

**“BUILDING CHARACTER FOR LIFELONG
LEARNING AND ACHIEVEMENT.”**



ELEMENTARY STUDENT HANDBOOK

**WARNER SCHOOL DISTRICT 6-5
WARNER, SOUTH DAKOTA**

2016-2017

IT IS THE POLICY OF THE WARNER SCHOOL DISTRICT 6-5 NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, SEX, DISABILITY, ANCESTRY, OR NATIONAL ORIGIN WITH REGARD TO ADMISSION OR ACCESS TO AND TREATMENT OR EMPLOYMENT IN THE SCHOOL PROGRAMS IN ACCORDANCE WITH FEDERAL LAW. (TITLE VI OF CIVIL RIGHTS ACT OF 1964, THE REHABILITATION ACT OF 1973, AND THE AMERICAN WITH DISABILITIES ACT OF 1990.)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student 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 when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe 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 setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- *School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" 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 or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

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Reading: How the Parent Can Help

1. **Talk to your children.** Almost from the day they are born, children are ready to express themselves. They will pick up a few words and sense the rhythm of language. Help them to add words to their speaking vocabularies. The more words they use naturally in conversation, the more words will have meaning for them when seen on the printed page.
2. **Listen to your children.** They must have many opportunities to express themselves. Encourage your children to talk about things they have seen or done. The more the child talks, the better they are likely to read. Do pay attention when they are talking with you. Listen to your children read. Suggest that before they read aloud to you, they should read the story to themselves to be sure that they know all the words. This makes listening to them read much more interesting to you.
3. **Read to your children.** Every time you read to them you are building an appreciation of books and reading. Children who have been read to are usually more anxious to read to themselves. Reading becomes more important. Remember, their listening and interest levels are above their reading level at this age.
4. **Help students with reading.** Tell them the words in the beginning stages of reading. Help them to figure out words in context in the latter stages by looking at the picture, skipping over the unknown word, and reading the rest of the sentence to see whether this suggests a new word, and checking to see whether the word makes "sense" in the sentence. ("I was a pig" or "I saw a pig.")
5. **Build up a reading atmosphere at home.** Have books, magazines, newspapers, etc. around the house. Let your child see you reading frequently. Tune in to thoughtful programs on the radio and television. Children will tend to imitate parents.
6. **Make games.** You can make simple word games by cutting words from a magazine and asking your children to match these words to a picture. Make word cards for troublesome words (was, there, what, went, etc.) play a game. How quickly can the word be learned, and how many word cards can be removed from the pack when learned? What new words should be added?
7. **Praise your children.** Remember, reading is a difficult task. Don't forget to praise successful acts. Don't expect them to know the word when you tell it once, twice, or even ten or twenty times. Some children need to see a word many more times than this.
8. **Set aside a regular time for reading.** Give children a definite place in which to work. Help them develop the habit of daily attention to homework routines.

Scientifically Backed Research and Interventions

Parents are informed of the district's use of RTI type interventions and the use of scientifically backed research/interventions (such as, but not limited to Accelerated Reader, Star Math, Accelerated Math, Dibels, and Success Maker Reading) during parent teacher conferences, in the school handbook, on the district website, and at the request of parents.

**WARNER SCHOOL DISTRICT #6-5
WARNER, SOUTH DAKOTA**

THE PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to familiarize you and your parents with the rules, regulations, course offerings, activities, and the organization of Warner School District #6-5. This handbook will answer many questions and explain most of the important day-by-day rules which are necessary for the efficient and successful operation of the school.

Vision Statement:

Building character for lifelong learning and achievement.

Mission Statement:

The mission of the Warner Public School is to provide the opportunity for each student to develop mentally, physically, morally, and socially to the fullest of their abilities.

Belief Statements:

With our vision and mission in mind, we believe:

Education is a right and privilege – parent and pupil alike should take part so the end result is a benefit to everyone. The school is part of the community and should offer its facilities and talents to the community in an effort to develop citizens who will be a credit to the community and society in general.

In having a curriculum broad enough in scope to meet the varying needs and levels of intellectual ability of our students; and to meet the needs of the community.

In using current technology and the most effective methods available for quality education.

The role of the teacher is important in stimulating the individual student to academic achievement and personal development. Teachers must be creative in their teaching and strive to improve themselves as educators.

The relationship between Administration-Teacher-Parent-and Student must be one of mutual respect, understanding and cooperation if our goals are to be achieved.

