# Mobridge-Pollock School District
# Upper Elementary Student Handbook
# 2026-2027



"Learning today, leading tomorrow."

**Mobridge-Pollock School District**
**Brittany Knudson, Elementary Principal**
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**Mobridge, SD 57601**
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Welcome to another school year at Mobridge-Pollock. We are pleased to have you as a part of our school system. This handbook provides information about our school which includes rules, policies, academic requirements, student privileges and responsibilities. We encourage each student and parent/guardian to become familiar with the information in the handbook. A school is a community which needs the cooperation of all those involved to make our school great.

## PERSONNEL DIRECTORY 2026-2027

### MOBRIDGE-POLLOCK SCHOOL BOARD

Eric Stroeder
Dustin Jahraus
Levi Jensen
Dr. Travis Henderson
Lisa Merkel

### ADMINISTRATION

Stephen Vigliotti, Superintendent 845-9204
Brittany Knudson, Elementary Principal 845-9275
Angela Falk, Assistant Principal 845-9200
Jill Olson, 3-8 Principal and K-12 Special Education Director
Lindsey Bachman, 9-12 Principal
Business Manager 845-9203
Shane Semmens, Technology Director

### BUILDING STAFF

Jo Ann Girtz, 3rd-8th Secretary 845-9200 ext 6
Doug Bain, Custodian

### SHARED STAFF

Mrs. Lisa Zahn, 3rd- 5th Grade Music
Mrs. Erin Gimbel, K-5th PE
Ms. Kristi Moser, Librarian
Dr. Cassondra Wientjes, Physical Therapists
Dr. Andrea Hill, Occupational Therapist
Mrs. Michelle Wientjes, K-12 Speech Language Therapist
Ms. Molly English, K-12 Speech Language Therapy Assistant
Ms. Jody Kludt, K-8 Dean of Students

### UPPER ELEMENTARY STAFF

Ms. Carissa Aberle, Grade 3
Ms. Heidi Schaefbauer, Grade 3
Ms. Heidi Wolff, Grade 4
Mr. Christine Hammer, Grade 4
Ms Caitlin Friesz, Grade 5
Ms. Kay Johnson-Good Shield, Grade 5
Ms. Megan Thompson, Special Education
Ms. Lovely Masakayan, Special Education
Ms. Mylene Rabe, Special Education
Mrs. Nicole Dallman, Reading and Math Instructor
Mr. Mike Nehls, Special Education Assistant
Ms. Hayley Peddycord, Special Education Assistant
Ms. Tara Peterson, Special Education Assistant
Mrs. Melinda Wagner, General Education Assistant/Computer Supervisor

**PHILOSOPHY OF EDUCATION PREAMBLE**:
Recognizing that the future of America depends upon an informed and educated citizenry; and acknowledging that it is the responsibility of the public schools to provide the opportunity to acquire knowledge, to inspire learning, and to foster personal responsibility in the young people entrusted to them, the Mobridge-Pollock Board of Education sets forth the following statement of philosophy.

**STATEMENT OF PHILOSOPHY:**
The primary function of the Mobridge-Pollock Public School System is to promote the well-rounded and continuous growth of its youth into effective citizens in a democratic society. To attain this goal the school shall endeavor to provide a suitable environment for helpful guidance, training, and experiences which will assist each student to become better adjusted in his/her family, social, and business relationships, concerned for his/her own welfare and the welfare of others, open-minded on controversial issues, trained in work habits, skills, and logical reasoning, and prepared for profitable and gratifying use of leisure time. Furthermore, the school shall endeavor to provide for the physical and moral well-being of each student. Finally, the school shall cooperate with the home, church, and other community forces to build the educative experience of its youth.

**SCHOOL HOURS**

***Breakfast 7:45-8:10***

**Upper Elementary**
8:10-3:17 School Day
8:07 first bell
3:17 dismissal

***(Teacher supervision of the playground will begin at 7:55 am. Please do not send students to school before this time, unless they are eating breakfast.)***

**VISITORS**
School age visitors are not allowed in classes without permission from administration. Adult visitors must sign in at the office and wear a school district visitor pass. All visitors should adhere to the student dress code. Visitors who wish to confer with a teacher are asked to arrange for an appointment at a time outside regular class hours.

**ATTENDANCE**
The importance of regular attendance cannot be overemphasized. A child should be in school every day that he/she is physically able. The law requires that a child shall attend school regularly during the entire school year. If a student is frequently absent for other than health reasons, appropriate authorities will be notified. No child can be expected to successfully achieve mastery of grade level standards if attendance is irregular.

**ABSENCES AND EXCUSES**
If a child is absent, the parents are requested to notify the school immediately. If a parent feels that it is necessary for a child to be absent for a reason other than illness, arrangements should be made with the teacher/principal in advance. The student should assume the responsibility for making up all the work missed during the absence. If no phone call is made, then **the student must present a written excuse signed by the parent** at his/her first appearance following any absence. Students will not be excused from class for part of the day without notification from a parent.

Students are allowed six absences per year. All absences will be counted as part of the 6 days. An absence will be considered excused if the office is notified of the reason on or before the day of the absence; however, it is still counted toward the six days unless it is a medical excused absence. When a student exceeds six days of absenteeism, a letter from the office may be sent home expressing the concern. If absences continue, the school procedures/consequences may include: attendance review team meeting, a second letter may be sent, and/or a referral to Walworth CO States Attorney. Excessive absences or 2 days of unexcused absences will be considered truancy and will result in a referral to legal authorities.

