

**Lead-Deadwood Elementary Handbook**  
**For**  
**Students and Parents**



**2017-2018**

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Dear Parents/Guardian,

Welcome to the 2017-2018 school year. We have many exciting and interesting things planned for your child this school year. More than any other time in history, your child is able to participate in an educational environment that is held to the highest of standards. We are hard at work in education making sure that your child receives the highest level of instructional integrity, scrutinizing programs to ensure that they are both necessary and of the highest quality.

As the school year progresses, I would encourage you to take an active role in your child's educational experience. Children are eager to share their school experience with you. Please make every effort to spend some time in your child's classroom, on the playground or having lunch with them. Being involved in your child's education will open a window to what is going on in their lives with friends, relationships and teachers. Building strong relationships with our students is very important to every community stakeholder. We are continually looking for ways to construct and improve upon the relationships that exist within our school. Research has proven that when there is a strong connection between home and the student's educational environment, their ability to retain instruction is greatly increased.

If at any time you have a concern regarding your child's relationships with our staff or other students, please let me know as soon as possible. Every staff member at Lead-Deadwood Elementary School is interested in providing the best educational experience for each and every child.

Sincerely,

Tim Kusters  
Elementary Principal  
Lead-Deadwood School District #40-1

# Welcome to the Lead-Deadwood School District

## **Mission**

*Our students will graduate equipped with the skills needed to be successful and responsible citizens.*

## **Vision**

*Our school district will focus on core academic subjects, while ensuring the development of the whole child through positive relationships, character, service, wellness, and community collaboration.*

## **Beliefs**

### **STUDENTS AND LEARNING**

*All students can learn.*

*Different students learn at different paces and have different learning styles.*

*Motivated students are productive students.*

*Productive students show up, work hard, and follow the rules.*

*Responsible students treat others as they wish to be treated.*

*Students need to share in the responsibility for their own learning and achieving.*

### **TEACHERS AND LEARNING**

*Positive relationships are the essence of good teaching.*

*Individualized programs and differentiated instruction maximize learning.*

*Teachers must be involved in the decision making process of the school district.*

*Commitment to the content standards is important.*

*Technology must be integrated in an effective 21<sup>st</sup> century learning experience.*

### **SCHOOL AND DISTRICT/COMMUNITY**

*A strong family and community support base is the foundation upon which all learning is built.*

*Families must be positive, active partners with schools in educating children.*

*Open communications between the community and schools must be an ongoing commitment.*

*All school personnel play a vital role in student success.*

*Decisions must be based on what is best for students.*

*A school environment that promotes health and wellness is beneficial to students and their futures.*

## EXIT OUTCOMES

Self-disciplined individuals who:

- Create a vision of career options
- Accept responsibility for personal actions
- Participate successfully in the changing world
- Exhibit wellness in everyday life

Self-motivated, lifelong learners who:

- Determine personal academic goals
- Demonstrate the use of effective communication
- Demonstrate technological competence
- Work to provide appropriate education for all

Ethical workers who:

- Work with others to solve problems and make decisions
- Demonstrate the qualities of self management
- Produce different types of quality products
- Evaluate personal efforts and contributions in the work place

Participating citizens who:

- Contribute to the democratic process
- Work to improve the quality of life and welfare of others
- Contribute to the improvement of the earth's environment
- Acknowledge social, economic, cultural and family diversity

## Lead Deadwood Elementary Students' Bill of Rights

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

### **Students in our school have the right to:**

- Learn in a disruption-free environment
- Know what is expected of them at all times in every area of the school
- Be protected from physical harm or threats to their safety
- Have their positive behavior recognized
- Have their personal property protected
- Be treated with kindness and caring
- Receive special assistance with identified learning difficulties

### STUDENT RESPONSIBILITY

### **As a Lead-Deadwood Elementary student, it is your responsibility:**

- To attend school every day and be on time
- To come to school prepared
- To respect all staff members
- To maintain a positive attitude toward learning and believe in your ability to succeed
- To respect yourself and the rights and property of others

### PARENT 'S RESPONSIBILITY

### **As a Lead-Deadwood parent of an elementary student, it is your responsibility:**

- To read handbook with your child
- To discuss contents of handbook with your child

### DAILY SCHEDULE

The daily schedule of each Elementary classroom is slightly different. The classroom teacher will provide you with an accurate schedule of your child's school day during the first week of school. Each grade has provided your child with a handbook. This will explain classroom procedures.

### ARRIVAL AT SCHOOL

Playground supervision is provided before 8:00 only for bus students. Other students should not arrive on the school grounds before that time unless asked to be there by a teacher or having breakfast. Once children are at school, they will not be allowed to leave before normal dismissal without permission. All students, parents and visitors are required to enter the school through the main entrance at the top of the stairs. All other doors to the school are locked before, during and after school.

## ATTENDANCE

According to South Dakota law, parents must see that their children are in attendance each day of school. Absences can be excused for a religious holiday or observance, illness, death or serious illness of a family member.

Students are tardy after 8:15 a.m. and must notify the office before going to class. Promptness to class is a very important attribute for students to develop. A student is noted to be tardy after 8:15 a.m. until one and one-half hours have passed. At 9:45 and after, students will be counted as absent. If a student has five tardies, a letter will be sent home making parents aware of the situation. A home visit may also be made at this time. Ten tardies will require a conference with the student's parents and more than ten tardies will constitute notification of the States Attorney.

If a student is absent, the parent or guardian should call the office @ 717-3884 before 8:45 a.m. If the office does not receive notice of a child's absence, an attempt will be made to contact parents in order to confirm the child's whereabouts. Other absences should be discussed with and approved by the teacher and/or principal.

After seven such absences within a semester, a written contract from the school will be made, informing parents of the law (13-27-11). After ten such absences within a semester, the States Attorney may be notified.

## INCLEMENT WEATHER

There may be times that weather dictates cancellation, late starts or early dismissal from school. Parents/Guardians will be notified of such cancellations via the School Messenger database. We ask that you notify the office of any changes to phone numbers so that we are able to update our records as needed. For the safety of our students, we are asking parents to have on file with the teacher and school secretary an emergency town placement for your child in the event that buses cannot leave town.

## SICKNESS and INJURIES

If a student becomes sick or is injured during the day, they should notify their teacher or school office and we will attempt to contact parents. If that is not possible, the student will remain in school until someone can be reached. It is important that the office have current names and phone numbers for such emergencies. Whenever a student must leave during the school day, **parents must come into the building** to get their child.

## MEDICATIONS AT SCHOOL

Medication can only be brought to school by an adult and must be in its original container. The necessary paperwork must be on file in the office before medication can be administered to the student. A certified individual will administer all medication in the office. A medication release form is included as an insert with this handbook.

## LUNCH

Students may go to lunch with parents or other adults with parent's written permission to the child's teacher. Noon recess follows lunches and a parent may take their child for the entire lunch period. No unsupervised students will leave school grounds to eat lunch. Information regarding the purchase of school lunch is available in the office or from the lunchroom. Money applied to lunch tickets will be taken in the cafeteria each morning.

Breakfast will be served each morning from 7:45-8:05. Children coming for breakfast must be here in time to finish before the 8:10 bell.

Application may be made annually by a parent or guardian for free or reduced lunch eligibility. We ask that all parents fill out the application in the back of this handbook. This status may be reviewed at parental request if employment information or family status changes during the school year.

Teachers will inform students of expected lunchroom behavior based on courtesy.

## Visitations

Parents are always welcome in the classroom. If you are interested in a special area of instruction, please call the school so that we may accommodate you. Except for planned events, we ask that younger siblings and relatives not come to school. Liability issues do not allow children to invite "visitors" to spend the day with them at school.

