, or disability; (3) That an unfair procedure has been used in arriving at a punishment.

Grievances are processed through three (3) steps: (A) To the staff member or counselor; (B) To the administrator; (C) To the school board in writing if complaints remain unresolved following action of the Superintendent.

The board's decision will be final unless an appeal is requested. On all three (3) levels, an informal conference is to be held within five (5) days of the date of the filing of the complaint, so that no student's complaint shall consume more than fifteen (15) days time. The burden of proof is on the student to show a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the administrator's level and designed to provide the student with a basis for resolution of the problem as originally stated in the complaint.

STUDENT GRIEVANCE PROCEDURE:

LEVEL 1: The staff member or counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The staff member/counselor must hold the conference within five (5) days time of the date of filing.

LEVEL 2: If a student is not satisfied with the resolution made at Level 1, he/she may appeal to the administrator for an informal conference and discussion of said grievance.

LEVEL 3: Complaints that remain unresolved following any action of the administrator may be referred in writing to the school board for review. The board's decision will final unless an appeal is requested.

STUDENT GREIVANCE 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:

- A. That a rule is unfair
- B. That a rule in practice discriminates against or among students based on sex, age, race, color, religion, national origin, homelessness, or disability
- C. That school personnel used an unfair procedure in assigning a form of punishment against a student.

COMPLAINT

Check One Blank:

Date _____

Staff member/counselor, Level 1 _____
Administrator, Level 2 _____
School board, Level 3 _____

I, _____, hereby file a grievance

complaint to _____. My grievance is based on:

A _____ B _____ C _____ above. (More than one blank may be checked.) Specifically, my grievance is _____

I hereby petition for a hearing of my grievance at the convenience of the school's personnel, but in no event later than five (5) school days from the date of the petition.

(Student's signature)

Date

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 RECORD

Date received _____

Date of Conference _____

Place of Conference _____

Time of conference _____

Comments: _____

Resolution: _____

Signature of School Representative

Date

PARENT RIGHTS TITLE I

The following policy has been adopted by the Bowdle School District 22-1 (hereinafter called “the district”) in compliance with CFR 34 parts 200.53 (b) (1) and 204.21.

- (1) The district will form a parent advisory council for Title I.
- (2) The district will hold an annual spring meeting that will meet all requirements of part 204.21.
- (3) All parents of eligible children will be notified of, and their participation solicited in said meeting. Notification will be by letter.
- (4) Parents will be notified of their child’s selection for program participation and will be requested to sign the compact.
- (5) Parents will be notified of their child’s progress four times a year.
- (6) Parents will be given the opportunity to visit and volunteer services to the program.
- (7) Parents will be provided with materials, suggestions and training that will enable them to render their child appropriate educational assistance at home.
- (8) Parents will be scheduled for conferences twice annually.
- (9) Parents will be allowed to review their child’s Individual Education Program (IEP).
- (10) Parents will be consulted with on how best to strengthen and improve school-parent communications.

DISCRIMINATION

No student shall, on the basis of race, national origin, religion, sex, age, marital status, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program, service, activity, employment, or policy, except where pre-requisites or other requirements have been established in compliance with local, state, or federal law. The Bowdle School District is committed to complying with the requirements of state and federal laws concerning non-discrimination and will strive by its action to enhance the dignity of all persons. Suspected discrimination may be reported to Mr. Gauer, local Title IX and Section 504 compliance coordinator at Box 563, Bowdle, SD 57428, or by phone at 285-6272. Referrals may also be directed to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO. 80294.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Bowdle School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Bowdle School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary

in accordance with District procedures. The primary purpose of directory information is to allow the Bowdle School District to include this type of information from your child's education records in certain school publications. Examples include:

- **A playbill, showing your student's role in a drama production;**
- **The annual yearbook;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**
- **Sports activity sheets, such as for wrestling, showing weight and height of team members.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965(ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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

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

(2) 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 **Bowdle School District** to amend a record that they believe is inaccurate or misleading. They should write the school superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the **Bowdle School District** decides not to amend the record as requested by the parent or eligible student, the **Bowdle School District** will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the **Bowdle School District** as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Bowdle School District Board; a person or company with whom the **Bowdle School District** has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the **Bowdle School District** discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the **Bowdle School District** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

For your information 99.37 is printed below.

