

Dakota Valley
Elementary School

STUDENT HANDBOOK

2020-2021



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ELEMENTARY SCHOOL VISION STATEMENT

The vision of Dakota Valley Elementary School is to develop kids for character motivated to learn and experience success.

MOTTO

“Excellence in Education”

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Our Beliefs

- Everyone is capable of learning.
- Everyone deserves to experience success.
- Everyone deserves what they need in order to learn.
- Everyone deserves to feel safe.
- Everyone needs a feeling of self-worth.
- A positive environment enhances learning.

DISTRICT MISSION STATEMENT

The mission of Dakota Valley Schools is to ensure all students receive an enriched educational experience in a safe environment.

A Message from the Principal...

I am very excited about having the opportunity to work with the students, their families, and the staff of Dakota Valley Elementary School. The beliefs and expectations observed by the district reflect my own personal philosophies about students and the educational system. This handbook is a great resource for parents/guardians/guardians and students. Becoming familiar with the material available to you in this handbook will allow you to have a more successful and productive school year. The Dakota Valley Elementary School has high expectations for its students. By following the guidelines and procedures established for the school, we will all have the opportunity to work and learn in a safe, productive environment.

Parents/guardians and students have the responsibility to contribute positively to the school environment and work collaboratively with the teachers and staff of the school. This teamwork will ensure that all students in the elementary school will achieve goals and have success toward becoming lifelong learners and contributors to society.

Please take the time to read through the handbook and familiarize yourself with the policies and expectations of the school. Doing so will help you have a sound understanding about the expectations, rules, and day-to-day operations of the school.

Please call the Dakota Valley Elementary School at (605) 422-3840 if you have any questions, or would like clarification on any item outlined in the handbook. Thank you in advance for taking the time to read through the handbook. Your dedication toward creating a positive and productive learning environment for the students at Dakota Valley Elementary School is greatly appreciated!

Kristi Maloney

Elementary School Principal

Student Expectations

- Every student in our building is expected to be a leader—you will learn and use the 7 Habits to help you make decisions and guide your behavior, even when no one is watching
- Every student in our building is expected to be a learner—you are responsible to do your best, do what is asked of you, participate in learning activities, and celebrate your accomplishments
- Every student in our building is expected to be, and keep others, safe—you will follow the classroom and school rules, and behave in ways that do not put others, or yourself, in unsafe situations

Chain-of-Command

- **Kristi Maloney**, Elementary School Principal

In the event that Mrs. Maloney is not available within the building, the following chain-of-command should be followed.

- **Dawn Plendl**, Behavior Interventionist
- **Andrew Fisher**, Elementary Counselor
- **Laurie Horner**, Elementary Librarian
- **Linda Steele**, Special Services Director
- **Bill Leberman**, Middle School Principal
- **Dr. Jerry Rasmussen**, Superintendent

Elementary School Information/Communication

School to home communication is one of the most important components in providing a high-quality education for our students! We try to make our communication as clear and accessible as possible for families to ensure everyone has the vital information they need. Throughout the school year, please be looking for the following ways to stay connected with DVES.

Elementary School Announcement Emails

The elementary school utilizes this list serve consistently to disseminate information to families. The ES monthly newsletter, urgent announcements, changes in schedules, reminders, etc. all come through this email. To begin receiving these emails, please go to <http://www.k12.sd.us/MailingList/dves-announce> . At this link you will sign up for, and manage, your subscription the elementary announcement emails.

Dakota Valley Website

The DV website at www.dvschools.com is where you can go to access information from not only the elementary school, but the entire school district. On the ELEMENTARY page you will be able to find the ES monthly newsletter, which includes important dates and events, upcoming notices, ES and District Student Handbooks, teacher/staff websites, or any changes to procedures. Please note, any community programs or information provided to the district that may be of interest is under the COMMUNITY tab.

Text Notification

Dakota Valley's alert system is called Bright Arrow. This system integrates with our student information system, Infinite Campus. The Bright Arrow system will update each day with the contact information in the Infinite Campus Gradebook system. When notification needs to be made, Bright Arrow utilizes the parent email and the cell phones of parents/guardians and students to send out a message. If your contact information changes, the system will automatically update with the new information. The notification system is limited to notifying our Dakota Valley parents/guardians, students and employees only. *So please keep us up to date on any changes in email or phone number.*

Dakota Valley Social Media

Dakota Valley has multiple social media accounts that are active to share events, pictures, information, announcements, etc. You can search for Dakota Valley on any of your favorite social media platforms to follow your preferred pages.

