

This handbook belongs to

---

(Name)

# **Arlington School District 38-1**

## **Elementary Student Handbook Preschool-Grade 6 2019-2020**

### **Mission Statement**

The mission of the Arlington School district is to educate all students in a safe, challenging, and disciplined environment and to provide each student the opportunity to develop the skills and knowledge necessary to be a productive citizen in an ever-changing society.

## Arlington Schools State Accreditation Goals

### Academic:

1. All students in the Arlington School District will become proficient readers and evaluators of non-fiction reading material.
- 2 All students in the Arlington School District will be able to effectively demonstrate knowledge of the concepts covered by the South Dakota standards in English/language arts.
3. All students in the Arlington School District will be able to effectively demonstrate knowledge of the concepts covered by the South Dakota standards in math.

**Affective:** Everyone who works in or frequents our building will follow school rules and policies. In addition, they will understand their own individual rights and respect their own individual value, as well as the value of others. All present will help to maintain a clean, safe, and pleasant environment.

**Vision:** Everyone is actively engaged in the process of learning. **Motto:** Learning for Life

### ARLINGTON ELEMENTARY STAFF 2018-19

Lisa Parry, Principal

306 S. Main; PO Box 359

Phone 983-5741 ext 223; E-mail: Lisa.Parry@k12.sd.us

#### Preschool

Dawn Taylor

#### Kindergarten

Kelly Clelland

#### First Grade

Josie Weber

#### Second Grade

Lori Knadle

#### Third Grade

Richele Lemme

#### Fourth Grade

Vikki Hasche

#### Fifth & Sixth Grade

Lauren Antonen

Tara King

#### Special Education

Heather Asmussen

Brittany Schaefer

#### Art

Ashley Vostad

#### Vocal Music

Deb Steffensen

#### Instrumental Music

Kelli VanOverbeke

#### Physical Education

Tim Boeck

#### Paraprofessionals

Ann Bunker

Jill Christensen

Michelle Madsen

Nicole Madsen

Mary Nemitz

DeDe Schmidt

Sara Swank

#### Title I Coordinator

Dawn Taylor

#### Guidance

Kelsey Borchard

All administrators, classroom teachers, and paraprofessionals hold the credentials necessary to be considered highly qualified.

### BOARD OF EDUCATION

President

Board Member

Board Member

Board Member

Board Member

Mike Baker

Justin Peterson

Corey Lundquist

Marshal Mix

Jolene King

## **ADMINISTRATION**

Superintendent	Brian Sampson
Pre-K-12 Principal	Lisa Parry
Business Manager	Stacy Andersen
Lead Teacher	Lauren Antonen
Pre-K-12 Administrative Secretary	Jeani Vincent
Business Administrative Secretary	Erin Larsen

## **KITCHEN**

Lisa Cleveland, Director  
Cyndie Converse  
Dawn Jensen  
Deb Steffensen

## **CUSTODIAL**

Todd Bunker, Director  
Carolyn Hansen  
Ruthie Vincent

## **TRANSPORTATION**

Stacy Andersen, Director  
Randy Park  
David Steffensen  
Ruthie Vincent

## **REQUIRMENTS FOR ATTENDANCE**

All students entering a South Dakota school for the first time must have an updated immunization record in accordance with state law. Official birth certificates from the courthouse are also required. Each student must have a copy of these documents in his or her file. (Note: the state does not allow the use of hospital birth certificates.)

## **SCHOOL HOURS**

7:45 A.M.	School building opens to students
8:00 A.M.	Teachers' contracted day begins
8:10 A.M.	Students admitted to classrooms
8:15 A.M.	Classes begin
3:15 P.M.	Students dismissed
4:00 P.M.	Teachers' contracted day ends

- The playground area is not supervised before 8:00 A.M. or after 3:15 P.M.
- The office will contact parents if circumstances require a student to remain after 3:15 P.M. Examples would be recommended after-school assistance or school-sponsored activities that begin by 3:30 P.M.
- Students who participate in after-school activities or who attend athletic events later in the afternoon are not to remain at school. Rather, students need to return at the time of the event.