99.37 What conditions apply to disclosing directory information?

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of--

(1) The types of personally identifiable information that the agency or institution has designated as directory information.

(2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

(3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

[Authority: 20 U.S.C. 1232g(a)(5)(A) and (B)]

Directory Information:

Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the superintendent's office of the **Bowdle School District**. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Bowdle School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

If you do not want the Bowdle School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 *of the current year*. Bowdle School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

If you would like additional information on this topic, please feel free to write:

**Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
Telephone: 202-360-3887**

CHILD ABUSE & NEGLECT POLICY

Because of their regular contact with school age children, school employees are in an excellent position to identify abused or neglected children.

To comply with (SDCL 26-8A-3, 26-8A-7, 26-8A-8) it is the policy of the Bowdle School District that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a person, including parent or other person, other than by accidental means, shall report orally or in writing to the superintendent or principal. The superintendent or principal shall then immediately report to the States Attorney, or to the Department of Social Services, or to the County Sheriff, or the City Police. The superintendent or principal shall inform the school employee initiating the action that the report has been made. The employee shall make the report directly to the proper authorities if the superintendent or principal fails to do so.

The report shall contain the following information: Name, address, and age of child, name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or conditions.

School employees, including administrators, shall not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected or to determine whether the child is in need of protection, only to report his or her suspicious of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-8A-12) is a class 1 misdemeanor (SDCL 26-8A-13). Failure to make a report where abuse or neglect is suspected is subject to the same punishment (SDCL 26-8A-7).

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded (SDCL 26-8A-14).

Copies of this policy shall be distributed by the superintendent or his designee to all school employees at the beginning of each school term and to new employees when they begin employment, if at a different time than the beginning of the school term.

STUDENT DUE PROCESS

DEFINITIONS OF TERMS:

- (1) “Expulsion”--the action of the school board to terminate a pupil’s membership in school for a period of time not to extend beyond the end of the school year.**
- (2) “Long-term suspension”--the exclusion by the school board of a pupil from a class or classes for more than five days.**
- (3) “Parent”—a parent, guardian, or person in charge of a pupil.**
- (4) “Policy”—a rule, regulation, or standard enacted by a school district board.**
- (5) “Short-term suspension”—the exclusion of a pupil by the superintendent from a class or from school for not more than five school days.**

SHORT-TERM HEARING PROCEDURE:

If a short-term suspension from a class, classes, or school is anticipated because of a pupil’s violation of a rule, regulation, or policy, the administrator shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent. The student will not be admitted back into classes without a conference with the parents.

LONG-TERM HEARING PROCEDURE:

If a long-term suspension or expulsion is anticipated because of a pupil's violation of a rule, regulation, or policy, the superintendent shall file a written report by the end of the school day following the day of discovery of the alleged violation. If the superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure. The superintendent shall give notice of the necessity for the hearing, in writing to each school board member. It shall contain the following minimum information:

- (1) The rule, regulation, or policy allegedly violated.
- (2) The date, time, and place for the hearing.
- (3) A description of the hearing procedure.
- (4) The reasons for the disciplinary proceedings.
- (5) A statement that the pupil's records are available at the school for examination by the pupil's parents, or their authorized representative.
- (6) A statement that the pupil may present witnesses.

RIGHT OF WAIVER

The pupil, if of the age of majority or emancipated, or the pupil's parent, may waive the right to a hearing, in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice, unless a different date, time, and place are agreed to by the parties.