**TARDINESS**
All children are expected to be on time and parents are asked to cooperate fully in this matter. Tardiness is defined as failure to be in the assigned room at the time of the starting bell (8:10 am). Students are allowed six tardies per year. When a student exceeds

six tardies, a letter from the office will be sent home expressing the concern. If the tardiness continues, the procedures /consequences may include making up missed time through detention, parent notification, or a parent review team meeting.

**HOMEWORK**

If your child is ill and you desire homework, a call should be placed to the school by 9:00am. This will allow the teacher's time to list the assignments due, as they are given. The homework can then be picked up at the end of the school day. Students may pre-arrange to remain after school or to come in early to work on projects, to make up work, or to get extra help. They should arrange this in advance with teacher and parents. Students have 2 days to make up work without loss of points. Teachers will make every effort to not assign homework on Wednesday evenings.

**CURRICULUM**

Reading, language arts, mathematics, social studies, science, computer, music, art, and physical education are included for every grade level. Our content standards are available to you online through our website. Feel free to visit the principal's office with questions regarding your child's curriculum. On average students in grade 3-5 have approximately 120 min per day of Reading/ Language Arts, 90 min per day of Mathematics, 30 min of Science or Social Studies. Students have 80 min per week of Music and PE, along with 40 min of Library. Fifth grade students may participate in Band.

**GRADING**

**3rd Grade**

Math, Reading/Language Arts, and Spelling

| | | | |
|---|---|---|---|
| 100-97.5 | A+ | 79.4-77.5 | C+ |
| 97.4-93.5 | A | 77.4-73.5 | C |
| 93.4-89.5 | A- | 73.4-69.5 | C- |
| 89.4-87.5 | B+ | 69.4-67.5 | D+ |
| 87.4-83.5 | B | 67.4-63.5 | D |
| 83.4-79.5 | B- | 63.4-59.5 | D- |
| | | Below 59.4 | F |

Social Studies, and Science

S+ 100-89.5%
S 89.4-79.5%
S- 79.4-69.5%
N 69.4-59.5%
U 59.4% and below

**4th& 5th Grade use the following scale for all areas**

| | | | |
|---|---|---|---|
| 100-97.5 | A+ | 79.4-77.5 | C+ |
| 97.4-93.5 | A | 77.4-73.5 | C |
| 93.4-89.5 | A- | 73.4-69.5 | C- |
| 89.4-87.5 | B+ | 69.4-67.5 | D+ |
| 87.4-83.5 | B | 67.4-63.5 | D |
| 83.4-79.5 | B- | 63.4-59.5 | D- |
| | | Below 59.4 | F |

**BICYCLES**

Bicycles, roller blades, scooters, skateboards, etc.., are not to be ridden on the school premises because of the danger to other students in a crowded area. Students may ride up to the school premises and then walk the bikes, scooters, etc, to the bike racks, or carry their skateboards to their lockers. Failure to follow appropriate safety rules may result in loss of privileges. School personnel will not be responsible for lost or damaged property at school.

**CHANGE OF ADDRESS**

All address and telephone number changes must be reported immediately to the school office. The changes are needed in case of emergencies or child's illness. All information is kept confidential.

**COUNSELING**

We have a Dean of Students who also serves as the elementary guidance counselor grades K-5. Guidance activities are conducted in each classroom. These activities include topics such as self-esteem, self-understanding, accepting, encouraging others, decision making, coping skills, goal setting, and career awareness activities.

**PARTY INVITATIONS**

No party invitations are to be handed out at school unless every child in that classroom receives an invitation. Addresses and phone numbers will not be released by the office.

**PICTURE PUBLICATION**

Signed parent permission is required to publish any pictures of students in the newsletter, school website or other public publications.

**PLAYGROUND**

Teacher supervision of the playground will begin at 7:55 AM. **Parents are requested not to send students to school before this time, unless eating breakfast in HS lunchroom.** All tackling games or

games involving hard body contact are prohibited on the playground. Throwing snowballs on school grounds is dangerous and will not be allowed. Students who bring personal items to school do so at their own risk. The school is not responsible for lost, stolen, or damaged items. Failure to follow appropriate safety rules may result in loss of privilege.

**TOYS**
Toys should not be brought to school for the following reasons.
Distraction: Toys can be a significant distraction in the classroom, diverting attention from learning activities.
Damage and Loss: Toys can be lost, damaged, or broken at school, leading to distress and potential conflicts for children.
Fairness and Focus: Our priority is to create a calm and focused learning environment for all students. Toys include, but are not limited to, trading cards, squishies, collectible items, stuffed animals, and action figures.
If a child brings a toy to school, it will be stored in the teacher's desk and returned at the end of the day. The school is not responsible for any loss or damage to toys brought to school by students.

**REPORTING TO PARENTS**
Report cards will be sent home with the children after the end of each quarter. The End of the Year report card will be mailed home. It is recommended that the parents carefully go over the report card with children, giving encouragement where needed and praise where deserved.

