

DISTRICT  
STUDENT HANDBOOK  
2018–2019



*Home of the Panthers*

[www.dakotavalley.k12.sd.us](http://www.dakotavalley.k12.sd.us)

*Handbook adopted by the  
Dakota Valley Board of Education*

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*District Information - Grades K-12*  
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**DAKOTA VALLEY SCHOOL DISTRICT #61-8**  
**1150 NORTSHORE DRIVE**  
**NORTH SIOUX CITY, SD 57049**  
**PHONE: (605) 422-3800**  
**FAX: (605) 422-3807**

## **PHILOSOPHY**

The Dakota Valley School District #61-8 believes in the worth of every individual. Recognizing the fact that there is variance in background and the ability in individuals, the total program of the school attempts to provide the means to meet the needs of the individual at the level of his/her educational experience. The school should make a deliberate effort to provide and maintain a learning program conducive to desirable self-improvement for those who seek it, and to encourage those who are reluctant to participate.

Education must be an instrument for improving the nature and condition of humankind. Therefore, the school should meet the needs of the individual's personal and social development.

Administrators and faculty should strive to be professional, keeping abreast of the times, and striving of excellence in providing materials, equipment, and facilities. All this is done with the awareness that the schools belong to the people and therefore should meet the needs of the people.

## **STATEMENT OF OBJECTIVES**

In order to adhere to the philosophy of the Dakota Valley School District #61-8, certain objectives must be sought and fulfilled. With the constantly changing society in which we live it becomes necessary for students to be able to change and adapt quickly and rationally. Therefore, the school district will constantly evaluate and revise our school policies, instructional methods, curriculum, and overall objective; therefore, we believe that,

- 1.) Education must provide the opportunity and incentive for each student to develop mentally, physically, morally, and socially to the fullest extent of his or her abilities;
- 2.) Education is a means of continuance of the democratic way of life and is a force that must help the student develop ideals, attitudes, skills and aesthetic values in order that he/she may be able and desirous of becoming a contributing, worthwhile citizen in our democracy;
- 3.) The school must provide opportunities of developing purposeful leadership and for learning to react properly to the leadership of others;
- 4.) The school should provide assistance in achieving an emotional adjustment to the school, to the home, and to society; and to foster an attitude of "self worth".
- 5.) The curriculum should take into consideration the environmental differences, interests, needs and abilities of each student in order that meaningful experiences will be presented to each student;
- 6.) The program of the school should strive to develop an attitude of optimism in our students toward the future;

- 7.) The student should be motivated to value the interchange of ideas with his elders and thereby develop a mutual respect;
- 8.) The student should be encouraged to be an effective participant in a family group, understand the problems of family living and have the skills and attitudes likely to lead to worthwhile home membership;
- 9.) The student should be encouraged to make worthy use of leisure time through intellectual, aesthetic, and recreational activities;

## **NONDISCRIMINATION & EQUAL OPPORTUNITY NOTICE**

The Dakota Valley School District does not discriminate in its policies and programs on the basis of sex, or sexual orientation, race, color, age, religion, disabilities, or national origin.

Inquiries concerning the application of Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act and the American with Disabilities Act should be brought to the attention of: the Special Services Director, 1150 Northshore Drive, North Sioux City, SD 57049 or by phone at (605) 422 – 3800.

Inquiries concerning the application of Title IX, and School Food Services should be brought to the attention of: the Superintendent of Schools, 1150 Northshore Drive, North Sioux City, SD 57049 or by phone at (605) 422 – 3800.

To file a complaint regarding Section 504, Title VI or Title IX, please contact the Regional Office for Civil rights, write to the US Department of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor – Suite 320, Kansas City, Missouri 64106. You may also call (816) 268 – 0550 or TDD to (800) 877 – 8339 or fax to (816) 268 – 0599.

To file a complaint of discrimination in regard to school food service, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **DUE PROCESS**

All students are entitled to due process. Due process represents procedures to be followed which enable individuals to be heard with reference to policies, rules and regulations of the board of education and administrative rules and regulations established for governing student conduct in promoting the welfare of students and employed personnel. Basic guidelines for due process are:

- 1.) All policies, rules and regulations shall be applied equitably to all students in all situations to the greatest possible extent.
- 2.) All policies, rules and regulations governing student conduct shall be communicated orally and/or in written form to the students at the beginning of the school year.

Specific changes in policies, rules and regulations made during the school year shall be communicated orally and/or in written form prior to implementation.