Parents/guardians being able to effectively and efficiently communicate with the school is equally as important as the school's communication to home. The elementary school has multiple ways for you to contact us, however, depending on the urgency of the communication, please be cognizant of the mode of communication you choose. Please note, due to confidentiality, staff are only able to discuss school events/progress/consequences with the child's legal parent or guardian.

Staff Email

Each staff member has a state issued email that can be used for communication. Classroom teachers will provide their email to families at the beginning of the year, or, you can access the staff email list on the Dakota Valley website. Teachers will respond to emails as they are able, but please do not expect an immediate response to an email.

Phone Calls

Teachers and students will not be called from class to answer the telephone except in a case of emergency. Telephone messages will be delivered to the classroom as soon as possible, or you have the option of leaving a voice mail for the staff member. Students will not be allowed permission to use the telephone unless it is an emergency. If you wish to talk directly to the staff member, please call from 8:00 a.m. to 8:15 a.m. or 3:15 p.m. to 3:45 p.m.

The ES office is able to receive phone calls at any time during the school day, however, there are times that are busier than others. If you receive the voicemail message, please leave a detailed message and someone will get back to you as soon as they are able, if a callback is required, otherwise the information you provided will be processed appropriately. After school changes *can* be done over the phone, but, utilizing the Elementary Office email account is preferred.

Elementary School Office Email

Any communication that you need to carry out with the elementary school office (after school schedule changes, attendance notification, early check-out for appointments, doctor's notes for restrictions, etc.) should be done through a note sent with your child to the classroom teacher or the elementary office email account. That email is: DakotaValleyES@k12.sd.us . If you use a staff member's email, it is possible that it will be missed due to staff being absent. The office email account is monitored each day regardless of staff absence. It is always a good idea to also include the classroom teacher on any email you send to ensure that everyone who needs the information is receiving it.

School-Parent Engagement

1. If you have questions, suggestions, or need to discuss a peer conflict your child is having, please call or email the classroom teacher first. Your child's teacher interacts on a daily basis with them and can provide the most relevant information. Following this protocol provides your child's teacher an opportunity to clarify, investigate, intervene, and respond to concerns. If you have not received a response from your child's teacher in a reasonable time-frame, or, if your concerns have not been addressed to your satisfaction, you are welcome to contact the building principal by phone or email.
2. Share pertinent information about your child and family with the classroom teacher or school so we may better meet the needs of your child.
3. If you would like to visit the elementary school, you are welcome any time, however, any teacher/staff meeting or classroom volunteering must be pre-arranged with the appropriate staff member prior to your visit. Please remember to follow visitor guidelines when you arrive at the building.

4. Cooperate with the school to establish desirable attitudes toward school and set an example for children and avoid criticism of the school program or personnel in the presence of your children.
5. Participate actively in home-school activities, Parent Teacher Organizations, attend school programs, and show an interest in your child's work.
6. Check with your child regularly regarding notices from school and utilize the multiple modes of district and building communication to stay up to date on current events and information.
7. Respond promptly to requests for parent-teacher conferences or communication from school staff.
8. Provide your child with a healthy, stable home environment.
9. Send your child to school on time and regularly.

School Hours

The school security system will automatically lock and unlock the main doors for entrance to the building before and after school.

Staff Hours: 8:00 a.m. to 4:00 p.m., Monday through Thursday
8:00 a.m. to 3:45 p.m., Friday

Student Hours: 8:10 a.m. to 3:15 p.m., Monday through Friday
8:10 a.m. to 1:30 p.m., Early Dismissals

**Students walking or who are riding home with parents/guardians will be dismissed at 3:10 p.m. on normal school days and 1:25 p.m. on early dismissal days.*

Tardy Bell: 8:20 a.m. (all students must be in their classroom)

No child should be on the school grounds or in the building before 7:40 a.m. There will be no adult supervision until this time. Please do not drop your child off before 7:40 a.m.