**SCHOOL PICTURES**
A professional photographer will take individual pictures of students enrolled in the Mobridge-Pollock School District. Complete information on the packages will be sent home with the children prior to the school picture dates. The packages will be sold on a **prepay** basis. The student will be required to bring the payment on or before the day that the pictures are taken. "Retake" policy is at the discretion of the photographer.

**SCHOOL PROPERTY**
The child should develop a sense of responsibility and respect for public property. Any damage to school property may be charged to the student causing the damage. Children should take special care of their textbooks.

**SCHOOL SUPPLIES**
Each school has a supply list by grade level. The teachers may request additional materials during the year.

**SEASON ACTIVITY TICKETS**
A season ticket for all home high school activities will be given free of charge to each Mobridge-Pollock student. Parents are encouraged to have their child sit with them at such events so that the child remains under the direct supervision of the parent. Students are reminded that their attendance at high school activities depends on conduct and their ability to handle their independence when not sitting with a parent.
Students should:
1. Attend with parents or sit in specified section for students.
2. Show respect for others who are trying to watch the game/activity.
3. Reserve visits to the concession stand to between games or at half time.
4. Refrain from running around.
5. Show proper respect for the flag and national anthem.

**STUDENT HEALTH SERVICES**
Periodically the school nurse does eye screening, general health checks and scoliosis screening. Parents are contacted about any concerns or recommendations for professional medical follow-up. Height and weight measurements are done annually for each child.

**HEALTH SAFEGUARDS**
Immunizations are required by state law. To protect the health of all children and to check contagion, the cooperation of all parents is requested. If the child has a contagious disease, please inform the school office as soon as possible. Parents are urged to keep the child at home if there are indications of illness. Students who have a fever or serious sore throat will be sent home until fully recovered. We will follow the guidelines for communicable diseases. The

guideline may be found at the following on line webpage:
http://doh.sd.gov/diseases/assets/SchoolExclusion.pdf
If you do not have access to the internet please ask the office for a copy of the guidelines.

In case of an accident at school, emergency first aid will be administered and parents will be notified. The school must have the telephone number or places of employment of parents who are employed outside the home so parents can be notified if a child is ill. If parents cannot be contacted, the emergency person listed in DDN Campus will be called.

If there is special information concerning the health of the child such as heart condition, diabetes, asthma, etc. the office and teacher should be informed. An explanation should be in writing and delivered to the office.

**MEDICATIONS**
The presence of medicines on school property and/or taking of medicine by students during school hours must be carefully monitored to prevent harmful situations for students. Whenever possible, students are encouraged to receive medicines outside of school hours. In cases where medicine must be taken during the student's time at school, the following procedures are to be followed: 1) All medicines must be brought to the administrative offices of the school and placed in the custody of the Secretary. 2) Prescription medicine is to be stored in a locked cabinet or storage area. 3) Any medication to be administered to a student during school hours must be ordered by a physician. The form must be completed and signed and dated by a physician and parent. 4) All medications must accompany an Authorization for Medication Form. 5) The prescription medication to be administered or stored must be in a pharmacist's labeled container specifying the student's name, date of prescription, directions for use and prescribing physician's name. 6) A record of all prescribed medications given to all students must be kept. These will be retained for one year and then destroyed. 7) Unused medication must be picked up on or before the last day of school or one(1) week after the last dose is given. Medications not picked up will be destroyed. ***Students in grades 3-5 MAY NOT self-administer any medication (over the counter or prescription).***

**LICE**
If a child is found to be positive for head lice, the child will be sent home from school. The child can return to school after they have been treated for head lice. Please send a note to school with child or call the school to inform them of when a child was treated. If a child is found to be positive for eggs/nits the parents/guardians will be notified and the child may be sent home. The school will continue to periodically check students for head lice and eggs/nits. If a child is positive for eggs/nits 3 checks in a row, the parents will need to take their child to the Community Health Nurse each day before school starts until the nurse along with the principal deem it unnecessary.

If child has been exposed to head lice, check their head every few days for 3-4 weeks to make sure they are not infested. Please inform the school, and/or daycare and parents of your child's playmates if you discover head lice on your child.

**HEARING & VISION SCREENINGS**
Screenings are conducted for specified grades during the year (see page 12 for details).

**STUDENT DRESS**
Students should dress appropriately for the school and learning environment. Clothing displaying crude messages, disrespectful language, or reference to gang identification is considered inappropriate at school. Short or tight shorts and halter, spaghetti strap, crop tops, and tank tops would not be considered appropriate for school. Shoes are to be worn in school at all times and should be appropriate for playing and running during recess or physical education classes. Parent cooperation is appreciated to ensure that student dress is appropriate, safe and suitable for all school activities.

**TELEPHONE CALLS, MESSAGES, AND CELL PHONES/SMART WATCHES**
**Students will not be called from class to answer the telephone except in case of emergency.**
The office telephone should not be used by students for inconsequential matters including making arrangements for after school activity. If it is necessary for the student to bring a cell phone or

smart watch to school, it is to be turned off and kept in a location determined by the classroom teacher and/or building principal. Cell phones/smart watches that are used during class/school time will be taken away and parents will be contacted to come and retrieve the phone/watch according to the behavior matrix.

**WITHDRAWAL FROM SCHOOL**

If a student is moving to a new school attendance area, the teacher and office should be notified as soon as possible so that transfer records can be prepared and the child's supplies collected for transfer.

