BOARD OF EDUCATION

Jill Haberman  President
Mary Schoenfish  Vice-President
Justin Plooster  Member
Brent Rames  Member
Barry Schmidt  Member

ADMINISTRATION

Dr. Charlene Crosswait  Supt./Principal K-5
Mrs. Lisa Tolliver  Principal 6-12/Athletic Director
Dale Weiss  Business Manager

ELEMENTARY AND MIDDLE SCHOOL PERSONNEL

JAMESVILLE COLONY
Stephanie Heckenlaible  Grades K-2
Rebecca Foos  Grades 3-8
Aisha Abbink  Special Education

MAXWELL COLONY
Janet Huber  Grades K-1
Brenda Mehlhaf  Grades 2-4
Stephanie Wagner  Grades 6-8
Kathy Wollmann  Special Education

MENNO ELEMENTARY
Jody Kriz  Preschool/Beginningergarten
Lisa Klaudt  Kindergarten
Kristen Heckenlaible  Grade 1
Katie Harris  Grade 2
Rachael Stepanek  Grade 3
Katie Huber  Grade 4
Rose Hertz  Grade 5
Ken Bruckner  PE
Lisa Hohn  K-8 Title
Becky Harvey  Speech
Erin Lundberg  Special Education
Kristi Schultz  K-12 Art
Martin Sieverding  Technology Coordinator
Rachel Stokes  K-8 Computers
Trishia Fischer  Guidance Counselor
Sharla Unruh  K-12 Vocal Music
Candace Pedersen  Instrumental Music
Kathy Wollmann  Special Education
OTHER PERSONNEL
Sheila Wek Administrative Assistant
John Woehl Head Custodian/Bus Driver
Jim Woehl Custodian
Jessica Goehring Head Cook
JoAnn Walter Kitchen-helper
Rita Hoff Kitchen-helper
Nicole Schaeffer Cook
Dale Luijens Bus Driver
Pam Neuharth Bus Driver
Jim Sattler Bus Driver
Sheri Preszler Special Education Para
Christa Buechler Special Education Para
Donna Sattler Library Aide
Sandy Stokes Library Aide
Bonnie Heirigs Special Education Para
Glenda Bohlmann SPED Para, Elem. PE, Coach

MENNO

Menno School District Calendar 2019-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>In-service</td>
</tr>
<tr>
<td>August 15</td>
<td>In-service</td>
</tr>
<tr>
<td>August 19</td>
<td>First day of school and Quarter 1</td>
</tr>
<tr>
<td></td>
<td>Early Release at 1:00</td>
</tr>
<tr>
<td>August 20</td>
<td>Early Release at 1:00</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 20</td>
<td>12th Menno Band Day</td>
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<tr>
<td></td>
<td>Teacher work day.</td>
</tr>
<tr>
<td>September 25</td>
<td>Teacher In-Service (Dismiss at 2:15)</td>
</tr>
<tr>
<td>October 18</td>
<td>End of Quarter 1 (43 days taught)</td>
</tr>
<tr>
<td>October 21</td>
<td>First day of Quarter 2</td>
</tr>
<tr>
<td>October 22</td>
<td>Parent Teacher Conference 2:30–8:00 (Dismiss at 2:15)</td>
</tr>
<tr>
<td>October 25</td>
<td>Post Parent Teacher Conference (No School)</td>
</tr>
<tr>
<td>October 30</td>
<td>Teacher In-Service (Dismiss at 2:15)</td>
</tr>
<tr>
<td>November 20</td>
<td>Teacher In-Service (Dismiss at 2:15)</td>
</tr>
<tr>
<td>November 27</td>
<td>Early release 12:40</td>
</tr>
<tr>
<td>November 28-29</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 11</td>
<td>Teacher In-Service (Dismiss at 2:15)</td>
</tr>
<tr>
<td>December 19</td>
<td>Semester Tests (Dismiss at 12:40)</td>
</tr>
<tr>
<td>December 20</td>
<td>Semester Tests (Dismiss at 12:40)</td>
</tr>
<tr>
<td></td>
<td>End of Quarter 2 (42 days taught)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>--------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>December 23- January 3</td>
<td>Christmas Break</td>
</tr>
<tr>
<td>January 6</td>
<td>Quarter 3 Begins</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King Jr Day ( No School)</td>
</tr>
<tr>
<td>January 29</td>
<td>Teacher In-Service ( Dismiss at 2:15)</td>
</tr>
<tr>
<td>February 17</td>
<td>Presidents Day ( No School)</td>
</tr>
<tr>
<td>February 26</td>
<td>Teacher In-Service ( Dismiss at 2:15)</td>
</tr>
<tr>
<td>March 6</td>
<td>End of Quarter 3 ( 43 days taught)</td>
</tr>
<tr>
<td>March 9</td>
<td>First day of Quarter 4</td>
</tr>
<tr>
<td>March 10</td>
<td>Parent Teacher Conference 2:30 – 8:00 ( Dismiss at 2:15)</td>
</tr>
<tr>
<td>March 13</td>
<td>Post Parent Teacher Conference Day ( No School)</td>
</tr>
<tr>
<td>March 19-20</td>
<td>State “B” Boys Basketball ( No School)</td>
</tr>
<tr>
<td>March 25</td>
<td>Teacher In-Service ( Dismiss at 2:15)</td>
</tr>
<tr>
<td>April 10</td>
<td>Good Friday ( No School)</td>
</tr>
<tr>
<td>April 13</td>
<td>Easter Monday ( No School)</td>
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<tr>
<td>April 14</td>
<td>No School</td>
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<tr>
<td>April 20</td>
<td>No School ( State FFA)</td>
</tr>
<tr>
<td>April 29</td>
<td>Teacher In-Service ( Dismiss at 2:15)</td>
</tr>
<tr>
<td>May 14</td>
<td>Semester Tests (Dismiss at 12:40) ( tentative)</td>
</tr>
<tr>
<td>May 15</td>
<td>Semester Tests (Dismiss at 12:40) (tentative)</td>
</tr>
<tr>
<td></td>
<td>End of Quarter 4 ( 43 days taught)</td>
</tr>
<tr>
<td>May 18</td>
<td>Teacher work day</td>
</tr>
<tr>
<td>May 16</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