HEARING PROCEDURE:

The school board shall constitute the hearing board and shall conduct the hearing in the following manner:

- (1) A school board member or school board designee who is not an employee of the school district shall be appointed as presiding officer.
- (2) Each party may make an opening statement.
- (3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses.
- (4) Each party may be represented by an attorney.
- (5) The administration shall present its case first.
- (6) The hearing shall be closed to the public and there shall be no verbatim record by mechanical or electronic means.
- (7) Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager.
- (8) Each party may raise objections; however, objections shall be limited to relevancy and scope of the question.
- (9) All relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer.
- (10) The presiding officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.
- (11) Each party may make a closing statement.
- (12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the

school board during deliberation. The school board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the pupil is present.

- (13) The decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

RIGHT OF APPEAL:

An adverse decision to the student by the school board may be appealed to a court of law.

ATTENDANCE POLICIES:

No attendance policy may exclude a pupil from a class or from school for more than five days without providing due process procedures pursuant to this section.

HANDLING OF BODY FLUIDS -- SPECIAL PRECAUTIONS FOR HEALTH CARE PROFESSIONALS AND DISTRICT EMPLOYEES

1. The AIDS virus is transmitted by blood to blood, and semen to blood contact. Although other body fluids have been found to contain the AIDS virus, transmission from these fluids has not been confirmed to date.
2. Since the AIDS virus can not penetrate your skin, your own skin is your first line of defense against AIDS infection. Inspect the integrity of your skin. If your hands are chapped or you have open cuts or sores, then you are at a greater risk of a blood to blood contact.
3. Use good isolation technique and wash hands thoroughly after handling each patient. Surfaces of the body which have been exposed to body fluids should be washed at the earliest opportunity.
4. Protective gloves must be worn when handling blood, serum, tissue, body fluids, excretions, or any articles potentially contaminated with any of the above. Latex gloves offer excellent protection and touch sensitivity for venipunctures or IV's.
5. Masks may be worn when there is a greater risk of exposure to the face from direct contact with a patient coughing blood or an intubated patient where suction is used to clear airways.
6. Goggles or protective glasses may be used when there is a possibility of blood exposure to the eyes.
7. You can reduce your risk of infection from accidental splashes of blood to the face by gently rinsing your eyes with water, washing your face with soap and water, and rinsing out your mouth with water or mouthwash.

8. **Needles should not be re-capped, but rather disposed of in a hard disposable container.
If you must re-cap, place the cap on a surface, insert the needle into the cap, and then once the needle is safely inside the cap, secure the sides of the cap with your hands. Re-capping injuries account for the greatest number of exposure to AIDS contaminated blood.**
9. **If a needle stick or cut should occur, report the incident to your supervisor and get tested for hepatitis and AIDS immediately.**
10. **A mechanical ventilator, resuscitation bag, “S” tube, or disposable device should be used, when possible, during mouth to mouth resuscitation of CPR. Even though there is a theoretical risk of salivary transmission, no mouth to mouth transmission of the AIDS virus has been documented to date, and experts consider this route unlikely.**
11. **Blood and body spills should be cleaned up promptly with EPA approved hospital disinfectants, full strength detergents, or 10% solution of common household bleach.**
12. **Contaminated linen or articles should be double-bagged. Wear gloves while handling contaminated items.**
13. **Used equipment should be cleaned and sterilized prior to re-use. Linen should be washed in hot water.**

IT IS IMPORTANT TO USE COMMON SENSE AND PRUDENT JUDGEMENT WHEN EVALUATING YOUR RISK OF EXPOSURE TO AIDS. THE PRECAUTIONS YOU USE FOR PREVENTION OF HEPATITIS B ARE APPLICABLE TOWARDS AIDS.

Bowdle School District 22-1

K-12 Wellness Policy

2014-2015

Rational:

A healthy school environment goes beyond school meals in the cafeteria. Living a healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices, knowledge of nutrition, and appropriate amounts of physical activity. All foods made available on school campuses should offer children nutritious choices. Nutrition education and physical education and physical activity should be incorporated into the school day as often as possible. The healthy, nutritionally astute, and physically active child is more likely to be academically successful.

