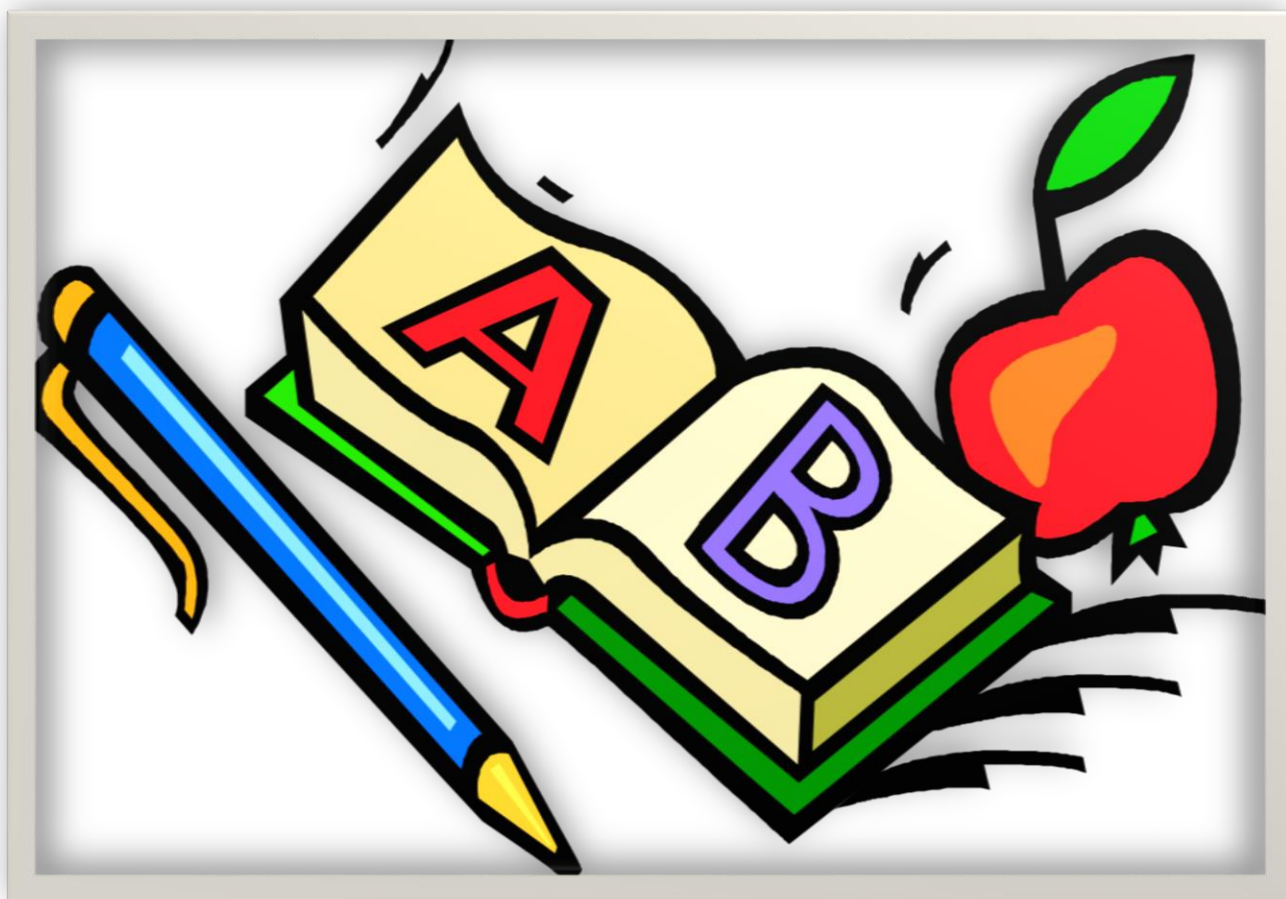


**PIEDMONT VALLEY ELEMENTARY**  
**Student & Parent Handbook**  
**2019-2020**



*“To Build Knowledge and Skills For Success Today and Tomorrow”*

Dear Parents and Students,

This handbook is designed to give you a road map of expectations at Piedmont Valley Elementary School. It will also inform you about staff, programs, and other related items of interest that you need to be aware of. It is very important that you as a parent take the time to look at the handbook with your child and to discuss its contents. In addition, the teachers will take the necessary time early in the school year to discuss vital information within the handbook so your student is aware of specific rules and procedures at Piedmont Valley Elementary.

Piedmont Valley Elementary works hard to give your student a positive learning experience. In order to learn at an optimum level a student needs to feel safe and protected at school. We implement a combination of the Boys Town Educational Model, Positive Behavioral Intervention Support and Sanford Inspire Interventions to help your child grow socially and emotionally. These models help us maintain a safe environment so your child can be free of distraction while he or she is in the classroom. The models are designed to teach students appropriate ways to interact with each other and adults. It is a positive approach and allows all individuals to be treated with dignity and respect.

I would also like to take the opportunity to invite parents and other visitors to come and visit us during special events or even to visit your child's classroom. If you elect to visit a classroom, all we ask is that you review the expectations set forth on page 22 of this handbook and you stop by the office to inform us of your presence and to please wear your visitors pass. Safety is of the utmost importance and you can help ensure your child's safety by being diligent in wearing the visitors pass.