Schedule to makeup snow days:
If there is a snow day on or before December 23rd, it will be made up on January 20th.
If there is a snow day on or before March 10th, it will be made up on March 19th.
The remainder of the snow days will be made up at the end of the school year.

**Foreword**

The Student Handbook comes to you through the courtesy of the Menno School. In it you will find information regarding the regulations and policies set up for a successful school. We hope that you and your parent(s)/guardian(s) will enjoy reading the contents and that you will then both know more definitely what is offered for you and what is expected of you as a student and a citizen of Menno School District 33-2.

**Mission Statement:**

The students, staff, school board, and the community at large will work together to develop and maintain high academic standards and strong co-curricular activities enabling students to become productive members of society and lifelong learners.

**Vision Statement:**

Our students will become productive members of society and lifelong learners.

**Nondiscrimination Policy**
The Menno School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX or Section 504 may be referred to the Superintendent at 410 5th Ave. S, Menno, SD 57045, 1-605-387-5161 or to the US Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367.

Section 504 of the Rehabilitation Act of 1973

Annual Internal Notice to Students/Parents and Employees

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 Menno Public 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(s)/guardian(s) disagree with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent(s)/guardian(s) the right to: 1) inspect and review his/her child’s educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child’s rights; and 6) a hearing on the issue if the school refused to make the amendment.

During the school year, Menno students are involved in many activities such as music, athletics, publications, debate, drama, academic programs and special events. Some of these activities are given news coverage through school publications or bulletins and special coverage by newspapers, television, and radio stations. The principal may release personally identifiable information known as “Directory Information” surrounding these activities at their discretion.
unless a written objection is filed by the parent(s)/guardian(s) of the student or an eligible student.

“Directory Information” includes the following information relating to a student: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student and other similar information. The type of information mentioned above may also be included in class rosters, student directories, school annual and publications.

Acceptable Use Policy Computer, Internet and Electronic Mail

Electronic Equipment – Student use of any electronic device not provided by the school is prohibited during school hours unless otherwise noted in this policy. Electronic devices include, but are not limited to, cell phones, smart phones such as Blackberry and iPhone, pagers, headphones, laser pointers, ereaders such as Nook and Kindle, mp3 players, iPods, iPads, digital cameras including those incorporated into another device, tablets, and computers. This may also extended to school activities by coaches/advisors.

Students may use ereaders if they have been approved on an individual basis by the administration. Students may not use ereaders to access the Internet at any time.

Students may use digital cameras for approved educational activities with approval of administration. Use of digital cameras at school activities shall be limited to public areas. No digital camera is permitted in locker rooms and restrooms.