The federal government recognizes that a coordinated effort by the entire community including child nutrition professionals, school board members, parents, students, school administrators, teachers

and business community is warranted. These efforts involve adults serving as role models and community member's being informed of the policies that improve the long-term health and well-being of students. The local agency has a strategic role to play in improving the health and well-being of children.

All aspects of this wellness policy are subject to administrative discretion.

Committee Members:

Food Service Representative:	Rose Schumacher- Head Cook
Administrator:	Ryan Orrock- Superintendent
Classroom Teacher:	Gail Duenwald- FACCS Teacher
Student:	Rachel Kessel
Student:	Hanah Kappenman
School Board Member:	Sandra Frickson
Community Member:	Gale Lien

Nutrition Education Component

At each grade level nutrition education will be offered as part of a cumulative, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to influence students' eating behavior.

It is the goal of the Bowdle School District to provide:

Nutrition Education:

- ✓ Teaches consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, home, community, and media;
- ✓ Is part of health education classes and/or stand alone courses;
- ✓ Includes the school cafeteria which serves as a learning laboratory to allow students to apply critical thinking skills taught in the classroom;
- ✓ Uses the South Dakota Health Education Standards and addresses nutrition concepts progressively in grades K-12;
- ✓ Provides enjoyable, developmentally appropriate, culturally relevant, and participatory activities (e.g. contests, promotions, taste testing, farm visits, and school gardens);
- ✓ Offers information to families that encourage them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families;
- ✓ Will include a school nutrition/health team, such as a Team Nutrition or Coordinated School Health, to conduct nutrition education activities and promotions that involve parents, students, and the community.

Physical Activity Component

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthful lifestyle.

Physical Education Classes K-12:

- ✓ All students in grades K-8 will receive 2 days of physical education (or its equivalent of 80 minutes per week for elementary students). Students will spend 50 percent of physical education class time participating in moderate to vigorous physical activity.
- ✓ The physical education curriculum should demonstrate progression and sequence and be consistent with South Dakota and/or National Physical Education standards for Pre-K through grade 12.
- ✓ Class teacher-to-student ratios should be equivalent to those of other subject areas classes in the school.
- ✓ Student participation in other activities involving physical activity (e.g. interscholastic or intramural sports) will not be substituted for meeting physical education requirements.

Physical Activity across the Curriculum:

- ✓ Opportunities for physical activity are regularly incorporated into other subject areas (e.g. math, language arts, science, and social studies).

Daily Recess:

- ✓ Elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged (verbally and through the provision of space and equipment) to engage in moderate to vigorous physical activity.
- ✓ Extended periods of inactivity, two hours or more, are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

Rewards/Incentives/Consequences

- ✓ Teachers and other school and community personnel will not use physical activity (e.g., running laps) as punishment
- ✓ Or withhold opportunities for physical activity (e.g., recess, physical education) as punishment except with administrative approval.
- ✓ Students will not be denied physical activity for purposes of make-up work, testing, etc. except with administrative approval.

Use of School Facilities Outside of School Hours

- ✓ School spaces and facilities will be available when possible, to students, staff, and community members before, during, and after the school day; on weekends; and during school vacations.
- ✓ Schools will educate the community, including parents and staff, about utilizing the facility. These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs.
- ✓ School policies concerning safety will apply at all times.

Wellness Council/Committee

- ✓ Schools will develop a Wellness Council/Committee comprised of school personnel, community members, and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

Other School –Based Activities Component

- ✓ Schools will create an environment that provides consistent wellness messages, is conducive to healthy eating and physical activity; and contributes to forming healthy life long habits.

Professional Development

- ✓ Schools will provide ongoing professional development and education for food service professionals, educators, administrators and other staff.
- ✓ Students and staff will have adequate space to eat meals in clean, pleasant surroundings and will have adequate time scheduled as near the middle of the school day as possible to eat, relax, and socialize.
- ✓ Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- ✓ Consideration will be given for passing time, bathroom break, hand washing, and socializing so as to allow thirty minutes for lunch.