In closing, I want to wish all students and parents a very successful school year. I am honored to be a part of the Piedmont Valley community and to be given the opportunity to lead this fine school. I believe together we can accomplish great things. Best of luck, and if there is anyway I can assist you feel free to contact me.

Yours in Education,

Ethan Dschaak  
Principal

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NONDISCRIMINATION POLICY
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The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Jeff Ward, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Deb Wilburn, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of

### Federal Acts Designed to Eliminate Discrimination

**Title VI** is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

**Title IX** is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

**Title X, Part C** is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

**Section 504** states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

**ADA, Title II** is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

**Age Discrimination in Employment Act of 1967** is designed to prohibit age discrimination in employment.

### Accessibility Contingency Plan

In the case of an emergency, Meade School District staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Deb Wilburn-Kerstiens, 504 Coordinator, at 605-347-4770 or Brett Burditt, ADA Coordinator, at 605-347-2523.

### SCHOOL HOURS

Grades K-2: 7:50-2:40

Grades 3-4: 7:40-2:45

Lunch Times:

10 :50 - 11:25 AM	(11:15-11:25 Recess) K Lunch
11:20 - 11:55 AM	(11:45-11:55 Recess) 1-2 Lunch
11:50 - 12:25 PM	(12 :15-12:25 Recess) 3-4 Lunch

Dismissal Times

2:40 PM	K-2
2:45 PM	Grades 3-4

**Upon dismissal from school, students must leave the building and playground and are to go directly home except bus students who will be going to their respective buses.**

Meade School District  
2019-20 School Calendar (Revised 1/14/2019)

In-service	Monday/Tuesday/Wednesday		August 19-21, 2019
First Day of School	Thursday		August 22, 2019
In-service	Monday		August 26, 2019
Labor Day (NS)	Monday		September 2, 2019
Parent-Teacher Conferences	Monday/Tuesday/Thursday		October 7, 8, & 10, 2019
Middle School & High School	Monday	4:00-7:00 PM	October 7, 2019
Elementary & High School	Tuesday	4:00-7:00 PM	October 8, 2019
Elementary & Middle School	Thursday	4:00-7:00 PM	October 10, 2019
In-service Day (NS)	Friday		October 11, 2019
Native Americans Day (NS)	Monday		October 14, 2019
In-service Day (NS)	Friday		November 1, 2019
Thanksgiving (NS)	Wednesday/Thursday/Friday		November 27-29, 2019
Christmas Vacation	Monday-Friday		December 23, 2019 - January 3, 2020
Martin Luther King Day (NS)	Monday		January 20, 2020
Presidents Day (NS)	Monday		February 17, 2020
Parent-Teacher Conferences	Monday/Tuesday/Thursday		February 24, 25 & 27, 2020
Middle School & High School	Monday	4:00-7:00 PM	February 24, 2020
Elementary & High School	Tuesday	4:00-7:00 PM	February 25, 2020
Elementary & Middle School	Thursday	4:00-7:00 PM	February 27, 2020
In-service Day (NS)	Friday		February 28, 2020
Spring Break (NS)	Thursday & Friday		March 19 & March 20, 2020
Good Friday/Easter Monday (NS)	Friday and Monday		April 10 & April 13, 2020
Graduation	Sunday	2:00 PM	May 17, 2020
Last Day of School	Wednesday		May 20, 2020

	Student Days	PT Conf	In-service	Total Contract
August	6		4	10
September	20		0	20
October	21	1	1	23
November	17		1	18
December	15		0	15
January	19	0	0	19
February	18	1	1	20
March	20			20
April	20	0	0	20
May	14		0	14
<b>Total</b>	<b>170</b>	<b>2</b>	<b>7</b>	<b>179</b>

Any snow days will be made up by adding additional days at the end of the school calendar. Furthermore, February 17, March 19 and April 13, 2020 could also be used at the discretion of the Meade School Board with recommendations from the Superintendent.

Quarter Dates	Start Date	End Date
	Thursday, August 22, 2019	Friday, October 25, 2019
	Monday, October 28, 2019	Friday, January 17, 2020
	Tuesday, January 21, 2020	Wednesday, March 18, 2020
	Monday, March 23, 2020	Wednesday, May 20, 2020

Trimester Dates	Start Date	End Date
	Thursday, August 22, 2019	Friday, November 15, 2019
	Monday, November 18, 2019	Friday, February 21, 2020
	Monday, February 24, 2020	Wednesday, May 20, 2020

**STAFF LISTING**  
**Mr. Ethan Dschaak, Principal**  
**Kelli Wilson, Administrative Assistant**  
**Sam Spear, Administrative Assistant**  
 16159 2<sup>nd</sup> Street  
 Piedmont, SD 57769  
 www.meade.k12.sd.us

**TELEPHONE NUMBERS**

<b>Principal's Office</b>	<b>Phone</b> 787-5295	<b>Fax</b> 787-5954
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**PIEDMONT VALLEY TEACHING STAFF**

<b>K:</b> Marjorie Small	1 : Jana Swedin	2 : Katie Harrington
<b>K:</b> Rebecca Weiss	1 : Marnie Colhoff	2 : Carol Waider
<b>K:</b> Molly Salter	1 : Casey Kieffer	2 : Kayleen Selfridge
<b>K :</b> Michelle Ludens	1 : Beth Pltsor	2 : Kathryn Kinowski
<b>K :</b> Sara Rundell		
3 : Melissa Beshara	4 : Dan Avery	
3 : Patty Marso	4 : Sherry Dolney	
3 : Kathy Seymour	4 : Jessica Bernhagen	
3 : Becky Weber	4 : Dominic Bradford	