Students may use other electronic devices in a teacher classroom, under direct supervision of that teacher provided the administration has approved such use.

A “cell phone zone” may be established where students may use their cell phones during the school day. If made available, the time and place of this zone will be announced at the beginning of the school year.

Use of an electronic device in a manner other than described in this section will result in confiscation of the device. The student will have to meet with administration to discuss the return of the device. In some cases parents may also be called in or a device may not be returned until the end of the year or turned over to authorities.

Computer—Terms and Conditions

1. No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programs or games are desired, they must
be submitted to the computer instructor or technology coordinator. If these are allowed, they will be entered into the system and put on the menu by the instructor.

2. No work outside of menus, this includes exiting into DOS.
3. No physical tampering or destruction of computers, keyboards, printers, etc.
4. No unauthorized use of other student’s directories. Students must keep their passwords private. Students are responsible for all files in their directory.
5. The system operator and/or school personnel will periodically inspect student files unannounced and at random.
6. No diskettes may be brought from home or any other source. If needed, diskettes may be provided or purchased from the school.
7. All student files/programs will be deleted at the end of the school year by the computer instructor.
8. Names of students on computer suspension will be posted in the teacher workroom.

**Internet—Terms and Conditions**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Menno Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

1) **Acceptable Use**—The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Menno Public School District. Use of other organizations’ networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Menno Public School District may limit the use of student electronic mail to one source determined by the administration.

2) **Privileges**—The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Menno Public School administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Menno Public School may request the system administrator to deny, revoke, or suspend any specific Internet user’s privilege.

3) **Netiquette**—Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
   a) Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.

c) Do not reveal your personal address or phone numbers of students or faculty.

d) Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that files stored in district servers will be private. Trespassing in another’s folders, work or files is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.

e) Do not use the network in such a way that would disrupt the use of the network by other users (intentionally wasting limited resources).

f) All communications and information accessible via the network should not be assumed to be private property.

g) Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.

4) No Warranties—The Menno Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Menno Public School District will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student’s own risk. The Menno Public School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Menno Public School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage students should not use the system.

5) Security—Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Internet, they must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) Vandalism—Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Internet or any of the above listed agencies or others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.

7) Conditions as stated in this document are applicable to the Menno Public School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Menno Public School Board, the laws of the State of South Dakota, and the United States of America.
Accidents
All accidents occurring during the school day are to be reported to the principal’s office immediately. If there should be an accident during the school day or at a school activity, every effort will be made to see that the student receives proper medical care. Parent(s)/Guardian(s) will be notified.

Accident and Dental Insurance
At the beginning of each school year, every student is provided with forms concerning accidents and dental insurance. These forms are sent home to parent(s)/guardian(s) who may or may not opt to subscribe. The school does not provide this insurance. The forms are simply distributed by the school. Policies offered are limited pay policies and are not major medical policies. Limitations are placed on many types of injuries. Students and parent(s)/guardian(s) should make certain they understand what is and is not covered in the policy before subscribing for the insurance.

Activity Tickets
Adults may purchase a blanket ticket to cover admissions charges to all school events at the Menno School District with the exception of conference events, district events, the variety show, and school plays. The price of the ticket will be $70.00 for adults without a student in the Menno School District. A parent of a Menno School District student will receive a discounted pass for $55.00. A golden age pass will be offered for people sixty years old or older for $40.00. A 10-game punch card may be purchased for $40. Adults may purchase these tickets from the office. **Starting this year, all Menno School District students will be allowed into games free of charge.**

Admission of Students
1. Students living within the limits of the school district shall be admitted to the schools as prescribed by State Law. Legal age must be six by September 1, before being admitted to the first grade, and five by September 1, before being admitted to Kindergarten. High School students must have passed the eighth grade and be under the age of 21.
2. Once enrolled in a non-resident district or non-assigned school, the enrollment will continue unless a bona fide change of residence occurs (student has moved to another school district).
3. Nonresident Students will be accepted from other districts wishing to enroll provided the Menno School District can provide a quality educational program based upon factors/criteria/standards adopted by the Board and subject to the following principles: For the purposes of this policy, the term “resident district” means the district in which a student has legal residence as determined by SDCL. The term “nonresident district” means the school district in which a nonresident student seeks to enroll. An “emancipated student” is a student under the age of 18 who (1) has entered into a valid marriage, (2) is on active military duty, or (3) who has obtained a court order declaring
the child emancipated. See board policy in the Central Office for complete admissions policy.

