

Dear Students and Parents:

Welcome! My primary role as principal is to ensure that instruction and learning is taking place in each classroom. I also aim to ensure a safe and orderly environment throughout the school building. Parkston Elementary School is committed to providing all students opportunities to succeed academically and socially.

A strong elementary education begins with a solid foundation in reading and math. The Parkston Elementary staff is dedicated to helping make this happen for each child. We have a collective responsibility to expose your child to a learning environment that prepares them for lifelong learning. In an effort to accomplish this, I will build relationships between parents, students, faculty, and staff. I am confident that we will be successful if we align our resources to support our students.

This handbook is a brief summary of the guidelines related directly to your elementary school. General policies are recorded in the school district policy book adopted and approved by the Parkston Board of Education. These policies can be viewed in the Parkston School District office, or on our school web page at <http://parkston.k12.sd.us/Default.aspx>. Open lines of communication and close collaboration between home and school are essential for the success of our students. I encourage parents to stay informed by visiting our website and checking your child's backpack daily for information being sent home.

Please read this booklet carefully and if you have any questions or concerns, please feel free to call me. It is going to be a great year and I am excited to meet all of you in person.

Yours in Education,

A handwritten signature in cursive script that reads "Matt Yost".

Matt Yost
Elementary Principal
928-3368

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BOARD OF EDUCATION

Mr. Mark Heisinger, Chairman
Mr. Jim Mahoney
Mr. Tom Sommer
Mrs. Barb McKean
Mr. Jon Proehl

ADMINISTRATION

Mr. Shayne McIntosh
Mr. Craig Bruening
Mr. Matt Yost
Mr. Eric Norden
Mrs. Julie Wolf
Mrs. Peg Kummer
Mrs. Kristy Ziebart
Superintendent
Business Manager
Elementary Principal/Activities Dir.
Secondary Principal
Administrative Secretary
Jr./Sr. High Secretary
Elem. Secretary

CLASSROOM TEACHERS

Beginnergarten 1 Mrs. Kroeger
Kindergarten 1 Mrs. Behrend
Kindergarten 2 Mrs. Mattheis
Grade 1-1 Mrs. Scott
Grade 1-2 Mrs. Bruening
Grade 2-1 Mrs. Deckert
Grade 2-2 Mrs. Larsen
Grade 3-1 Mrs. Waltman
Grade 3-2 Mrs. Konrad
Grade 4-1 Mrs. Moke
Grade 4-2 Mrs. Oakley
Grade 5-1 Ms. Seiler
Grade 5-2 Mrs. Sommer
Grade 6-1 Mr. Shepardson

SUPPORT STAFF-EDUCATIONAL AIDES

Mrs. Fleshner
Mrs. Stoebner
Mrs. Hohn
Mrs. Konrad
Mrs. Travis
Mrs. Beeson
Ms. Neugebauer
Mrs. Fanella
Mrs. Lau

COOKS

Mrs. Thury
Ms. Boehmer

Physical Education Mr. Digmann
Elementary Music Mrs. Finck
Speech Therapist Mrs. Holloway
Librarian Mrs. Ziebart, Mrs. Hohn
Elementary Counselor Mrs. Werning
Title One Mrs. Meyer
Special Education Mrs. Gerlach, Ms. Grizzard
Elementary Art Mrs. Mette
Old Elm Springs Mr. Boehmer, Mrs. Leischner
New Elm Springs Mrs. Frickel, Mrs. Gronseth
Instrumental Music Mr. Kurtz
Pre School Mrs. Reichert

CUSTODIANS

Mrs. Bueber
Mr. Berg

GENERAL INFORMATION

SCHOOL BOARD PHILOSOPHY OF EDUCATION

The school board of the Parkston District #33-3 believes that each individual should be accepted into the educational program as he/she is, that he/she shall be provided with a stimulating environment and opportunities for learning and to become life-long learners.

WE BELIEVE:

- All students can learn, achieve, and succeed when given the correct level and time for learning.
- Every student has the right and responsibility to learn basic and life skills
- Education, being a valuable asset, is a responsibility shared by the student, school, home, and community.
- Parental and community participation is vital to student success.
- A quality school system enhances the quality of the community.
- That successful learning occurs when adults, peers, and students all have high expectations for success.
- Changes can create the opportunity to improve.

We believe that we should focus and organize all of the school's programs and instructional efforts around clearly defined expectations that we want students to demonstrate when they leave school.

WE BELIEVE STUDENTS SHOULD BE ABLE TO:

- Be proficient in listening, speaking, reading, writing, Mathematics, and the use of technology.
- Demonstrate knowledge of the arts and sciences.
- Demonstrate a healthy self-esteem.
- Select and use thinking skills individually and in groups to solve problems and to make decisions.
- Find, evaluate, and use information.
- Be self-directed learners who are adaptable to change.
- Demonstrate a positive work ethic.
- Recognize and care for their environment, their heritage, and the rights, opinions, and property of others.

As a result of these beliefs, students should be able to apply what they learn, effectively make decisions with that knowledge, and be responsible for their actions.

MISSION STATEMENT - DISTRICT # 33-3

Preface: To empower all to succeed in a changing world.

Our commission to students is to develop the intellectual, physical, emotional health, the ethical values, vocational competence, the appreciation of the democratic processes to the best of their capabilities.

We are committed to develop a feeling of positive worth in young people, which will allow them to maintain a zeal for continuous learning and self-improvement.