## **EMERGENCY CLOSINGS**

In the case of an emergency or inclement weather which necessitates a school closing, the superintendent will make an announcement via the School Reach Program. Additional information is located at the following sites: KELO TV, KSFY TV, KBRK of Brookings (93.7 FM), KWAT Watertown (950 AM), KJJQ of Brookings (910 AM), and KJAM of Madison (1390 AM).

## **PHONE CALLS IN THE CASE OF AN UNSCHEDULED ABSENCE**

In order to ensure safety for all of our students, parents are asked to call Jeani at 983-5741 ext. 1 or email her at jeani.vincent@k12.sd.us before 8:30 A.M. if a student is going to be absent. In order to ensure accuracy with attendance, this information needs to be given to Jeani and not the classroom teacher. She will relay the message to the teacher. (If you would like to leave a message before 8:00 A.M., her voice mail will take the message.) If the office does not receive a call, someone from the school will contact the parent to identify the location of the student. Student attendance will be kept hourly. Students who miss more than 15 minutes of an hour will be counted absent for that hour.

## **STUDENT SIGN IN/OUT**

Students who arrive late or leave early must sign the sheet available in the elementary secretary's office.

## **STUDENTS OBSERVING THEIR SIBLINGS ACTIVITIES DURING THE DAY**

If a student is planning on going to a siblings program or activity during school time, the office must know 24 hours in advance. This will be recorded as an absence.

## **MAKE-UP WORK and ATTENDANCE INFORMATION**

Student homework may be requested in the event of an absence; this request should be made before 9:00 A.M. The homework is to be picked up in the secretary's office after 2:30 P.M., or another student (a sibling or neighbor, for example) may pick it up.

## **HEALTH INFORMATION**

Parents are frequently concerned about when students should stay home or attend school because of illness. A student should be kept at home if the student has:

- Vomited or experienced diarrhea in the last 24 hours
- Had a fever over 100 degrees in the last 24 hours
- Signs of contagious disease such as pink eye or impetigo
- Strep throat – until all cultures are read and student is on medications for prescribed time before returning to school
- Lice – until treated and nit free
- Chicken pox – until all scabs are dry and crusted (7-10 days)
- Any rash that may be disease related or you do not know the cause –check with your family doctor before sending your child to school

Please remember there is a difference between not feeling well and being sick. If a student is sick, he or she should stay home, but if he or she is simply not feeling well, it may be appropriate to be in school and participate in the class's daily experience.

The office will be sending attendance letters home when a child reaches five, seven, and nine absences per semester. **In order to be consistent with attendance information, we ask that parents send doctor slips with your child when they have missed school days related to the same illness if they would like the absences grouped together.**

## MEDICATIONS

The Arlington School District will administer medicine under the guidelines set forth in the South Dakota Codified Law Chapter 20:48.01:09. The parent should identify pupils requiring medication at school to the office. When medication is necessary, written permission is required stating the student's name, medication, dosage, time to be given, duration of treatment, illness, and prescribing physician. Forms are available from the secretary and they need to be signed by the doctor who prescribes the medication before the secretary can give the medication. All medications (including over-the-counter) will be stored in and dispensed by the office.

## IMMUNIZATIONS

Students must be up to date on their immunizations. The following options will be taken if students are not in compliance with state immunization laws.

1. Exclusion of unvaccinated child until such time that proof of immunization or immunity exists.
2. Provisional enrollment for those students who are in the process of becoming immunized.
3. At the discretion of the school administration, children may be given up to 60 days to show compliance or be excluded from school.