If you need your child to have care prior to 7:40 a.m., the YMCA is providing before and after school care for the Dakota Valley School District from 6:30 a.m. to 8:10 a.m. and 3:15 p.m. to 6:00 p.m. Registration for before and after school care can be found at <http://nwsymca.org/y-club/>.

If for some reason your child will not be riding the bus, he/she needs to be picked up no later than five (5) minutes after the dismissal bell. You will need to wait outside for the students to be dismissed by the 3:10 p.m. bell. If you need to pick your child up before 3:10 p.m. you will need to check into the office, sign your child out and we will call your child to the office for you to pick up there.

Visitor Guidelines

For student safety, we are a closed campus, so all visitors must enter through the main entry. During school hours, anyone wishing to enter the building must ring the doorbell located near the main entrance, state their name and purpose for their visit, and upon entry into the building, must immediately check-in to the office and secure a visitor badge.

If you are coming into the building prior to the start of the school day (between 7:40 and 8:10 a.m.), please check-in with the staff greeters at the main entrance to explain the purpose of your visit.

We welcome visitors at DVES, however, children who are not currently enrolled in the district will not be allowed to visit the school unaccompanied by an adult. Minor children will also not be allowed to attend class with a child who attends Dakota Valley Elementary. Teacher's instruction time and resources are extremely limited and the classrooms are not equipped to provide these things for students other than those enrolled in the district. Children who are not enrolled in the district will also not be allowed to be with an adult who is volunteering in a classroom or chaperoning a school event.

Attendance and Tardiness

Consistent school attendance is one of the keys to academic progress. Parents/guardians can help their child succeed by ensuring his/her attendance except when illness or extreme family emergencies occur. Absences will be excused for the following reasons: a) illness; b) professional appointment; c) bereavement; d) religious observance; and e) pre-arranged family activity. **When absences are necessary, it is mandatory that a phone call be made to the office by 9:00 a.m. of that day.**

A system is in place to generate letters for any student absent or tardy five or more times per trimester. These letters are sent regardless if the absence or tardy was excused or unexcused. The letters are to keep families informed of the amount of classroom instruction time that is being lost when that child is out of school. In order for a student to successfully complete his/her grade, absences may not exceed a total of twenty (20) days for a year. Any additional absences may result in retention, unless unusual circumstances exist, as determined by the principal.

When a student is tardy, a phone call to the office is required as soon as possible. Upon arrival at school, the student must report directly to the office for an Admit Slip. Habitual tardiness may result in additional action taken by the school to ensure prompt arrival to school. Students with exceptionally good attendance records will be recognized at the end of the school year. **Parents/guardians are encouraged to consult the district calendar before planning extended vacations.**

Late arrivals prior to 9:00 a.m. are considered *tardy* and arrivals after 9:00 a.m. will be considered an *absence* for the number of minutes missed from class. Tardiness and absences will be excused if a call or note is received from the parent/guardian and the reason is an **unavoidable circumstance**. If no note or call is received, or if the circumstance was *avoidable*, the absence/tardy will be considered unexcused. **Please note that all time missed from class will be counted in attendance records regardless if the absence or tardy is excused or unexcused.**

Even if your child was sent home from school, you must still call your child in as absent each day they will be out of school.

After School Schedule Changes

Parents/guardians are asked to keep their child's after school schedules as consistent as possible; making sure, also, that changes are kept to a minimum and made *only* when absolutely necessary. **All after school changes should be made in writing by the parent/guardian and sent to the teacher. Phone calls are acceptable, but notes or an email sent to DakotaValleyES@k12.sd.us are preferred.**

Due to bus capacity and safety reasons, multiple switching of buses before or after school is NO longer an option. Parents/guardians **must** select one pick-up and one drop-off location for Normal School Days and one drop-off location for all Early Dismissal Days.

YOU ARE ALLOWED ONE “PERMANENT” CHANGE THROUGHOUT THE SCHOOL YEAR AND MUST GIVE AT LEAST A 5 DAY NOTICE FOR THE CHANGE TO BEGIN.

Phone calls for after school changes must be made **prior to 2:30 p.m.** to ensure timely delivery of information and to allow both the teacher and the student the necessary preparation time. **Change requests after 2:30 p.m. are not allowed.** Last-minute changes are discouraged and we ask that parents/guardians reconsider changing their child’s schedule and make every effort to simply have your child follow their normal after-school dismissal routine. Instead of changing your child’s after school dismissal routine, possibly have them picked up from their daily drop-off location.