**GENERAL SCHOOL RULES**

1. Students are to behave in a manner that allows all students to learn and teachers to teach. Behavior that distracts students or the teacher is not appropriate.
2. Students are not to use profanity or other inappropriate language.
3. Students are to behave in the lunchroom in a manner that allows all present a pleasant atmosphere in which to eat their meal.
4. Students should not throw objects at other students, push other students, nor act in any manner that can bring harm to another individual.
5. Students are to dress in a reasonable manner that does not distract others from learning.
6. Students are expected to be on time to class each day.
7. Students are not to leave the classroom, the school or school grounds without permission from the teacher or the principal.
8. Students are not to bring gum, candy, etc. to school unless for special activities with teacher approval.
9. Students are not to use the school telephone unless it is an emergency.
10. Fighting is not allowed at any time.

Students are expected to promote respect, act responsibly, stay safe, and work together at all times. Examples of consequences are outlined in the Behavior Matrix in Appendix A. Supervisors will communicate with homeroom teachers and, if necessary, a referral to the principal may be made. Parents will be notified by phone or email if warranted. **An administrator, administrative assistant or staff member shall escort any student being removed from a classroom to the office for a behavioral violation. Any student behavior violation that may lead to a consequence of ISS or OSS will have the violation and consequence reviewed by two administrators.**
**Parents/guardians will always be notified of such violations and consequences.**

**HARASSMENT POLICY**

It is the policy of the Mobridge-Pollock School District that sexual harassment is unacceptable and shall not be tolerated and that no member of the School District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. All reported incidents will be thoroughly investigated and, if well founded, subject to immediate and appropriate disciplinary action including termination and or, suspension or recommendation for expulsion.

Sexual harassment is herein defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and constitutes sexual harassment when:

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

Sexual harassment is illegal under both South Dakota and Federal law. In some cases it may also be liable to prosecution under criminal law. The Board of Education of the Mobridge-Pollock School District has established a non-retaliatory grievance procedure for handling sexual harassment complaints. All reported incidents of sexual harassment will be promptly and thoroughly investigated and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action, including sanctions. Confidentiality consistent with due process will be maintained. The staff, administrators and students of the Mobridge-Pollock School District are responsible for maintaining a working and learning environment free from sexual harassment. Any student who feels that he or she has been subject to sexual harassment should report the

incident immediately to their teacher, principal, or superintendent, or Board of Education, depending on the involvement of the listed individual. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.
If any student who files a written complaint is dissatisfied with the handling of that complaint, he or she may utilize the discrimination grievance procedure as described in the Mobridge-Pollock School District's policy manual.

**BULLYING POLICY**

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student, teacher(s), or adult(s). Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending oneself. Additionally, initiation of students by hazing, into school organizations or into the membership of the student body itself is a form of bullying and will not be tolerated.
Bullying could be:

- Physical--involving harmful actions against another person's body
- Verbal--involving speaking to a person in an unkind or hurtful way
- Emotional--involving behaviors that upset, exclude, or embarrass a person
- Sexual--involving singling out a person because of gender and demonstrating unwarranted or unwelcome sexual advances
- Racial--involving rejection or isolation of a person because of ethnicity

A student found to have retaliated against a complainant/victim or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. The building Principal, school counselor or Principal's designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building Principal. Evidence uncovered in the investigation is confidential.
This policy applies while students are on school property, while in school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, or while using school equipment.
All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school Principal. The school Principal and/or the Principal's designee are responsible for employing Anti-Bullying/Harassment investigation and resolution procedures outlined in school policy.

**Formal Complaint Procedure**

Any individual who believes that he/she has been harassed or bullied will notify the Principal, school counselor, or Principal-designee. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible. The Principal or the alternate investigator, with permission from the Principal, has the authority to initiate an investigation in the absence of a written complaint.

**Anonymous Reports**

Students can use the district's anonymous platform Safe2Say to make this report. District administration may choose to consider anonymous reports made by other methods. All anonymous reports will be received and investigated. Disciplinary action may/may not be taken pending the results of the investigation.

**NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Mobridge-Pollock School District #62-6 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, or access to or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact Stephen Vigliotti (845-9200). Any person having inquiries concerning the school's compliance with Title IX should contact Stephen Vigliotti, Title IX Coordinator (845-9200).

Stephen Vigliotti has been designated by the school to coordinate efforts to comply with regulations regarding nondiscrimination.

Complaints that cannot be resolved at the local level or questions that cannot be answered at the local level should be directed to:

U. S. Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114
Telephone: 816-268-0550
FAX: 816-823-1404
TDD: 800-437-0833
Email: OCR_KansasCity@ed.gov

This notice is available in alternative format upon request.

**STUDENTS RIGHTS AND GRIEVANCE PROCEDURE**

Students may be suspended from school for ten (10) days by the principal. Expulsions for a semester are done by the action of the school board. Serious behavior problems must be resolved by a hearing. Those involved in a hearing may include the student, the student's parents, teachers, principal, superintendent, school board members and other persons directly involved.

**STUDENT GRIEVANCE PROCEDURE**

Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parents. The following are levels, withdrawals and a disclaimer.

Level One: A student with a complaint shall first present it orally and informally to his/her principal. If not promptly resolved a formal claim may be presented in writing to the principal. Within five school days the principal shall state his/her decision in writing.