NOTIFICATION OF MEDIA USAGE

Unless notified differently by parent or guardian, Warner School will assume permission to use digital or photographic images of your child in public media such as newspapers, school newsletters, television reports, school sponsored: social media web sites, live-stream video, and class projects.

PROCEDURE FOR VISITORS CHECKING IN:

All visitors need to stop at the Central Office, sign in, and get a name badge before entering the elementary, middle school, or high school hallways.

COMPLAINT POLICY

Procedure for Filing Public Complaints about any school program including Federal Funded programs such as Title I, Special Education, and Education of Homeless

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

The Board believes that complaints and grievances are best handled and resolved as close to the origin as possible, and that staff members should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints will be as follows:

1. Teacher/staff member

2. Principal
3. Superintendent
4. Board of Education

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible resolution. Whenever a complaint of any substance is made to an administrator concerning an employee, the specific employee involved shall be advised of the nature of the complaint and will be given an opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The Board will consider hearing public complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and action desired.

If it appears necessary, the person filing the complaint, the administration, or the employee involved may request an executive session with the Board after other avenues have been exhausted. This meeting is for the purpose of reviewing information gathered, presenting additional information, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted, as well as personal/emotional feelings except those directly related to the facts of the situation.

The Board shall conduct executive session meetings in a fair and just manner according to board policy. Decisions made by the Board may be appealed pursuant to SDCL 13-46.

LEGAL REF.: SDCL 13-46-1

GRADING POLICIES

Grading system will be as follows:

Grades 1-3	S	Satisfactory
	N	Needs Improvement
	E	Excellent
	U	Unsatisfactory
Grades 4-5	94-100	A-Exceptional
	86-93	B-Above Average
	78-85	C-Average
	70-77	D-Passing
	Below 70	F-Failing
	I-	Incomplete

*A substitute policy may be used when approved by the administration.

Students who receive no less than 86% on the 4th and 5th grade report cards for all 8 quarters qualify for the Silver Presidential Certificate. Students who receive not less than a 94% on the 4th and 5th grade report cards for all 8 quarters qualify for the Gold Presidential Certificate.

RETENTION POLICY FOR ELEMENTARY

Occasionally it becomes necessary to recommend an elementary student for retention in the same grade for the following school year. Factors affecting this could include, but not be limited to, performance below grade level, testing data, non-completion of work, attendance, or behavior. Other options such as referral to special programming will often be addressed first, or the school may require a summer program for the student which must be successfully completed and attended to the grade level standards. This is viewed as an avenue of last resort, and the final recommendation for promotion or non-promotion will rest with the elementary principal after reviewing parent, teacher, counselor, or other recommendations. Parents will receive written notice if their child is to be retained.

CHILD FIND NOTICE

If you have or know of any child age 3-21 in the Warner School District who is in need of Special Education services in the areas of

mental handicaps, physical impairments, vision, hearing, behavioral, or other handicapping conditions, please contact the Principal, Superintendent, or Special Education Staff at 225-6194 to schedule an evaluation.

SCHOOL SUPPLIES

Students are expected to furnish their own supplies for school such as paper, pencils, crayons, glue and paints. The school supply list is in the back of this handbook. Please remember: pencils and crayons, etc., do wear out and it may be necessary to replenish these supplies from time to time during the school year. **We discourage borrowing of each other's school supplies.**

PE

Students in grades JK-5 will not change into gym clothes for PE. Extra tennis shoes with non-scuffing soles are required for these classes. Students should wear shoes other than their PE shoes on the days they have class. This aids in keeping the gym floor clean and free of scratches.

REPORT CARDS

Report cards will be handed out to students in grades JK-5 Friday following the closing of the previous grading period. The report cards should be returned the following Monday with a parent signature for the corresponding quarter.

DAILY ANNOUNCEMENTS

Announcements will be made to JK-5 classrooms every morning over the intercom following the flag pledge. Notes will be sent home as needed. You may share your e-mail address with the administrative assistant if you wish to receive the Student Daily Announcements and other notifications on your e-mail.

PARTY INVITATIONS

Parents, please **do not** send birthday/party invitations to school.

CLASS PARTIES

Room parents will arrange with the teacher and provide treats and activities for classes for a Christmas party on the last day before Christmas vacation.