Our aim being to provide quality education, and recognizing a quality staff is the key to quality education. We are dedicated to the development of skills and full human potential of all staff members.

We want the home and the schools to work closely together to strengthen the educational process.

THE FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose

directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

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

ATTENDANCE

Student attendance in school is extremely important to the success of each student. Attendance is taken daily and reported to the office. Notice of absences will be sent home after a student has missed 4 days, 8 days, and 10 days of school. After the 8th absence, the principal will meet with parents/guardians to implement an attendance intervention plan. After the 10th day missed, the student's name and attendance record will be turned over to the schools truant officer (Superintendent).

"THE SCHOOL DAY"

All students to the classrooms at 8:15
 Tardy Bell at 8:25

	K-2	3rd	4th	5-6
A.M. Classes	8:15-10:50	8:15-11:50	8:15-11:50	8:15-11:55
A.M. Recess (K-2)	10:00-10:15			
Lunch	K -10:50 1 st -10:50 2 nd -10:55	11:50	11:50	11:55
Noon Bell	K - 11:40 1 st 2 nd - 11:50	12:50	12:50	12:50
Band /Chorus				12:30
P.M. Classes	K - 11:45 1 st , 2 nd - 11:55	12:50	12:50	12:50
P.M. Recess (K-3)	K,1,2 - 2:00-2:15	2:00-2:15		
Dismissal	3:15	3:15	3:15	3:15

SCHOOL OPENING AND CLOSING

School will begin at 8:15 a.m. every morning. Cars stopping in front of the school during the day must be careful to follow the traffic pattern on the west side of the school. Pupils coming to school on bicycles will park them on the west side of the school by the Multi Purpose Room door. The bikes must remain there until the pupil leaves from school. Bikes should be locked if possible.

Pupils will not be permitted to leave the school area without permission from a teacher.

Dismissal from school will be at 3:15 p.m. with buses leaving at 3:25 p.m. Student "Help" sessions will be available from teachers from 8:05 - 8:15 and

3:15 - 3:45 daily. Students should make arrangements in advance for these help sessions. The office is open from 7:30 a.m. to 4:30 p.m. Monday thru Friday.

FEES AND FINES

Book Fines and Lost Books

All fines must be paid before pupils receive their report cards. If a book is lost, the student will pay for the book at the current cost. The age of the book will also be taken into consideration.

GRADING SYSTEM

A, B, C, D, and F will be used for all academic subjects, Music, and Band. U (Unsatisfactory) N (Needs Improvement) S (Satisfactory) will be used for art, P.E., Library and for Kindergarten classes.

HONOR ROLL

The honor roll will be computed using ALL classes that the student is involved in. A list will be compiled at the end of each quarter and semester for grades 4th-6th. This criterion will be based on the DDN campus grade book.

Roll of Excellence - 4.0

Honor Roll - 3.5 to 3.99

Merit Roll - 3.0 to 3.49

HOMEWORK AND CLASSWORK

In each student's regular academic classes, the student will spend approximately 3/4 of the class period actively learning and the other 1/4 preparing the lesson for the next day. Since it is common knowledge that not all students are able to complete an assignment in a limited time, it will be necessary for those students to finish the assignment at home. If students finish the assigned work during the period, they will be allowed to work in other areas or other subjects. All students are expected to have their assignments complete at class time. If any student consistently does not have their work completed, parents will be notified.

Once a month the teacher may designate a no homework day. This day will be discussed between the teacher and the class. As for make-up work, students have two days of time to make up any work missed for every one day they are absent. For example, if a student misses school on Monday, the work is due by the end of the day on Wednesday, or if they miss Monday/Tuesday, the work is due on the following Monday (4 school days). ALSO, we are encouraging students/parents NOT to pick up homework if a student is gone just ONE day. If a child has been ill they most likely will not feel like doing school work. Teachers will NOT expect the work to be made up by the next day. Assignments WILL be provided if a student knows in advance they will be gone, or if a child is absent for more than one day.

HOT LUNCH PROGRAM

At the beginning of the year each student is issued a lunch number. This number will be memorized by the student, or put on a card for them. As the student goes through the lunch line, they will have to give their number to the person working at the lunch machine, or possibly put in their own number. This machine records the lunch for the day. When paying for lunches,

parents/students are encouraged to pay in larger increments of \$10.00, \$15.00, \$20.00, etc. These amounts will be credited toward the child's lunch account.

INCOMPLETE GRADES

Any incomplete grade (I) that is on a report card at the end of a nine-week period must be removed within two weeks or the grade will be recorded as an "F".

INSURANCE

School insurance blanks are issued at registration time. Insurance blanks do not have to be returned to school unless you will be taking the insurance. All blanks should be properly filled out with the pupil's name and parent's signature. The dental insurance form does not have to be returned. It is sent directly to the company involved.

NINE WEEKS TESTS

Tests will be given periodically throughout the nine weeks. (Fifth and sixth grades will have unit tests or nine weeks tests at the end of each nine-week period.)

PARTIES

Three class parties are held during the year—Fall Party, Christmas, and Valentine's Day. Fall and Valentine's Day parties will begin at 1:50 p.m. and end at 3:00 p.m. The time for the Christmas party will be arranged later.

REPORT CARDS

Report cards will be issued the week following the end of the nine weeks period. They must be signed by a parent or guardian and returned to the school as soon as possible.