Rewards, Incentives, and Consequences

It is the goal of Bowdle School that:

- ✓ Rewards and incentives will be given careful consideration as to the messages they send to the students receiving them. Food will not be used as a reward or incentive in the classroom, but other, more appropriate rewards may be used (e.g. extra free time, pencils, bookmarks).
- ✓ Food will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.
- ✓ Teachers and other school personnel will not prohibit or deny student participation in recess or other physical activity as a consequence for inappropriate behavior or poor academic performance; nor will they cancel recess or other physical activity for instructional make-up time.

Community Access to Facilities for Physical Activity

- ✓ Schools will provide community access to the school's physical activity facilities outside of the normal school day and/or form city-school partnerships to institute recreation programs utilizing school facilities when possible.

Vending Machines

- ✓ Vending machines with food and beverages will not be available in the elementary schools.
- ✓ Vending machines will be reviewed on a regular basis for nutritional content and used by the student population.

Fundraising

- ✓ School fundraising activities will support healthy lifestyles. Such activities may include physical activity (e.g. walk-a-thon), school support (e.g. selling school memorabilia) and/or academic achievement (e.g. spelling bee).
- ✓ The sale of food or beverages as a fund raiser will not take place from one hour before and one hour after lunch is served.
- ✓ Schools will encourage fundraising activities that promote physical activity.
- ✓ The school district will make available a list of ideas for acceptable fundraising activities.

Wellness Councils

- ✓ School will organize local wellness councils comprised of parents, teachers, administrators, food service personnel, and students to plan, implement, and improve nutrition and physical activity within the school environment.

Nutrition Standards Component

Students' life-long eating habits are generally influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products will be available wherever and whenever food is sold or otherwise offered at school during the normal school day. Examples may include a la carte, snacks, vending machines, fund raising activities, parties, celebrations, and school sponsored events.

General Guidelines

- ✓ Food pricing strategies will be designed to encourage students to purchase nutritious items.
- ✓ Procedures will be in place for providing information to families, upon request, about the ingredients and nutritional values of the foods served.
- ✓ Food and beverages sold or served on school grounds or at school sponsored events during the normal school day will meet the Dietary Guidelines for Americans and the Standards for Food and Beverages set forth in this document.

School Meal Program

- ✓ The school food service program will operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and with applicable laws and regulations of the state of South Dakota. All schools will comply with USDA regulations and state policies.
- ✓ Schools will offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. For the purpose of this policy, "Dietary Guidelines for Americans" refers to the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
- ✓ Menus will be planned with input from students, family members, and other school personnel and will take into account students' cultural norms and preferences.
- ✓ Students with special dietary needs (e.g. diabetes, celiac disease, allergies,) will be accommodated as required by USDA regulation.

A La Carte in the Food Service Program

- ✓ A la carte items will meet the Standards for food and Beverages set forth in this document.
- ✓ School food service departments will not sell extra portions of desserts, French fries, and/or ice cream.

Snacks

- ✓ Healthy snacks will include fresh fruits and vegetables; 1% or skim milk. This will be meeting the Standards for Food and Beverages set forth in this document.

Fundraising

- ✓ Effort will be made that at least 50% of the fund raising activities will not involve the sale of food and/or beverages. If food and/or beverages are offered they will meet the Standards for Food and Beverages.

Parties and Celebrations

- ✓ Schools should limit celebrations that involve food during the school day.
- ✓ Each party should include no more than one food or beverage that does not meet the Standards for Food and Beverages on the food pyramid.
- ✓ The district will disseminate a list of healthy party ideas to parents and teachers.

School Sponsored Events (such as but not limited to athletic events, dances, or performances)

- ✓ Healthy choices of food and beverages that meet the Standards for Food and Beverages will be offered at school-sponsored events outside of the school day.