## DISCIPLINE

The development of responsible behavior and self-discipline among students occurs at three levels within our school. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency. Intervention by the teacher may consist of talk, consequences, time-out and parental notification. Teacher discipline and intervention with students will be referred to as **Level One** in our discipline plan.

At other times, disciplinary problems occur which are beyond the scope of the classroom teacher's area of responsibility or are of a more serious nature. These problems will be referred to the ACE room (alternative classroom environment) for intervention. The type of problems/behaviors that would be dealt with at this level is primarily of the violence/disrespect nature and repetitive misbehaviors. Interventions at this level would consist of consequences, corrective teaching/counseling and parental notification. The ACE room will be referred to as **Level Two** in our discipline plan.

Lastly, disciplinary problems may arise that are of a serious enough nature to require referral to the administration. The problems that require this level of intervention will vary but would include continued repetitive misbehaviors, and more serious violence/disrespect behaviors. Interventions at the administrator level would consist of consequences, ISS assignment, corrective teaching/counseling, parental notification and/or conferences, or OSS assignment. The administrator intervention with students will be referred to as **Level Three** in our discipline plan.

In summary, the discipline plan has three major levels. Misbehaviors by students will generally fall within one of those levels. Interventions at each level will vary. Specific guidelines have been established to deal with misbehaviors that fall within the area of violence/disrespect. The three levels of intervention and the staff who intervene are as follows:

**Level I** - Teacher Intervention

**Level II** - Alternative Intervention/ACE room

**Level III** - Administrator Intervention

### **LEVEL I, TEACHER INTERVENTION CLASSROOM MANAGEMENT**

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. The concept of good classroom management is much broader than the idea of student discipline. It includes all of the things a teacher must do to foster student involvement and cooperation in classroom activities in order to establish a productive work environment. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.

#### **Behaviors That Are Level I, Teacher/Classroom Management**

Disruptive behavior

Violation of classroom rules

Uncooperative behavior/defiance

Bullying

Inappropriate physical contact with another student (bumping, pushing, tripping)

## **LEVEL II, ACE room**

At this level of intervention a student will have repeated misbehaviors from Level One or displayed a behavior that has been determined to be a Level Two behavior. The intervention at this level will be done by multi-staff.

### **Behaviors That are Level II, Multi-Staff Intervention**

The behaviors become a Level 2 when classroom interventions result in no change.

In cases where the child's behavior is of a disruptive nature, the teacher may remove the student from the classroom and assign him/her to the ACE Room as a consequence for his/her behavior.

The purpose of assigning a student to ACE is listed as follows: 1) to re-establish the learning atmosphere which the student has disrupted, 2) to provide a setting for the student to examine his/her actions which prompted his/her removal and 3) to ensure that teachers, staff, students, administrators and parents are committed to correct the behavior.

The ACE room is used at the teacher's discretion as a disciplinary measure.

Guidelines for the ACE room use are as follows:

1. Phone contact by referring teacher.
2. Teacher will send referral form to ACE room within 30 minutes of student arrival or student will be sent to the office for an office referral.
3. Teachers can request less time (put on the form) than 45 minutes.
4. ACE room can assign more time based on student need.
5. Classroom teachers are responsible for providing work for the students

**The remaining steps will be completed by the ACE room team.**

1. Staff or student calls the parents.
2. Counseling or other consequences will be decided upon by the team.

## **LEVEL III, ADMINISTRATIVE INTERVENTION**

When corrective actions taken by the classroom teacher have failed and the misbehavior is of a continued, repetitive nature or the rule infraction is of a serious nature (Level Three), the incident shall be referred to the administration (principal) for investigation and action. The Lead-Deadwood Elementary School has a range of students from kindergarten through fifth grade. Disciplinary consequences will also take this into consideration. Frequently at this level of intervention, a child may be assigned to the ACE room for a period of time. The severity of the consequences applied depends upon two factors:

- 1) The seriousness of the offense.
- 2) The previous disciplinary record of the student.

So that you are aware of the misbehaviors and consequences that will follow those misbehaviors at the administrative level, our *guidelines* are listed below. **The administration will determine intervention options.**

### **Behaviors that are Level III, Administrative Intervention**

1. Threatening.
2. Possession of tobacco, alcohol, or drugs.
3. Property damage.
4. Fighting, bus incidents, disrespect of a serious nature, or physical attack on others.
5. Weapons

### **PROVISIONS FOR THE USE OF THE DISCIPLINE PLAN**

1. A disciplinary file will be initiated for each student referred to the administration (principal). A record of each misbehavior/violation, as well as the consequence assigned, will be maintained.
2. The administration retains the right to issue disciplinary measures for discipline not specifically stated herein and to alter any disciplinary measures as considered necessary.

### **DEFINITIONS**

#### **ACE ROOM:**

Supervised time-out area used by teachers when necessary to remove students from the classroom. Being assigned to ACE is **not** considered a suspension or assignment ISS.

#### **DETENTION:**

All students (including bus students) may be required by a teacher or supervisor to remain after school for discipline or make-up work. Parents of bus students will generally be contacted a day in advance so that arrangements for transportation can be made. If a scheduling or transportation problem exists, contact the principal.

#### **IN-SCHOOL SUSPENSION: (Alternative Classroom Environment)**

The act of prohibiting a pupil from attending classes for a period of no more than ten (10) school days. The pupil serves the suspension time in the supervised ACE room.

#### **SUSPENSION: (Out of School)**

The act of prohibiting a pupil from attending school or school-related activities for a period of not more than ten (10) school days. A suspension must be served away from the school building and grounds.

#### **EXPULSION:**

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

# Bullying

(Refer to District Policy JFI-R2)

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being to defend himself/herself. The three main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)
- Indirect (spreading rumors, excluding someone from social groups)

## SCHOOLWIDE EXPECTATIONS:

*The following is expected from students in our building.*

- 1. RESPECT OTHERS**
- 2. BE PREPARED TO LEARN**
- 3. BE SAFE**
- 4. TAKE CARE OF OUR SCHOOL**

**1. RESPECT OTHERS: This means you must**

Allow others to learn ~ Show self-control ~ Claim only fair share of attention  
Show courtesy in speech, manner, and attitude ~ Listen attentively  
Respond respectfully to authority (teachers, playground supervisors, adults in the building, crosswalk patrol)  
Cooperate with classmates ~ Work well with others ~ Participate in activities

Follow cafeteria rules:

- a) Use restaurant manners ~ talk quietly to those at your table
- b) Get everything you need before sitting down at your table
- c) Raise your hand in an emergency
- d) Take restroom breaks before and after lunch

**2. BE PREPARED TO LEARN: This means you must**

Attend school ~ Arrive on time  
Come to school well rested ~ Have necessary materials for class  
Participate in group discussions and activities  
Follow directions ~ Do neat, careful work  
Complete homework ~ Complete class work  
Use time wisely ~ Demonstrate good organization skills  
Work well independently ~ Make up work when absent

**3. BE SAFE: This means you must**

Follow directions ~ Listen attentively to adults

Walk in the building ~ Use Playground equipment correctly  
Keep hands, feet, and objects to self

**4. TAKE CARE OF OUR SCHOOL: This means you must**

Respect school property...

- a) Your classroom and bathrooms
- b) Playground equipment
- c) Textbooks, library books, computers
- d) Hallway displays and student's work
- e) Classroom, library and lunchroom furniture
- f) Equipment used when at swimming and skiing

## **Parents Right to Know:**

The federal education law put in place by President Bush called "No Child Left Behind," requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

## *Backpack Program*

The Lead-Deadwood School District offers a weekend backpack program to all students in need of extra food over the weekend. Backpacks are stuffed with nutritious, easy to prepare food, for the weekend. Any parent may request to participate in the backpack program by contacting the school guidance counselor. Participation in the program is strictly confidential. School personnel will place the backpacks in the student's locker on the last day of school for the week. If there is not a backpack in the locker one will be placed in the locker for transport of the food. The students are expected to return the borrowed backpacks the following week so they can be restocked.