SCHOOL ANNOUNCEMENTS

Announcements pertaining to school activities will be placed on the school calendar, sent home with students, and at times in the Parkston Advance. A newsletter will be sent home monthly from the office or by the classroom teacher. Students are reminded to take it home for their parents.

SCHOOL CLOSINGS

Weather announcements will be placed over KORN and KMIT radio in Mitchell, radio station WNAX in Yankton and local TV stations in Sioux Falls. The automated phone system will also be used to notify parents of changes in the school day. Persons are urged not to flood the school with phone calls. If the weather prohibits buses from leaving school, arrangements will be made to house them in Parkston. If your child rides the bus, you are required to set up an emergency shelter during registration. Students are instructed to dress properly for the weather.

SPECIAL PERIODS

Students may be held in at recesses and noontime for completing make-up work or for discipline reasons. In extreme cases, students may be held after school. However, the student and teacher must contact the parents to arrange transportation home from school.

STANDARDIZED TESTING PROGRAM

Smarter Balance Tests are given in late March or early April to students in Grades 3 through 6. The results from all tests are used to study the individual students' strengths and weaknesses.

III. RULES AND REGULATIONS

WEAPONS POLICY

PROHIBITION: No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. For purposes of this policy, the term "weapon" shall include:

- (a) any controlled weapon including a firearm silencer, machine gun, or short shotgun as those terms are defined in SDCL 22-1-2 (17), (23) and (46);
- (b) any "dangerous weapon" or "deadly weapon", including any firearm, knife, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;
- (c) any "destructive device" including any bomb, grenade, explosive missile or similar device or any launching device therefore or any breakable container which contains flammable liquid with a flashpoint of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited. For purposes of this policy, this term includes fireworks, rifles used for sporting purposes and other devices which would otherwise be excluded under the definition found in SDCL 22-1-2 (13);
- (d) any "explosive" including any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat, including fireworks;
- (e) any "firearm" including any weapon from which a projectile or projectiles may be discharged by gunpowder. As used in this provision, the word "gunpowder" includes any propellant that upon oxidization emits heat and light and is commonly used in firearms cartridges;
- (f) any "stun gun" including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control or a person;
- (g) any "ballistic knife" including any knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button;
- (h) any "knife", "club", "num chuk" or similar item which is designed to, intended to, or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury.

This policy does not apply to starting guns while in use at athletic events and supervised schools or sessions for training in the use of firearms.

PENALTY: Referral to the Board of Education for appropriate disciplinary action up to and including expulsion, which shall be for at least 12 months. Expulsion may extend through two (2) school years. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion as mentioned above.

LOOK ALIKE WEAPONS

PROHIBITION: No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item, which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items.

Possession or Use of a Weapon

PENALTY: Referral to the Board of Education for appropriate disciplinary action up to and including expulsion, which shall be for at least 12 months. Expulsion may extend through two (2) school years. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion as mentioned above.

Bullying Policy

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

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

The forms of bullying:

Physical-involves harmful actions against another person's body

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

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

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

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

In January of 2014, the Parkston School District implemented the Olweus Bullying Prevention Program. All staff members are required to act under the confines outlined by the Olweus Program. Similarly, each student must adhere to the following rules set forth by Olweus.

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.

4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff. The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administration to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

If a student wishes to report an incident of bullying, he or she should complete the Student Bullying Incident Report Form found in each classroom and discuss the behaviors with the staff member he or she feels closest. If a staff member witnesses an incident of bullying, he or she should complete the Staff Bullying Incident Report Form and follow the resulting disciplinary action outlined in the Parkston School District Bullying Behaviors Discipline Matrix. The staff member should pass on the Staff Bullying Incident Report Form to the School Counselor in his or her level. At this point, the School Counselor will discuss with the Principal and continue to adhere to the policy outlined in the Discipline Matrix. If repeated incidences occur, the levels of discipline set forth by the Discipline Matrix will be followed at the discretion of the Principal, Superintendent, or School Board.

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

ABSENCES

1. A pupil will be excused because of serious illness to themselves or their immediate family, making their presence at home an actual necessity, or their presence at school a menace to the health of other pupils. (see Student Communicable Disease Guidelines - pages 13-15)
2. A pupil will be excused to do important work at home only if written permission is received from the parent, or if the parent calls before the day the child will be absent.
3. A pupil will be excused for conditions in which the pupil has no control over such as weather, road conditions, or death in the immediate family.

4. Other cases may be excused but must be approved by the principal.
5. All pupils who are absent must have a written excuse signed by the parent or have their parent call the school on the day the student returns to school.
6. Students must be in attendance in school on the day of any activity if they are to participate during the day or evening. An exception may be made if the principal grants an excuse for a valid reason.
7. Pupils are not permitted to leave the school grounds for any reason during school hours unless they have the permission of the principal.
8. Every effort should be made to schedule appointments (doctor, dentist, etc.) after school or on Saturdays.
9. If a student is absent from 90 minutes (2 class periods) or more but less than a full day, the pupil will be counted 1/2 absent. Less than 90 minutes will count as a tardy.
10. At the end of the school year, a perfect attendance certificate is given to those in grades 1-6 who have been neither tardy or absent during the year.

ASSEMBLIES, MUSIC EVENTS, OR SPECIAL EVENTS

All students must enter the designated area quietly and take their seats immediately. There should not be any talking or making unnecessary noise once the program begins.

WHEELED SHOES

Students at Parkston Elementary will not be permitted to utilize any type of shoes with wheels in them. This is for the safety of all the students in our school.