Vending Machines

- ✓ All foods and beverages sold in school vending must meet the Standards for Foods and Beverages and guidelines for vending machines set forth in this document.

Standards for Food and Beverages

1. Beverages:

- Provide 100% fruit and vegetable juices and limit portion to 4-12 ounces.
- Provide water- non-carbonated and unflavored without added sugar, artificial sweeteners, or caffeine.
- Provide milk-skim or 1% in portion sizes of 8-16 ounces.
- Flavored milk (chocolate or strawberry), low fat, or skim may be offered in up to 12 ounce serving sizes with no more than 36 grams of sugar in a 12 ounce portion.
- Reduce with the goal of eliminating the sale of soft drinks, sports drinks, punch, fruit drinks, iced tea, coffee and coffee-like beverages, and other items not included in allowable beverages listed above.

2. Grains

- A variety of whole wheat & grains will be served as part of the bread components as required in compliance with nutrient standards for traditional menu planning for different age groups.

3. Fruits and Vegetables:

- A variety of fruit and vegetables will be offered to meet the fruit and vegetable components as required in compliance with nutrient standards for traditional menu planning for different age groups.

4. Condiments and Miscellaneous

- Offer salad dressing containing no more than 6-12 grams of fat per ounce.
- Remove salt shakers from tables.

Definitions

A La Carte: Additional and separately priced foods.

Dietary Guidelines for Americans: Dietary recommendations for healthy Americans age 2 years and over about food choices that promote health, specifically with respect to prevention or delay of chronic diseases.

Physical Activity: The center for Disease Control and Prevention (CDC) defines physical activity as any bodily movement produced by skeletal muscles that result in an expenditure of energy.

Normal School Day: Time period spanning from the first bell of the day that begins the first class period to the last bell of the day ending the final class period.

Vending Machine: A coin operated machine for the sale of merchandise.

Bullying and Harassment Policy

Bullying is defined as the repeated and systematic abuse and harassment of another and others. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Characteristics of a bully are

- Aggressive behavior or intentional “harm-doing”
- Actions are carried repeatedly and over time
- It occurs within an interpersonal relationship characterized by an imbalance of power (real or perceived)
- There is a difference in power in regards to age, physical size and social position
- There is a real intent to harm others

Bullying behaviors that can be identified are : Name-calling , Mimicking, indifference and exclusion, Hitting, Kicking, Pushing/shoving, invasion of personal space, Extortion (money & belongings), Hazing, Initiation rites of any kind, Fistfights, Spitting, and Defacing of victim’s property.

Bullying is harmful because of the effects of the actions against others. Those effects are lower self-esteem, feelings of incompetence, illness, impact on grades, suicidal thoughts, climate of fear, lack of confidence, feeling of powerlessness, higher rate of depression and anxiety, absenteeism and truancy, and leads to higher levels of disrespect.

Harassment

Sexual harassment is defined as unwanted, unwelcomed, and unsolicited sexual advances; requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when

- Submission to said conduct is made explicitly or implicitly a condition of employment or academic advancement;
- Rejection of such conduct is used as a basis for decisions affecting employment or academic advancement;
- Rejection of such conduct is used as a basis for decisions affecting employment or academic advancement;
- Such conduct has the purpose or effect of unreasonably interfering with a person’s work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

There are two categories of sexual harassment:

- Quid Pro Quo which means something is given or withheld for something else (aka sexual bribery)
- Hostile environment in a work or learning environment which interferes with a person’s ability to function normally without intimidation, fear, or sexually harassing behaviors. It can be visual, verbal, or physical.

Sexual harassment is not about sexual attraction. *It is about power!* Some examples of sexually harassing behaviors are rating games, name calling, labeling a student as gay, homo, fag, queer, lesbian, etc., hissing and moaning, barking and mooing, sexually explicit jokes, verbal taunting, rumors, leering or staring, graffiti, bumping into someone on purpose, wedgies, unwelcome touching, towel snapping, or hand gestures.