**Behavior Interventionist :** Karen Johnson

**Computer:** Lila Scandrett

**Counselors:** Heidi Kraft

**Speech:**

Heather Erlenbusch

Sara Delaney

**Special Education:**

Andrea Christensen

Julie Carpenter

Tawny Witty

Peggy Mattke

**School Social Worker :** Ginger Johnson

**Music:** Anna Pickford

**P.E.:** Patrick Gatzke

**STOP:** Julie Peterson

**Library:** Heidi Kruse & Joan Wilson

**Dream Box / Lexia :** Wendy Johnson

**Pre-School :**

Lisa Skovlund

**Nurse:** Julie Dobler

Heidi Komes

TBA

**Capable Kids:** Cora Atkinson

Carla Walker

Julie Peterson

**Paraprofessionals :**

Cal Christensen

Goldie O'Dell

Jennifer Dennis

Julie Amero

Becky Killinger

Char Hildebrant

**Custodial :**

Cathy Nissen

Visible Difference Janitorial

**Food Service :**

Deone Horton: Site Manager

**Playground Supervisors :**

TBA, Becky Killinger

Carla Walker, Goldie O'Dell

Karissa Jones, Julie Amero

Sherry Cranmore

## **ATTENDANCE POLICY (File: JED)**

School is preparation for future life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.

### **General Provisions:**

Certain absences will be excused by the principal or designee upon receipt of a telephone call or written and signed explanation from the parent/guardian. These absences will include:

1. Illness or quarantine
2. Serious illness or bereavement in the family
3. Major religious holidays
4. Weather so inclement as to endanger the health or safety of the student

A student may also be excused for other exceptional reasons with the approval of the principal. The school may at any time refuse to grant an excused absence regardless of parental consent.

A student shall be eligible to be counted for school attendance up to five (5) days in a school term when an excuse from actual school attendance is requested by a parent/guardian for the purpose of attending events of state or nationally recognized youth programs of educational value. The principal shall have authority to require documentation verifying the student's attendance at the event and its educational value.

In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Students are expected to make up work missed because of absences. Teachers may establish time limitations for make up work and may require a student to make up time missed because of unexcused absences. Teachers may also withhold credit for work missed because of unexcused absences.

Students who are habitually tardy create unnecessary disruptions to the educational process, which impedes their learning as well as the learning of their fellow students. Students are expected to be in school and in each class on time each day. Students who are habitually tardy shall be subject to disciplinary action as determined appropriate and necessary by the principal.

Principals and teachers are encouraged to develop incentive programs that promote regular school attendance

This policy does not include absences that are due to school sanctioned activities. However, it is expected that all school sanctioned activities will be scheduled so as to minimize the absences from class and that students who participate in such activities will do so only if they are in good academic standing as determined by SDHSAA and/or Meade School District criteria.

### **Elementary Schools and Middle School:**

In accordance with school law, elementary and middle school students are expected to regularly attend school for the entire term.

Absences other than excused absences shall be considered truancy. Excessive absenteeism shall be defined as exceeding ten (10) days per school year for any reason. If a condition of excessive absenteeism occurs, the principal shall provide the parents/guardians with written notice of the school's concern. If absenteeism continues, legal authorities will be notified, unless it has been determined that the excessive absenteeism is for reasons beyond the control of the parent and/or student. (i.e. illness and/or hospitalization)

Failure to attend school regularly and failure to make up required work are factors which will be considered in determining the promotion or retention of elementary and middle school students.

## **BULLYING STATEMENT**

The definition of bullying is..... Whenever someone uses his or her power **unfairly** and **repeatedly** to hurt someone. (physical, emotional, or social power).

## **Bullying Policies:**

### **ANTI-BULLYING/HARASSMENT OF STUDENTS**

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

Bullying and harassment are repetitive, intentional, harmful behaviors initiated by one or more students and directed toward another student or students which create a hostile school environment including, but not limited to, the following:

- Physical – harmful action or threat of harmful action against another person;
- Verbal, Written or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person;
- Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person;
- Sexual – conduct or communication based on actual or perceived trait or characteristic of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances, or
- Racial – rejection, exclusion, isolation, or embarrassment of a person because of ethnicity.

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

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

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

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

### **BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Students who feel that they have been bullied or harassed should:

- Communicate to the perpetrator that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the perpetrator, the individual should ask a teacher, counselor, principal, or other adult in charge to help.
- If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the perpetrator, the individual should:
  - tell a teacher, counselor, principal or other adult in charge; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the perpetrator did;
    - witnesses to the bullying or harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and



- how the perpetrator responded.

-- The incident needs to be reported to the building principal as soon as possible.

### **FORMAL COMPLAINT PROCEDURE**

An individual who believes that he/she has been harassed or bullied will notify the principal, school counselor, or principal-designee. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

The principal or the alternate investigator, with permission from the principal, has the authority to initiate an investigation in the absence of a written complaint.

### **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The length of the investigation is governed by the facts and complexity of each individual case but should be completed within 30 calendar days of the complaint. The superintendent may approve an extension in special circumstances. The investigator will interview the complainant and the alleged perpetrator. The alleged perpetrator may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

When a formal complaint has been filed, and upon completion of the investigation, the investigator will make written findings and conclusions.