## *PLAYGROUND RULES*

Students are responsible for their own behavior and are accountable to the playground supervisors. The playground supervisors have the authority to allow or disallow any activities that they feel may affect the safety of our students. A student in violation of the rules below, with the intent of physical harm, will be sent to the office and a written report will be completed in the office. Classroom teachers will be notified of the violation.

### **In the interest of safety:**

- Scooters will need to be placed in the lockers upon arrival at school. Basketballs may be used only on the basketball courts. Nerf-type and playground balls are allowed. Playground balls will be used only on the upper playground.
- The following are not allowed:
  - a) tackle games/football
  - b) skateboards, roller blades
  - c) radios, electronic games, walkie-talkie devices, CD players, cell phones
  - d) climbing on fences, wall or gate
  - e) leaving playground
  - f) karate kicking, wrestling
  - g) laser lights
  - h) grabbing, pushing /pulling, or pretend weapon play
  - i) offensive language
  - j) fighting/hitting/kicking

**Because supervisors need to code into the building, students will need to ask permission to return into the building. Once a student is outside, he/she must stay outside unless a student needs a bathroom break or needs to see the nurse.**

**Students are expected to respect each other's games and space.**

**\*When the wind chill falls below zero, students will be kept indoors.**

Students who find it difficult to abide by these rules have the opportunity to "refocus" during recess time. Continuous disregard for the safety of other students will result in a parent conference with the principal and playground supervisor.

## SCHOOL BUS RULES AND REGULATIONS

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.

**Students who regularly ride the bus will be expected to board the bus at the end of each school day unless a written note from parents notifies the teacher or office otherwise.**

### **Please remember:**

- The driver is in charge of the pupils and the bus.
- Pupils must be on time. The bus will not wait beyond its regular schedule.
- Pupils should never stand in the roadway while waiting for the bus.
- Unnecessary conversation with the driver is prohibited.
- No "horseplay" (including sexual harassment) is permitted on the bus.
- Pupils must remain seated while the bus is in motion.
- Pupils must not extend arms or head out of the bus windows.
- Pupils must observe instructions from the driver when leaving the bus.
- Any damage to a bus must be paid for by the responsible pupil
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization.

*Because it is an inconvenience for parents, we do not allow students to call you at home or work to make arrangements to "do something else" other than planned after school.*

## ELEMENTARY STUDENT DRESS CODE

Responsibility for the students' appearance at school should be that of the student and parents. The school does, however, need to be concerned with cleanliness, safety, health, modesty, and non-disruption of the learning process. For those reasons, we ask that you use the following as guidelines:

- 1) No clothing that possesses a safety or health hazard. This would include "roller-blade sneakers".

- 2) No caps, hats, bandanas (headgear) except when exiting the building. In order to show respect, hats will be removed when students, (either boys or girls) enter the building.
- 3) Shirts/tops must completely cover the upper body. No mid-section showing, no undergarments showing.
- 4) No clothing that promotes alcohol, tobacco, drug use, violence, vulgarity, or is sexually explicit will be allowed.
- 5) The State Fire Marshal mandates that footwear be worn at all times. Please send a pair of shoes for student to keep in their locker and wear as an alternative to snow boots.
- 6) Any clothing that is gang related

### STUDENT SCHOOL LOCKERS

**ALL** students will have use of a school locker. Children may choose to use a lock on his or her lockers. If a key or combination is not available, the lock will be cut so the student will have access. Storage of coats, books, snow boots, and other school related items might be placed in the student locker. The lockers are property of the school and can be inspected (checked) in the presence of the student.

### FIRE AND TORNADO DRILLS

Practice drills are held at irregular intervals throughout the school year. Each room has instructions posted on the wall near the exit. Students are expected to follow the directions of their classroom teacher during these drills.

### Immunization Required

South Dakota Law (13-28-1.7) requires any child entering school to present certification that he/she has received all immunizations against poliomyelitis, diphtheria, measles, tetanus, mumps and chicken pox (2). The school nurse will contact parents if the records are not on file. **These must be provided to the school within 30 days. Students will not be allowed to attend school after the 30 days and will be sent home until the proper documentation is obtained.**

A form is available in the office to assure that the teacher and office staff is aware that your child has a health problem that may need attention. Parents are encouraged to fill this out and keep it up to date.

### BIRTH CERTIFICATE

It is South Dakota law that all students enrolling in South Dakota Schools are required to have a **certified** birth certificate. New students must bring these to the office to have copied and put in their files within **30 days** of the child's entrance date. **Students will not be allowed to attend school after the 30 days and will be sent home until the birth certificate is obtained.**

## SCHOOL INSURANCE

**School insurance does not cover students.** Please be aware that during the course of the school year students will be participating in activities such as biking, swimming, and skiing that could result in an injury. If you have any concerns or do not want your child to participate please notify the building principal.

Insurance is available to all students. Parents can purchase rather inexpensive insurance each year. A packet is sent home with each student after the first day of school. All claims go directly to the insurance company.

**The school offices do not handle claims.**

## SUSPECTED CHILD ABUSE AND NEGLECT

In compliance with SDCL 26-8A-8 the school will confidentially report any suspected child maltreatment to the SD Department of Social Services. Once such a report is made, the school supports DSS's responsibility of:

1. contacting parents regarding the visit to the school and,
2. determining whether child abuse or neglect is occurring and,
3. developing with the family a plan offering assistance in overcoming the stresses, crises, or problems, which have led to the current concerns.

SD Codified Law 26-8A-9

Upon receipt of a report pursuant to 26-8A-8, the Department of Social Services or law enforcement officers shall investigate. Investigating personnel may personally interview a child out of the presence of the child's parents, guardian or custodian without advance notice or consent. The investigation does not prohibit any other lawful action. If the investigation and report indicate that child abuse or neglect has occurred, the state's attorney shall take appropriate action immediately.

## DRUG AND ALCOHOL ABUSE

(Refer to District Policy JFCI and JFCH)

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver or be under the influence of narcotics, drugs, alcohol, or materials/substances represented to be a drug or controlled substance, or chemical substances, which affect psychological functions or affect the educational system of the school. Students should not engage in drug use/abuse or possess paraphernalia specific to the use of chemicals. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies.

Students in violation with this policy in or on school property may be:

- suspended from school
- reported to the appropriate law enforcement agencies
- reported to the drug and alcohol counselor

Minors using tobacco near the school grounds are clearly in violation of State Law. The names of minors who use tobacco within sight of any school property will be turned over to the States Attorney for possible prosecution. Parents will be notified.

## POSSESSION OR USE OF WEAPONS ON SCHOOL PROPERTY (Refer to District Policy JFCJ)

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of schools. Accordingly it is the policy of the Board to forbid the possession, custody, and use of weapons by students and other unauthorized persons on school premises or school-sponsored transportation or to any school function at any time of the day or year.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. § 3351 (a) (1) and the provisions of SDCL 13-32-7 prohibiting the possession of firearms and air guns on or around any school property. It is, therefore, the intention of the Board that this policy is to be interpreted to conform to provisions of those referenced laws.

### 1. Definitions

- a. **Weapon:** For purposes of this policy, a "weapon" is any firearm, air gun, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. This definition does not apply to normal school supplies such as pencils or compasses.
- b. **Firearm:** For purposes of this policy, and for purposes of compliance with the federal Gun Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device as defined in 18 U.S.C. 921.