Level Two: Within five school days after receiving the decision at level one, the complainant may appeal the decision to the Superintendent. The appeal shall be in writing, and the decision shall be given within ten school days.

Level Three: If the complainant wishes, he/she may within ten school days file the complaint with the school board. The board shall consider the complaint at their next regular school board meeting and render a decision within thirty days following that meeting.

Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.
Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the principal, superintendent, or school board are not a court of law and that the rules of jurisprudence shall not apply.

**Section 504 of the Rehabilitation Act of 1973**

Students and parents are hereby notified that Mobridge-Pollock School District #62-6 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission for access to or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The American with Disabilities Act (ADA) or Section 504 is directed to contact: Stephen Vigliotti – Title VI and IX (845-2768) who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Mobridge-Pollock school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial officer. Complaints that cannot be resolved at the local level or questions that cannot be answered at the local level should be directed to:

U. S. Department of Education Office for Civil Rights

8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114
Telephone: 816-268-0550
FAX: 816-823-1404

**TITLE FUNDING**

Mobridge Schools are School Wide Title One schools and receive funds from the Federal Government. Parents may request, and Mobridge-Pollock School will provide parents on request (and in a timely manner), information regarding the professional qualifications of their student's classroom teachers as follows:

1. Whether the teacher has met South Dakota qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which South Dakota qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree.
4. Whether the child is provided services by a paraprofessional and if so, their qualification.
5. In addition parents may request:
   a. information on the level of achievement of the parent's child in each of South Dakota's academic assessments (SBAC grades 3-8 and 11)
   b. timely notice that their child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

**PUBLIC COMPLAINTS**

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made 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 staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Chief Executive Officer/Superintendent
4. Board

If a complaint, which was presented to the Board and referred back through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant. Matters referred to the chief executive officer (CEO)/superintendent and/or Board must be in writing and should be specific in terms of the action desired. Exceptions to this policy will be made when the complaints concern Board actions or Board operations only.

**COMPLAINT POLICY FOR FEDERAL PROGRAMS (FERPA)**

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

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process

directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

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

**Policy on Children and Youth in Transition in the Mobridge-Pollock School District**

This school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act.

Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students upon enrollment, available on the school web site, provided to students who seek to withdraw from school, and posted in every school in the district, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies.

**Family Educational Rights and Privacy Act (FERPA)**

**Notice – Student Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Mobridge-Pollock School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose designated "directory information" without written consent, unless you have informed the school that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications.

**Directory information,** which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the school to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days

of enrollment. The school has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Name(s) of Parent(s)
5. Photograph
6. Date and place of birth
7. Dates of attendance
8. Grade level
9. Participation (including video) in officially recognized activities and sports
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended.

From time-to-time website information may be published by the various schools in the district. Mobridge-Pollock School District proposes to designate the following personally identifiable information contained in student's education record as "website information," and it will disclose that information without prior consent:

K-12 Website Information:

1. Photographs may be used on a website
2. No names will be used
3. No personally identifiable information contained in a student's educational records will be permitted on a website.

Mobridge-Pollock School District is also required to provide the South Dakota Board of Regents with a list of students by name in grades 7 to 12 inclusive, together with their mailing addresses, unless directed by a parent or student 18 or older not to release said information.

Within the first three weeks of each school year, Mobridge-Pollock School District will publish this notice with the items of information it proposes to designate as directory information or website information. For students enrolling in the Mobridge-Pollock School District after the notice is published, the list will be given to the student's parents or to the student if over 18 years old at the time and place of enrollment.

After the parents or students have been notified by publication or by personal delivery of the list of information items in this notice, they will have thirty (30) days to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information or website information about the student.

At the end of the 30-day period, each student's records will be appropriately marked by the records custodians to indicate the items the district may designate as directory or website information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the student if 18 years of age.

Notwithstanding any of the above, Mobridge-Pollock School District is required pursuant to SDCL 13-32-4.3 to transfer to other schools disciplinary records with respect to suspension or expulsion for any student who seeks or intends to enroll in such other school.

Section 9528 of the Elementary and Secondary Act of 1965, 20 U.S.C. §7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by §544 of the National Defense Authorization Act for Fiscal Year 2002, requires school to
(a) give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers, and
(b) provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

**Parent's Right- to- Know Notification**

The federal education law called the Elementary and Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information on 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.

**FERPA**
U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520
studentprivacy.ed.gov/file-a-complaint

**Parental Notification School Health Assessments**
From time to time during the year, screening may be provided through a contract with Walworth County Community Health who is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that Walworth County Community Health provide access to our Notices of Privacy Practices. You may view the notice at mobridgehospital.org and click on privacy policy or you may request a printed copy by contacting us at **845-8127**. Screenings that will be provided during the 2026-2027school year include:

- Vision Screening for students in grades K, 2nd, 3rd, 5th, 8th
- Hearing Screening for students in Grades K, 3rd, 9th
- Health Assessments for students in Grade K
- Scoliosis Screening for girls in Grades 5th, 7th
- Scoliosis Screening for boys in Grade 8th

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the Community Health Nurse can visually observe the spine.

Parents will be notified of any concerns identified during the health screenings so the child can be further evaluated by the provider of the parent's choice. If you prefer not to have your child participate in the screenings, please notify your school personnel.