Picking-Up Students

Parents/guardians who desire to have their child dismissed during school hours (8:15 a.m. to 3:15 p.m.) **must send a note of explanation or call before dismissal time.** Parents/guardians are discouraged from picking up students before 3:10 p.m., unless for a special event.

The student will be released only to a parent, guardian or other authorized people. Only those people designated **in writing** by the parent will be allowed to pick up the child.

Parent/guardians or other designated/authorized persons need to stop in the office and sign the student out on the Sign-Out Log. The student will be called down from their room **at that time.** **AT NO TIME** will we allow a student to leave without a parent/guardian or authorized person coming into the office and signing them out.

Drop-Off Lane Etiquette

Our parking lot is a busy place, but by adhering to the following guidelines, it will make drop-off and pick-up of students **safer and more orderly.** Our drop-off lane was established to prevent people from having to pull around other, lingering vehicles. A single line of cars entering and promptly exiting the drop-off lane is in place for the safety of the children. Please follow the guidelines below to determine whether YOU should be in the drop-off lane or parking in the lot.

****During the school day (8:10 a.m.-3:10 p.m.), the drop-off lane also serves as the FIRE LANE (red curb) and no attended, or unattended, cars should be parked in this area****

Who Should Be in the DROP-OFF LANE?

If your child can independently exit your vehicle without help opening doors, putting on backpacks, waiting for a kiss goodbye or having you wait to watch them enter the school building, **YOU should be in this line!** A quick, “Have a great day!” and out the door they go, allowing you to pull forward, exit the drop-off area and move out of the way of other parents/guardians dropping off their children. We don’t want anyone to be tardy because they couldn’t get to the drop-off lane!

Who Should Park in the Parking Lot?

If your child needs assistance opening the car door, gathering their backpack, or if you would like to watch to see that your child makes it into the school building in the morning, please **DO NOT use the drop-off lane.**

We ask that you pull into the parking lot, park and then walk your child over to the sidewalk.

If you stop and wait in the drop-off lane, you prevent other families behind you from dropping their child off in a timely manner, or worse, cause people to pull around your vehicle, which could endanger the children!

Pets

Pets and other animals, other than registered service animals, are not permitted in school except for use in science classes or special classroom activities. Safety precautions and the allergies of some children make this rule necessary. If a pet is brought for sharing, please contact the teacher in advance and it must be approved by the school principal. Pets are to be brought to school by a parent/guardian and returned home immediately after sharing time.

Student Sick Policy

If your child is running a fever (100+), or has vomited, they should not attend school until they are without a fever without the assistance of medicine, or have not vomited for 24 hours.

If your child's illness requires their absence from school for more than two days, they will need to be seen by our school nurse or a doctor's note should be brought in to the school office.

Injuries and Restrictions

Students who attend school with casts or air casts, crutches, splints, arm slings, wheelchairs, walkers, canes, and/or immobilizers, will need to submit a written physician's note including: diagnosis of the injury and restrictions for physical education and lunch/class/recess.

If your child has an injury and needs to be restricted from activities such as Physical Education, recess or sports, the school nurse will need a note from the physician indicating the type of restriction and the length of the restriction from physical activities. If the student **cannot** participate in gym class, they also **cannot** play at recess. The school nurse will need another note from your physician when your student is able to increase activity or return to full participation.

Please **do not** excuse your child from Physical Education or recess because of a common cold, stomachaches, scratches, or other minor ailments, unless prescribed by a physician, as children need daily physical activity

A signed note from the parents/guardians will only be accepted as a request for the student to see the nurse in determining Physical Education or recess participation.

Physical Education

Physical education is held twice a week for one-half hour to help support the healthy, physical growth of our students. Students must wear tennis shoes or a soft-soled shoe and clothing appropriate for P.E. in order to participate.

Playground Rules/Recess

Recess can play an important role in learning, social development, and health of elementary school children. Because of the impact of weather on recess in South Dakota, the elementary building has implemented recess attire guidelines that we require students to follow (below). These guidelines are not designed to be restrictions, but to ensure students are dressed in an appropriate way to get the full benefit of their recess time and, in turn, their learning time in the classroom. Students who are wet and cold do not enjoy their recess time, and needing to change clothes after recess detracts from their classroom learning. Please be aware of weather conditions and dress your child accordingly.