Each student who is involved in some form of disciplinary action of any kind is entitled to due process which would include the following items:

- 1.) The student is entitled to know what he/she had done wrong or if any rules have been broken.
- 2.) The student is entitled to present his/her version of the circumstances involved.
- 3.) The student is entitled to know the disposition of the case.
- 4.) The right of appeal to the superintendent and subsequently the board of education is available with the understanding that these groups may sustain or change any or all of a decision reached prior to the appeal.

## **PROGRESS & GRADE REPORTS**

### **Mid-quarter Reports-**

Mid-quarter reports are sent to the parents or guardians of all students whose grades are below average or deserve special attention at that time.

### **Report Cards -**

Report cards are issued each nine (9) week period. If a child has failing or low grades, the parents are urged to consult with his or her teachers on any regular school day. A separate reporting system is used for Kindergarten and Preschool.

### **Make up work -**

Make up work is handled by each individual teacher according to the student and circumstances.

### **Conferences -**

Conferences are officially held twice during the school year. Parents are encouraged to attend. Special conferences may be scheduled by contacting your child's teacher. Conferences will be held according to the calendar schedule.

School personnel will communicate with you through newsletters, notes, email, or telephone calls as the need arises. You are encouraged to contact your child's teacher or principal if you have any questions regarding school.

## **SPECIAL SERVICES**

The following special services may be available for students upon request by parents or the teacher.

- Title 1 Math
- Title 1 Reading
- Special Education
- Developmentally Delayed Preschool
- Speech/Language Clinician

## ATTENDANCE AT SCHOOL DISTRICT EVENTS

Children in grades K – 4 or younger may not attend school district events such as sporting events, concerts, school plays, etc., unless they are accompanied by an adult.

## LUNCH RULES AND PRICES

Our school maintains a food service program with well balanced, nourishing breakfasts and hot lunches being served. Children may bring their lunches and purchase milk separately. Qualifying parents may apply for free and reduced lunches.

### Lunch prices are as follows:

Lunch (K-4)	\$ 2.80	
Lunch (5-12)	\$ 2.90	
Adult Lunch	\$ 3.60	
Extra Milk	\$ .50	
Extra Lunch Entrée	\$ 1.70	
Extra Branded Pizza		\$ 1.85

### Breakfast prices are as follows:

Student Breakfast	\$1.45
Reduced Student Breakfast	-0-
Adult Breakfast	\$1.80

Additional ala carte items are also available to the middle school and high school students.

**NOTE: The Elementary School is a nut free environment. All nut products are prohibited within the building, grounds and busses.**

## DAKOTA VALLEY BOOSTER CLUB

The objective of the Dakota Valley Booster Club shall be to encourage and promote the ideals of school spirit, good sportsmanship, honesty, loyalty, courage, excellence and respect so that all students and adults involved in the Dakota Valley Community might benefit. They will assist and support existing organizations such as PTO. The Dakota Valley Booster Club will keep you informed and updated as to their future plans.

Meetings are held the first Wednesday of every month at 7:00 p.m. Please contact the school or the Booster Club for location of Meetings.

## HEALTH

Please be certain up-to-date emergency information is included on the student enrollment card. Please give doctor preference as well as hospital and another responsible adult to contact in case of an emergency.

The school will make every effort to notify parents in case of illness or serious injury at school. If you cannot be contacted in a case of emergency your child will be taken to the hospital designated and your physician contacted, if one is listed on the student enrollment card. 911 will be notified for emergency services.

### **Insurance** -

Student accident and dental insurance is available through the school. Insurance forms will be sent home at the beginning of the school year.

### **Nurse** -

The school nurse is available to provide health services to the students and staff. These services include vision screening, TB testing, scoliosis screening, checks for head lice, and illness assessment as well as monitoring medication administration and health education.

### **Immunizations** –

South Dakota law (**SDCL 13-28-7.1**) requires that any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health.

The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the pupil may present:

- (1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
- (2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization; or
- (3) A written statement signed by one parent or guardian requesting that the local health department give the immunization because the parents or guardians lack the means to pay for such immunization.

Minimum immunization requirements are defined as:

- Four or more doses of diphtheria, pertussis and tetanus containing vaccine, with at least one dose administered on or after age 4. Children 7 and older needing the primary series are required to have Td and only need three doses, with at least 6 months between dose two and three. If the child is 11 or older, the first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving more than 6 doses before age 4 do not require any additional doses for school requirements.