After School Supervision on School Grounds
Students need to leave the school grounds 10 minutes after the end of the school day. No after school supervision will be provided. Before school supervision is from 8:00 – 8:10 AM

Asbestos Management
On 7-9-89, the Menno School District began implementation of its asbestos Management Plan. This plan details the steps which will be taken to deal with any asbestos-containing building materials found in school facilities.
In the short term, these steps include repair of any damaged materials and cleaning of any areas that may have been, in any way, contaminated. In the long-term, they include an Operations and Maintenance Plan detailing procedures which will be used to assure that all materials are maintained in a condition which minimizes any possible health threat to building occupants. In addition, the plan allows the eventual removal of the material when an opportunity to do so presents itself.
The plan also requires that every six months the situation in each building be reviewed to make sure the original assessment remains accurate and no new problems have arisen. Lastly, it is specified that every three years each building be given a complete re-inspection. A copy will be kept on file in the office and will be made available for review to any interested party. In addition, at least annually, the school will provide updated information on the Management Plan to those concerned.
If there are any special questions or concerns, they should be directed to the school’s designated person, Jason Laska, 481-5713 at Lake Andes, SD.

Assistance with Self-Administration of Medication
The following school personnel are authorized to assist students with the self-administration of over the counter or prescription medication, provided the student’s parent or guardian provides the school with a written statement that the child is capable of self-administration and provided the container is adequately labeled with the child’s name, the name of the drug, and directions for taking the drug.
Authorized school personnel include the Superintendent/CEO, the principals, the Business Manager, and the Administrative Assistant. Assistance with self-administration of medications includes the following provisions:
1. Reminding the student that it is time to take his/her medication;
2. Removing the medication container from storage;
3. Opening the medication container, as needed;
4. Helping the child remove medication from the container; and
5. Returning the medication container to storage.
School Policy is based on SDCL 13-33A-1 and Section 20:48:04:01:03 of the Board of Nursing Rules and Regulations which defines assistance with self-administration of medications.

**Attendance/Tardiness**
A student will be considered tardy and not absent if he/she is in the room when the bell rings and is not more than 10 minutes late for class. Excuses for a late bus, bad weather or signed pass from a teacher or administrator, indicating the reason for the tardy along with the date and time will not be considered tardies.

**Notification of Absence**
Students who will not be in school and remain at home must have the parent contact the school before 8:15 AM to inform the school that the child will not be present and to avoid a phone call from the school office. Each student who is absent will bring a written excuse from the parent or guardian the first day the student returns from the absence. This note should include the date, the reason for the absence, and the parent’s signature.

**Missed/Incomplete work**
It is the student’s responsibility to make up work missed for any reason. Students will have twice the time missed to complete makeup work. Each instructor shall maintain records to show days missed by students and work completed or not turned in. All incomplete work accumulated in the last week of each nine weeks must be made up within five school days following completion of the 9 weeks or semester grading period. Failure to do so will result in the incomplete being changed to no credit. Instructors, at their discretion, with approval from the Principal, may grant additional time for work to be completed.

**Effect of Absenteeism on Grades**
All absences will become a consideration in the classroom teacher’s final evaluation of the student’s academic performance, contribution to class, and final grade. This is a general policy on attendance. It is impossible to cover all problems and questions that may occur. The school administration is empowered to use its discretion in the enforcement and application of this policy.

**Effect of Absenteeism on Participation**
Unless approval is made with administration prior to the absence, students must be in school ½ day in order to participate in co-curricular activities on that day.

**School Activity and Absences**
Students who are ill and not in school are not allowed to attend any school activity that evening. (Example: The student has the flu during the day but then attends a basketball game that evening.) The student will be sent home from the event.
Bomb Threats

No person shall make, or communicate by any means, whether verbal or nonverbal, a threat that a bomb has been, or will be placed on school premises. In case of a bomb threat, procedures that are outlined in the district’s Crisis Plan will be followed. Any loss of instructional time as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity. Bomb threats violate Board policy and civil and criminal law. The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

Breakfast/Lunch Program

Menno School District is proud of its facilities for providing morning breakfasts and hot lunches. Students are expected to observe good dining room habits, pass to breakfast/lunch in an orderly manner (no running, shoving, or cutting in line) and leave the dining table and surrounding area clean and orderly. No food is to be taken from the dining area.