Students participating in recess are expected to:

1. Use all equipment in the way it was designed
2. Behave in a manner that keeps themselves and others safe on the playground
3. Abide by recess monitor's directives
4. Utilize the 7 Habits to make decisions on his/her personal actions and to maintain healthy interpersonal relationships with peers and adults
5. Dress according to the building's weather guidelines and in attire appropriate for playground play (flip-flops are discouraged due to injury possibility and are not allowed on the woodchips/equipment)
6. Use the school-provided equipment and not personal property at recess.

Each classroom teacher will review the playground's specific rules and guidelines at the beginning of the year.

Recess Clothing Guidelines

- Indoor activities are held if it is raining, icy, or if the outside temperature, in combination with wind chill, is **below 0 degrees Fahrenheit**.
- If it is 60 degrees and above, no jacket is required
- If the temperature is between 35-50 degrees, a coat or jacket and long pants are needed
- If the temperature is below 35 degrees, a coat, hat/hood, and mittens/gloves are needed
- To play in snow at any temperature, a coat, hat/hood, mittens/gloves, snow pants, & boots are required

Promotion / Retention Policy

Placement shall be made in the best interest of the students after careful evaluation of all the factors relating to the advantages and disadvantages of promotion or retention. In retaining or promoting a student, the school will consider not only the child's academic achievement and needs, but the child's age, his/her social and emotional security, and the wishes of the child's parents/guardians. Students can be retained at any grade level. In all instances of retention, the child's parents/guardians will be kept informed of the child's progress.

Room/Teacher Requests

Each spring, there is considerable discussion about placing children in classes for the next school year. This is a matter that we do not take lightly at our school, and the staff spends countless hours forming well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills. It is hoped that a frank review of our procedures for class placement of students will alleviate the need for parents/guardians to individualize their concerns or make requests for specific teachers.

When classes are structured, we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- An even boy-girl balance.
- A full range of aptitudes within each class.
- An even proportion of abilities and learning styles across the classes at each grade level.
- An equal amount of students in each class on a grade level.
- An even proportion of children with English language proficiency.

Once these factors have been considered, teachers begin to build a class of children who show promise of working well together. At this point, attempts are made to match pupil and teacher personality style. Quite understandably, these decisions are based upon observations made by the teachers during the course of the year. While we welcome your input about your child's individual learning needs, we trust that you understand that your comments constitute just one of the many factors that we consider in forming classes. We will only honor room requests when extenuating circumstances exist. We discourage parents/guardians from making any room requests. **If a parent/guardian feels they have good reasons to make a request, they need to pick up a form from the elementary school office and return it by April 15th.** The final decision on class placements resides with the teachers and administration.

Food Sharing Procedure

The safety of our students is our primary concern. If you are bringing food in for your child for lunch, we ask that you please do not share that food with any other students as they could have a food issue that you are not aware of. Any food that is brought into the building with the intention of sharing with another student or classroom (this includes classroom snacks and all in-school parties) must have an ingredient label. If there is not a label on the food it will not be allowed. Due to the age of our students, it is quite possible that they could have a food allergy that has not been diagnosed yet, so the ingredient label is necessary in the event that we have a student with an unknown allergic reaction. No homemade baked goods/treats will be allowed as we are unable to verify, without a doubt, every ingredient in them.

Peanut / Nut-Free School

Any food that contains peanuts or tree nuts in any form is not allowed in Dakota Valley Elementary School.

Labels stating "may contain" are allowed in classrooms WITHOUT allergies only. Please contact your child's classroom teacher or the school nurse to verify if these products are allowed in your child's classroom.

Labels stating "manufactured or processed on equipment or in a facility" are allowed in all areas of the school and in all classrooms.

Breakfast & Lunch Information

BREAKFAST PROCEDURE

Breakfast is served in the elementary school commons from 7:50-8:10 a.m. Any student who wishes to eat breakfast may do so within the time that is available for service. Students who are dropped off at school will not be allowed to get breakfast if they arrive after 8:10 a.m. Students who ride the bus to school will be allowed to eat breakfast no matter what time they arrive. Parents or visitors who wish to eat breakfast with a student are welcome to do so, but we ask that the adult checks in with the staff greeter at the main entrance each time. Refer to the Dakota Valley School District website and the FOOD SERVICE tab for breakfast menus and prices.