CLASSROOM RULES

1. Students have assigned desks and are expected to keep them clean and neat.
2. Each teacher has their own set of classroom rules that the students are expected to follow.

DRESS POLICY

1. The school has no set policy. Parent approval is the guide for student dress unless such dress is disruptive or interfering with another's education.
2. Boys are expected to remove hats upon entering the building.
3. All students should remove overshoes or wipe their shoes at the door during inclement weather.
4. Students who do not wear overshoes or boots during the winter cannot leave the hard surface area. Students go outside almost every day. Exceptions are made when the temperature is below zero.

5. Shorts, open-toed shoes and flip-flops are allowed on warm days beginning May 1st. Shorts, open-toed shoes and flip-flops cannot be worn after the last school day in September. If there is a period of prolonged (1 week or more) of warm weather before May 1st shorts may be worn. It will be announced to the students that they may do so. Shorts must be at least mid-length between the thigh and the knee. This will be left to the discretion of the principal along with the teaching staff. These rules also apply to Capri's and skorts.
6. Shirts, jackets, etc. should not be worn which display abusive substances, e.g. ads on alcoholic beverages and bar establishments.

FIRE DRILLS

Fire drills will be conducted during the school year. Follow the drill instructions for your room. Quietly walk out of the building and some distance away from it. Room exits are as follows:

MAIN BUILDING

Beginnergarten.....	North East Doors, Keep to the Right
Kindergarten.....	North East Doors, Keep to the Right
SPED Pre-School Room....	North East Doors, Keep to the Right
1 st Grade.....	East Doors, Keep to the left
2 nd Grade.....	East Doors, Keep to the Left
3 rd Grade.....	East Doors, Keep to the Right
4 th Grade.....	South Doors, Keep to the Right
5 th Grade.....	South Doors, Keep to the Left
6 th Grade.....	South Doors, Keep to the Right
Office Suite.....	West Front Door, Keep to the Left
Teacher Workroom.....	West Front Door, Keep to the Left
Title One.....	West Doors, Keep to the Left
Computer Lab.....	West Doors, Keep to the Right
Library.....	West Doors, Keep to the Right
Guidance Office.....	West Doors, Keep to the Left
Special Education.....	West Doors, Keep to the Left
Speech Room.....	West Doors, keep to the Left
Pre-School Room.....	West Front Door, Keep to the Right
Art Room.....	West Front Door, Keep to the Right
Music Room.....	West Front Door, Keep to the Right
Multi Purpose Room.....	West door in Multi Purpose Room
Weight Room.....	North West door in the hallway

GIFT EXCHANGES

There will be no gift exchanges between teachers and pupils at any time during the school term. There may, however, be gift exchanges between pupils at, for example, Christmas time. This is up to the discretion of the classroom teacher and the wishes of the students.

HALLWAYS

Do not litter in or out of your building. Place paper in wastebaskets. Students are to go directly to the classroom and not linger in the halls.

LIBRARY

The library is available for use by all students in grades K-6. One regular library class for all students is held each week. On other days, no more than 2 students from one class are permitted in the library. Also, students must have a library pass from their teacher. Students in the upper grades will be given various assignments throughout the year that require library work.

LOADING AND UNLOADING BUSES

1. Morning arrival - All students are to go to the Multi Purpose Room unless they have a note from a teacher or the morning bell has rung.
2. At dismissal students file outside and board their respective bus.

LUNCHROOM RULES

All students are to eat lunch at school or bring a lunch from home. No students are allowed to leave school during the lunch period unless they have a written permission slip from home. These procedures will be followed regarding the lunchroom:

1. All students will go to lunch in a single line with no pushing or excessive noise.
2. Follow your plate as it is being dished when you are going through the line.
3. Students will enter their own unique lunch number into the lunch machine. (This may be done by the staff in the lower grades.)
4. Go directly to a table. Follow the directions of the lunchroom supervisor for seating.
5. Students will be dismissed at a designated time from the lunchroom.
6. Students are to return plates (scraped) and silverware to the proper locations.
7. Students are responsible for the area in which they are seated.
8. No food can be taken from the lunchroom.
9. Students are to refrain from excessive noise. Quiet talking is allowed.
10. All students are to walk in and out of the lunchroom. No pushing, cutting line, or running at any time.

PLAYGROUND RULES

1. Students should not cut across lawns in front of the school.
2. The school provides a sufficient number of playground balls. It is the responsibility of each student to keep and take care of the equipment and return it to its proper place after each recess.

3. Types of play that are not allowed are parachuting out of the swings, tree climbing, tag games around the school -play in open area, crack the whip, air tag, snowball throwing or throwing of any other objects, king of the mountain, sliding in front of the school building, tic-in- tic-out, ball tag with hard soccer balls, kicking or throwing balls around the school building, playing ball in the school house, any game involving physical danger (the teacher on duty or the principal will decide what games are dangerous). All students are to obey the teacher on duty. Failure to do so will result in the loss of playground privileges.
4. When the bell rings, students will line up outside their designated doors and wait until the supervisor informs them to enter the building.

TARDINESS

1. A pupil will be regarded as tardy unless he/she is seated in his/her classroom at the proper time. Recesses and noontime - 5 minutes after the bell rings.
2. For repeated tardiness, a pupil will make up the time at the next recess or at noon time.

TELEPHONE

Students and teachers will not be called out of class for phone calls. The offices will take a message and relay it to them at the end of their class. Student use of the telephone will be discouraged as the school phones are for business use. Pupils must receive permission from a teacher to use the telephone.