GUIDANCE

The purpose of the guidance program is to help with any problems that may arise, and also to aid in the planning and selection of future educational needs. Individual classroom presentations on careers, self-esteem, social/behavioral issues are presented on a weekly basis. Students, JK-5, are encouraged to use these services.

STATE HEALTH REQUIREMENTS

Each child, prior to attending school in South Dakota, must have on file a copy of a certified birth certificate and a South Dakota record of Required Immunizations.

MEDICATION (adopted 2/09)

A. DEFINITIONS

1. Definition of assistance with self-administration of medications: The term "assistance with self-administration of medications" means helping a student with one or more steps in the process of taking medication, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the student of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. Designated personnel will assist with the self-administration of medications.
2. Administration of Medications: The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the student for which it is prescribed; and promptly recording the time and dose given.
3. Designated Personnel: Designated personnel means those district employees described below in Section B.

B. DESIGNATED PERSONNEL

1. Personnel and the Administration of Medications: Warner School Staff does not participate in the administration of medication unless appropriately trained.

2. **Personnel Providing Assistance with Self-Administration of Medication:**
 - a. The student, school personnel, and parent/guardian enter into an agreement which specifies the conditions under which medication may be taken.
 - b. The student should be able to identify the appropriate medication, know the frequency and time of day for which medication should be taken.
 - c. School personnel will follow a procedure for documentation of self-administration of medication.
 - d. Staff designated to administer prescribed oral medications in a specific situation (i.e. on field trips and school sponsored activities outside of the regular school day) may only administer such medication within the specific situation. They may not administer medications to students at any other time.
 - e. Only personnel of the district may be designated to assist with self-administration of prescribed medications.

C. PARENT/LEGAL GUARDIAN REQUIREMENTS AND INSTRUCTIONS

Designated personnel shall assist in the self-administration of prescribed medications to students only when the district has received:

1. Parent/legal guardian request and instructions:
 - a. Request for self-administration of medication must be made in writing on the district *PARENT/GUARDIAN AUTHORIZATION FOR ASSISTANCE WITH SELF-ADMINISTRATION OF MEDICATIONS* form. The request must be current and unexpired.
 - b. The request must be signed by parent/legal guardian.
2. Medication:
 - a. Prescription medications brought to school shall be in pharmacy-labeled containers, including the student's name, the name of the drug, dosage to be taken, name of physician, and the date of the prescription with no more than a 30-day supply.
 - b. It is the parent/legal guardian's responsibility to deliver and maintain an adequate supply of the medication at school.
3. Dosage changes:
 - a. If there is a need to change the student's dosage and/or time of administration, the parent /legal guardian must submit a new *PARENT/GUARDIAN AUTHORIZATION FOR ASSISTANCE WITH SELF-ADMINISTRATION OF MEDICATIONS* form. A newly labeled container from the pharmacy indicating the new dosage and/or time is also required.
4. All unused, discontinued or outdated medication will be returned to the parent or guardian and appropriately documented. At the end of the year it is the parent/guardian's responsibility to pick up unused medication. All medication must be picked up no later than a week after the last day of school. Any medication not picked up within this time frame will be destroyed.

D. PROCEDURES FOR ADMINISTRATION OF PRESCRIBED MEDICATION

In addition to compliance with all other requirements set forth in this procedure, designated personnel shall:

1. Administer prescribed oral medication in substantial compliance with the written instructions of the *PARENT/GUARDIAN AUTHORIZATION FOR ASSISTANCE WITH SELF-ADMINISTRATION OF MEDICATIONS* form. It is the student's responsibility to come and receive his/her medication at the appointed time.
2. Examine the prescribed oral medication before administration to determine if it appears to be in the original container and properly labeled.
3. Keep accurate records of all prescribed oral medication using district recording forms.

E. MEDICATION ERROR

1. In the event there is an error in administration (time, dose, medication, student) the staff member who administered the medication shall immediately notify administrator and parent/legal guardian and document the error. It is the parent or guardian's responsibility to contact physician when necessary.

F. SAFEKEEPING OF PRESCRIBED ORAL MEDICATION

Designated personnel shall assure safekeeping of prescribed oral medication by:

1. Keeping all medication in the original container with no more than a month supply.
2. Storing the medication in an appropriately sized, secured, and locked cabinet located in the school office area.
3. Only designated personnel shall have access to a school's medicine storage cabinet.