### 2. Prohibitions and Exceptions

No person, including students, shall bring a weapon onto any school premises and no student shall carry or keep any weapon while attending or participating in any school activity, including during transportation to or from such activity or otherwise use or possess a weapon brought there by another. This ban does not apply to starting guns while in use at athletic events; firearms or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms; or to the ceremonial presence of unloaded weapons at color guard ceremonies.

### 3. Enforcement and Disciplinary Measures

- a. Any student found to be in violation of this policy due to possession of any **weapon** shall be subject to discipline including short-term suspension up to ten (10) school days, long-term suspension up to ninety (90) school days, or expulsion.
- b. However, any student who is found to be in violation of this policy due to the intentional possession of a **firearm, air gun, or other destructive device**, as defined in this policy, shall be expelled from school for a period of not less than one calendar year, provided that the Board of Education may modify such disciplinary measure in their discretion.
- c. In addition to administrative and school board disciplinary action, any student who has brought a firearm, air gun, or other destructive device onto school premises or to

any school activity or onto any vehicle used to transport to or from any such activity, shall be reported to local law enforcement authorities.

4. This Policy Shall be Interpreted in a Manner Consistent with the Individuals with Disabilities Education Act (IDEA)
  - a. In accordance with the provisions of 20 U.S.C § 141e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of the school district may be placed in an interim alternative educational setting as specified by the IEP team.
  - b. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

### OFF CAMPUS MISCONDUCT

(Refer to District Policy JFCB)

#### **Application of disciplinary code to off-campus misconduct.**

The Student Disciplinary Code and all penalties shall apply to aggressive or violent conduct off school grounds that disrupts school or that affects a health or safety factor of the school or its programs.

#### **Examples of off-campus misconduct subject to discipline.**

Examples of such conduct include, but are not limited to: illegal activity involving violence or aggression, threats of violence or aggression to persons or property, fighting, hazing, using technology to harass and/or intimidate, or other violent or aggressive offenses against persons or property.

### SCHOOL CLOSING

The school may close due to inclement weather or the malfunction of school facilities when it is felt the safety or welfare of the students will be in danger. Notice of such closings will be given to KDSJ, KSQY Deadwood, KBHB Sturgis, KDDX Spearfish, and to the local television stations. Parents/Guardians will be notified of such cancellations via the SchoolReach database. We ask that you notify the office of any changes to phone numbers so that we are able to update our records as needed. It is important that you make arrangements for your child in advance of adverse conditions. Parents can call the bus garage (717-2825) for a recorded message if in question of whether school is being held.

### HOMEWORK

The amount and frequency of homework depends on the grade level and individual teacher expectations. Parents can help with homework by providing the right atmosphere for studying. A very important aspect of homework is the responsibility it places on the student for getting it done and back to school when it is due.

### REPORT CARDS AND TEACHER CONFERENCES

Students will receive grade reports four times a year, about a week after the end of each quarter. Parents should review and discuss the report cards with their child. Parent-teacher conferences are held once during each semester. Parents are urged to attend and discuss their child's progress. Conferences will be held in classrooms during the following times:

Thursday, November 9	1:00-7:00
Thursday, March 29	1:00-7:00

Conference notices are sent out well in advance of the conference. Other conferences may be arranged by appointment with your child's teacher throughout the school year when you feel it would be beneficial. At times, teachers, counselors, and the principal may arrange for a special conference with parents.

#### VANDALISM

Students will be held accountable for any damage to school property. This may include paying for damages or being referred to law enforcement. Students are loaned textbooks for their use during the school year. Loss, unnecessary wear, or excessive damage of textbooks will require that the student pay for such.

#### PHONE CALLS

No student or teacher will be called to the phone from a classroom except in an emergency. Students will be permitted to use the phone when there is a need and with the consent of the classroom teacher.

#### MESSAGES FOR STUDENTS

The office is happy to relay messages to your child **in case of an emergency.** Because it is disruptive to the classroom-learning environment, we cannot assume the responsibility of getting a message to your child on a regular basis. These messages will be placed in the teacher's mailbox. Therefore, we can **not** guarantee any message after 1:00 p.m.

#### VALUABLES

Students are discouraged from bringing valuables or large amounts of money to school. The school will not assume responsibility for damaged, lost or stolen valuables.

#### THREAT RESPONSE

In regard of concern for the safety of all students and staff, the principal and/or counselor will handle any threats of violence made by children to other children or staff. **All** threats, verbal and physical, will be taken seriously and will be dealt with using the **Bullying Policy** recently adopted by the school board. A copy is available at the elementary office.

Please be advised that law enforcement may be notified and become part of the investigating team when a child chooses to make a threat of violence. Parents will be contacted and expected to come to school. The input of parents, law enforcement and school officials will determine the appropriate consequences

#### COUNSELING

The purpose of the counseling program is to help each individual student achieve his or her highest potential intellectually, emotionally, and socially. Our counselor works in whole class, small group, and individual settings. The counselor is also available for consultation with parents. Parent, teacher and student self-referrals are accepted and encouraged.

## LIBRARY SERVICES

The school library provides a wide range of reference and recreational reading materials. Materials are to be checked out and returned on time and in good shape. Students will be expected to furnish the replacement cost of materials lost or destroyed. Fines will be administered for damaged materials.

## AWARDS

Teachers may choose to award students throughout the school year in age-appropriate ways. The school is committed to continuing our efforts to encourage regular school attendance. Monthly rewards are given to the classroom with the highest attendance percentage. Students are given perfect attendance awards on a quarterly basis. In order for a student to receive a perfect attendance award they must attend school every day of the quarter and have no tardies. Awards may include, but are not limited to, classroom pizza parties, certificates, or locally sponsored meal coupons.

## PARTIES

The school will sanction four "celebration events" each school year, one each quarter to celebrate the achievement of our students. The celebration will be the teacher's choice.

## PROMOTION / RETENTION POLICY

A student is promoted to the next grade if he is academically sound. If an elementary student is failing at least 50% of his/her academic subjects at the end of **any** grading period, the student's homeroom teacher a meeting with parents **must be scheduled**. Also present could be the principal and support staff. The purpose of the meeting will be to discuss the reasons for the lack of achievement and design a specific plan that will help ensure academic improvement for the student.

Periodic review by teacher and parent will continue for the remainder of the school term. Referral for testing may be considered at any time.

## MISCELLANEOUS INFORMATION

- Because of the carpet, no sunflower seeds are allowed in school. Gum and candy are allowed only with teacher permission.
- Radios, tape/CD players, video games – are not allowed in school. Interacting with other students on the playground is the purpose of recess.
- Picking up children late is very stressful for them: if you anticipate a late arrival, please notify the office.
- Students will not be allowed to sell items during school hours. (i.e. Girl Scout cookies, etc.)
- Party invitations cannot be handed out in school. Please do not put your child and his/her teacher in an awkward position by requesting this.
- Flowers or candy delivered to school for a student will be kept in the office until afternoon dismissal of classes (3:15 p.m.)
- No face painting is allowed in school.
- Parents are invited to eat with their children if they have notified the office in the morning. Menus are sent out monthly and are available on our website.

## SEXUAL HARASSMENT POLICY

Sexual Harassment is not tolerated by this school district. Any employee or student will be subject to disciplinary action for violation of this policy.

**Definition:** Any unwelcome sexual advances, solicitation, or sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment, regardless of the intent.

**Responsibility:** School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment.

**Complaints:** Any student that believes that he/she has been the subject of sexual harassment should report the incident to the guidance counselor and/or the building principal. All reported incidents would be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. False allegations that are malicious or ill founded may constitute libel or slander. If an employee or student files a written complaint, he/she may utilize any applicable grievance procedure.