TORNADO DRILLS

All Proceed To The Inner-Most Hallway In The Building

Beginnergarten	Main hallway by Kindergarten room
Kindergarten	Just outside their rooms
1 st Grade	Just outside their rooms
2 nd Grade	Down the hall by the bathrooms
3 rd Grade	Down as close to 2 nd Grade as possible
4 th Grade	Down the hall by the bathrooms
5 th Grade	Down as close to 4 th Grade as possible
6 th Grade	Down as close to 5 th Grade as possible
Art Room	Just outside the Art Room
Music Room	Just outside the Music Room
Weight Room	Hallway to the locker rooms
Multi Purpose Room	Hallway just outside the Multi Purpose Room

All students are to make no noise. Place head down toward your knees with your hands behind your head.

VISITORS

Parents/Legal guardians are always welcome at Parkston Elementary School. ALL persons, other than staff and students, who enter the building must report

immediately to the main office and sign in. All visitations MUST be cleared through the office.

SCHOOL/CLASSROOM DISCIPLINE

We expect all students to behave in a manner which is conducive to a good learning atmosphere.

Each of your teachers will inform you of exactly what they expect of you in their classrooms and what the consequences will be when a rule is violated.

All staff members will be direct and assertive in discipline - MEANING - you will know how to act properly in a classroom and what will happen if you misbehave.

Guidelines from individual teachers will be sent home with students concerning classroom discipline.

Cellular Phones / Electronic Devices

Students are encouraged to leave all electronic devices at home. If they are brought to school, they are expected to be turned off and secured by the student. The principal reserves the right to take the device away during the day, and will return it to the student at the end of the day. A second violation will result in the parents having to come to school to get the device from the principal.

IV. STUDENT ACTIVITIES

Activity Classes (required):

Physical Education - twice a week
Music - twice a week
Library classes - once a week
Guidance/Counseling - once every other week
Art - once a week

Optional Activities (Grades 4-6):

Band - twice a week
B Sharps- Scheduled Practices

Elm Springs Schools:

Physical Education - once a week
Music - once a week

STUDENT COUNCIL

Grades 4-6 - the student council at this level consists of two representatives of each homeroom in grades 4-5 and three representatives from each homeroom of grade 6. Representatives serve a designated number of months, thus allowing more students to participate. Student council officers are elected during the first two weeks of school.

The purpose of this organization shall be to: help students develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the entire school, improve student-teacher relationships; improve school

morale; assist in the management of the school activities; charter school clubs and other organizations; and promote the general welfare of the school.

GUIDANCE AND COUNSELING

Counseling services are provided to help remove the blocks to a child's learning. The counselor works with individuals and groups, performs classroom guidance, reviews test results to analyze achievement and potential, provides information for future planning to students, and maintains confidentiality. The goals of the counseling program are to help children cope with emotional crises, improve peer relationships, encourage students to recognize and make the best use of their abilities, help students overcome learning difficulties, assist parents and teachers in helping children and prevent major problems before they occur. Weekly sessions are provided for students in grades 1-6 on topics, which are pertinent at each grade level. Time for individual counseling is provided as a priority when a student may encounter some kind of difficulty.

Medication Distribution

During the 2006-2007 school year, the Parkston School Board adopted a new medication distribution policy. In short, the policy states that the school personnel who have been trained to distribute meds will be the only ones permitted to hand out medications. Elementary students are not permitted to have any type of medication, including pain relievers, in their possession. A physician must prescribe the medications that the school will distribute. If you have a child who will need medications administered during school hours, we ask that you inquire at the office for the paperwork. If you would like a copy of the medication distribution policy, please inquire at one of the offices.

Students Communicable Disease Guidelines

Numerous communicable diseases may affect a school-age population and /or school staff. Some of these have a high degree of communicability. Some may be life threatening in nature. Some are both.

Disease and Incubation* Period	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 month-five years policy.	Determination will be made by the Advisory Committee as outlined in the Communicable Disease
Chicken Pox 14-21 Days	The student may attend school after all pox are dry & scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immunosuppressio as anti-cancer or organ trans-plants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

<p>Fifth Disease (Erythema Infectiosum) 6-14 days</p>	<p>The student may attend school with physician's permission.</p>
<p>Giardiasis (Intestinal Protozoan Infection) 5-25 Days or longer</p>	<p>The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.</p>
<p>Herpes Simplex 2-12 days</p>	<p>The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.</p>
<p>Impetigo variable 4-10 days</p>	<p>The student may attend school if treatment is verified and covered or dry.</p>
<p>Infectious Hepatitis 15-40 days Average 25 days</p>	<p>The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.</p>
<p>Influenza</p>	<p>The student may attend school when no longer running a fever.</p>
<p>Measles (Red, Hard Rubella, 7-day) 8-14 days</p>	<p>The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.</p>
<p>Infectious Monocleosis (Glandular Fever) 2-6 weeks</p>	<p>The student may attend school with physician's permission. The student may need adjusted school days and activities.</p>
<p>Mumps 12-21 days</p>	<p>The student may attend school after swelling has disappeared.</p>
<p>Pediculosis (Lice, Crabs)</p>	<p>The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.</p>

Pink Eye (Conjunctivitis) 5-12 days	The student may attend school after the eye is clear, under treatment or with physician's written permission.
<hr/>	
Planter's Wart	The student may attend school. Students should not be permitted to walk barefoot.
<hr/>	
Ring Worm (Scalp, Body Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
<hr/>	
Rubella (3-day German measles) 14-21 days	The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.