## INSURANCE

The school makes available a student protection plan open to all students on a voluntary basis. This application form along with a dental protection form will be sent home with the students during the first week of school. **The student accident insurance form needs to be returned with money or a signed waiver rejecting the need. The dental form does not need to be sent back unless a purchase is requested.** Students participating in physical education or sports are encouraged to carry insurance. The school is not obligated for any payments to claims.

## GUIDANCE AND COUNSELING SERVICES

Our guidance program consists of a number of services designed to help students better know and understand themselves and assist them in accomplishing their goals. The counselor is available to all students and their families. Please feel free to contact this individual at any time for confidential help and assistance.

## WEDNESDAY FOLDERS

School and community information will be sent home each week in an electronic Wednesday Folders. If a family prefers paper copies of information, they may request a traditional folder. In this case, parents are required to sign the folder and return it on Thursday with their child. All information to be included in the Wednesday folders must be at the school by **Tuesday 9:00 A.M. Please give this information to Jeani in the elementary office.**

## MONTHLY NEWSLETTER

Each month, a newsletter containing a list of all P-12 activities will be posted on the school's website, [www.arlington.k12.sd.us](http://www.arlington.k12.sd.us). At times, staff will include an article on classroom activities and other events they find important to share.

## SCHOOL WEBSITE- [www.arlington.k12.sd.us](http://www.arlington.k12.sd.us)

The school website includes information about the school including activities, the newsletter, lunch menus, sport calendars, Arlington apparel, and board policies. Please consult the school website for this and other pertinent and timely information.

## CLASSROOM PROCEDURES

Teachers will develop and implement classroom policies consistent with the procedures in this handbook and the policies of Arlington Public School. These expectations are communicated to parents in various ways including letters, emails, and phone calls. (Parents may be responsible to return a signed slip acknowledging they received and read the procedures.)

## HOMEWORK

Homework is an extension or continuation of a school lesson or project. Being aware of and interested in what your child does at school is vital to his or her success. Selecting a quiet area, as well as a specific time for homework, is important. Reasonable expectations for homework amounts are one's grade level multiplied by 10 minutes. (Example: 5<sup>th</sup> Grade x 10 minutes = 50 minutes.)

## GRADING SCALE

Score	Min. Percent
A+	98.75
A	94.99
A-	92.5
B+	91
B	86.9
B-	85.5
C+	83.89
C	77.5
D+	75.89
D	71.1
D-	69.5
F	0

## STUDENT DISCIPLINE AND THE SCHOOL

Teachers and school staff join parents in the responsibility of developing well-disciplined, successful learners. As students work and progress through elementary school, more responsibility and accountability for behavior are given. It is important for parents and staff to work together to understand and deal effectively with behaviors. In order to assist us in this goal, the staff will use the Boys Town Social Skills program. This program is based on teaching individual students appropriate social skills and assisting them in taking ownership of their actions.

Our entire district will be focusing on ten of the sixteen major skills; however, each teacher will also be identifying and working with students on other skills. The procedures for the basic skills are located at the back of this handbook.

## PLAYGROUND AND PLAY AREA RULES

All teachers review our playground rules with their students at the beginning of each school year. Inappropriate behavior on the playground will have consequences.

### RULES:

1. Keep hands and feet to yourself.
2. Stay within the school boundaries.
3. Be courteous to other children in what you say and do.
4. Follow the directions of the play supervisor.
5. Use play equipment properly and safely.

6. Remain within the playground area unless an adult gives permission to come in. Students are to line up promptly when their class is called.
7. The playground is not supervised before 8:00 A.M. or after school.
8. Students are not allowed to bring personal toys to play with on the playground.
9. Due to the large number of students on the playground from 8:00-8:10 A.M., students are not allowed to play with balls or other toys.

#### **ADDITIONAL WINTER RULES:**

1. Pre-K-6 must wear boots while Pre-K-4 must have hats and snow pants or suits.

#### **SCHOOL BUS RULES**

Parents are asked to discuss these rules with their child. Obeying these rules will help ensure a safe bus ride to and from school.