H. OVER-THE-COUNTER MEDICATION

Over-the-counter (OTC) medications, like any other medications, are potentially hazardous to the health of students, based on quantity

given, potential side effects, and interactions with other medications. Due to the aforementioned potential hazards, OTC medications will use the same guidelines as prescription medications.

I. Diabetes Care

The administration of medication associated with Diabetes will follow the guidelines outlined in the Student's with Diabetes policy, Section 504 plans, and Diabetes Medical Management Plans.

OUT OF SCHOOL ACTIVITIES

All attempts should be made to assist a student to take an authorized medication prior to a planned field trip or activity outside of the school. If a medication must be taken while a student is outside the school, the same procedures should be followed as though the student is in the school. A designated adult should be responsible for safe storage, handling, and assistance with the medication in accordance with the parental/guardian authorization form.

SCHOOL INSURANCE

At the beginning of the school year, you are given information concerning the insurance program that is made available at Warner School.

ACTIVITY TICKETS

Athletic tickets may be purchased for home athletic events. The yearly ticket prices are as follows:

K-5: \$15.00

6-12: \$25.00

Adults: \$50.00

Family: \$130.00

Senior Citizen (55-65): \$40.00

Royal Blue Card (+65): FREE

SCHOOL LUNCH AND BREAKFAST

LUNCH/BREAKFAST

Breakfast – K-12 is \$1.50, Reduced is \$0.30

Lunch – K – 5th is \$2.00, 6th – 12th is \$2.20

Reduced Lunch is \$0.40, Seconds \$0.50 for all 6th – 12th graders

All lunches and breakfasts are recorded on computer. Each student is assigned their own number, which they will use for both lunch and breakfast. This works like a bank account; you put money into a family account and when the student eats, the price of a lunch or breakfast is subtracted from that account. Every student is linked to a family account, so if you have three (3) children, they will all be drawing off the same family account.

SACK LUNCHES

Students may bring sack lunches. Sack lunches for students in Grades JK-5 will be stored in the student's locker. Students bringing sack lunches will eat in the lunchroom with their respective grades. Milk may be purchased. Again this can be subtracted from their family account, which helps eliminate the handling of money in the lunch line. There is no pop in the elementary lunchroom.

TREAT GUIDELINES FOR JK-5

With increased identification of food allergies and childhood diseases such as obesity, Type I Diabetes, and food borne illnesses, it becomes necessary to give careful consideration to treats sent to school. Guidelines for sending treats to school are as follows:

1. Treats should be individually packaged.
2. Nutritious snacks should be provided; those high in sugar/fructose need to be avoided.
3. If a known peanut allergy is present with a child in the classroom, the classroom parents will receive notification, and treats with peanuts or peanut products absolutely cannot be passed out.
4. If your child has dietary restrictions, please contact the classroom teacher to work out a plan for providing alternative treats. If you know of a child in the classroom with a severe allergy, or condition such as Type I Diabetes, please consider a treat from this list: String Cheese, Granola Bars, Frozen yogurt treats, Jello cups, Packaged crackers, Fresh fruit, Pre-Packaged muffins, Fruit roll-ups, Fresh vegetables.

LUNCH & BREAKFAST PAYMENTS

Please mail payment to Business Office, Warner School, P.O. Box 20, Warner, SD 57479-0020 or send with the student. Pay online through Campus Portal. Families should be checking Campus for account balances. **Please be prompt sending in payments as there is no charging.**

ATTENDANCE

This school emphasizes the importance of regular attendance. Even though a student is absent for only an occasional half-day, he or she is deprived of work which has a direct bearing on lessons which follow the day(s) missed. One (1) hour missed from school equals 1/2 of a day on the report card. Perfect attendance means that a student has attended each day of school, arrived before the tardy bell has rung, and has had no early dismissals. Good attendance means that a student has been absent or tardy or had no early dismissals no more than four (4) times per year.

On any day that a child is absent from school we would like the parents or guardian to call the school before 9:00 a.m. or have someone (a brother or sister for example) stop and tell the office. This is a safeguard for the students.

Students who find it necessary to be absent from school should make advance arrangements through a telephone/written request from home. Work should be made up before the absence in all situations where possible. In cases of student trips for contests, tournaments, or other events, it is the responsibility of the student to make arrangements for class assignments before the absence occurs. Missed assignments are due three (3) days following each absence. Days will accumulate at the rate of three (3) days per each day of absence. If work is past due, it is still required to be completed; but no credit will be given.