### **RESOLUTION OF THE COMPLAINT**

Following the completion of his/her own investigation or upon receipt of an alternate investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

The principal will file a written report documenting any disciplinary action taken or any other action taken in response to the complaint. The remedial actions taken by the principal, including disciplinary action where appropriate, should be designed to prevent further bullying or harassment. The principal, or designee, will monitor the effectiveness of the remedial actions taken by contacting the complainant during the month following the investigation resolution. These contacts should be included in the documentation. If further remedial actions are necessary, the case shall remain open with ongoing monitoring and documentation. The complainant, the alleged perpetrator and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of all complaints, findings, and actions taken, and will maintain all documentation related to a complaint investigation during the duration of the perpetrator's school years.

### **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and promptly investigated.
- No retaliation will be taken against complainant/individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Adopted March 13, 2012

### **CYBER BULLYING**

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

unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

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

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

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer or cell phone, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats or making a threat off school grounds to harm a member of the school staff or a student.

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

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

Adopted March 13, 2012

## **HAZING**

It is the goal of the Meade School District to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

No student, administrator, teacher, volunteer, contractor, or other employee of the School District shall plan, direct, encourage, aid, or engage in hazing. No student, administrator, teacher, volunteer, contractor, or other employee of the District shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization (see definition below) shall be subject to discipline for that act.

The District will act to investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or other school staff who is found to have violated this policy.

## **BUS REGULATIONS**

- **Please refer to the meade school website ([meade.k12.sd.us](http://meade.k12.sd.us)) and the tab parent information – BUS SCHEDULE to reference the Bus Accident Protocol.**

### Bus Regulations

Riding the school bus is a privilege not a right. If students abuse the privilege of riding the bus, they may be removed from the bus route and it will be the parent's responsibility to get their child to and from school. The primary responsibility of the bus driver is to provide a safe trip to and from school.

1. Bus drivers are an extension of the school system and have the same authority as other school officials when supervising students on the bus.
2. Behavior on the bus that takes away from the bus driver's ability to concentrate on safely driving the bus will not be tolerated.
3. Absolutely no tobacco, e-cigarettes, alcohol or other control substance, including paraphernalia, allowed on the bus.
4. Students are asked to assist the bus driver in keeping the interior of the bus clean.
5. The camera system on the bus is designed for the bus company and the school administration to monitor activity and student behavior on the bus. The video will be used when assessing disciplinary action. The viewing of the video is not accessible to parents.
6. In the event of a bus accident, the bus accident protocol is on the district website.

School board policies JFCC: Student Conduct on School Buses, JG: Student Discipline and JFCG/JFCH/JFCI Comprehensive Drug Prevention Policy can be found on the district website.

**BUS LOADING AREA:** Whenever a large number of young people are congregated in a small area and there is heavy traffic thereabouts, one can expect some serious injuries. Please cooperate with respect to the following so accidents can be avoided. Moving vehicles will not be allowed in bus loading areas. Obey the speed limit of 15 miles per hour in areas adjacent to schools.

### **CHANGE OF ADDRESS**

Please report to the office any changes of address or phone numbers in order for us to contact you immediately in case of an emergency.

### **COMPLAINTS**

If a concern arises regarding a school issue, we encourage you to first address the issue with the staff member immediately involved. If the matter is not resolved at that level, contact the building administrator or program director for further review. After trying these steps, if the issue is not resolved, the formal complaint procedure should be followed. For information regarding the formal complaint policy and procedure, please contact the principal's office at the following number: 787-5295 or visit our website at [www.meade.k12.sd.us](http://www.meade.k12.sd.us) for Board Policy File: KL.

### **COUNSELING SERVICES**

Students have the opportunity to participate in counseling as individuals, in a group, or in classroom counseling. Classroom guidance involves instruction on bullying, safe environment, social skills, and other broad scope topics. Parents will be notified if there is a need observed or a referral from the teacher occurs. Parent

notification and consent will be sought prior to continuous individual and small group counseling.

## **CRISIS PLAN**

Piedmont Valley Elementary School has a crisis plan and crisis team. These enable us to develop and implement procedures that help to keep our students safe. We work with the Meade County Sheriff's Department and Piedmont Fire Department to keep them informed of our procedures and they help us to develop procedures that are necessary. Routine procedure is to require all visitors to ask for permission to enter the building. This requires all visitors to check in at the front door and to wear the appropriate badge so staff is aware of your presence. In the event of a crisis situation Piedmont Valley Elementary has a three step system which includes a plan including an evacuation, an intermediate lockdown, and a full lockdown. We also have implemented the A.L.I.C.E system of defense. If there is ever an evacuation, the parents will be notified as to where their children are located.

## **DAMAGE TO SCHOOL PROPERTY**

Any child who shall intentionally or accidentally destroy school property shall compensate the school district for assessed damages.

## **DISCIPLINE**

Meade School District adopted the Girls and Boys Town Educational Model (GBTEM), which focuses on the skills necessary to be successful in educational and social environments. *The teaching of social skills becomes imperative if we truly are committed to helping students achieve success in school and beyond.* By adopting this approach to discipline, Piedmont Valley staff post social skills as well as rules and procedures in their classrooms.

### Students are expected to be

Safe; respectful to self, others, and property; and responsible.

### Staff is expected to

Maintain a well-managed school environment; establish rules and procedures; and teach and reinforce social skills.