## NONDISCRIMINATION STATEMENT:

The Lead-Deadwood School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jay Beagle, 504 Coordinator  
Dr. Dan Leikvold, Title IX Coordinator  
320 South Main, Lead, SD 57754  
Telephone No. 605-717-3890

South Dakota Regional US Office for Civil Rights:  
US Department of Education  
8930 Ward Pkwy, Ste 2037  
Kansas City, MO 64114-3302  
Ph:816-268-0550 or 877-521-2172  
Fx: 816-823-1404 Email: [OCR.KansasCity@edu.gov](mailto:OCR.KansasCity@edu.gov)

## PUBLIC AND STUDENT GRIEVANCE PROCEDURE

The Board of Education recognizes the rights of individuals and groups to present constructive complaints and/or ideas concerning school personnel, the curriculum, instructional materials, or concerning school services and facilities.

The Board of Education has established the following guidelines:

- Whenever a complaint or idea is offered directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate school staff member. This could be a teacher, a coach, an advisor, a principal or the superintendent. The superintendent should try to be to all intents and purposes, the ultimate authority in the complaint/idea procedure.
- The individual or group will be advised the proper channeling of complaints and ideas, which is as follows:

Teacher-Supervisor – Principal – Superintendent – School Board

A complaint should be resolved within ten working days of receipt if it must reach the superintendent's level.

A complaint that cannot be resolved at the administrative level may be placed on the agenda for the next regular school board meeting. To be placed on the agenda, the superintendent must receive a written appeal describing the complaint and remedy sought by the Thursday prior to the regularly scheduled meeting. This meeting will consist of the Board, superintendent, principal, and the teacher/supervisor involved if this should be the case. The meeting should, in cases of personnel, be in closed session.

## PUBLIC NOTICE

To be in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988, the Lead-Deadwood Board of Education makes the following annual notification of its intent to disclose to the press, media, and other authorized school officials, personally identifiable data

designated as Directory Information. The parent of a student or eligible student may refuse to be personally identified on any or all of the information categories. Such refusal may be made in writing and submitted to the student's principal within 15 days after publication of this notice. The following information will be entitled Directory Information:

- Student's name, address, and telephone listing
- Student's date and place of birth
- Dates of student's attendance
- Degrees, honors, and awards a student received
- Any other information, which denotes accomplishments, achievements, or special recognition given to a student.
- Most recent educational agency or institution attended by a student
- Individual and group photographs pertaining to any of the above activities

### Websites

The school maintains an active website. Information about school calendar, announcements, school closures due to inclement weather, menus, and individual classroom websites can be found at [www.lead-deadwood.k12.sd.us](http://www.lead-deadwood.k12.sd.us) We encourage you to check us out!

### Curriculum

Reading, language arts, mathematics, social studies, science, computer, music, art and physical education are included for every grade level. Please visit with your child's teacher if you want access to weekly lesson plans. Feel free to visit the principal office with questions regarding your child's curriculum.

### Testing

Students in grades 3-5 will participate in nationally normed and state criterion reference testing during the spring time-period. Fifth grade students will complete the state required writing assessment.

### FORMS

We have enclosed parental permission forms for us to have on file. We appreciate having them signed and returned to your child's classroom by the end of the first week of school.

### FIELD TRIPS

The field trip permission form allows your child to attend functions with their teachers and class that are within the school district. It will be necessary to have a separate permission form for any field trip that leaves town. The children without parental permission forms on file will have the option to remain in another classroom during the time their class is absent from the building.

### MEDICATION

**Any** medication given to your child at school requires a signed form in our office. If you have any questions, please call the office. Ask for additional permission forms from the office when you need them.

## INTERNET PERMISSION FORM

Before your child is permitted to use the Internet at school, a signed permission slip must be filed with his teacher. The school is required to update these forms every year.

### *Acceptable Use for Computers, Network and Internet*

The purpose of the Lead-Deadwood School District computers, network and Internet is to provide additional educational resources and communication tools for students and staff. Access to the Internet allows users to explore an unlimited amount of information on the World Wide Web. Some materials available on the Internet are not appropriate for students; but the benefits of such a system far outweigh the risk that users may access controversial information. The district will take reasonable steps to help prevent students from accessing inappropriate materials. However, complete denial of access to such materials is impossible. The use of the computers, network and Internet is a privilege, not a right. Those accessing networks and Internet are expected to demonstrate ethically and morally responsible behavior. If the use of these resources is inappropriate, persons using the Internet will be denied access; their privileges revoked and may face conventional disciplinary action as well.

Users of networks and Internet is limited to the following terms and conditions, this list is not all-inclusive:

1. Use must be for educational and/or research purposes consistent with the curriculum, mission, goals and objectives of Lead-Deadwood School District along with state and federal regulations.
2. The LDSO is not responsible for the accuracy or loss of information or any other damages suffered from computer, network or Internet use.
3. No financial obligations stemming directly or indirectly from unauthorized individual use of the Internet is binding on the LDSO.
4. Independent student access, with limited supervision, may be allowed to the Internet unless the parent notifies the building principal, in writing, that he/she does not want the student to have the use of Internet in school.

The following uses are not permitted, this list is not all-inclusive:

- a. To transmit, receive access, unload, download or distribute offensive, threatening, and pornographic, obscene or sexually explicit materials.
- b. To vandalize, damage or disable property of the school or another individual or organization.
- c. To access another individual's materials, information or files without permission.
- d. To attempt to log on to the Internet as a system administrator or any other user other than themselves.
- e. To attempt circumvent security measures on school or remote computers or networks.
- f. To enroll or engage in any activity on the Internet which results in an unauthorized charge or assessment to the Lead-Deadwood District.

## DISTRICT CONTACT INFORMATION

### **TELEPHONE NUMBERS**

Business Office 717-3890

Elementary School 717-3884

Middle School 717-3898

High School 717-3899

Activities Office 717-2814

Guidance Office 717-3711

Bus Garage 717-2825

Black Hills Special Services 578-3573

Career & Tech. Ed 578-2371  
(Job Corps)

### **FAX NUMBERS**

Business Office 717-2813

Elementary School 717-2823

Middle School 717-2821

High School 717-2815

Special Education Office 717-2822 Black

Hills Special Services 347-5223

Career & Tech Ed 578-1157 (Job  
Corps)

# **Lead-Deadwood Elementary School**

## **Parent Involvement Policy**

### **2017-2018**

**PART I                    DESCRIPTION OF HOW THE LEAD-DEADWOOD ELEMENTARY SCHOOL WILL IMPLEMENT  
REQUIRED SCHOOL WIDE PARENT INVOLVEMENT POLICY COMPONENTS**

- 1) The Lead-Deadwood Elementary School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1112 of the ESEA:
  1. Annual Policy Review
  2. Parent Surveys annually
  3. Presentation at Annual Strategic Planning meeting held every fall at the Lead-Deadwood High School
  4. Dissemination of information at Parent Teacher Conferences
  
- 2) The Lead-Deadwood Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  1. Annual Policy Review
  2. Annual Parent Surveys
  3. Annual invitation to sit on a Community Involvement panel is sent to all parents
  4. Community Involvement meetings are scheduled in the morning and afternoon following every quarter
  5. Parent Attendance at School Improvement Meetings
  6. Meetings during Parent Teacher Conferences
  7. Parent Attendance at DOE, National or Locally Sponsored Conferences or Workshops
  
- 3) The Lead-Deadwood Elementary School will provide the following necessary coordination, technical assistance, and other support to assist in Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  1. Annual Policy Review
  2. Annual Parent Surveys
  3. Annual invitation to sit on a Community Involvement panel is sent to all parents
  4. Parent Attendance at School Improvement Meetings
  5. Meetings during Parent Teacher Conferences
  6. Parent Attendance at DOE, National or Locally Sponsored Conferences or Workshop
  7. Parenting Classes
  8. Local TV Stations
  9. Local newspapers
  10. Lead-Deadwood School District Web Site
  