- Always listen to and obey the bus driver as the bus driver is in charge.
- Always take a seat promptly and remain seated while on the bus.
- There will be **no** shouting, yelling, or moving around in any way while on the bus.
- Keep hands, feet, and objects to yourself.
- Never extend any part of the body through the bus window.
- Parents are financially responsible for any damage a student may do to the bus.

#### **STUDENT COUNCIL**

The goals of the student council will be to learn about citizenship and legislative skills, promote school spirit, and to help our community. Students in 5<sup>th</sup> and 6<sup>th</sup> grades can run for the positions of President and Vice-President. In addition, each classroom grades 3-6 will be able to elect 2 Senators and 1 or 2 Representatives. Student Council meetings will be held during the lunch/recess period in Ms. Lemme's room as needed.

#### **BREAKFAST AND LUNCH PROGRAM**

Parents are allowed and encouraged to have breakfast or lunch with their child. Notifications for the breakfast and lunch program will be sent via text message, email, and automated phone call. Please pay in advance. The payments should be brought in an envelope with the following information on it: Students name and payment designation. This is to be sent back in the Wednesday folder and addressed to Erin. Prices for the 2019-20 year follow:

- Breakfast- \$1.75 K-12, \$2.25 adults
- Second breakfast-same price
- Lunch- \$2.85 K-6, \$3.25 7-12, \$3.75 adults
- Second Lunch Item- \$1.50
- Milk \$0.35
- Year Long Milk Break- \$26.00 Preschool, \$44.00 K-6

Unless there are unforeseen circumstances, lunch bills will be printed on Tuesday morning of each week in order to get them into Wednesday folders on Wednesday morning. When calculating the exact total amount due, please log in to your parent portal on Campus. If you have any questions regarding your meal account, contact Erin Larsen directly at ext. 222.

#### **Lunchroom Rules:**

- Demonstrate the Boys' Town Social Skills
- Eat all food in the cafeteria
- Enter and exit in a quiet and orderly manner

- Raise your hand for assistance

### **MILK BREAK**

Each class has a designated time for milk break. According to the class schedule, it may be morning or afternoon. Students are asked to pay for the entire year at the beginning of the year.

### **CLASSROOM SNACKS**

In order to better serve our students and their specific needs, we are addressing food items brought into the building for our P-6 students. We allow only items that are pre-packaged to be distributed to our students. With more students developing food allergies and having other medical needs, it is important for our staff and students to know ingredients as well as nutritional value.

### **FIRE DRILLS/TORNADO DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **TELEPHONE**

Students may use the telephone at school when necessary. Students must have permission from the classroom teacher in order to use the telephone. Parents, please confirm after school plans **before** your child leaves for school.

### **MESSAGES FOR STUDENTS**

The secretaries will do their best to see that students receive messages. However, parents must be aware this may not happen in every instance.

### **TEXTBOOKS**

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

### **TITLE I TUTORIAL SERVICES**

Students in need of additional help in understanding or completion of their classroom tasks may qualify to receive assistance through the Title I program specifically in the areas of reading and/or math.

### **LOST AND FOUND**

Found items will be located by the exit doors in the elementary. Unclaimed items will be displayed for students to review and take what belongs to them. All items not claimed will be donated to children in our community.

### **FIELD TRIPS**

Field trips reward students for hard work and cooperation throughout the year. Arrangements may be made for students to stay back at school if work is not complete or if behavior has caused disruption in the classroom. Field trip permission is included on the family enrollment form you fill out at the beginning of the year.

### **SCHOOL VISITORS**

For safety reasons, any individual who is not an official member of the Arlington School District must check in with the office. Parents and relatives, who wish to visit their child in school, but not volunteer

in the classroom with all students, are asked to visit during breakfast and lunch. Student visitors need to contact the office and get permission at least 24 hours in advance.