Currently, 16 GBTEM social skills are taught at school. Some social skills are reinforced more frequently, especially when intervention occurs. The social skills are included in the student/parent handbook. Each classroom teacher establishes rules and procedures for his/her classroom. These may include positive and negative consequences, which are not addressed in this handbook. Parents and students will receive this information from the classroom teacher by the end of the second full week of school.

Understanding that some students may engage in repetitive infractions of school or classroom rules, there are different interventions that may occur. The following is a table that explains the different levels of behaviors and what consequences could be given. It should be noted that some behaviors may result in immediate referral to the office and consequences could vary depending on the frequency and severity of the infraction. Time-Out is a supervised area used by teachers when necessary to remove students from the majority of the students in the classroom. Time-Out can be located within the classroom or in another classroom. Being assigned to Time-Out is not considered a suspension.

Student Time-Out Program (STOP) is a designated room with adult supervision where students are assigned for more than two hours but no more than five days. *The principal makes the determination if a student is assigned to STOP as it is considered in-school suspension.*

Teachers will provide the classroom assignments for the student who is assigned to STOP.

The STOP coordinator will ensure that the student has completed all assigned work for the period that the student is in STOP. The STOP coordinator will provide the classroom teacher with all completed assignments at the end of the STOP time or the following day.

While in STOP, students are required to complete assigned classroom work as well as any additional assignments. Students will be released from STOP when

- All work is completed and verified by the STOP coordinator.
- The parent signs the parent notification sheet.
- Assigned time is completed.

Out of school suspension prohibits a student from attending school or school-related activities for a period of no more than 10 school days. The student must serve the suspension off school grounds. It may be necessary to suspend a student beyond 10 days. Per state statute and Meade School Board policy (JGD/JGE), the superintendent has the authority to suspend a student for up to 90 days. The principal may authorize full or partial credit for assignments completed while a student is suspended.

Expulsion is an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year.

If a student is suspended for any period of time the Principal or acting school official must do the following :

1. Notify the student and parent of the suspension.
2. Inform the student and parent why they are being suspended.
3. Must listen to the students side of the story.

LEVEL	TYPES OF BEHAVIORS	INTERVENTION PERSON	POSSIBLE CONSEQUENCES
I	Behavior that disrupts the learning environment Violation of classroom rules Uncooperative behavior Teasing or put-downs Inappropriate physical contact	Classroom teacher	Conference with teacher Corrective teaching Phone call to parent Note to parent Time out in a classroom Loss of privileges
II	Any Level I behaviors that are repetitive Violation of school rules Misbehavior in cafeteria or at recess Offensive/abusive language Disrespect to staff	Classroom teacher and/or school counselor	Conference with parent and teacher Extended time out in the STOP room Loss of privileges
III	Bullying Threatening Possession of tobacco, alcohol or drugs Property damage Fighting Bus incidents Disrespect of serious nature Physical attack on others	Principal, counselor or STOP coordinator	Written documentation of incident Conference with parent Before/after school time STOP Out-of-school suspension Expulsion

## **DRESS CODE**

All students are expected to dress neatly. No profanity, obscenity, alcohol nor tobacco slogans printed on clothing will be allowed. All students are expected to wear shoes and shirts to class. A neat appearance of the student body can have a good influence on our school. No hats are to be worn in the school except for special events. Even in warm weather, the mornings are cool and students need to be dressed appropriately. If students wear shorts, they must extend at least halfway down to the knee (**no skimpy shorts**). Skirts, pants, blouses, or shirts that expose the "midriff" are not permitted. Shirt straps must be at least three fingers wide (no spaghetti straps). Students will be asked to call home or go home if they are not appropriately dressed. Colored face or hair paint is not allowed.

## **ELECTRONIC DEVICES**

Electronic devices such as cell phones, MP3 players, Ipods, smart watches, camera and video games are permitted in school. However, once students enter the school building the devices must be shut off and must be out of sight. They must be turned off until the end of the day.

## **FIELD TRIPS**

### **STUDENT TRANSPORTATION ON SCHOOL TRIPS (File: JHFE)**

The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school, with written request.
2. In the case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings.

## **FOOD SERVICES**

1. Complete information and forms for free or reduced meals are available through Food Service.
2. Tickets for breakfast, lunch, and milk are sold daily at each school. When purchasing tickets, it is very helpful to send money or checks made payable to Meade 46-1 in an envelope with the child's full name and grade written on it. Parents also have the ability to make on-line payments and view their child's account status through a website called [www.mynutrikids.com](http://www.mynutrikids.com).
3. Lunchroom: Everyone enjoys eating in a place that is bright, cheerful, safe, and not too noisy. Children are expected to help keep the lunchroom a pleasant place for all students. Disruptive students will be reported to the principal. Students who cannot follow rules of courtesy with others will not be allowed to eat with others. Throwing food and making loud noises are disruptive actions and will be dealt with as necessary.

### **Delinquent Food Service Charges Procedure**

1. **Elementary students:** Overdue slips will be attached to the student's ID cards and sent to the student's classroom to be handed out to the student by the teacher.
  - a. Calls on delinquent accounts are continuously made to try to collect payment.
  - b. Letters will be sent out informing parents of delinquent accounts.
    - Ten unpaid meals a letter will be sent to parent/guardian.
    - Twenty unpaid meals a certified letter will be sent to parent/guardian.
    - Thirty unpaid meals the account will be sent to collections.
  - c. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

## **GRADING SYSTEM**

Teachers in kindergarten through fifth grade will use a South Dakota State Standards-Based grading scale using the letters M, P, and N.