- 4 or more doses of poliovirus vaccine, at least 1 dose on or after age 4; or 4 or more doses of any combination of OPV/IPV given by 4 years of age.
- At least 2 doses of a measles-containing vaccine separated by at least 28 days, on or after 1st birthday. 2nd dose usually given as a measles/mumps/rubella vaccination.
- At least 2 doses of a rubella-containing vaccine, separated by at least 28 days, on or after 1st birthday.
- At least 2 doses of a mumps-containing vaccine, separated by at least 28 days, on or after 1st birthday.
- Upon entering 6<sup>th</sup> grade or age 11, one dose of MCV4 immunization must be administered within 45 days of the child turning 11 years old.
- Upon entering 6<sup>th</sup> grade or age 11, one dose of Tdap is required. The immunization must be done within 45 days of the child turning 11 years old. IF the child has had a Tdap after the age of 7, documentation must be provided, and the Tdap is not needed.

NOTE: Additional immunization requirement for kindergarten entry only (including students repeating kindergarten): Effective August 2007, two doses of varicella (chickenpox) vaccine administered after the age of 12 months, or history of disease. Parental history is acceptable, and physician documentation is not necessary.

NOTE: Hemophilus Influenza B, Hepatitis A, Hepatitis B, and Pneumococcal vaccines are recommended but not required.

### **Medications -**

For the safety of all the children, **students are not permitted to have medicine in their possession** while at school. Every attempt should be made to administer medications at home, however, under exceptional circumstances a child is required to take oral medication during the school hours and the parent cannot be at school to administer the medication, only the school nurse, or medically trained personnel will administer the medication in compliance with the guidelines that follow:

- 1.) Written authorization, signed by a physician and parent, is required for all prescription medications and non-prescription medications to be given. (Medication must be brought to school in the original container.) This authorization will include:
  - a.) child's name
  - b.) name of medication
  - c.) purpose of medication
  - d.) time to be administered
  - e.) dosage
  - f.) termination
  - g.) physician's signature
- 2.) Written authorization designating type of non-prescription medicine (Tylenol, cough drops, etc.) signed by a parent will also be required.



- 3.) The parents of the child must assume responsibility for informing the school of any change in the child's health or change of medication. Physician authorization is needed for any prescription medication changes.
- 4.) The school retains the discretion to reject requests for administration of medicine.
- 5.) Prescription medications may not be sent on the school bus with the student. Parents should bring medications into the school office with the appropriate authorization; except any student with asthma or anaphylaxis may possess and self-administer prescription inhaler and/or auto-injectable epinephrine, while on the school bus, during the school day, or during school events.
- 6.) If a child is diabetic, epileptic, or has other serious health concerns, the school nurse must be notified to insure his/her safety.

**Physicals** –

Students in Preschool/Kindergarten are required to show proof of a physical examination by a physician.

**PEDICULOSIS (Headlice) POLICY**

1. A student identified to be infected with live lice and/or nits will be removed from the classroom. The parent/guardian will be notified and the student will be taken home by the parent/guardian. Treatment instructions will be provided.
2. The student may return to school after treatment if the student's head is totally clean of lice. Verification of this will be done by the school nurse or other designated representative. The parent/guardian will be required to transport their student to school for the initial verification. If lice are found on the student's head, the student will return home with the parent/guardian and the verification process will be repeated the next school day.
3. A student with more than two (2) recurrences of head lice within a two month period will be referred to the County Health Agency, to their family physician and/or to the Communicable Disease Control Office.

Adopted: October 14, 1996  
Current Revision: November 12, 2014

**VISITORS**

Parents are encouraged to visit and experience the innovative and exciting things that are happening in their child's classroom. Parents will want to call first and arrange for a visit. The teacher is then able to suggest an appropriate time for a profitable experience for the parents.

All visitors **MUST CHECK** in at the school office before going to the classroom.

## **EMERGENCY AND EVACUATION DRILLS**

### **FIRE AND TORNADO DRILLS-**

Fire and tornado drills are held in accordance to the regulations required by the state department of public safety. Escape plans are posted in each classroom. Each teacher will instruct the student how to exit the building if the fire bell rings during class time. The fire alarm is a loud continuous horn. Every person must leave the building in a quiet and orderly fashion. In the case of tornado, students will be instructed by teachers to follow the tornado drill procedures.

### **TORNADO WARNING -**

In the case of a tornado warning, the Dakota Valley Schools will direct students to designated area of the school buildings, away from glass and with as many walls between them and the outside as possible.

Each room has a map of where students will be taken and the route to get there.

The school administrators have practiced a number of "what if" scenarios, which gives them an idea of what to do, based on type of damage done to the school building. Each administrator has a walkie-talkie which they can use to communicate with other school officials.

In the event of damage to the school, the students would be led out of the building once the storm had passed. A count of the students would be taken and the children would be bussed to the North Sioux City Community Center for release to their parents.