Communicable Disease Guidelines Continued

Scabies (7-year itch, mites)	The student may attend school after treatment.
<hr/>	
Streptococcal Infections (Scarlet Fever, Scralentina, Strep Throat) 1-3 days	The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well.

A communicable and chronic disease should be reported to Health Services.

*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

BUSSING INFORMATION AND REGULATIONS

In order to operate a safe, efficient and economical transportation program, it is absolutely necessary that all passengers observe the attached set of regulations. In order to avoid any misunderstandings that might develop at some future date your child will follow the procedures described below in case of an infraction of the rules.

When a violation occurs the bus driver will complete the attached form "Notice of violation of rules and regulations while riding in District #33-3 school buses." This form will be delivered by the driver to the building principal at the student's attendance center. The building principal will contact the parent(s) about the violation that occurred, visit with the student and/or parent(s) and provide the parent(s) with a statement regarding the violation.

If a student should receive a second violation, he/she will not be permitted to ride the bus for one week.

If a student should receive a third violation, transportation privileges of riding the bus will be denied.

IN TOWN BUS ROUTES

The Parkston School District is currently providing in town routes to help get the students to the school. The pick-up points have been established, (see the map section) and we request that you determine and tell the school which point is the one you will more than likely be using. These points may be subject to change if the school feels they are not serving the purpose they were intended to serve, or as population shifts in town. In town students will obey the same rules as rural riders. Some students may be denied a ride to school if the busses are already full or past capacity when loading at a point. Bikes should be parked in an orderly fashion when left at a bus point.

REGULATIONS:

1. Pupils are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning & evening.
3. Pupils shall remain seated while the bus is in motion.
4. Pupils shall not extend their hands, arms, or head through the bus windows.
5. Pupils shall converse in normal tones, loud or vulgar language is prohibited.
6. When the bus is crossing a railroad track all conversation must stop until the bus has crossed the track.
6. Pupils who eat on the bus are responsible for putting any garbage in the proper receptacle.
7. Pupils shall keep the bus clean, and refrain from damaging it.
8. Pupils shall be courteous to the driver, to fellow pupils and to passersby.
9. Pupils shall enter and leave the bus, at school- loading stations and at highway bus stops, in an orderly fashion and in accordance with instructions.
10. Pupils must refrain from crowding or pushing.
11. Pupils shall refrain from talking to the driver while the bus is in motion.
12. Each pupil must go directly to his or her seat upon entering the bus.
13. Rough-housing on the bus is prohibited.

14. Pupils must keep feet off the seats.
15. Pupils must keep sharp objects off the upholstery.
16. Pupils must not throw objects about the bus nor out through the windows.
17. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
18. Shooting paper wads or other material in the bus is not permissible.
19. Pupils must avoid playing or loitering on the highway when waiting for a bus.

WINTER WEATHER TRANSPORTATION

Decisions to discontinue classes in District #33-3 will be made upon information gathered from rural patrons of the district; radio weather forecasts and/or the weather service in Huron.

If the decision to discontinue classes for the day is made, an announcement to that effect will be made on radio stations, WNAX in Yankton, KDLT, KORN and/or KMIT in Mitchell usually about 7:00 a.m. If weather conditions clearly warrant not having school classes the next day due to a heavy storm late in the afternoon or early evening, announcements to that effect will be made on major local TV stations.

In the event that weather conditions warrant sending students home early from school, announcements will be made on radio WNAX and/or KMIT, KORN or major local TV stations and students living in town will be dismissed to go home or to be picked up by their parents.

If weather conditions are so severe that buses cannot operate on the bus routes, the Blizzard Buddy System will go into effect. This plan calls for each student not living in town to have indicated to school officials where they would be staying in town if a situation this severe should happen.

It is important that the persons that students are staying with know that the students will be guests if the Blizzard Buddy System needs to be used. Building principals will be responsible for contacting the adults that students would be staying with while the Blizzard Buddy System is in effect.

In the event that there is an extended period of weather conditions that cause only main roads to be opened, buses will travel only where possible and parents will be asked to bring their children to the nearest open road where the bus could pick them up for school. Remember that during the winter months the buses could fail for a variety of reasons while on the route and students could have to wait for a time before assistance arrives, therefore, it is strongly recommended that students dress according to the weather conditions.

Knowing that weather conditions vary throughout the district, parents should always decide as to whether it is safe to send their children to school. School officials will always honor that decision. A call to the building principal or a note will excuse the student for the day of school missed due to weather conditions.

B-J School Buses, Inc.
COLD WEATHER DRESS POLICY

Realizing the danger involved with cold weather, and the importance of dressing properly for the cold weather, we are establishing the following guidelines as a policy to be followed by schools and bus drivers in the districts served by our company.

1. Coats, gloves, and leg coverings should be worn in cold weather when riding the bus on the regular routes and for activity trips.
2. The type of protective clothing needed changes with the severity of the cold temperatures.
3. The bus supervisor shall notify school officials, who then, in turn, shall notify the parents of the violation. The parents shall be urged to dress their children properly.

V. TITLE ONE

Parkston Elementary School Parent Involvement Policy for Title One

The School Level:

1) The school shall convene 2 annual parent meetings, at flexible times, that parents will be encouraged to attend. These meetings will be used for:

- Involving parents in the joint development of the school's parent involvement policy and/or procedures and in the planning, review, and improvement of programs.
- Informing parents of their school's participation and to provide an overview of parental rights.
- Providing information on curriculum, instruction, and assessments.
- Providing activities to support student learning.

2) Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The compact shall be used for:

- Describing the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Describing ways in which each parent will be responsible for supporting their children's learning.
- Addressing the importance of communication between teachers and parents on an ongoing basis.

1. **PARENT INVOLVEMENT:**

The following guidelines are followed for establishing rapport with parents:

- A. Parents are notified that their child is a Title I participant and the reasons are stated for the selection.
- B. The Student Compacts are discussed with parents concerning the specific objectives for the child. This meeting is held at the November conferences, if not before.

- C. Conferences for Title I students are held at the same time school-wide conferences are held. Other parent conferences are held when deemed necessary.
- D. During conference times or anytime throughout the year Title I staff provides suggestions and/or materials to help parents assist their child at home.
- E. Each fall and spring parents are notified to give input into the program. This may concern the planning, development and operation of the program. Immediate responses to parent recommendations are given.
- F. Parent volunteers - a program of parent volunteers may be formulated into the Title I program. This volunteer program may be arranged jointly by the title I staff and the Parent Advisory Council.

2. **PARENT ADVISORY COUNCIL:**

The following are guidelines for the Parent Advisory Council:

- A. No limit on number of members - includes parents of both Title I and non-Title students, Title I staff and administrative personnel
- B. Kept informal - no pressure on parents to serve as officers (so parents don't shy away)
- C. Dates and places of meetings:
 - 1. Meets two times a year - fall and spring meeting
 - 2. Meetings are held at the Parkston School location.
- D. Main items on agenda:
 - 1. Fall meeting - (In conjunction with open public meeting)
 - overview of program
 - history and background
 - introductions of staff and reports from staff
 - visitation of Parkston Elementary Title I program
 - review transition / coordination plan
 - 2. Spring meeting - report by staff
 - discussion on tentative budget plan for next school year
 - evaluation of the year's program
 - discussion of summer workshop and the October in-service training

VI. Documents

FEDERAL PROGRAM COMPLAINT POLICY -

POLICY: In compliance with applicable federal laws and regulations, the Parkston School District has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandates. The superintendent can be reached at 102c South Chapman Drive, Parkston, South Dakota, 57366 or by calling (605) 928-3368.

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

First Reading: April 14, 2008

Second Reading: May 12, 2008

Adoption: June 9, 2008

100 Series, Letter P

Parkston School District Home/School Compact

An Agreement On How We Want Our School To Be

Families will...

- Attend Family School nights at least one time per year.**
- Take responsibility for their child's attendance.**
- Foster self-respect and a positive attitude toward school.**
- Take time each day to look at and talk about schoolwork.**

Students will...

- Respect schoolmates, parents and school staff.**
- Take responsibility for their behavior.**
- Accept responsibility for the consequences of their behavior.**
- Take responsibility for their own learning.**
- Listen and seek help when needed.**
- Take notices home to families and share about daily learning.**

Parkston School Staff will...

- Study and implement best practices throughout the curriculum, emphasizing the areas of math and language arts.**
- Continue to support community involvement in the educational process.**
- Promote the increase of average daily rate of attendance.**
- Promote and create a positive school environment and climate.**
- Improve effective communication within the school and between school and home.**

Student signature_____

Parent signature_____

Teacher signature_____

NOTIFICATION OF SERVICES for TITLE I
Parkston School District

Date: _____

Dear Parents:

Your child has been selected for participation in the Title I program in the Parkston School District. This service will allow your child to receive 40 to 75 minutes of individualized and/or small group instruction in each of the following areas that are checked:

- Reading
- Language Arts
- Math

Title I students will be assigned for a period of time to the Title I teacher or aide to receive additional assistance in specific skill areas. We feel that students gain much in the way of successful experiences from this arrangement and hope that the extra help from the teacher will result in an improved performance by your child.

The Parkston School District used the AIMSweb assessment, teacher observation, and students' academic proficiency as part of the selection process. If you have any questions or any other areas of concern, please feel free to contact any one of the staff listed below.

Savanah Meyer Title I Teacher Grades K-6

Classroom Teacher

Matt Yost Elementary Principal and Title I Director

We encourage you to visit with your Title I instructor during your regularly scheduled parent teacher conference. Parents are welcome to contact their child's teacher for updates at any time. We also encourage you to get involved with the Title I Advisory Committee that helps direct what services are delivered to the Title I students.

_____ I do want my child to participate in the Title I Program at this time

_____ I do **not** want my child to participate in the Title I Program at this time

_____ Parent / Guardian Signature

Sincerely,

_____/_____
Title I staff member/Classroom Teacher

PARKSTON SCHOOL DISTRICT #33-3

Member of North Central Association

102C South Chapman Drive

Parkston, SD 57366

(605) 928.3368 Fax (605) 928.7284

Shayne McIntosh Superintendent
Eric Norden H.S. Principal

Matt Yost Elem. Principal
Craig Bruenning, Business Manager

Title I
Dismissal Request

Student Name: _____

Parent(s) name: _____

Date of Dismissal: _____

Please check one of the following reasons for the dismissal from Title I.