### **Level of Achievement Based on the Common Core State Standards:**

<b><u>M=Meets Expectation</u></b>	Student consistently and independently excelled demonstrating mastery of grade level expectations, standards, and assessments.
<b><u>P=Progressing</u></b>	Student has mastered some grade level expectations and is working toward grade level competency and proficiency on assessments.
<b><u>N=Needs Improvement</u></b>	Student has not yet demonstrated mastery of grade level expectations/standards and needs support and reinforcement to achieve proficiency on assessments.
<b><u>Blank Column</u></b>	If the column is blank then the skill has yet to be addressed.

## **PROGRESS REPORTING**

Reports concerning your child's school progress will be sent home the week following the end of each reporting period, which is eleven or twelve weeks in length. In order to supplement the formal reports, parent-teacher conferences will be held in the middle of the first and third reporting periods. (See calendar)

Any parent who desires to visit a classroom should contact the principal for approval and for coordination with the teacher.

## **HOMEWORK PLAN**

Homework may be assigned according to the individual needs of the student as determined by the classroom teacher. Teachers may also require students to come in before school starts or to stay after dismissal for special instruction when needed, for specific skills instruction, or when assignments and tests need to be made up.

**Students may be assigned homework for various reasons.**

1. To complete unfinished class assignments.
2. To provide additional practice in subject areas where skills have not been mastered, especially in the basics (reading, math and spelling).
3. To provide additional help for students who need more time to complete assignments under the direction and instruction of the teacher.
4. To do work missed because of illness or absenteeism. (It may be impossible for some students to make up classroom time missed during absences.) For a student to do the work missed, it may require teacher-directed activities that need a step-by-step procedure and time with the teacher.
5. To review for tests and to reinforce significant information.
6. To stimulate special interests and promote independent thinking by doing enrichment activities, either individually or with parents.

While the student should assume the major responsibility for completing the homework assignment, parents are encouraged to take an active interest in their students' homework by:

1. Promoting a positive attitude toward homework.
2. Providing consistent time and suitable place for study.
3. Encouraging your child to complete all assignments during school time.
4. Assisting with math facts, spelling words, etc.
5. Finding time to read to or with your child.
6. Arranging with the teacher for limited homework assignments when the child's physical condition makes this necessary.

Should homework become excessive, please call the school and visit with your child's teacher.

## **IMMUNIZATION REQUIREMENTS**

SDCL 13-28-7.1. states 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, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health.”

Parents of new students must submit appropriate documentation that their children have received the minimum immunization requirements set forth in SDCL 13-28-7.1 before the first day their children enter school. Students will not be admitted to school until and unless the school nurse has received and verified the immunization documentation.

### **INCLEMENT WEATHER AND EMERGENCIES**

School Reach, an automated phoning system, will be used district-wide to notify the families if there are cancellations, early dismissals or emergencies. Notify the office any time your phone number changes.

### **INTERNET USE**

Internet use is a part of instruction in Meade School District. It offers a vast, diverse, and unique resource to both teachers and students. The goal is to provide this service to our students to promote educational excellence. The Internet is a means of providing opportunities for resource sharing, innovation, and communication. The use of Internet provides access to computers and people all over the world. Because of this, precautions are taken so that students do not access controversial materials. Proper conduct of the users of the Internet is mandatory. Meade School District has defined local guidelines that address both the rights and responsibilities of students and staff who access the Internet at district facilities. At the time of school registration, parents/guardians and students are given a copy of these guidelines and are required to sign an agreement which enables the user to access the Internet. The license is revoked if the user fails to abide by the terms of the use and behavior outlined in the agreement. This agreement will be kept on file at the student's attendance center. A new agreement will need to be signed when a student moves to another attendance center in the Meade School District.

### **Notification of the Privacy Rights of Parents and Students Pertaining to Educational Records**

The Family Education Rights and Privacy Act (FERPA) gives parents and students a privacy right in the student's education records; allows for inspection and review of educational records by the parents, guardian, or student over 18 years of age; provides for procedures by which educational records can be amended; and provides for consent to disclose personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.

Meade School District has adopted a policy File JO “Student Records” pertaining to such rights and educational records. Such policy is contained in the Policy Handbook of Meade School District and may be seen at the offices of the principals of all schools and the office of the superintendent located at 1230 Douglas Street, Sturgis. Complaints for alleged violations of the Family Education Rights and Privacy Act may be filed with:

Jeff Simmons, Superintendent Meade School District 1230 Douglas Street Sturgis, SD 57785	OR	Family Education Rights and Privacy Office (FERPA) Department of Health, Education and Welfare 330 Independence Avenue, SW Washington, D.C. 20201
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**In accordance with the Family Education Rights and Privacy Act (FERPA), a federal law, Meade School District 46-1 hereby gives public notice of its intent to release personally identifiable information (directory information) regarding students or former students:**

**Directory Information:** Meade School District designates the following personally identifiable information regarding its students as directory information: Student's name; Participation in officially recognized activities and sports; Address; Weight and height of members of athletic teams; Photograph; Degrees, honors, and awards received; Date and place of birth; Dates of attendance; and Grade level. **Right of parent, guardian or student**



**to prohibit release of information:** A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the directory information by notifying the principal of the student's school in writing

## **NURSE INFORMATION**

This may be your first child to attend school or you may be unfamiliar with this. Because you are so familiar with your child, you may not want to "bother" school personnel with minor medical problems.