- 4) The Lead-Deadwood Elementary School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under Head Start.
  1. Annual Meetings

2. Transition Planning
3. Family Activities

5) The Lead-Deadwood Elementary School will take the following action to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title 1, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic background). The Lead-Deadwood Elementary School will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

1. School Data Retreats led by the School Improvement Teams
2. Annual invitation to sit on a Community Involvement panel is sent to all parents
3. Annual Parent Surveys
4. Data of Attendance and Feedback from school activities

6) The Lead-Deadwood School District will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents to support a partnership among the school involved, parents and the community to improve student academic achievement, through the following activities specifically described below:

A. The Lead-Deadwood Elementary School with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

- The South Dakota academic content standards,
- The South Dakota and Lead-Deadwood Elementary School local academic assessments including alternate assessments,
- The requirements of Title 1, Part A
- How to monitor their child's progress, and
- How to work with educators:

1. DDN Campus
2. School Messenger
3. Various Workshops/ Classes/Conferences
4. Friday Folders
5. Back to School Open House
6. Parent Teacher Conferences
7. Local TV Stations
8. Lead-Deadwood School District Web Site
9. Literacy and Math Materials for Homes
10. SD Parent Resource Network Materials/Workshops
11. Lead-Deadwood Elementary School weekly newsletters with information on Title I and NCLB requirements

B. The Lead-Deadwood Elementary School will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's

academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

1. DDN Campus
2. School Messenger
3. Various Workshops/ Classes/Conferences
4. Friday Folders
5. Back to School Open House
6. Parent Teacher Conferences
7. Local TV Stations
8. Lead-Deadwood School District Web Site
9. Literacy and Math Materials for Homes
10. SD Parent Resource Network Materials/Workshops
11. Lead-Deadwood Elementary School weekly newsletters with information on Title I and NCLB requirements
12. Annual invitation to sit on a Community Involvement panel is sent to all parents
13. Transition Meetings

C. The Lead-Deadwood Elementary School will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners,, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

1. DDN Campus
2. School Messenger
3. Various Workshops/ Classes/Conferences
4. Back to School Open House
5. Friday Folders
6. Parent Teacher Conferences
7. Local TV Stations
8. Lead-Deadwood School District Web Site
9. Literacy and Math Materials for Homes
10. SD Parent Resource Network Materials/Workshops
11. Lead-Deadwood Elementary School weekly newsletters with information on Title I and NCLB requirements
12. Transition Meetings
13. Annual invitation to sit on a Community Involvement panel is sent to all parents

D. The Lead-Deadwood Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs activities with Head Start, and Lead-Deadwood Elementary School Preschool and other programs, and conduct other activities, such as the South Dakota Parent Resource Network and the Lead-Deadwood Elementary School PTO that encourage and support parents in fully participating in the education of their children, by:

1. Providing Family Fun nights for students and parents
2. Literacy and Math materials for home
3. Preschool Transition Team Planning

E. The Lead-Deadwood Elementary School will take the following actions to ensure that information relating to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternate formats upon request, and, to the extent practicable, in a language the parents can understand:

1. Friday Folders
2. DDN Campus
3. School Messenger
4. Lead-Deadwood School District App

7) If the Lead-Deadwood Elementary School Improvement Plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the Lead-Deadwood Elementary School will submit any parent comments with the plan when the district submits the plan to the South Dakota Department of Education.

8) The Lead-Deadwood Elementary School will inform parents and parental organizations of the purpose and existence of the South Dakota Parent Resource Network.

## **PART II DISCRETIONARY SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

In consultation with its parents, the Lead-Deadwood Elementary School may build parents' capacity for involvement in the school and school system to support their children's academic achievement, through the following activities listed under section 1118 (e):

1. involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
2. providing necessary literacy training for parents from Title I, Part A funds;
3. paying reasonable and necessary expenses associated with parental involvement;
4. training parents to enhance the involvement of other parents;
5. arrange school meetings at a variety of times or locations to accommodate family needs;
6. establish a district wide parent advisory council to provide advice on parental involvement issues;
7. develop community relationships to enhance parental involvement.

Dear Parents/Guardians of Lead-Deadwood students:

The purpose of this letter is to inform you about access to student information and allow you the opportunity to restrict that access if you so choose. The Principal in the building where your child attends school has charge of your child's school records. If you wish to access those records, please contact the Principal. The school district will comply with a request to inspect and review the educational records of your child within a reasonable period of time, but in all cases within 45 days.

The School District also publishes "directory information." "Directory information" is defined as the student's name, grade level, information for an activity program such as height and weight, and school related photos such as being in an athletic program or in the marching band. "Directory information" may be released by the school district without written consent of parents to any party. Information other than that listed as "directory information" will not be released to any third party, excluding administrative use for a legitimate educational purpose, without the written consent of the parent or guardian.

Congress has passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and "directory information" on those students. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. That student "directory information" will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. State law also requires the disclosure of similar information to the state Board of Regents.

A parent has the right to restrict access to "directory information" on their child as well. If you wish to restrict the release of any of the information listed above according to our policy, please contact your school's Principal for further information and explanation. He can help you restrict that information if it is your decision to do so. Thank you.

Sincerely,

Dr. Dan Leikvold  
Superintendent  
Lead-Deadwood School District

Dear Parents,

If you are planning to have your child's medications administered at school there are **SPECIFIC GUIDELINES** that must be followed:

(Refer to District Policy JHCD)

1. An adult (18+ years old) **MUST** bring **ALL** medications (including cough drops) to the office. A medication consent form **must** be filled out at this time.
2. The first dose of any medication will **not** be given at school. The first dose must be given at home or by the parent/guardian.
3. An adult must pick up any extra or leftover medications. No medications will be sent home with a child. If you fail to pick up your medications from the office within one week after the child is done taking them, they will be destroyed.
4. Medications **MUST** come in the original bottle with prescription, dosage, expiration dated, and name on the bottle. Medication brought in an envelope or an unmarked container will not be given.
5. It is your child's responsibility to come to the office for his/her medication.
6. Pills that need to be "halved" for a correct dosage must be cut at home. The school will not be responsible for splitting tablets.
7. Medication will be given only one time during school hours, preferably during lunch. There will be no administration of medication after two o'clock. If there are reasons for multiple doses of the same medication at school, a doctor's explanation **MUST** be presented to the office.
8. The school will not be responsible for "catching up" missed doses. Medications that were not given at home at the regular time will not be caught up at school. A parent or guardian **MUST** come in and administer that dose.
9. The school is not the pharmacy or clinic. Once medications are brought to school and counted/recorded, parents may not remove them from the school until the medication is no longer to be given to child at school. Please be sure you keep enough medication at home for your child's needs.

We do not administer the "first dose" of any medication. Please do not ask us to make exceptions. This is done for your child's health and safety. Alterations in medication administration schedules only cause confusion for the student and the person administering the medication.

Sincerely,

Tim Kusters  
Principal  
Lead-Deadwood Elementary School

Laurie Rogers  
Lead-Deadwood School Nurse

Dear Parents, Teachers, Building Occupants and Employees,

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing and fire retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer or asbestosis.

In 1986, The U.S. Congress pass the Asbestos Hazard Emergency Response Act, (AHERA), which requires schools to be inspected to identify any asbestos containing building materials, (ACBM). Suspected ACBM are located, sampled and rated according to condition and potential hazard.

The law further requires an asbestos management plan to be in place. The Lead-Deadwood School District developed a plan in 1988 as required, which will be continually updated. The plan has several ongoing requirements, which includes this annual notification, plan availability for review and the status of all asbestos related activities.