### **VOLUNTEERS**

Parents are encouraged to volunteer to help in the elementary. Volunteers can assist in the classroom by working with small groups of students, doing clerical work, or helping on special projects. Anyone wishing to visit the Arlington School must contact the secretary's office to ask permission 24 hours before approval will be given.

### **BIRTHDAY PARTY INFORMATION**

Parents wishing to send home birthday party information are allowed to do so under one of the following conditions: **(1) all students in the class are invited, (2) all male students in the class are invited, or (3) all female students in the class are invited. Students and parents are not allowed to stand outside the elementary doors and hand out invitations.**

### **DRESS CODE**

Normal school day and non-formal school activities: In the interest of cleanliness, decency and good taste, a restriction on a student's dress and grooming is necessary. To insure that the dress and grooming of all Arlington School Students does not interfere with the educational process or create a disruption in school the following code should be observed:

Clothing promoting alcohol, drugs, tobacco, sexual innuendo, obscene or questionable printing or slogans will be prohibited on all clothing. Other clothing that is prohibited would be shorts with no undergarments, mesh shirts with no undergarments, halter tops, tube tops, half shirts, shirts or tops that expose the midsection, and shirts or other clothing that exposes undergarments. Trench coats are prohibited. Chains that hang from clothing including wallet chains are prohibited. Undergarments are not allowed to be showing. All pants must fit around the top of the hip. Caps, hats, bandannas or other headgear are not to be worn in the building between the times of 8:00 A.M. - 4:00 P.M. Exceptions to this rule may be made during special events' weeks. Spikes, chokers, dog collars, chains as well as other accessories that could be used to harm someone are not allowed. Clothing that represents threat/hate groups such as gangs or supremacist groups are prohibited.

Teachers are to address and deal with dress code if it can be done quickly and without disrupting the learning environment of others. If this cannot be done the principal is to be contacted.

The principal will deal with the dress code violation based upon the report from the teacher (similar to swearing.)

Students will be disciplined according to the following for violation in the school dress code:

1. Students will be required to put on the Arlington attire that is given to them. They are to return the garment after it has been washed. If they do not do so they will be required to pay for the garment.
2. Warning if change takes place immediately.
3. Loss of recess for repeat offenders.

Cases not specifically covered in this dress code procedure that adversely affects the learning environment of others will be addressed by the administration on a case-by-case basis.

### **STUDENT GRIEVANCE PROCEDURE**

A grievance is defined as a complaint lodged by a student against a member of the staff or administration alleging that a rule is unfair, that it discriminates between students, or that an unfair procedure has been used in arriving at a punishment. Any student who wishes to file a grievance may receive a "Student

Grievance Form" from the counselor or Principal. He or she will explain the grievance procedure in a more detailed manner upon receipt of said form. It is required that a student files a grievance within 30 days after the alleged violation.

### **A PARENT'S RIGHT TO KNOW**

What do I know about my child's teacher? The federal education law requires all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

### **DANGEROUS WEAPONS IN SCHOOL**

State and Federal laws, as well as Board Policy, forbid the bringing of dangerous and illegal weapons to school or school-sponsored activities. A dangerous weapon is defined as any firearm, air gun, knife, device, instrument, material, or substance whether animate or inanimate, which is calculated or designed to inflict bodily harm or death. Toy guns and weapons are also prohibited. In accordance with South Dakota law SDCL 22-14A-24 thorough 22-14A-27, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison. Consequently, we ask that all parents/guardians speak with their children about making inappropriate statements of this nature.

### **HARASSMENT POLICY**

It is the policy of the Arlington School District that our employees should be able to enjoy a working environment free from all forms of harassment. Harassment directed at an employee outside of school time and off campus is just as detrimental to our employees as harassment that occurs during school time and on campus.

Harassment is herein defined as words and/or actions, which tend to annoy, alarm, or be physically or verbally abusive toward any employee of the school district should such conduct reasonably affect or interfere with the employee's work performance due to harassment by a student outside of school time and off location the student will be subject to disciplinary action.