LUNCH PROCEDURE

Lunch is served daily in the elementary school commons based on a staggered schedule. Please refer to the ELEMENTARY SCHOOL page on the Dakota Valley School District for the most current lunch schedule. Parents or visitors who wish to eat lunch with a student are welcome to do so, but you must place your order lunch prior to 9:00 a.m. of the day you are coming. Please also follow all visitor guidelines when coming for lunch.

Students have **thirty** minutes each day to eat lunch. We understand that lunch is a time for students to take a break and visit with their friends, so the lunch monitors will help encourage students to eat first before talking and visiting to ensure they are getting break time as well as time to socialize.

Any student who wishes to bring a cold lunch from home is welcome to do so, however, students will not have access to refrigerators or microwaves at school.

Students who are eating hot lunch at school will be asked to declare their lunch choice first thing in the morning to ensure an accurate count for the kitchen. For younger students, we ask that parents/guardians please assist their child in making this choice by looking at the monthly menu and helping the child to know which entrée he/she would prefer.

Students who are eating hot lunch at school have the option to order a second entrée of their choice. This entrée is an additional cost for any child who takes it, including students who participate in the free and reduced lunch program. Students will not be allowed to order or take a second (double) entrée without written approval from parents/guardians.

In an effort to comply with food service regulations as well as to help develop a well-rounded palate for our students, each student will need to take a fruit or vegetable choice from either the hot lunch line or the salad bar each day. If a child would like to make a return trip to the salad bar after they have eaten their initial food, they will be able to, however, any food items taken from the salad bar on the return trip will need to be finished before getting dismissed to recess.

Please refer to the Dakota Valley School District website and the FOOD SERVICE tab for monthly lunch menus and current lunch prices.

Personal Items/Electronic Devices

Students are discouraged from bringing personal items and electronics devices to the elementary school. If a student needs to bring an electronic device (cell phone, cellular watch, Ipad, gaming console, etc.) or personal item to school, the electronics are to be powered down and any personal items/electronic devices will be kept in the student's backpack in his/her locker for the duration of the time the student is on campus. Violations of this policy may lead to the device or item being confiscated by the teacher and/or building principal. The elementary school is not responsible for lost, stolen, or damaged items brought on campus.

Field Trips

In the beginning of the school year, one permission slip will be sent home for all field trips, however, additional permission/information sheets may be required by classroom teachers for specific trips throughout the school year. The permission slip must be signed by a parent/guardian and returned to school in order for the child to attend. The school or teachers will keep you informed of upcoming field trips. Teachers will notify parents/guardians in advance of any field trips taking students from the building.

Holidays and/or Parties

Seasonal parties are planned during the year at each teachers' discretion. These parties will be planned by the teacher, students, and room helpers. If you do not wish for your child to participate in a certain holiday party, please notify the classroom teacher or principal at the beginning of the school year.

Your child may wish to celebrate his/her birthday at school. He/she may bring a treat to share with the class. If a child brings a treat that requires napkins, utensils or plates, the parent/guardian is responsible for providing these items and all cutting of treats should be done prior to the item arriving at school. We encourage parents/guardians to provide healthy treats packaged in individual serving sizes to share with classmates to encourage lifelong healthy lifestyles and to limit the interruption to instructional time. Please note that Dakota Valley Elementary is a **peanut-free/nut-free environment** and all snacks or treats provided must follow our peanut/nut/tree nut and food sharing procedures.

To avoid disappointment and hurt feelings, invitations to private children's parties will not be handed out at school unless all of the girls in the class, all of the boys in the class, or the whole class is invited. This includes before and after school as well. If a staff member is made aware that invitations are being shared with select students, they will be collected and returned to parents/guardians.