Our school buildings here at Lead-Deadwood School District are free of ACBM with the exception of the floor tile and some pipe insulation. This material is well covered and will not pose a health hazard unless disturbed. We will continue to monitor this area as required and ensure that no building materials used in future construction contain asbestos.

It is the intention of the Lead-Deadwood School District to comply with all Federal and State Regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the Asbestos Management Plan.

Wayne Karpinen is our designated asbestos program coordinator. All inquiries regarding the asbestos plan or asbestos related issues should be directed to him.

Thank You.

# School – Parent Compact for Lead-Deadwood Elementary School

(This compact is in effect for the 2017-2018 school year.)

The Lead-Deadwood Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I Part A of the Elementary and Secondary Education Act (ESEA) (participating), agree that this compact outlines how the parents, the entire Lead-Deadwood Elementary School staff, and the students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve South Dakota's high standards.

## SCHOOL RESPONSIBILITIES

**The Lead-Deadwood Elementary School will:**

- 1. Provide high-quality curriculum and instructive in a support and effective learning environment that enables the participating children to meet the South Dakota student academic achievement standards as follows:**
  - Highly Qualified Staff
  - Curriculum aligned to South Dakota Content Standards
  - Safe and Drug Free School activities and programs
  - Scientifically Based Research Materials
  - Professional Development focused on student and staff needs
  
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** These conferences will be held on November 9, 2017 and March 29, 2018.
  - Other dates may be arranged as requested by the school or the parents based on student need.
  
- 3. Provide parents with frequent reports on their child's progress.** Specifically the school will provide the following reports:
  - The NCLB Report Card and Assessment Report will be made available to parents each fall.
  - Report Cards will be provided in Friday Folders each quarter when there is not a conference scheduled.
  - Friday Folders provide information on student progress, classroom activities, curriculum covered, assessments
  - DDN Campus provides parents with an ongoing record of student grades
  - Phone calls, post cards, and notes will be used to inform parents of student progress as needed.
  
- 4. Provide parents with reasonable access to staff.** Specifically staff will be available for consultation with parents:
  - Before and after school daily and during a teacher's planning period (during regular school days) or as arranged by the parent and staff member.
  
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
  - Friday Folders provide parents with information on classroom events they may wish to observe or help with during the week.
  - School staff will request ways that parents can volunteer in the classroom or at various events during the year.
  - The Lead-Deadwood Elementary School PTO will be provided a list of volunteer needs from classrooms for the school year.

### PARENT RESPONSIBILITIES

**We, as parents, will support our children's learning in the following ways:**

- Monitor my child's attendance to ensure my child attends school regularly without tardiness
- Make sure homework is complete
- Volunteer in my child's classroom events
- Participate in decisions relating to my child's education
- Promote positive use of my child's extracurricular time
- Stay informed about my child's education and communicate with the school by promptly reading all notices from Lead-Deadwood Elementary School.
- Serve, to the extent possible, on policy advisory groups, such as the Title I School Improvement Team, Community Involvement Team, Lead-Deadwood Elementary School PTO or other school advisory or policy groups.

### STUDENT RESPONSIBILITIES

**We, as students, will share the responsibility to improve our academic achievement and achieve the South Dakota Content Standards. Specially, we will:**

- Attend school regularly and on time
- Do my homework every day and ask for help when I need to.
- Read at least 20 minutes every day
- Give to my parents or adult who is responsible for my welfare all notices and information received by me from my school every day.
- Have a positive attitude towards myself, others, school and learning
- Work to resolve conflict in positive, non-violent ways
- Follow school rules and regulations

**Administrator Signature / Date**

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**Teacher Signature / Date**

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**Parent Signature / Date**

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**Student Signature / Date**

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## FIELD TRIP PERMISSION FORM

As a student in the Lead/Deadwood Elementary School, your child may go on a limited number of education field trips within our local area as a part of the school curriculum. The time, date and purpose of the field trip will be sent to you in writing from your child's teacher prior to the field trip.

I give permission for \_\_\_\_\_  
(student name)

to attend the educational field trips within the local area unless I specifically request ***in writing*** that he/she be excused.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Lead-Deadwood School District 40-1  
District Technology Acceptable Use Agreement**

*Parents, please read this document carefully, review its contents with your son/daughter, sign and return.*

Lead-Deadwood School District believes technology use is an essential skill for lifelong learning. The goal in providing computer and Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. All users are required to sign this agreement before they may access district resources, and all students must also have their parent/guardian sign the following guidelines for account privileges. By signing this agreement parents/guardians give their permission for their child to access these services and agree to district policy **IIBG-R**.

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate resources, including Internet sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction, and research related to the curriculum.

The use of electronic networks is a privilege, not a right. General school rules for behavior and communications apply. Users are responsible for possession of any and all materials and for all actions with the use of the account. Violation of district policy through the use of technology will result in disciplinary action in accordance with district policy. When applicable, law enforcement agencies may become involved. Examples of inappropriate use include, but are not limited to:

- Accessing, uploading, downloading, distributing, viewing or possessing any offensive files that may be pornographic, obscene or contain sexually explicit material or language.
- Students are not permitted to use personal smart phones at any time in during class time. Smart phones used in common areas at appropriate times may never be used to access, upload, download, distribute, view or possess any offensive files or websites that may be pornographic, obscene or contain sexually explicit material or language or to harass, insult, or attack others.
- Harassing, insulting, or attacking others.
- Damaging or modifying computers, computer systems, or computer networks.
- Violating copyright laws.
- Using others' access information such as usernames and passwords or trespassing in others' folders, work, or files.
- Forgery of electronic communications.
- Intentionally wasting resources.
- Employing the network for commercial purposes, financial gain, or fraud.

The Lead-Deadwood School District makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

**I have read this agreement and agree to adhere to the principles and procedures detailed within.**

**STUDENT/STAFF** \_\_\_\_\_ **DATE** \_\_\_\_\_

**I have read this agreement with my child and I agree to allow my child to access the Internet services provided by the District.**

**PARENT/GUARDIAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

I want my child to access the internet	Yes	No
My child's work may be published on the Internet	Yes	No
My child's photo may be published on the Internet	Yes	No



2017-2018 Application for Free and Reduced Price School Meals or Free Milk

Complete one application per household. Please use a pen (not a pencil).

New Applicant  Previous Applicant

**STEP 1: List ALL Household Members who are infants, children, and students up to and including grade 12** (if more spaces are required for additional names, attach another sheet of paper)

**Definition of Household Member.** "Anyone who is living with you & shares income and expenses, even if not related."  
  
Children in **Foster care** and children who meet the definition of **Homeless, Migrant, or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's Name	Age	Write name of child's school, or "not in school"	If a student, write in the grade	Foster Child	Homeless, Migrant, Runaway
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2: Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? (NOT Medicaid)**

Case Number:

If you answered NO > Complete STEPS 3 and 4. If YES > Write your 9-digit SNAP, TANF, or FDPIR case number here then go to STEP 4 (Do not complete STEP 3)

Write only one case number in this space.

**STEP 3: Report Income for ALL Household Members** (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here?  
  
Flip the page and review the charts titled "Sources of Income" for more information.  
  
The "Sources of Income for Children" chart will help you with the Child Income section.  
  