If you would like more information regarding the health screenings, you are welcome to call the Community Health Office
Shana Friesz, RN Community Health Number 845-8127
Stephen Vigliotti, School Administrator 845-9204

## Mobridge-Pollock Schools Acceptable Internet/Computer Use Agreement

Access to computer, network, and Internet equipment and software in the Mobridge-Pollock School District offers students an almost unlimited source of resources and information to support their educational development. Students will have the privilege of searching the Internet for expert resources, communicating with other students from around the world, and participating in various distance-learning activities. But with the use of these powerful tools comes great responsibility. Access to these resources is a privilege, not a right. Students are advised that some Internet sites may contain offensive or inappropriate information, messages, and pictures for an educational setting. The Mobridge-Pollock School District does not condone or permit the use of such material. Therefore, access to the Internet is granted only on the condition that a student agrees to be accountable for appropriate use of these resources. In addition to all information and technology security policies, guidelines, and procedures that govern computer and network use in the Mobridge-Pollock School District, the following statements guide acceptable use of Internet resources by all district students:

**Hardware Damage:**

1. Students may not damage or mistreat equipment or facilities under any circumstances.
2. Students may not remove District Asset tags.
3. Students may not apply stickers to their devices.
4. Accidental Computer Damage will result in a repair fee.
    a. First Claim - Covered by school if student has Computer Protection Plan, otherwise this is covered in full by student.
    b. Second Claim - Covered by school if student has Computer Protection Plan, otherwise this is covered in full by student.
    c. Upon the third Claim, the student will turn in their Computer / Chromebook at the end of each school day and future privileges will be suspended and reinstatement of those privileges will be determined by the Technology Coordinator and Administration.
5. If the damage was intentional, the student will cover the full replacement price of the item.
6. Any lost or damaged chargers will be covered fully by the student.
7. If at any time, students who have recorded more than one damage report and incur a fee that is not paid, the student would be subjected to checking in their computer at the Office at the end of each day.
8. Any liquid damage will be covered fully by the students.

**Network Infections:**

1. Students may not intentionally waste computer resources.(e.g., storing non school related items in their network file share.
2. Students may not employ the network for personal financial gains, commercial purposes, or illegal activities including copyright violations, and software piracy.
3. Students may not engage in practices that threaten the integrity of the network. (e.g., knowingly download files that contain a virus)
4. Students may not write, use, send, download, or display personal-non-education related, obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography. Email accounts will be eliminated if abused.
5. Students may not download/install any software without the permission from the IT office.

**Network Security:**

1. Students may not use anyone else's password, nor may they share their password with others.
2. The use of sites with the intent to bypass any type of filtering or firewalls is strictly forbidden.
3. K12 student google/email accounts are constantly monitored by the school and state network systems.
4. Student classes are monitored by classroom management software that will be used on-site and off.
5. School owned devices and K12 Credentials are monitored while onsite and offsite. (e.g., at home) via web filter, classroom management, and email safety programs.

**Student Safety:**

1. Students may not disclose anyone's personal information (e.g., address, phone number, or confidential information), including their own or that belonging to a fellow student, community members and families, or staff member.
2. School network devices are monitored by a school purchased web-filter, this system will monitor the device on-site and off.

3. Outlook & One Drive are monitored by Bark for schools

**Hardware Damage:**

9. **Students may not damage or mistreat equipment or facilities under any circumstances.**
10. **Students may not remove District Asset tags.**
11. **Students may not apply stickers to their devices.**
12. **Accidental Computer Damage will result in a repair fee.**
    a. **First Claim - Covered by school if student has Computer Protection Plan, otherwise this is covered in full by student**
    b. **Second Claim - Covered by school if student has Computer Protection Plan, otherwise this is covered in full by student.**
    c. **Upon the third Claim, the student will turn in their Computer / Chromebook at the end of each school day and future privileges will be suspended and reinstatement of those privileges will be determined by the Technology Coordinator and Administration**.
13. **If the damage was intentional, the student will cover the full replacement price of the item.**
14. **Any lost or damaged chargers will be covered fully by the student.**
15. **If at any time, students who have recorded more than one damage report and incur a fee that is not paid, the student would be subjected to checking in their computer at the Office at the end of each day.**
16. **Any liquid damage will be covered fully by the students.**

**Students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications can and will be monitored. Students should not under any circumstances expect that messages or files that are created, modified, transmitted, received, or stored on organizational equipment are private. Students who violate any of the above conditions will be subject to the suspension or termination of their Internet/Email and computing privileges, as well as other disciplinary action as determined appropriate by school officials; this can include complete revocation of technology privileges.**

**MOBRIDGE-POLLOCK UPPER ELEMENTARY SCHOOL**

**TITLE I** (section 1118) Parental Involvement (b) School Parental Involvement Policy

Mobridge-Pollock Upper Elementary School shall:

Policy Involvement

1. Upper Elementary holds an annual meeting in April each year with the Parent Advisory team. The team reviews the handbook, parent involvement policy, and school compact and any revisions necessary will be made.
2. Upper Elementary will hold four parent meetings/activities throughout the school year. We will host a Back-to-School night in August, Bingo in November, a family event in March/April, and finally a parent meeting in the evening to review the year and gain information about planning for the next school year.
3. Teachers will utilize their web pages to provide assistance to parents in understanding the Common Core standards, NWAS data, and curriculum through links on the homepage. Upper Elementary staff will provide information to parents during conferences on their child's progress using interim assessments, SBAC, and work samples from the classroom. The Mobridge-Pollock School District will utilize the library located at the High School for parent literature resources, pamphlets, and videos that parents may check out for personal use.
4. Upper Elementary staff will use teacher websites, messaging systems, emails, phone calls, and text messaging in order to get information to parents in a timely manner. The Upper Elementary office will send all notes home to parents on purple paper so parents can easily tell that it is a note from the office.
5. The Upper Elementary will cover all expenses for meetings and family activities.
6. The Upper Elementary has established a parent advisory team that meets in September and April each year. We add new members each year to continually improve and gain information from a wide variety of stakeholders..
7. The Upper Elementary coordinates and works alongside the community organizations: Child Protection Team, Tiger Education Foundation, New Hope Organization, Support Circle, Bridges of Domestic Violence, MMA Thrift Store,, Mobridge Fire and Police Department, Junior Achievement, American Legion, Oahe Retired Teachers, Mobridge Lions, Rotary, and the Chamber of Commerce.
8. The Upper Elementary has an open-door policy to provide input in all areas of the school. We conduct surveys during parent teacher conferences to gain information for school improvement.
9. The Mobridge-Pollock School district will send a parent letter if any child is taught for four or more consecutive weeks by a teacher who is not highly qualified.
10. The Mobridge-Pollock School district conducts professional development for staff focused on building relationships with parents on how to enhance the educational experience for all students.

Accessibility

The Mobridge-Pollock School District to the extent practicable, will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This would include information in a format to the extent practicable; in a language such parents can understand.

## SCHOOL-PARENT COMPACT Title I Part A

Mobridge Pollock Upper 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 children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2026-2027

**School Responsibilities**

**Mobridge Upper Elementary School will**:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
    - Employ highly qualified staff
    - Assess state content standards with the Smarter Balance Assessment
    - Provide a technology rich environment
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:
    - Fall Conferences –October 8, 2026
    - Spring Conferences – February 11, 2027
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
    - Report cards will be sent home at the end of each quarter
    - Provide Smarter Balance results at the end of the year with the final report card)
    - Provide results from Reading and Math Interim Assessments
    - Provide access to their child's daily grades via DDN Campus / Parent Portal
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
    - Before and after school
    - By email
    - Newsletters
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities**, as follows:
    - Newsletters
    - Recruit volunteers for class projects
    - Recruit special readers for classrooms

**Parent Responsibilities**

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

- Monitoring attendance.
- Making sure that homework is completed.
- Volunteering in my child's classroom and/or activities
- Participating, as appropriate, in decisions relating to my children's education.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.
- Monitoring my child's progress by attending conferences, looking at his/her homework and communicating with the teacher when necessary.

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- Do homework as assigned and ask for help when needed
- Attend school regularly
- Always do my best in my work and in my behavior
- Work cooperatively with my classmates
- Give to my parents /Guardian all notices and information
- Show respect for my school, other people & myself

Students or parents must return this form to the Upper Elementary office indicating they have done the following.

| Parent Initials | Student Initials | |
|---|---|---|
| | x | I (parent/guardian) have logged into parent portal and made necessary changes/updates to directory information. If you need a parent portal log in, please contact Emily Dale at emily.dale@k12.sd.us |
| | x | I (parent/guardian) have completed the online back-to-school permission form regarding medical consent, field trips, etc., and understand that unless I notify the office, this information is good until my student graduates |
| | | We (parent/guardian and student) have read and understand all the sections, policies, and procedures that are found in the Mobridge-Pollock High School Student Handbook located on the district website. *This includes FERPA, Parents' Right to Know, School Parental Involvement Policy, School-Parent Compact, Acceptable Internet Use Agreement, and Harassment Policy.* |

Student Name _____ Student Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date_____

Students must return this completed from to the Upper Elementary Office by Friday, August 28, 2026 in order to maintain uninterrupted internet privileges. Student internet privileges will be disabled if this form is not turned in by the due date and will resume once this signed form is submitted to the office.