As administrators, we urge parents not to phone the school or attempt to drive to the school for their children if a tornado warning is sounded. We stress that both parents and students will be safer where they are rather than in a car during severe weather. If you arrive at the school for your child; we will strongly advise you and your child to stay in the building until the weather has cleared.

### **BOMB THREAT AND EMERGENCY EVACUATIONS –**

Students will be provided specific instructions on how to safely exit the building and when to exit the building. The instructions will come from a school administrator or the local law enforcement personnel.

## **BUSING**

A student shall accept the responsibility of his/her own actions on the bus. Riding the school bus is not a right, but a privilege that is extended to the student. This privilege can and will be removed for disruptive and unsatisfactory conduct where the safety of others is endangered. Students will be responsible for their transportation upon the loss of bus privileges. If the student is not planning to ride the bus in the morning, someone should contact the school or a neighbor, so this person can

inform the bus driver to avoid an unnecessary stop. All bus riders are under the authority of the bus driver and shall observe the following standards:

- Obey the bus driver's instructions and directions at all times.
- Keep aisles clear of all objects.
- Remain seated while bus is moving.
- Keep your hands to yourself and inside the bus.
- Talk quietly. Vulgar and abusive language is not allowed.
- Food, peanuts and peanut products, tobacco, etc., are prohibited on the bus.
- Be responsible for your own behavior at the bus stops.

The bus driver is responsible for his/her own bus and the discipline on it. Students may be refused transportation if they do not follow the rules and regulations for appropriate behavior. For those who choose not to follow those rules and regulations the following steps apply:

- First offense, the child gets a warning.
- Second offense, the child loses bus privileges for a period of three (3) days.
- Third offense, the child loses bus privileges for a period of five (5) days.
- Fourth offense, the child loses bus privileges for a period of ten (10) days.
- Fifth offense, the child loses bus privileges until parents appeal the decision to the school board.

**NOTE: Bus privileges can be taken away immediately, depending on the severity of the offense. Examples such as incidents of abusive language, vandalism, harassment, bullying, and/or violence are just some examples of inappropriate behavior which may cause a child to lose their bus privileges immediately.**

Buses will not operate when weather conditions make it unsafe to do so. Because weather conditions may vary around the district and may change quickly, the best judgment will be used that is possible with the information available. The final decision in declaring conditions “unsafe” will be made by the superintendent or designee. He/she will be assisted by the transportation supervisor. When weather conditions worsen during the day after school has begun, students will be returned to regular bus stops. Emergency school announcements will be broadcast over local television and radio stations.

Students may not ride any bus other than the one to which they are assigned except in an emergency. A note or phone call from the parents must be given to office personnel before permission is granted. Due to overcrowding, NO STUDENT may ride the bus home with another student, unless it is an emergency and permission from the office is granted. If you have any problems concerning bus stops, time, drivers, etc., call or write the transportation supervisor - Mr. Kelly Curran, at 422-3840.

## **BICYCLES – SKATEBOARDS**

As per Board Policy JHF (Student Safety), rollerblades, skateboards, and the like, not requiring motors are also prohibited from use on school district property or at any school function.

### **SNOW AND COLD WEATHER POLICY**

The school staff shares the parents concern for the safety of children and provides these guidelines that should help to assure the safety of students no matter how bad the weather.

- 1.) The decision and directive to close schools comes from the superintendent of schools.
- 2.) All news media will be contacted immediately of a late start or cancellation.
- 3.) In cases of extreme inclement weather, parents may pick up their children from school at anytime during the day.
- 4.) Parents should use their own judgment in regards to snow, bad weather and the safety of the child.

### **LATE START - EARLY DISMISSAL – CANCELLATIONS -**

Cancellations, late start or early dismissal for weather or unforeseen problems will be announced on all local television and radio stations. However, KMEG-TV and NEW 102.3 FM radio station have been designated as the official Dakota Valley TV and Radio stations. This information will also be posted on the school website: <http://dakotavalley.k12.sd.us>.

No breakfast will be served when school starts late at the middle school and high school.

No breakfast will be served when school starts more than an hour late at the elementary school.

### **PARENT NOTIFICATION -**

Parents may also sign up for free mobile phone or email text message alerts when school is cancelled, delayed or dismissed early, by subscribing to a free service provided by Bright Arrow. Once Student is enrolled it will immediately sign up the parents.

Non-weather related email announcements from the building principals are also forwarded to parents who subscribe to each buildings “listserv”. The enrollment information for each principal’s “listserv” is located on the school district’s web site.