Dress Code

Any style of dress, article of clothing, or hairstyle which interferes with or disrupts the maintenance of a learning atmosphere is unacceptable. Students should be aware that:

1. Students must wear clean clothing.
2. Students must be clean.

3. Students must wear some kind of reasonable footwear, appropriate to the activity or season. They also should wear tennis shoes on days they have P.E. Sandals and flip-flops are discouraged because they can cause injuries when running. Flip-flops are not allowed when climbing on play equipment in the gym or on the playground.
4. Any article of clothing that is a hazard to safety is unsuitable attire.
5. Any article of clothing that is obscene or endorses alcohol or drugs is unsuitable attire.
6. Hats or caps are unsuitable classroom attire during normal operation of the school day unless necessary for a specific class activity. When required for a class activity, they may be worn only during the time that the activity takes place.
7. Hairstyles must be in keeping with the ideals of cleanliness, neatness and good grooming.
8. Any article of clothing which exposes a bare midriff or undergarments is unsuitable classroom attire.
9. Shorts/skirts should be at least fingertip length. Students wishing to wear skirts to school are encouraged to also wear shorts underneath due to the amount of time students in the elementary are playing, climbing, and sitting on the floor.

Mark all jackets, caps, and boots with a permanent label so that your child can always identify his or her belongings. We are not responsible for lost or stolen items and we discourage parents/guardians from buying expensive gloves and hats for this reason.

Elementary Standards-Based Report Cards and Grading

The vision of Dakota Valley Elementary School is to develop kids for character motivated to learn and experience success.

In order to fulfill this vision, the staff of DVES will utilize a Standards-Based Report Card to communicate student progress with parents/guardians and students.

The Standards-Based Report Card contains the grade-level expectations for each academic standard based on the South Dakota State Standards in English Language Arts and Mathematics.

It also contains grade-level expectations for each academic/social behavior based on the Seven Habits of Happy Kids character traits.

Teachers utilize ongoing assessments to ensure that the information provided on a student's report card is the most up-to-date and accurate data possible.

The following performance levels are used to help teachers communicate, and parents/guardians to identify, where a student falls in his/her progress towards meeting the grade-level expectations of any given standard.

Academic Performance Level for Dakota Valley Elementary School	
Score	Meaning
M	Meets Grade-level Expectations
P	Progressing
B	Beginning
N	Needs Support
X	Not Yet Assessed

Student Conduct Guidelines

Dakota Valley Elementary School utilizes the Seven Habits of Happy Kids to guide students in conduct/character. The students will learn about the seven habits throughout the school year and these habits will be referred to if students need to be reminded of the school's expectations for their conduct.

Please review the habits listed below with your child prior to the start of the school year to remind them of our expectations of their conduct.

Habit 1: **Be Proactive** I have a "can do" attitude. I am in charge of my actions, attitudes, thoughts, and feelings. I don't blame others for my choices. I do the right thing without being told, even if no one is watching.

Habit 2: **Begin with the End in Mind** I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my school and I look for ways to be a good citizen.

Habit 3: **Put First Things First** I spend my time on things that are the most important. This means I say no to things I should not do. I set priorities, follow a schedule, and follow my plan. I am organized and responsible.

Habit 4: **Think Win-Win** I want everyone to succeed. I don't have to put others down to get what I want. I am happy when others are happy. I compromise when I need to. When a conflict arises, I help to come up with a solution that helps everyone win.

Habit 5: **Seek First to Understand, Then to Be Understood** I listen to other people's ideas and feelings. I try to see things from others' point of view. I listen without interrupting. I share my ideas with others in a clear way. I use "I messages" to express my feelings to others.

Habit 6: **Synergize** I value other people's strengths and try to learn from them. I get along with others, even those who are different from me. I work well in groups. I believe two heads are better than one. Together is better!

Habit 7: **Sharpen the Saw** I take care of my body, heart, soul, and mind by making sure I pay attention to all of the parts that make me, me. I eat right, exercise, get enough sleep, spend time doing things that make me happy, spend time with those I love, and learn in lots of ways and in lots of place.

Elementary School Discipline Procedure

Elementary students are building a foundation in the social and behavior skills that are necessary to be productive, contributing members to their communities (both in school and out) for years to come. The elementary staff takes this very seriously and will hold students to a high standard of behavior, while also ensuring teaching, reinforcement, and consequences are carried out for those students who have not yet mastered the social and behavioral skills.

Each classroom teacher will develop and explain the individual classroom discipline plan that will be expected to be followed in his/her classroom to students. A copy of this plan will also be sent home with your child at the start of the school year.