The principal may grant educational leave if the student is attending an educational function. The student will not be counted absent if approved by the principal in advance.

ELEMENTARY ATTENDANCE POLICY

1. Students who miss 5 days in a semester will receive a note home from the office reminding them about the importance of good attendance.
2. Students who miss 7 days in a semester will receive a note home from the office reminding them about the importance of good attendance and a copy of the attendance policy.
3. Students who miss 10 days in a semester will receive a note home from the office requiring a parent meeting with the principal to improve attendance. (Slip from a doctor may be requested)
4. Students who miss 12 days in a semester, or who habitually miss without a proper excuse, will be referred to the truancy officer.
5. Students who miss 24 or more days in a semester for the year will fail the class and will be recommended for retention in that grade for the following year.

*Administrative discretion will supercede policy in the event of extenuating circumstances. (IE long term or serious illness with doctor's note)

INCLEMENT WEATHER

School closings and early dismissals will be announced on radio stations: 930AM, 94.1FM, 94.9FM, 1420AM, 103.7FM, 106.7FM. Also on Television: KSFY, KELO-LAND, and KDLT. You will also receive a notification on your designated phone(s) from our automated system.

FIELD TRIPS

If a field trip is arranged for a class, the parents will be notified by a note home with their student.

APPLICATIONS FOR GRANTS AND PROGRAMS

Teachers and students applying for grants and/or programs that involve matching or additional school funds or the loss of school time must have approval by the Superintendent prior to teacher or student application.

JURISDICTION

Any school employee (faculty, office staff, cooks, janitor, bus driver, etc.) has jurisdiction over the student body. We expect our students to show respect and courtesy to each individual concerned.

BUILDING

The doors will be unlocked at 8:05 a.m. and locked at 4:30 p.m. Pupils remaining after school must be under a teacher's supervision or have permission from the office. Students meeting with a specific teacher before school should be with that teacher.

No student may leave the building or grounds while school is in session for any cause except by permission from the principal or superintendent unless an extreme emergency causes an instructor to give permission.

SOLICITATION

Solicitation or sales of any materials within the school by any individual or group must be approved by the administration.

PURCHASES

Supplies purchased for the school must be purchased with a requisition signed from the Principal's Office. In purchasing supplies for any organization, students must contact the sponsor who in turn will secure the requisition from the office. Merchants are advised that the supplies purchased by the students without a requisition are the responsibility of the student, not the school.

ELEMENTARY SCHOOL DRESS AND APPEARANCE

Students should be dressed appropriately and be well groomed at all times. Standards may be set by the principal. Decent shorts will be acceptable. Shorts and skirts must be mid-thigh or longer. Examples of inappropriate dress are tank tops, blouse tops with bare midriffs, T-shirts with inappropriate slogans, etc. On cold days, dress for the weather. Students **need** boots, mittens, and hats.

HARASSMENT/BULLYING

Bullying and harassment of students is not tolerated by the Warner School District. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Bullying and harassment are intentional harmful behaviors initiated by one or more students and directed toward another student or students which in turn creates an objectively hostile school environment including, but not limited to, the following:

- Physical – harmful action or threat of harmful action against another person;
- Verbal, Written or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person;
- Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person;

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

This policy applies while students are on school property, while in school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, or while using school equipment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

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

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

DISCIPLINE STANDARDS

The enclosed plan is designed to provide structure and consistency to discipline at Warner Elementary. Please take time to read/review it with your child. It is based partially on the Boy's and Girl's Town Classroom/Life Skill program which members of our staff have been or are being trained in using.

Expected Behaviors

- Following Instructions
- Accepting 'No' for an answer
- Disagreeing Appropriately
- Accepting Criticisms or Consequences
- Personal Hygiene (never punished)
- No Physical Aggression
- Respect and Courtesy for others
- Personal Organization of desk and locker
- Voice Control
- Moving Under Control
- Completion of Assignments
- Respect for the Facility

MISBEHAVIOR CONSEQUENCES

- 1st time: Corrective Intervention with teacher, lose recess, call home if necessary, sincere apology
- 2nd time: Corrective Intervention with principal, lose recess or time after school, call home if necessary, sincere apology
- 3rd time: Corrective Intervention with principal, time after school, parent/teacher/principal meeting, sincere apology
- 4th time: Referrals to appropriate personnel with parental support/input
- ❖ Other options - develop with agency professional, and parents. Consequences as appropriate

LATE WORK GRADES (3-5)

Work that is not completed will receive point deductions. Work that is not completed after the three days will have to be satisfactorily completed, but may receive a score of 0%.