### **WEDNESDAY EVENINGS**

Wednesday evening and Sundays are reserved for non-school sponsored student activities. On Wednesday no public school sponsored activities will detain students after 6:00 P.M. Exceptions are made only for unusual reasons and must be approved by the principal.

## NON-SCHOOL RELATED ACTIVITIES

The staff is not responsible for non-school related activities. Example: Girl/Boy Scouts, Brownies, etc. Leaders of these groups need to fill out a building usage form and then turn it into the athletic director if it is for gym use or the building principal if it is for commons use. This must be done a minimum of two weeks before starting. Leaders of these groups need to keep parents informed about meetings. Children that stay after school for an event or meeting need to give a note from a parent/guardian to the classroom teacher each time they are to stay.

## CARE OF SCHOOL PROPERTY

The child is responsible for the care of school property. Any misuse or mutilation will result in restitution by the party responsible. The child should exercise respect for other children's property.

The proper care of textbooks and library books is also stressed. Students are encouraged to carry books to and from school in book bags and keep them from small children and pets. Books lost or destroyed must be paid for by the child who is responsible for the book. If lost or destroyed books have not been paid for, report cards will be withheld until payment has been made for any books lost or damaged.

## DAKOTA VALLEY SCHOOL DISTRICT #61-8 WEAPONS POLICY

### POSSESSION OR USE OF A WEAPON

**Prohibition** - No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, in any school vehicle or any school vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. For purposes of the Gun-Free Schools Act, the term "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.

For purposes of this policy, the term "weapon" shall include:

- a.) Any controlled weapon including a firearm silencer, machine gun, or short shotgun as those terms are defined in SDCL 22-1-2-(17), (23), and (46);
- b.) Any "dangerous weapon" or "deadly weapon", including any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm;
- c.) Any "destructive device" including any bomb, grenade, explosive missile or similar device or any launching device therefore or any breakable container which contains flammable liquid with a flashpoint of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited. For purposes of this policy, this term includes fireworks,

rifles used for sporting purposes and other devices which would otherwise be excluded under the definition found in SDCL 22-1-2-(13);

- d.) Any “explosive” including any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal forces or condition, is capable of a relatively instantaneous release of gas and heat, including fireworks;
- e.) Any “firearm”, including any weapon from which a projectile or projectiles may be discharged by gunpowder or compressed air. As used in this provision, the word “gunpowder” includes any propellant that upon oxidization emits heat and light and is commonly used in firearms cartridges;
- f.) Any “stun gun” including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;
- g.) Any “ballistic knife” including any knife encased in a tubular metal sheath designed to, intended to, or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury.
- h.) Any "knife", "club", "numchuk", "slingshot", or similar item which is designated to, intended to, or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury.

This policy does not apply to small pocket knives (see Look Alike Weapons) or starting guns while in use at athletic events and supervised schools or sessions for training in the use of firearms.

**Penalty -**

1. The principal will suspend for ten (10) days and calls parents or guardians.
2. The principal shall report the event to the criminal justice (police) or juvenile delinquency system.
3. The principal shall refer the student to the Board of Education for expulsion for not less than one (1) year (12 months). The one (1) year (12 months) expulsion may be modified by the Board of Education on a case-by-case basis.
4. Pursuant to procedural due process, a special board meeting will be convened, if our regular meeting does not fall within the 10-day suspension, unless unusual mitigating factors occur.

**LOOK-ALIKE WEAPONS**

**Prohibition** - No student shall carry, have in his or her possession, store, keep, leave place or put into the possession of another student any look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school function, whether or not any person is endangered by such actions. “Look-alike weapon” means any item which resembles or appears to be a weapon, including but not limited to small pocket knives with less than a 3” blade, squirt guns, water rifles or pistols, toy guns, toy grenades and other similar items.

**1st Offense** - The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student’s age, the actions of the student in possessing and using the look-alike weapon, the student’s intent and the nature of the look-alike weapon, and proximate

resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days; and, referral to the Board of Education for disciplinary action including long-term suspension and expulsion.

**2nd Offense and All Subsequent Offenses** - Principal follows 1st offense language and must refer to Board of Education for either suspension or expulsion, unless there are unusual mitigating factors.

The Dakota Valley School District #61-8 shall submit an actual copy of their weapons policy to the State Education Association by July 1, 1996 as “assurance of compliance”.

The Dakota Valley School District #61-8 shall submit, annually, a descriptive report to the SEA of the circumstances surrounding expulsions imposed under the one (1) year expulsion requirement, including:

- A.) the name of the school concerned,
- B.) the number of students expelled from the school, and
- C.) the type of weapons concerned.