Appendix A

| Behavior Expectation | 1st Violation | 2nd Violation | 3rd Violation | Subsequent Violations |
|---|---|---|---|---|
| **Cell Phones/Smart Watches:** Students may possess cellular phones and portable digital media devices on school property. Cell phones/smart watches are to remain powered off and stored according to teacher discretion during the regular school day or when their use is otherwise prohibited by school personnel. | •Removed by teacher and given back by the end of the day<br>•Office Notification<br>•Parent Notification | •Removed by teacher and parent must pick up device<br>•Office Notification<br>•Parent Conference | •Removed by teacher and parent must pick up device<br>•Office Notification<br>•Parent Conference<br>•One detention | •Removed by teacher and parent must pick up device<br>•Office Notification<br>•Parent Conference<br>•One detention |
| **Insubordination:** Students will strive to act in kind, safe, and responsible ways. Students will follow teacher directives and school/classroom expectations. | •Office Referral<br>•Parent Notification | •Office Referral<br>•Parent Notification | •Office Referral<br>•Parent Conference<br>•One detention/removal of privilege | •Office Referral<br>•Parent Conference<br>•Detention/removal of privilege/ISS at the discretion of administration |
| **Profanity:** Students will speak respectfully to classmates and staff. Students will not use swear words, curse words, or explicit language that may be seen as disrespectful, crude, or inappropriate. Profanity includes materials and gestures in addition to words. | •Office Referral<br>•Parent Notification | •Office Referral<br>•Parent Conference | •Office Referral<br>•Parent Conference<br>• One detention/removal of privilege | •Office Referral<br>•Parent Conference<br>• Detention/removal of privilege/ISS at the discretion of administration |
| **Leaving School Without Authorization:** Students will remain in school during school hours, unless released by a guardian in-person or via phone call, email, or note. | •Office Referral<br>•Parent Notification | •Office Referral<br>•Parent Conference<br>• One detention/removal of privilege | •Office Referral<br>•Parent Conference<br>• Detention/removal of privilege/ISS at the discretion of administration | •Office Referral<br>•Parent Conference<br>• Detention/removal of privilege/ISS at the discretion of administration |
| **Minor Physical Contact:** Students will strive to maintain control of their own bodies while respecting others' personal space. Students will keep hands and | •Office Referral<br>•Parent Notification | •Office Referral<br>•Parent Conference<br>• One detention/removal of privilege | •Office Referral<br>•Parent Conference<br>• Detention/removal of privilege/ISS at the discretion of administration | •Office Referral<br>•Parent Conference<br>• Detention/removal of privilege/ISS at the discretion of administration |

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| feet to themselves. Minor physical contact includes, but is not limited to pushing, shoving, tripping, bumping, and grabbing. | | | | |
| **Aggressive Physical Contact:**<br>Students will strive to maintain control of their own bodies while respecting others' personal space. Students will keep hands and feet to themselves. Aggressive physical contact includes, but is not limited to, a physical altercation that is intentional such as punching, hitting, kicking, spitting, and tackling. | •Office Referral<br>•Parent Notification<br>• One detention/removal of privilege | •Office Referral<br>•Parent Conference<br>• Detention/removal of privilege/ISS at the discretion of administration | •Office Referral<br>•Parent Conference<br>• Detention/removal of privilege/ISS at the discretion of administration | •Office Referral<br>•Parent Conference<br>• ISS/OSS at the discretion of administration |

REPORTING ILLEGAL ACTIVITY

The school property belongs to all of us—it is our property. ANY STUDENT INVOLVED IN THE UNLAWFUL TREATMENT OF PEOPLE ON OR NEAR SCHOOL PROPERTY, OR OF SCHOOL PROPERTY, WILL BE REFERRED DIRECTLY TO LAW ENFORCEMENT OFFICALS AND/OR THE STATE'S ATTORNEY FOR HANDLING AS A DELINQUENT. In addition, school officials shall report all suspected illegal activities to the State's Attorney for investigation. Students reported to law officials of the States Attorney may also be suspended from school, and have expulsion proceedings begun, as a result of the activity for which they are reported.

| Offense | 1st Violation | 2nd Violation | Subsequent Violations |
|---|---|---|---|
| •Weapons<br>•Bomb threats<br>•Arson<br>•Endangering the life of others<br>•Intentional physical harm or damage to personal property of any staff member | •Referral to law enforcement<br>•Suspension from school until school board expulsion hearing. Expulsion may be for 12 months minimum<br>•Parent conference | | |
| Drugs and Alcohol<br>•Using, dispensing (illegal or prescription), or being under the influence is not permitted (includes drug paraphernalia) for students on school property, in or on any school vehicle, or at any school activity. | •Parent Conference<br>•Referral to law enforcement if appropriate<br>•Removal from activity and/or suspension from school up to 5 days and/or | •Parent Conference<br>•Referral to law enforcement<br>•Immediate suspension from school<br>•Referral to school board for expulsion hearing | |

| | | | |
|---|---|---|---|
| | referral to school board for disciplinary hearing. | | |
| Smoking/Vaping<br>Use of or possession of tobacco products (this includes e-cigarettes) is not permitted for students on any school property, on or in any school vehicle, or at any school activity. | •Parent Conference<br>•Referral to law enforcement if appropriate<br>•Immediate ISS<br>•Community service at the discretion of administration | •Parent Conference<br>•Referral to law enforcement if appropriate<br>•OSS<br>•Community service at the discretion of administration | •Parent Conference<br>•Referral to law enforcement if appropriate<br>•Immediate ISS<br>•Referral to school board for expulsion meeting |
| Threats/Intimidation<br>•Words or behavior that threatens, intimidates, or demeans a person. Harassment is unwanted, uninvited, and unwelcome and causes nuisance, alarm, or substantial emotional distress without any legitimate purpose.<br><br>Stalking<br>• Persistent behavior that causes distress, intimidation, or harassment towards another person is unacceptable. This can occur through unwelcome and repetitive actions such as verbal, physical, or online harassment, including threats, insults, stalking, or invasion of privacy. | •Parent Conference<br>•Referral to law enforcement if appropriate<br>•Administrative conference<br>•Detention, immediate ISS or OSS (up to 5 days) | •Parent Conference<br>•Referral to law enforcement if appropriate<br>•Behavioral contract developed<br>•Detention, immediate ISS or OSS (up to 5 days) | •Parent Conference<br>•Referral to law enforcement if appropriate<br>•Behavioral contract re-developed<br>•Detention, immediate ISS or OSS (up to 5 days) |