Sexual harassment is against the law:

- Title VII of the 1964 Civil Rights Act
- The Civil Rights Act of 1991
- Title IX of the Education Amendments of 1972
- The 14th Amendment to the United States Constitution
- Executive Order 11246
- Common Law Torts

- Other state and municipal laws included rape, sexual abuse, sexual assault, child molestation.

Factors used to evaluate hostile environment sexual harassment:

- Student did not invite it
- Consent was not given
- No such thing as “consensual conduct between an adult and elementary students
- Witnesses of the act
- Credibility of the allegedly harassed student and alleged harasser
- Behavior of the harassed after the harassing incident
- Evidence of the harassed filing a complaint

Students who bully are in violation of this policy and are subject to disciplinary action that may include, but it is not limited to, detention, suspension, or expulsion for verified perpetrators of bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it may be reported to local law officials.

Bullying Policy Consequences: This is on a school year basis

First Offense- Parents are called and informed that:

- A. Bullying has occurred
- B. Nature of the bullying
- C. Punishment- up to 1 hour of detention, Written paper on bullying

Second Offense- Parents are called and informed that:

- A. Bullying has occurred
- B. Nature of the bullying
- C. Punishment- up to 2 days of In-School Suspension, Written paper, meeting with parents

Third Offense- Parents are called and informed that:

- A. Bullying has occurred
- B. Nature of the bullying
- C. Punishment- Up to 5 days of Out-of-School Suspension, Parent Meeting, assigned counseling, and meeting with school board. Student must meet all of these before returning to school.

PUBLIC RECORDS

The Bowdle School District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the superintendent as the District’s public records officer. The public records officer shall be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer shall also establish fees that may be charged for the retrieval and copying of public records.

Legal References: SDCL 1-27

**10 U.S.C. §503 as amended by the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107).
20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110).**

**Cross References: GBL, Personnel Records
JOA, Student Recruitment
JO-N, Family Educational Rights and Privacy Act (FERPA)
KBA, Public's Right to Know**

Acceptable Use Policy

The Bowdle Board of Education conducted the initial CIPA hearing on August 14, 2001 and which time they discussed screening programs that protect users from accessing inappropriate sites and security for our servers and data. At that time the Bowdle School District purchased filtering/blocking software for the Bowdle School computer network system from Regal Computer. The Firebox 700, from Watchguard, filters pornography, weapons etc. Regular updates kept the system current. This firewall was replaced by the Sonic Wall in November 2004 when the district migrated to the state's e-mail and Internet service. Annual evaluations will be done to assess the need for changes and upgrades.

Students must complete an Internet use Policy form that states that they will follow our Internet use policy with parental approval as part of the policy.

No non-organizational software is allowed to be used on computers at the Bowdle School. We do not allow downloading of software or programs from the Internet. All software used by the Bowdle School will be properly licensed and legal. The Bowdle School administration or network administrator will be monitoring all Internet usage by reviewing log reports provided by the Sonic Wall.

Student confidentiality of records follows the District Policy that does not release information about students. Before any information is released on the Internet, a permission form must be completed. Student records for grades, attendance, special education and other personal student data is kept on the DDN campus servers and they provide security.

Network storage areas may be treated like school lockers and the network administrator 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 the district servers would always be private. Employees and students have no right to privacy with regard to data stored or transmitted on school equipment.

Employees should not transmit confidential information concerning students or others and to use care to protect against negligent disclosure of such information.

The levels of access at Bowdle School range from Administrator, Teacher, Student and guests. Privileges may be altered as needed by the network administrator.

Distance Learning Policy

Academic

All distance learning classes must be approved by the administration. A parent permission form is sent home to parents informing them of the policy that students must pass the class or they become responsible for the cost of tuition. Students are responsible for completion of work that may be missed due to our school calendar not conforming to the school calendar of the school providing the instruction. Grading and granting of credit will be handled the same as our other class offerings.