Adopted On:            May 17, 1993  
Current Revised:      February 12, 2007

## **ALCOHOL AND OTHER DRUG USE BY STUDENTS**

The Board recognizes its share of the responsibility for the health, welfare and good of the students who attend the district’s schools. Alcohol and other drug use is wrong and harmful and can interfere with a student’s ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community recognizes alcohol and/or other drug use as a serious health problem, and is committed to encouraging young people to choose a drug free life-style and to seek help should a problem arise.

As educators, we recognize that chemical use (alcohol and other drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug free program and be addressed locally in a helpful and supportive, rather than punitive way. One of our goals is to discourage all use by students. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate themselves and the community about the impact of drug use. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problem of alcohol and/or other drug use is a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Student and parent members



of the school community are expected to know and understand the policy provisions and its mandatory nature. 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 which affect the student or educational process of the school. Students shall not engage in alcohol and or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to his/her prescription and appropriate school policies regarding administration of medication.

### **DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES**

The following procedures will be used in dealing with violation of the policy:

#### **A. First Offense (Other Than Distribution) -**

- 1.) The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference. If no contact is made, a written report will be provided.
- 2.) The administration may suspend the student for ten (10) 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, in writing, by first class mail to the last known address of the parent(s)/guardian(s).
- 4.) The administration may notify available law enforcement authorities.
- 5.) State and federal regulations regarding special education students will be followed.

The school district strongly urges students with alcohol and other drug abuse problems seek professional assessment and assistance from a trained chemical dependency counselor or a licensed physician trained in chemical dependency.

Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be professionally assessed, and treated if needed, will be commuted to three (3) days. The administration will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon authorization by the parent/guardian or eighteen (18) year old student, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

**B. Second and Subsequent Offenses (Other Than Distribution) –**

- 1.) The administration will contact the parent(s)/guardian(s) to arrange for a conference;
- 2.) The administration may notify available law enforcement authorities;
- 3.) The administration may suspend the student 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 procedures are followed:
  - (a) The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency at his/her own expense.
  - (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 or Material Represented to be a Controlled Substance (All Occurrences) -**

- 1.) The administration may suspend the student for ten (10) days in compliance with student due process procedures;
- 2.) Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension;
- 3.) Supplying or selling chemicals may result in a ten (10) day suspension;
- 4.) The administration will refer the case to appropriate law enforcement authorities;
- 5.) 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.

State and federal requirements regarding special education students will be followed.

**D. Observed Behaviors:** Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator and/or "first-responder" medical personnel. If emergency medical attention is needed, the administrator or designee will determine whether to contact the parent/guardian for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this policy will be followed.

### **E. Use of Passive Alcohol Sensor (PAS) -**

A device known as a Passive Alcohol Sensor (PAS) may be used to check for breath alcohol and can be used with or without a subject's direct participation. When used without direct participation, it is known as passive breath sampling, as opposed to active testing, when the subject blows directly into a mouthpiece or the intake port. There may be times when the PAS can be used passively, i.e., as it can detect alcohol in open containers or in enclosed spaces such as rooms, lockers, etc. Procedurally, we will not vary from our normal course of action when faced with the question of possible consumption. All due process precaution will continue to be in place. Given reasonable suspicion of use or possession, the following steps will occur:

- 1.) Reasonable suspicion, such as a staff referral or information gathered during an investigation, will initiate administrative contact with said student.
- 2.) The student will be directed to an office area where he/she will be kept in observation and questioned regarding the concern of alcohol consumption.
- 3.) The student may, at that point, confirm or deny the report.
- 4.) After a period of observation and questioning, we will inform the student of our new, less invasive means of detecting breath alcohol and allow the subject to speak/breathe across the intake port of the PAS III.
- 5.) Next, the subject will be informed of the PAS III result. (The sensor either detected the presence of alcohol or it did not.)
- 6.) If it is determined that the subject has consumed alcohol, we will inform the subject and his/her parent(s)/guardian(s) of our suspicions and proceed as provided in this policy.
- 7.) The subject may continue to deny consumption and wish to pursue the issue further. At this point, he/she will be informed of an alternative to clear the allegation of consumption. This would involve the opportunity to take a breathalyzer through the local police department or blood test at the hospital. The subject will also be informed that he/she may face legal consequences as a result of failing the breathalyzer or blood test.

Legal Reference: SDCL 13-32-4.3, 26-11-5.1, 22-42-19; Public Law 101-226  
Adoption Reaffirmed: December 14, 1998

### **SCHOOL LOCKERS, STUDENT VEHICLES, AND STUDENTS' PERSONS**

**STUDENT LOCKERS**, desks and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

**STUDENT VEHICLES** - parked on school property are subject to search by the principal or the principal's designee if the principal or his/her designee has reasonable cause to believe that contraband is in or on the automobile.