PARENT INVOLVEMENT

- Parents will not normally be notified of routine day/day classroom discipline
- Parents will be notified by means of a telephone call or discipline communicator note when students are sent to the office for severe offences.
- Teachers will complete a social skills checklist for each child to be shared with parents prior to each parent/teacher conference

LONG AND SHORT TERM SUSPENSION

Suspension from school will be done in accordance with the Schools Laws of the State of South Dakota regarding both short term and long term suspensions. Copies are on file in the principal's office.

ALCOHOL AND OTHER DRUG USE BY STUDENTS

This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, vehicles used to transport students to and from school or at other activities and vehicles parked on school property. The rules and prohibitions apply to students regardless of whether or not they may legally use the products away from home. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or drugs (including tobacco products) which affect the educational process of the school. Students shall not engage in alcohol and/or drug use/abuse (including tobacco products) nor possess paraphernalia specific to the use of alcohol and/or other drugs (including tobacco products).

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs (including tobacco products):

A. First Offense

1. The administration will notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The administration will suspend the student for three (3) days in compliance with student due process procedures;
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension within thirty-six (36) hours; and,
4. The administration will notify available law enforcement authorities.

The school district will request that students with alcohol and other drug abuse problems (including tobacco) seek professional assessment from a trained chemical dependency counselor or licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that early intervention can benefit the student before significant harm or dependency results.

The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and their family.

B. Second and Subsequent Offenses

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration will notify available law enforcement authorities;
3. The administration will suspend for ten (10) days in compliance with student due process procedures;
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension;
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed;
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

C. Supplying/Distributing or Selling Alcohol and Other Drugs (including Tobacco Products) or Material Represented to be a Controlled Substance

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension;
2. Supplying or selling chemicals will result in a ten (10) day suspension;
3. The administration will refer the case to available law enforcement authorities;
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

D. Students whose observed behavior indicates possible use of alcohol and/or other drugs (including tobacco products) will be referred to the building administrator.

E. A Biannual Review of the School District's Program Will be Made.

1. To determine the program's effectiveness and implement changes to the programs if they are needed; and,
2. To insure that disciplinary sanctions are consistently enforced.

TELEPHONE

The office phone is for school business and emergency use only. Parents calling in for their child will be asked to leave a message with the office. Messages will then be given to the child in between classes.

BUS RULES

1. Under the direction of the driver, each student is to be assigned a seat and held responsible for that seat. Students in rear seats may be permitted to move forward to a second seat assigned, for added comfort on the part of the route where the passenger load is lightened.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, or using inappropriate language, of abusing or casting reflections upon the driver or upon other pupils, may forfeit the right to ride the bus.
5. Pupils must not throw wastepaper or other rubbish on the floor of the bus.
6. **NO PUPIL~WILL AT ANY TIME EXTEND ARMS OR HEAD OUT OF THE BUS WINDOW.**
7. Pupils must not get on or off or move about within the bus while it is in motion.
8. **WHEN LEAVING THE BUS, PUPILS CROSSING THE ROAD MUST LOOK BOTH WAYS AND MAKE SURE THEY CAN CROSS SAFELY AND WAIT FOR THE DRIVER TO SIGNAL THEM TO CROSS IN FRONT OF THE BUS.**
9. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly, cheerfully, and fully with his request.
10. Any damage to the bus is to be reported at once to the driver.
11. Students are not allowed to bring pets to school on the bus.
12. **ABSOLUTELY NO EATING OR DRINKING ON ALL BUS ROUTES.**

STUDENT GUESTS

No student grades JK-5 may have a visitor at school unless:

1. Your parent calls the principal in advance and requests permission.
2. Upon arrival at school, you must report with your guest to the principal's office.
3. You or your guest pays for his lunch.
4. Your guest agrees to obey all rules and regulations set forth by the Warner Board of Education.
5. Student guests will not be allowed to attend the beginning or ending two weeks of school.
6. Parents are welcome to schedule classroom visits after the first two weeks of school. Parents are welcome to attend all elementary activities.

HEALTH

Students contacting a contagious disease should report it to the office. If a student becomes ill during the school day, his parents will be contacted to come to school and take him home. If a student is too sick to go outside for recess, in most cases the child is too sick to be in school, and it is recommended that the child stay home.