However, conditions that can cause problems in school if not known by school personnel are:

- 1) Allergies—especially bee stings, food, and medicine.
- 2) Asthma—even if there is rarely an attack
- 3) Any heart defect
- 4) Physical deformities—congenital hip, etc.
- 5) Surgery
- 6) Hearing/Vision problems
- 7) Diabetes
- 8) Seizures

Each student has a health history form that is used throughout his or her school year. Parents / Guardians fill out this form each year and include medical conditions for their child. A list of medical conditions is given to the physical education teachers and the nurse informs the teacher of any medical problems. Please call the school nurse's office with any significant changes.

All medications brought from home (Tylenol, Ibuprofen and etc.) to be administered at school, must have written permission with instructions from the parents and be in original labeled container. Prescription medications must be in a labeled container. Your pharmacist needs to give you an extra labeled bottle if you know medication will be given at school. Medications, with the exception of inhalers (allowed to be carried by student with permission of the school nurse and parent) must be kept in the office of your school.

Students will be excluded from school if :

- 1) Body temperature is elevated above 100 degrees.
- 2) Communicable disease is suspected.
- 3) There is appearance of a skin infection.
- 4) There is presence of pediculosis (head lice).
- 5) Vomiting

Please keep your child at home if he/she has a communicable disease (lice, pink eye, chicken pox, impetigo, etc.), has vomited in the last 12 hours or does not feel well enough to participate in school activities such as PE or recess. A healthy body is maintained by cleanliness. Dressing your child for the weather will prevent excess absences. The staff would like to thank you for your cooperation in these matters.

We **must** have phone numbers where you can be contacted during the day in case there is an emergency at school. Please have an alternate phone number where you or someone can be reached if you are not at home. Please **update** phone numbers with school personnel as soon as they change. Doctors will not treat minor children until a parent or guardian is reached.

The Meade School District will maintain a stock supply of epinephrine auto injectors(Epipen) pursuant to SDHB 1167 and according to The Meade School District policy.

These epinephrine auto injectors will be for use in an emergency situation of a severe allergic reaction causing anaphylaxis regardless of whether or not the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy.

School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction. An anaphylactic reaction is a progressive whole body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication other allergens.

## **PARENT TEACHER ASSOCIATION**

The association endeavors to bring together more closely the home and the school. Parents are encouraged to attend and take an active part in the meetings of this association. Notification of meeting times will be posted in the monthly school newsletter.

## **PERFECT ATTENDANCE**

Trimester perfect attendance certificates are given out at the end of each trimester by classroom teachers. Yearly perfect attendance certificates are presented to students at the end of the year.

- There are special circumstances when awards are presented for perfect attendance. Perfect attendance is defined as being present at school or on a school sponsored event during the scheduled day when school is in session. This includes being present from bell to bell without being tardy.

## **PERSONAL ITEMS**

Students should be discouraged from bringing anything of value to school. The teacher cannot be responsible for loss of valuables. All may share games brought to school. Toys, radios, and other distractable items should be left home. Selling, trading or giving away personal items will **NOT** be allowed. Inappropriate items brought to school will be taken from the student and returned to the parent. It is very important to place some type of identification on lunch containers, clothing, boots, and all other personal belongings. It is very difficult to return lost articles which are not marked. Children who have lost items at school are urged to check in the lost and found.

Cell phones are to be turned off and stored in student back packs. If a student is using a cell phone during the school day without permission, the phone may be placed in the office until a parent picks up the phone.

Each year we have many coats, sweaters, hats, gloves, and other items left at school throughout the year. We try to return all items that have a name on them to the students. Please check the **Lost and Found** area when your child is missing an item.

## **PARTY / CELEBRATION INVITATIONS**

School is intended to be a place of education. Families should not use school as an avenue to invite others to celebrations for their child off of school grounds. Please refrain from using school as a place for birthday or other party invitations.

## **PETS AT SCHOOL**

Animals are not allowed on school grounds at any time. This includes during school, before school, or after school. Pets can be a hazard to students.

## **PHYSICAL EDUCATION**

Participation in gym classes is required for all boys and girls in grades K-4. On the days your student has gym classes, we encourage tennis shoes and discourage dresses. If a student is physically unable to participate, the parent should obtain a medical excuse from the family doctor and present it to the school. Except in the case of permanent disability, such medical excuses will not be honored for more than six weeks. The parent may write temporary excuses for one day. The school urges you to have your child given a physical check-up by your family doctor to ensure the child's ability to participate in the activities of physical education classes with no danger to health.