**PERSONAL SEARCHES** - Students and their personal effects are subject to being searched by the principal or his/her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices.

### **SEARCH AND SEIZURE**

All school property is held in public trust by the board of education. School officials may without a search warrant, search a student, student's locker, desk, work area, or student's automobile under the circumstances as outlined in the following regulation: to maintain order and discipline in the schools, promote the education environment, and protect the safety and welfare of students and school personnel. School officials may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to non-prescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

### **SEXUAL HARASSMENT POLICY**

It is the district's policy that sexual harassment is 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 for violation of the policy.

Under this policy, any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal and/or written sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment. Copies of this policy will be available at all administrative offices.

### **QUESTIONING OF STUDENTS**

As the school stands "in loco parentis" (in the place of parents) when students are at school, or involved in school activities, the school has an obligation to both the student and student's parents. Therefore, it is the policy of the School District that should a law enforcement officer, for whatever reason, wish to talk with a student when the student is under the jurisdiction of the school, the district will not allow the law enforcement officer to meet with and talk with the student unless the school has first notified the student's parents of the request and permission granted by the parents for the law enforcement officer to meet with and talk to the student. The parents shall have the right

to deny the request, to be present in person or through a representative at the time of the meeting. However, this does not apply to discussions with or questioning students in relation to routine, non-criminal matters by the police liaison officer.

## **STUDENT/PARENT COMPLAINT PROCEDURE**

The purpose of this procedure is to provide a means for student(s)/parent(s) to present a complaint regarding conditions based upon discrimination prescribed by relevant State and Federal statutes and executive orders. In order to better assure the effectiveness of the procedure, all complaints should be processed without delay.

A complaint shall be presented to the teacher involved. If the complaint is not satisfactorily resolved at this level, or if there is no teacher involved, the complaint may be appealed or presented to the guidance counselor, and if still not satisfactorily resolved, to the principal. If the complaint is not satisfactorily resolved by an appeal to the principal, the presenter may request a meeting with the superintendent whose decision of the matter shall be final.

### **Title I District Level Parental Involvement Policy**

The Dakota Valley Title I District Level Parental Involvement Policy does provide the activities, events and correspondence implemented to establish the district's expectations for parent involvement.

1. The district will plan, design and implement the district's Title I program in consultation with parents of eligible students by convening an annual meeting during the first quarter. All parents of eligible students will be invited and topics to be covered will include: A. Funding, B. Selection of students, C. Activities and materials, and D. Evaluation of the program.
2. The district will provide the coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. Title I policies are distributed to all students and families at the beginning of the school year as part of district-wide mailing that is distributed annually.
3. The district will:
  - a. Distribute a school/parent compact at the time a student is enrolled in Title I. The parent signature on the compact is not required as parent permission for the student to receive Title I services;
  - b. Conduct a Title I parent night for parents or potential parents of Title I participants;
  - c. Provide parents of participating children with reports of their children's progress at the end of each quarter reporting periods;
  - d. Schedule parent-teacher conference at the end of the first and third quarter reporting periods with the parents of each participating child to discuss the child's progress, placement, and methods that parents can use to complement the child's instruction;
  - e. Arrange for Title I personnel to be readily accessible to parents upon parent request;
  - f. Permit parents of participating children to observe Title I activities with reasonable frequency;
  - g. Give a copy of these policies to parents of participating children who were not enrolled in school at the time of district-wide distribution of these policies.

4. In the event the district would have these programs the district will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other programs, such as Head Start, Reading First, Early Reading First. Even Start, Parents as Teachers, Home instruction Program for Preschool Youngsters (HIPPY), state-run preschool programs, and Title III language instructional programs.

5. The district will conduct, with the involvement of parents, an evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I funds. This evaluation will include identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings of the evaluation will be utilized to design strategies for more effective parental involvement and revise the district's parental involvement program if necessary.

6. Conduct a Title I parent night for parents or potential parents of Title I participants during the first quarter of each year.

### **DAKOTA VALLEY SCHOOL SONG**

Dakota Valley give us your best,  
We stand apart from all the rest,  
With our spirit and our pride,  
The Panthers will stay in stride, in stride.

We want a victory, defeat our foe,  
We've got the power, opponents will know,  
Dakota Valley stands with pride,  
The Panthers are on our side!