### **SEXUAL HARASSMENT POLICY**

It is the policy of Arlington School District that our employees, students, and guests should be able to enjoy a work, learning and educational environment free from all forms of discrimination including sexual harassment. Sexual harassment is herein defined as words and/or actions, which tend to annoy, alarm, or be physically or verbally abusive toward another person. It is expressly against school policy for any individual (employee, student, guest, etc.) to make unwelcome sexual advances, requests for sexual favors, and other verbal physical conduct of a sexual nature, toward another person on school property or at a school activity not on school property, when:

1. Submission to such conduct is made an express or implied condition of employment, passing grades, or participation in school activities or related student rights; or
2. Submission to or rejection of such conduct is used as a basis for employment, academic, or extracurricular decisions affecting the individual who submits to or rejects the advances; or
3. Such conduct has a purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile, or offensive working or educational environment.

**\*Any employee or student will be subjected to disciplinary action for violation of this policy.**

### **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

Any employee, student, or guest who feels that he or she has been subject to sexual harassment should:

1. Report the incident immediately to the counselor, principal, superintendent and complete a "Sexual Harassment Complaint Form".
2. The employee, student, or agent of the Arlington School District alleged to have sexually harassed another person will be notified in writing by the principal or superintendent that a complaint has been filed and is being investigated.
3. The principal or superintendent will then investigate the incident.
4. Resolution of the complaint may be pursued formally or informally at the option of the person who feels that he/she has been subject to sexual harassment.
5. If the individual who filed the written complaint is dissatisfied with the handling of the complaint, he or she may utilize the grievance procedure.

### **COMPLAINT OF CONCERN**

If a student, parent or patron has a concern about a school policy or employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Speak to the person who you have the complaint about or with to discuss both sides of the story.
2. If the problem still exists or a solution cannot be found, contact the principal.
3. If the problem still exists or a solution cannot be found, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

### **CELL PHONE and CAMERA POLICY**

Students will be allowed to have cell phones, digital cameras, and film cameras; however, they are not allowed to use them during the school day without permission. Staff members have permission to implement their own phone policy in their room.

### **CYBER BULLYING POLICY**

Cyber bullying is all form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be

severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, Saturday School points, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

### **BULLYING POLICY**

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending him or herself.

The forms of bullying:

- Physical-involves harmful actions against another person's body

- Verbal-involves speaking to a person or about a person in an unkind or hurtful way

- Emotional-involves behaviors that upset, exclude, or embarrass a person

- Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

- Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

#### **ELASTIC CLAUSE**

This handbook will not cover all possible events that will occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district and community will be taken into consideration.

## Boys Town Social Skills and the Procedures

### Giving Criticism

1. Look at the person.
2. Stay Calm. Use a pleasant voice.
3. Use a pleasant voice
4. Describe exactly what you are criticizing.
5. Tell why this is a problem.
6. Listen to the person. Be polite

### Following Instructions

1. Look at the person.
2. Say "Okay."
3. Do what you've been asked right away.
4. Check back.

### Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Say "I understand how you feel."
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

### Giving a Compliment

1. Look at the person.
2. Smile.
3. Speak clearly and enthusiastically.
4. Tell the person exactly what you like.

### Using Appropriate Volume

1. Look at the person.
2. Use a pleasant voice at a proper volume.

### Accepting Criticism or a Consequence

1. Look at the person.
2. Say "Okay."
3. Don't argue

### Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank you."
4. Don't look away, mumble, or deny the compliment.
5. Do not disagree with the compliment.

### Making an Apology.

1. Look at the person.
2. Use a serious, sincere voice.
3. Say "I'm sorry for..." or "I want to apologize for..."
4. Do not make excuses
5. Explain how you plan to do better in the future.
6. Say "Thanks for listening."

### Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello."

### Accepting No for an Answer

1. Look at the person.
2. Say "Okay"
3. Stay calm.
4. If you disagree ask later.