Students have the freedom and are encouraged to express their individuality in the elementary school building. However, that freedom cannot intrude upon, or endanger, the freedom of others, nor can it interfere with our

teaching or other students' learning. Disobedience or open defiance of school regulations shall constitute sufficient cause for disciplinary action.

Student misbehavior will be categorized based on the severity of the action, and adult decisions will be based on each incident that arises. A general guideline follows, but does not include all possibilities that may occur.

Examples of Level I Behaviors, not an all-inclusive list:

Level I Behaviors will be managed (re-teaching and consequences assigned) by the adult/teacher who witnessed the behavior.

- Inappropriate volume/voice level
- Failure to follow classroom/school rules
- Minor playground issues
- Minor lack of self-control in any part of the building
- Inappropriate language
- Minor disruptions to the learning environment

If students consistently demonstrate Level I Behaviors, the teacher will notify parents/guardians as well as the building administrator and behavior interventionist. If it is determined that it is necessary, a discussion will be held with the teacher and school support staff to assist the student in learning and demonstrating the appropriate behavior in the building.

Examples of Level II Behaviors, not an all-inclusive list:

Level II Behaviors will be managed by the behavior interventionist and/or building principal based on a referral from the classroom teacher or adult who witnessed the behavior choice. Parents/guardians will be notified by note, phone call, or email if a student met with the behavior interventionist or principal and informed of the consequence that was implemented.

- Blatant disrespect or opposition towards adults
- Use of racial slurs
- Hurtful/harmful choices (hitting, pinching, biting, etc.)
- Stealing
- Destruction of property
- Leaving/running from the classroom or school building
- Major disruptions to the learning environment
- Fighting
- Bullying

Case-by-case decisions regarding student consequences will be made based on the severity of the Level II Behavior and the consistency in which the student is behaving in this manner. If it is determined to be necessary, a discussion will be held with the teacher and school support staff to assist the student in learning and demonstrating the appropriate behavior in the building, possibly by implementing an intervention plan. In this case, parents/guardians will be informed of the plan's details and purpose, as well as the student's progress towards reaching his/her goal.

Possible Disciplinary Actions for Student Misbehavior

Make Reparations

Depending upon the behavior that a student demonstrated, it may be necessary for the student to make reparations. This process is carried out to support student growth and development in the area of social and behavior skills. Reparations could include repairing a relationship, by apologizing to any individual who may have been impacted by their choices, adults and/or peers, in a controlled, private setting to maintain dignity, or, repairing the environment by cleaning up a mess that was made, returning something where it belongs, etc.

Time-Out

Time-out refers to time spent missing out on specific portions or activities of the student's day. This could include (but not limited to) time sitting out from a classroom activity, missed recess, missed lunch with peers, not participating in a particular game at recess, etc.

Parent Notification

Parents/guardians could be notified of a child's actions in several different ways and by different individuals. Teachers, behavior interventionist, principal, or the student him/herself could notify parents/guardians of a choice through phone call, email, or written note. When students write a note explaining a situation to parents/guardians, it is requested that parents/guardians sign and return the correspondence the following school day to ensure that the communication was completed.

Detention

Detention is time spent after school. Detention time is assigned as disciplinary action for improper behavior displayed by a student. The following guidelines have been established for students serving detention:

1. The length of detention will be as per the teacher or administrator.
2. Detention periods takes precedence over all extracurricular activities or requests from the teachers or parents/guardians.
3. Riding the bus will not be an excuse to miss detention. Students may contact their parents/guardians to make arrangements for a ride home from detention.
4. Detention will be held Monday through Friday. If a student receives a detention, he/she will serve the detention that day or the next school day.

In-School Suspension

In-School Suspension (ISS) is the temporary isolation of a student from classes for the day while under proper supervision.

Short-Term Suspension

Short-term suspension is that period of time not to exceed ten (10) school days that a student is sent home from any breach of discipline as covered in this handbook. A suspended student shall be given the opportunity to make up work. Suspended days are to be counted as "exempt absences." Elementary students who violate the weapons policy will be suspended and district policy will be followed.

Expulsion

Expulsion shall be made only by the majority vote of the Board of Education upon recommendation of the administration.