Fiscal, Geographics, Governance

The school will pay the tuition for classes taken only for high school credit. If a student wants to take a class for college credit they are responsible for paying the tuition. At this time we are not part of any consortia and select classes from those meeting our curriculum needs and fitting into our class schedule.

Faculty

At this time we have no staff teaching a distance learning class. An e-mentor is provided in the classroom with this time considered into their class load for the day. This individual is a certified staff member and has attended the DTL academy and is able to give assistance to both students and staff members in the use of the equipment.

Legal

We use the material provided for us by the providing school. We purchase textbooks and abide by copyright laws.

Student

The students are provided with an e-mentor who is on staff. The District Privacy Policy protects student privacy.

Technical

Technical support for DDN is provided by our DTL staff member and the State of SD. The two-way audio/video equipment is upgraded and maintained by the DDN staff.

Telecommunications Services & Equipment

Telecommunications services and equipment are reviewed on an "as needed" basis or annually. Input is gathered from staff members, board members and administration. The school district currently uses Venture Communications for local service and MCI for long distance services for its 6 telephone lines.

Additional telephones were purchased to give greater ease of access to staff and students. Telephone equipment is to be used for school use only. Long distance calls can only be made from the administration offices.

Cellular phones and services are reviewed annually as contracts expire. Cellular phones are used in the buses and by staff members traveling on behalf of the district and are to be used for school purposes only. Upgrades are made as needed or when changes are made in our coverage area.

The purchase of additional telecommunication services such as pagers, answering machines voice messaging, etc. was not deemed necessary at this time and will be reviewed on an annual basis.

Purchases for telecommunications equipment will be part of the annual budget process and funding will come from school district capital outlay fund with possible E-rate funding if the district qualifies.

INTERNET ACCESS INFORMATION FOR PARENTS, STUDENTS, AND FACULTY BOWDLE SCHOOL 22-1

Please read the following terms and conditions for use of the Internet carefully before signing this document. This document is intended to be binding upon those signing.

1. **Acceptable User:** The purpose of NSFNET, which is the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources, and education in and opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of the organization's network and computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any U.S. state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

2. **Privileges:** The use of the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with faculty member pertaining to the proper use of the network. The system administrator and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke or suspend specific user access.
3. **Netiquette:** You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Your messages should not be abusive to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
 - c. Do not reveal the address or phone number of yourself or fellow students or colleagues.
 - d. Illegal activities are strictly forbidden.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in any way that would disrupt network services for other users.
 - g. All communications and information accessible via the network should be assumed to be private property.
4. **Software:** Software cannot be downloaded from the Internet without written permission from network administrator.
5. **Non-Liability:** Bowdle Public School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bowdle Public School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Bowdle Public School is at the user's own risk. Bowdle Public School is not responsible for the accuracy or quality of information obtained.
6. **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 Internet you must notify a teacher who will in turn notify a system administrator. Do not share your login or passwords with others. It is your contract with the Bowdle School and you will be held responsible for all activities resulting under its use. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
7. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another use, Internet, or any agencies or other networks that are connected the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
8. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Bowdle Public School in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties.

BOWDLE SCHOOL DISTRICT
INTERNET
USER APPLICATION

Please fill out the following information and return this page to the School Administration Office.

Name: _____

I understand and will abide by the terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature: _____ **Date:** _____

Parent or Guardian (If you are under the age of 18, a parent or guardian must also read and sign this agreement)

As a parent or guardian of this student, I have read the terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that the Bowdle Public School has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Bowdle Public School to eliminate all controversial materials and I will not hold the Bowdle Public School responsible for materials acquired on the network. Further, I accept full responsibility if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information on this form is correct.

Parent/Guardian(Please Print) _____

Signature: _____ **Date:** _____

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 Bowdle School 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 district's Board of Education 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.

Bowdle School District Policy on Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth

The Bowdle school district policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - o Transportation services.
 - o Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - o Programs in vocational and technical education.
 - o Programs for gifted and talented students.
 - o School nutrition programs.