**School Colors** - Black, Purple, and Silver  
**School Nickname** - Panthers

Members of the Dakota Valley School District #61-8 should:

- Be involved and productive. Attend school regularly, arrive to classes on time, and complete all assignments.
- Respect the Dakota Valley school buildings and school property. Keep the buildings clean by disposing of refuse in appropriate places.
- Be both physical and mentally ready to participate in classes and activities.
- Be respectful of all students and staff members and their property.
- Tell the truth at all times. We all want to be trusted!



## DAKOTA VALLEY SCHOOL DISTRICT 2018-19 PARENT - STUDENT CALENDAR



August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Pre-payment Days - MS Gym  
 Aug. 1 5:30 pm - 8:00 pm  
 Aug. 2 8:00 am - 10:00 am  
 Aug. 14 Open House 5:30 pm - 7:30 pm  
 Aug. 16 **FIRST DAY OF SCHOOL**

January 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 7 **Classes Resume - Begin 2nd Sem.**  
 Jan. 28 **No School - Staff: 1/2 PD, 1/2 Workday**

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept. 3 **No School - Labor Day**  
 Sept. 12 1:30 Dismissal - PD - Elementary Only  
 Sept. 17 **No School - Staff Inservice**  
 Sept. 26 1:30 Dismissal - PD - All Buildings  
 Sept. 28 Homecoming  
 Dismissal 12:15 K-8, 11:30 HS

February 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb. 6 1:30 Dismissal - PD - Elementary Only  
 Feb. 11 ES End 2nd Trimester  
 Feb. 13 1:30 Dismissal - Elementary Only  
 4:00-7:30 Conferences Elem. Only  
 Feb. 14 1:30 Dismissal - All Buildings  
 4:00-7:30 Conferences Elem. Only  
 UE/MS/HS Prof. Dev. 1:30-4:00  
 Feb. 15 **No School - Staff Inservice**  
 Feb. 18 **No School - Presidents' Day**

October 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct. 9-11 1:30 Dismissal All Building  
 Oct. 9 4:00 - 7:30 Conferences HS/MS/UE  
 Oct. 10 4:00 - 7:30 Conferences All Schools  
 Oct. 11 4:00-7:30 Conferences Elem. Only  
 Oct. 12 **No School - Staff Comp Day**  
 Oct. 19 End of 1st Quarter  
 Oct. 31 1:30 Dismissal - PD - Elementary Only

March 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mar. 8 End of 3rd Quarter  
 Mar. 20 1:30 Dismissal UE/MS/HS Only  
 4:00 - 7:30 Conferences HS/MS/UE  
 Mar. 21 1:30 Dismissal All Buildings  
 4:00 - 7:30 Conferences HS/MS/UE  
 ES Prof. Dev. 1:30 - 4:00  
 Mar. 22 **No School - Staff Comp Day**

November 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 9 ES End 1st Trimester  
 Nov. 14 1:30 Dismissal - PD - All Buildings  
 Nov. 21 1:30 Dismissal for Thanksgiving  
 Nov. 22 - 23 **No School - Thanksgiving**

April 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr. 3 1:30 Dismissal - PD - Elementary Only  
 Apr. 19-22 **No School - Spring Break**  
 Apr. 24 1:30 Dismissal - PD - All Buildings

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec. 5 1:30 Dismissal - PD - Elementary Only  
 Dec. 21 1:30 Dismissal for Students  
 Winter Break Begins  
 Dec. 21 End of 2nd Quarter  
 Dec. 22 thru Jan. 4 - Winter Break

May 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 8 1:30 Dismissal - PD - Elementary Only  
 May 10 Rehearsal for HS Graduation 8:45 am  
 May 11 GRADUATION 11:00 HS Gym  
 May 17 Last Day of School - 1:30 Dismissal  
 End 4th Quarter  
 ES End 3rd Trimester

**IMPORTANT DATES TO REMEMBER**

Aug. 1 Pre-payment Day 5:30 pm to 8:00 pm MS Gym  
 Aug. 2 Pre-payment Day 8:00 am to 10:00 am MS Gym  
 Aug. 28 School Picture Day Elementary  
 Aug. 29 School Picture Day High School  
 Aug. 30 School Picture Day Upper Elem. / Middle School

*May 20 on - potential make-up days as ALL SNOW DAYS are added on to the end of the school year calendar.*

Approved by the  
 Dakota Valley  
 Board of Education  
 at the  
 March 12, 2018 BOE

Beginning/Ending for Quarters/Semesters/Trimesters
Vacation - Holidays (No School)
Elem. School 1:30 Dismissals
District-wide 1:30 Dismissals
Parent-Teacher Conferences - 1:30 Dismissals