The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

**A. Child Income**  
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children listed in STEP 1 here.

Child income	How often?				Child income	How often?			
\$	Weekly	Bi-Weekly	2xMonth	Monthly	\$	Weekly	Bi-Weekly	2xMonth	Monthly
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B. All Adult Household Members (including yourself)**

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Farming/ Pensions/ Retirement/Other Income	How often?				
		Weekly	Bi-Weekly	2xMonth	Monthly		Weekly	Bi-Weekly	2xMonth	Monthly		Annually				
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Total Household Members (Children and Adults)**

**Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member**

Check if no SSN

**STEP 4: Contact information and adult signature.**

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available)  Apt#  City  State  Zip  Daytime Phone and Email (optional)

Printed name of adult completing the form

Signature of adult completing the form

Today's date

**INSTRUCTIONS:** Sources of Income

Sources of Income for Children	
Sources of Child Income	Example(s)
• Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages
• Social Security <ul style="list-style-type: none"> <li>○ Disability Payments</li> <li>○ Survivor's Benefits</li> </ul>	• A child is blind or disabled and receives Social Security benefits • A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
• Income from person outside the household	• A friend or extended family member regularly gives a child spending money
• Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults		
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
<ul style="list-style-type: none"> <li>• Salary, wages, cash bonuses</li> <li>• Net income from self-employment (farm or business)</li> </ul> If you are in the U.S. Military: <ul style="list-style-type: none"> <li>• Basic pay and cash bonuses (do NOT include combat pay, F SSA or privatized housing allowances)</li> <li>• Allowances for off-base housing, food and clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Unemployment benefits</li> <li>• Worker's compensation</li> <li>• Supplemental Security Income (SSI)</li> <li>• Cash assistance from State or local government</li> <li>• Alimony payments</li> <li>• Child support payments</li> <li>• Veteran's benefits</li> <li>• Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security (including railroad retirement and black lung benefits)</li> <li>• Private pensions or disability benefits</li> <li>• Regular income from trusts or estates</li> <li>• Annuities</li> <li>• Investment income</li> <li>• Earned interest</li> <li>• Rental income</li> <li>• Regular cash payments from outside household</li> </ul>

**OPTIONAL:** Children's Racial and Ethnic

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):  Hispanic or Latino  Not Hispanic or Latino

Race (check one or more):  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

**Civil Rights:** Information if you have a complaint

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille,

large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
fax: (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Do Not Fill Out: FOR SCHOOL / CENTER USE ONLY**

**Do not convert if only one income frequency reported.** Annual Income Conversion: Weekly x 52, Bi - Weekly x 26, Twice a Month x 24, Monthly x 12.

Total income:	How Often?					Household Size:	Categorical Free Eligibility: (Select 1)					Income Eligibility: (Select 1)		
	Weekly	Bi-Weekly	2xMonth	Monthly	Annual		Foster	Homeless	Runaway	Migrant	SNAP/TANF /FDPIR	Free	Reduced	Denied
Determining Official's Signature	Date		Confirming Official's Signature			Date		Verifying Official's Signature			Date			

**Lead-Deadwood District 40-1 Elementary  
Discipline Matrix**

## Lead-Deadwood District 40-1 Elementary Discipline Matrix

Major Problem Behavior	Definition	1 <sup>st</sup> Office Referral	2 <sup>nd</sup> Office Referral	3 <sup>rd</sup> Office Referral
<b>Class One</b>				
Tardy	Student is consistently late to class or the start up of the school day (and it is no longer considered a minor problem).	Parent contact Letter home to parents	Parent meeting Letter home to parents	Parent meeting and/or Referral to State's Attorney office
Attendance	Student is consistently absent from school (and it is no longer considered a minor problem).	<u>After seven absences</u>  Letter home to parents	<u>After ten absences</u>  Parent meeting Letter home to parents	Parent meeting and/or  Referral to State's Attorney office
<b>Class Two</b>				
Abusive language/inappropriate language/profanity	Verbal, written, or electronic messages that include swearing, name calling or use of words in an inappropriate way and directed at an individual.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Suspension (1-5 days)	Parent contact Suspension (1-10 days)
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior that interrupts the educational process and impedes learning.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Suspension (1-5 days)	Parent contact Suspension (1-10 days)
Dress Code Violation	Student consistently wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Suspension (1-5 days)	Parent contact Suspension (1-5 days)
Out of Bounds/Off School Location	Student is in an area that is outside of school boundaries (as defined by school).	Parent contact Contact law enforcement	Parent contact Contact law enforcement	Parent contact Contact law enforcement
Skip class/truancy/neglecting obligation	Student leaves class/school without permission or stays out of class/school without permission.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-5 days)	Parent contact Detention and/or suspension (1-10 days)
<b>Class 3</b>				
Defiance/disrespect/insubordination/non-compliance	Consistent refusal to follow directions, talking back and/or socially rude interactions.	Parent contact Detention and/or suspension (1-3 days) SRO contact	Parent contact Detention and/or suspension (1-5 days) SRO contact	Parent contact Suspension (1-10 days)

## Lead-Deadwood District 40-1 Elementary Discipline Matrix

Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-5 days)	Parent contact Detention and/or suspension (1-7 days)
Information and Other Electronics Technology Violation	Student engages in inappropriate (as defined by school policy) use of cell phone, pager, music/video players, camera, and/or computer.	Parent contact Suspension of computer privileges for two weeks	Parent contact Suspension of computer privileges for two weeks	Parent contact Administrative action
Lying/Cheating	Student consistently delivers messages that are untrue and/or deliberately violates rules or participates in academic dishonesty.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-3 days)
<b>Class 4</b>				
Fighting/physical aggression	Intentional actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) with the intent to cause to cause serious harm.	Parent contact Suspension (1-3 days) Student Resource Officer (SRO) contact	Parent contact Suspension (1-5 days) SRO contact	Parent contact Suspension (1-10 days) SRO contact
Forgery/theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a persons name without that person's permission; academic dishonesty.	Parent contact Detention and/or Suspension (1-3 days) and/or SRO contact	Parent contact Detention and/or Suspension (1-5 days) and/or SRO contact	Parent contact Detention and/or Suspension (1-10 days) and/or SRO contact
Harassment/tease/taunt/bullying	Student delivers disrespectful messages (verbal or gestural) to another person with direct intent that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.	Parent contact Detention and/or verbal reprimand and/or suspension (1-3 days if directed toward staff) SRO contact	Parent contact Suspension (1-3 days) Suspension (1-5 days if directed at staff) SRO contact	Parent contact Suspension (1-10 days) Administrative action if directed toward staff
Property Damage	Student deliberately impairs the usefulness of property.	Parent contact Suspension (1-3 days) SRO contact	Parent contact Suspension (1-5 days)	Parent contact Suspension (1-10 days)
Tobacco	Student is in possession of or is using tobacco.	Parent contact Suspension (1-3 days) SRO contact	Parent contact Suspension (1-5 days) SRO contact	Suspension (10 days)
Vandalism/Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.	Parent contact Suspension (1-3 days) Contact law enforcement	Parent contact Suspension (1-5 days) Contact law enforcement	Parent contact Suspension (10 days) Contact law enforcement

## Lead-Deadwood District 40-1 Elementary Discipline Matrix

Class 5				
Alcohol	Student is in possession, under the influence of, or is using alcohol.	Parent contact SRO contact Suspension (1-10 days)	Administrative action SRO contact	
Other Drugs	Student is in possession of or is using illegal drugs/substances or imitations.	Parent contact SRO contact Suspension (1-10 days)	Administrative action SRO contact	
Class 6				
Arson	Student plans and/or participates in malicious burning of property.	Referral to law enforcement Suspension and/or expulsion		
Bomb threat/false alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	Referral to law enforcement; Suspension and/or expulsion		
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (i.e. lighters, firecrackers, gasoline, lighter fluid, ammunition).	Referral to law enforcement Suspension and/or expulsion		
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	Referral to law enforcement Suspension and/or expulsion		
Other				
Other	Problem behavior causing this referral is not listed above or has continued past the 3 <sup>rd</sup> office referral. Staff using this area will specify the problem behavior observed.	Principal's discretion		