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 building principal or his/her designee.

In situations where the decision requires additional skill and knowledge, the principal will refer the case to an advisory committee for assistance in determining the proper course of action in accordance with the state recommended policy on file in the procedure manual located in the Superintendent's office.

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

COMMUNICABLE DISEASE GUIDELINE

School Recommendations for Inclusion or Exclusion

AIDS/HIV Infection: person should not be excluded, unless he or she poses a threat to others for transmission of the virus

Chicken Pox: exclude until pox are dry and scabbed.

Cryptosporidium: person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

E. coli O157:H7 : person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

Fifth's Disease: person may attend school with physician's permission

Giardia: person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

Headlice: exclude until after treatment has been initiated

Hepatitis A: exclude for one week after onset of jaundice or for those who do not develop jaundice, exclude for 1 week after onset of symptoms

Hepatitis B: do not need to be excluded. Utilize Universal Precautions.

Hepatitis C: do not need to be excluded. Utilize Universal Precautions.

Herpes Simplex: do not need to be excluded. Utilize Universal Precautions.

Impetigo: exclude until affected area is dry and being treated

Influenza: Exclude until no longer running a fever

Measles: may return to school 7 days after being diagnosed with measles.

Mononucleosis: may attend school as directed by physician

Mumps: exclude for 5 days from the onset of swelling

Norovirus: person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic.

Pink-eye: exclude until 24 hours after treatment has been initiated.

Ring Worm: do not exclude, but area must be covered and under treatment. Restrict known cases of athlete's foot from use of pools and showers until treated.

Rubella: exclude until 4 days after onset. Prevent exposure to pregnant staff and students.

Salmonella and Shigella: person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic.

Scabies: exclude until after treatment has been initiated

Streptococcal Infections: exclude until 24 hours after treatment has been initiated.

Tuberculosis Infection: Must provide proof of a medical evaluation which rules out infectious TB. May attend school pending medical evaluation unless symptomatic for active TB disease.

Tuberculosis Disease: exclude until physician and Dept. of Health determine person is not infectious

(Adopted 6/2009)

Any other questions, contact your local or State Health Dept., Community Health Nurse, or Personal Physician.

South Dakota Department of Health, Office of Disease Prevention (605) 773-3737 or 1-800-592-1861.

FIRE DRILL INSTRUCTIONS TO STUDENTS

During the first weeks of school an announced fire drill will be held. Detailed instructions will be announced to you concerning the fire drill procedure. This fire drill will be followed by unannounced fire drills throughout the school year. Fire drill exits and instructions follow:

1. Keep calm and quiet.
2. Follow exit directions posted in classrooms.
3. When in hallways or in washrooms, use nearest exit.
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.**

FIRE DRILL EXITS AND INSTRUCTIONS

EXITS: Elementary

Junior Kindergarten	Exit out of the Front Doors. Move across the street to the parking lot.
Kindergarten	Exit out of the North Doors, using the left side of the hallway. Move across to the other side of the street.
1 st & 2 nd Grade	Exit out of the North Doors, using the right side of the hallway. Move across to the other side of the street.
EL. Sped	Exit out of the North Doors, using the right side of the hallway. Move across to the other side of the street.
3 rd , 4 th , 5 th Grades	Exit out of the West Doors, using the right side of the hallway. Move all the way past the playground equipment.
Title I	Exit out of the West Doors, using the left side of the hallway. Move all the way past the playground equipment.