Teacher Recommendation _____

Parent Request _____

Tested Out _____

Placed on IEP _____

Met Goals/Content Standards _____

No Longer Qualifies _____

Classroom Teacher

Date

Parent Signature

Date

Title I Coordinator

Date

Parkston School District Bullying Behaviors Discipline Matrix

Developed February 2014 by the Bullying Prevention Committee

Areas of Prohibited Conduct	Level 1	Level 2 Actions at this level may include the preceding behaviors and those outlined below.	Level 3 Actions at this level may include the preceding behaviors and those outlined below.	Level 4 Actions at this level may include the preceding behaviors and those outlined below.
Bullying Behaviors (Social, Emotional, Verbal, Technological, Physical)	<ul style="list-style-type: none"> • Spreading rumors, lies, exclusion (texting, social media outlets, gossiping) • Impulsive remarks including name-calling, deliberate put-downs • Impulsive physical contact including tripping, pushing, pinching, slapping, punching 	<ul style="list-style-type: none"> • Repeated spreading rumors, lies, exclusion (texting, social media outlets, gossiping) • Repeated impulsive remarks including name-calling, deliberate put-downs • Repeated impulsive physical contact including tripping, pushing, pinching, slapping, punching • Action or intimidation inducing fear in another student • Lewd or offensive language or behavior of a sexual nature 	<ul style="list-style-type: none"> • Repeated spreading rumors, lies, exclusion (texting, social media outlets, gossiping) • Repeated impulsive remarks including name-calling, deliberate put-downs • Repeated impulsive physical contact including tripping, pushing, pinching, slapping, punching • Repeated action or intimidation inducing fear in another student • Repeated lewd or offensive language or behavior of a sexual nature 	<ul style="list-style-type: none"> • Repeated spreading rumors, lies, exclusion (texting, social media outlets, gossiping) • Repeated impulsive remarks including name-calling, deliberate put-downs • Repeated impulsive physical contact including tripping, pushing, pinching, slapping, punching • Repeated action or intimidation inducing fear in another student • Repeated lewd or offensive language or behavior of a sexual nature • Intentional threat to physically injure person or destroy property • Stalking/hazing • Group or gang intimidation • Reference to weapons • Broad scope/school-wide or individual bullying behaviors
Minimum Resulting Disciplinary Action	<ol style="list-style-type: none"> 1. Parent Contact by Student (Teacher Present) 2. Student Conference with Teacher 3. Possible Apology/Mediation 4. Loss of Privileges (Recess, Lunch, Detention) 5. Follow Up with Student and Parent by Teacher 6. Documentation to School Counselor 	<ol style="list-style-type: none"> 1. Parent Meeting at School 2. Student Conference with School Counselor/Principal 3. Possible Apology/Mediation 4. Half or Full Day ISS 5. Follow Up with Student and Parent by School Counselor or Principal 6. Documentation by School Counselor 	<ol style="list-style-type: none"> 1. Parent Meeting at School 2. Student Conference with Superintendent/School Board 3. Possible Apology/Mediation 4. One to Three Day ISS 5. Follow Up with Student and Parent by School Counselor or Principal 6. Documentation by School Counselor 	<ol style="list-style-type: none"> 1. Parent Meeting at School 2. Student Conference with Superintendent/School Board 3. Possible Apology/Mediation 4. Three to Five Day ISS or OSS 5. Possible Referral to Law Enforcement 6. Follow Up with Student and Parent by School Counselor or Principal 7. Documentation by School Counselor

*Although this guide is intended to direct disciplinary action, actual consequences may be modified based on the discretion of the Principal, Superintendent, or School Board for any student or situation.

*Factors considered in discipline at each level include age or maturity; previous offenses; disposition; degree to which incident interferes with education.

*All local, state, and federal policies, regulations, and laws regarding special education will be adhered to for eligible individuals.

Parkston School District
BULLYING INCIDENT REPORT FORM

Date of Incident _____ **Time of Incident** _____ **Repeat infraction? YES NO**

Location of Incident (circle all that apply)

Hallway Restroom Classroom Gym Lunch Room Playground Locker Room Bus Stop On Bus Parking Lot
To/From School After School Program School Sponsored Event Text/Phone/Social Media/Internet Other _____

Name of Victim(s) _____ **Name of Student(s)Bullying** _____ **Name of Bystander(s)** _____

Type of Bullying

___ Verbal
___ Physical Result in Injury? YES NO
___ Social

Bullying Behaviors (circle all that apply)

Shoved/Pushed Hit, Kicked, Punched Threatened Stole/Damaged Possessions Excluded Taunting/ridiculing
Writing/Graffiti Told Lies or False Rumors Staring/Leering Intimidation/Extortion Demeaning Comments
Inappropriate touching Cyber bullying using ___ Text Messages ___ Website ___ Email ___ Other _____
Racial, Sexual, Religious or Disability Circle and describe _____

Reported to School By (circle all that apply)

Teacher Student Bystander Victim Parent Bus Driver Anonymous Other _____

Describe the Incident

Physical Evidence Notes Email/Social Media Graffiti Video/Audio Website Other _____

Actions Taken (follow Discipline Matrix for Guidelines)

Consequences _____

Parent Contact Date _____ Time _____ Person Making Contact _____
Result _____

Today's Date _____

Reported by _____

Signature _____

Student's Name _____ **Date** _____ **Time** _____

Conducted by _____

Those present (circle all that apply)

Principal _____ Counselor _____ Teacher _____

Student _____ Parent _____ Witnesses _____

Other _____

Comments

Parent Contact **Date** _____ **Time** _____ **Person making Contact** _____

Additional Actions/Notes