## **PLAYGROUND GUIDELINES**

Students are expected to obey the supervisors, play safely and fairly, and respect one another (both other students and adults) under the following general guidelines:

- Stay out of mud and water
- Ask for permission before entering the building before the bell rings
- Play away from doors
- One child per swing; swing straight; and no jumping out
- No sliding on ice, snow, or mud
- Team sports – no tackling, pushing, tripping, or any other aggressive behavior which is observed by the supervisor
- Remove dirty or wet shoes upon entering building or wipe shoes completely dry
- Throw only playground balls on the playground
- Eat food inside of building only
- Line up in an orderly manner – no pushing or tripping, no talking when advised by the playground

supervisor

Students not following general guidelines and other guidelines set by the supervisors may receive the following consequences:

- 5 minutes at wall or sit on sidewalk by door
- Lose rest of recess period if 15 or more minutes of time exists
- Lose next recess – teacher notified
- Lose 5 days of recess (recess in which infraction occurred)

Behaviors that may result in immediate referral to principal or classroom teacher:

- Repeated offense – (4<sup>th</sup> time above)
- Physical assault (fighting)
- Making insults, calling others derogatory names, using obscenities, making gestures, or abusing others either verbally or written – Level I or II
- Disobeying teachers, supervisors, or any other school personnel – Level II
- Disrespect for teachers, supervisors, or any other school personnel – Level II

## **SCHOOL SUPPLIES**

Students are to furnish their own school supplies. Please check regularly throughout the year to make sure your child has adequate supplies.

## **SEXUAL HARASSMENT (File: GBEE)**

I. It is the policy of Meade School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff to another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Jeff Ward, at 605-347-4454 and use the procedure detailed in the Title IX policy (File GBMA\*) or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.

VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. It also will be distributed to all organizations in the community having written cooperative agreements with the District. Failure to comply with this policy may result in termination of the cooperative agreement. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.

### **SNACKS**

Chewing gum and drinking pop in the elementary schools during the school hours are prohibited. A teacher has the right to permit it at his/her discretion on special occasions only. We encourage nutritional food be sent for snacks at the morning snack time.

### **STUDENT ACCIDENT INSURANCE/DENTAL PLAN**

Meade School District does not assume responsibility for accidents, which may occur. However, Meade School District officials recognize the advantage of making school accident insurance available, as well as school dental protection, by cooperating with companies offering these services. The insurance mentioned will be offered to parents wishing coverage for students enrolled in our schools. Meade School District's role is only to: (1) send literature home to parents explaining the programs and providing forms for student enrollment, and (2) to have available the forms for filing claims for accidents covered by the insurance. (Meade School District does not approve claims.)

### **STUDENT COUNCIL**

Piedmont Valley Elementary has Student Council to promote student involvement in community service activities, school pride activities, and the annual fundraising activities to pay for academic needs. Our goal is for members to learn leadership skills, accept responsibility, display and model character education traits, and provide expression of student opinion. Members of Student Council have been elected by their peers with teacher input due to their positive behaviors and attitudes displayed and consist of one representative from both 3rd and 4th grade.

### **STUDENT DISMISSAL PROCEDURES**

Students may be dismissed from school with permission of the principal or designee. Parents are to come to the office for permission to have their child released from class during the day. No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, or custodial parent/guardian of the child unless permission of the parent has been first secured. A police officer or court official who requests the dismissal of a pupil during school hours must have a warrant or written request by parents before the student is dismissed.

Any time a youngster is absent from school, he/she must have a signed request to be excused by one of his/her parents. This written note should tell when the child was absent and for what reason. In the case where a child has been sick a long time with a communicable disease, the school may require a doctor's written approval before the student returns to school. The school may ask that parents refer a child to the family doctor if that child is absent too often due to illness. The only excused absence is for illness or death in the immediate family, which would make his/her presence at home an actual necessity.

We get many notes asking teachers to allow students to stay in because they do not feel well. **If they are not well enough to go outside, they should be kept at home.** Since the teachers and playground supervisors are on duty at recess time they will judge if the chill factor is too severe for the children. All children should be dressed to withstand the cold. We find the children do much better in the classroom if they get fresh air and exercise during the day.

## **TELEPHONE CALLS/MESSAGES**

Teachers and pupils will not be called from class to answer the telephone except in cases of emergency. The office telephone should not be used by elementary pupils for inconsequential matters. The use of the telephone to make arrangements for after school play is not considered a valid reason. Parents are asked to impress upon their children the necessity for the restricted use of the school telephone. Communication between parent and child during the school day is restricted through the use of calling the office and shouldn't be done through calling the child's personal cell phone.

## **GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, Part C, SECTION 504, ADA, AND AGE DISCRIMINATION ACT (File: GBMA\*)**

Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C, Section 504, ADA, or the Age Discrimination Act may file a grievance. The District coordinators for each of these programs are Title VI and Title IX-Jeff Ward, 605-347-4454, ADA-Brett Burditt, 605-347-2523, Section 504-Deb Wilburn, 605-347-4770, Title X, Part C-Chrissy Peterson, 605-347-4770. The grievant should contact the appropriate coordinator to initiate the grievance procedure.

The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

LEVEL II --- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.

LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Kansas City Office, Office for Civil Rights, U. S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Special provisions:

- 1) A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
- 2) If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
- 3) The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
- 4) The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.

- 5) The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
- 6) No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
- 7) It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

## **VISITORS**

### **School Visitation**

Parents are invited and urged to visit school at any time to observe the work being done or to confer with the child's teacher or principal on special issues. Parent visitations need to be cleared in advance with the classroom teacher and limited to one hour (special provisions can be made if more time is necessary). ALL VISITORS – PLEASE CHECK INTO THE OFFICE or make prior arrangements before coming to school.

Under no circumstances should a non-enrolled student attend classes at Piedmont Valley Elementary.



**MEADE SCHOOL DISTRICT 46-1  
BUILDINGS & GROUNDS DEPARTMENT**

“To Build Knowledge and Skills for Success Today and Tomorrow”