FIRE DRILL EXITS AND INSTRUCTIONS

EXITS: Middle School and High School

Rms. 101,102,103,104,105	Exit out of the NW Doors (outside room 102) using the right side of the hallway, moving across the field.
Rms. 106,107,108	Exit out of the SW Doors (outside High School Commons) using the left side of the hallway, moving across the field.
Rms. 109,113,114,115	Exit out of the SW Doors (outside High School Commons) using the right side of the hallway, moving across the field.
Rms. 116,120,121,123	Exit out of the NW Doors (outside room 102) using the left side of the hallway, moving across the field.
Rms. 401,402,404,413	Exit out of the SW Doors (outside High School Commons) using the left side of the hallway, moving across the field.
Music Room/KidsCare	Exit using outside entrance door, moving across to football field.
Lunch Room	Exit out of the East Doors (main entrance) moving completely across the street.
Shop Areas (410,412)	Exit out through the South Shop Doors, moving to the south side of the parking lot.
Old Gym	Exit by using the South Doors of the Gym, moving to the south side of the parking lot.
Teacher Workroom	Exit through the lunchroom and use the East doors, moving completely across the street.
Band Room (406)	Exit out of the SW Doors using the left side of the hallway, moving across the field.
HS Commons Area	Exit out of the SW Doors using the left side of the hallway, moving across the field.
New Gym (502)	Exit out of the South Doors of the gym moving across the parking lot to the field.
Rms. 514,515	Exit out of the West Doors across the parking lot.
Rms. 509,512,513,	Exit out of the North Doors moving across the parking lot.
Locker Rooms	Exit out of the North Doors moving across the parking lot.

TORNADO DRILL INSTRUCTIONS TO STUDENTS

Definitions:

Tornado Watch	There is a good chance that a tornado could develop in the area.
Tornado Warning	A tornado has been sighted in the area; take shelter.

When a tornado watch is issued, the Brown County Civil Defense Office will contact the school and all teachers will be notified that a watch has been issued. This notification will be by written note or use of the all call on the intercom system. If a tornado warning is issued, the tornado alarm will sound signaling all classes to go to their designated tornado shelter areas.

Areas are assigned as follows:

JK-5	North-South hallway in the elementary wing
6-12	East-West hallway in the secondary wing
SpEd,	North-South hallway in the elementary wing
Title I	North-South hallway in the elementary wing
Workroom/Music	East-West hallway in the secondary wing

All teachers will stay with their students, take roll call, and see that all students are seated in a protective position facing the lockers as practiced during drills. The double metal fire doors are to be closed and students as far away from the ends of the wings as possible.

1. Keep calm and quiet.

2. Follow tornado drill directions posted in classrooms.
3. When in hallways, gym, music room, shop or in washrooms, go to your assigned area.
4. Walk single file, quickly and quietly. **DO NOT RUN.**
5. Stay on correct side of hallway or stairs.
6. Wait for all clear signal before returning to classroom.
7. Return directly, quickly and quietly to classrooms. **DO NOT RUN.**
8. Sit along the edge of the wall in protective position.

SCHOOL WEAPONS POLICY

I. DEFINITION

- A. "Weapon"
- No student or non-students, including adults and visitors, shall possess, use or distribute a weapon when in a school location.
1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks throwing stars; explosives, fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

II. CONSEQUENCES FOR WEAPON POSSESSION/USE DISTRIBUTION

- A. The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for not to exceed one year.
- B. Pursuant to South Dakota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least twelve (12) months. The superintendent may modify this requirement on a case-by-case basis.

III. ADMINISTRATIVE DISCRETION

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Legal References: SDCL 13-32-4.2, 13-32-7, 22-1-2

STUDENT ACCEPTABLE USE POLICY

Warner School District is now offering Internet and Network access for student use. This document contains the Acceptable Use Policy for your use of the Warner6-5 system.

A. Educational Purpose

1. The Warner6-5 system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Warner6-5 system has not been established as a public access service or a public forum. The Warner6-5 system has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Board Policy statement and the law in your use of the Warner6-5 system.
3. You may not use the Warner6-5 for commercial purposes. This means you may not offer, provide, or purchase products or services through the Warner6-5 system.
4. You may not use the Warner6-5 system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Elementary students will have E-mail access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual E-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.
3. Secondary students may obtain a class E-mail account with the approval of their teacher(s). No individual E-mail accounts will be provided and no individual E-mail account access will be allowed within the Warner School District.
4. If approved by your building principal, you may create a personal Web page on the Warner6-5 system. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.

C. Unacceptable Uses

The following uses of the Warner6-5 system are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Warner6-5 system or to any other computer system through the Warner6-5 system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Warner6-5 system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. Users will not download files, without teacher approval. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer when the project is completed. Under no circumstances will the user download software to alter system settings.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the Warner6-5 system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or the District employee in charge of the room at the time of the inappropriate access. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

- a. Your right to free speech applies also to your communication on the Internet. The Warner6-5 system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the Warner6-5 system may lead to discovery that the you have violated this Policy, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Warner6-5 system.
- b. In the event there is a claim that you have violated this Policy in your use of the Warner6-5 system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

E. Limitation of Liability

- a. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

- a. When you are using the Warner6-5 system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.