1. The price per breakfast for students Pre- K-12 is $1.50. The price for a breakfast meal ticket (20 breakfasts) is $30.00. The price per meal ticket is: Pre- K-5, $2.65, (20 meals for $53.00); 6-12, $3.15, (20 meals for $63.00). There will be a $.35 charge for extra milk. (Prices are subject to change at the discretion of the school board.)
2. Students will not be allowed to leave the school premises during breakfast/lunchtime.
3. Students bringing their own lunch will eat at the lunch tables provided in the lunch area.
4. Students are not allowed to have food delivered to the school.
5. Lunches are to be paid for by the first Monday of each month with the exception of August. Payment due will be for twenty meals, except in August. The number of August meals will be provided to you in the pre-school packets and newspaper notifications. Any meals not eaten will be reimbursed to the family at the end of the year. Note: If payment is not received and 10 meals are owed for the child’s meals, he or she will receive a peanut butter sandwich and water until payment is received.
6. Breakfast will be served from 7:50 - 8:10 AM. No breakfasts will be served after 8:10. The only exception to this policy will be for students riding the bus which arrives to school after 8:10.

Breakfast / Before school recess

K-5 students participating in the school breakfast program shall eat before going out to recess and should plan to eat early enough so they have completed breakfast in time for the 8:15 AM school start time.

Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It
may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

Buses

A. School

1. Students riding on school buses to and from school are under the supervision of the bus driver. Students are asked to respect his/her position and will cooperate with him/her to help keep the bus clean and orderly.

2. Students should at all times be ready to board the bus at scheduled times, so as not to cause unfair delays.

3. Baggage of all types, to be transported by a school sponsored vehicle, is under the authority of school officials and is subject to random, unannounced inspections by representatives of the school.

4. During severe cold weather or blizzard conditions, if children are not picked up in the morning at the usual time, or are not dropped off at the usual time in the evening, parents should check back by calling neighbors to see if the bus has been there. The bus driver will not leave the school children alone.

IMPORTANT NOTICE: If the conduct of a student or students is such that it jeopardizes the safety of the other children—the parent(s)/guardian(s) will be contacted. If improvement does not take place, the administration or Board may suspend the students from riding the bus. Violators will be referred to the discipline policy. The administration and the Board of Education are concerned about the safety and welfare of all students riding the bus.
B. Activity
In the interest of school safety, program cohesiveness and school liability, it is recommended that each student who rides the team or activity bus to an out of town event should ride home on the bus. Students not riding the bus home will be permitted to ride with their parent(s)/ guardian(s) only if they have notified the school administration, program director or coach with a written note and verbal confirmation from the parent or guardian. Parent(s)/guardian(s) must sign their student out by signing a release with the coach, director, or advisor prior to leaving the event. Parents/guardians wanting their child to ride home with another adult (other than a parent/guardian) must obtain prior administrative approval. Students not following this policy will be referred to the discipline policy.

Cheating: Students are expected to do their own work. Students who need assistance with school work should consult their teachers. Students who are caught cheating will automatically receive a zero percent (0%) on that particular academic obligation and his/her parent(s)/guardian(s) will be contacted.

Church Night/Sunday
Students or teachers will schedule no formal school events after 7:00 on Wednesday nights. The local school is not responsible for conference, region, or state events sometimes scheduled on Wednesdays. ONLY upon the CEO’s/ Superintendent’s or Principal’s permission may activities be scheduled on Sunday.

Classification of Students
The building principal will decide upon grade classification of each student. For classification of students who have attended an unaccredited school or alternative program, please contact the central office for the complete board policy.

Concealed/Dangerous Weapons in the School
Schools are an example of what is required regarding the observance and respect for law in society at large. Schools are highly conscious of the health, safety, and welfare of students, staff and the public.
State and federal laws as well as board policy forbids the bringing of concealed/dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil’s parent(s)/guardian(s). Confiscation of weapons MUST be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the principal.
Examples of weapons include, but are not limited to knives, razors, guns, ammunition, black powder, chains, clubs, explosives, or poisonous gas.
No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while
in use at athletic events, authorized military personnel, and authorized school-training sessions for the use of firearms.

Any student bringing a concealed/dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (CEO)/Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

LEGAL REF.: SDCL 13-32-4.2; 13-32-7; 22-1-2

Improving America’s Schools Act of 1994, P.L. 103-382

Adoption Date: April 8, 1996

**Corporal Punishment:** It is the policy of the Menno School District that corporal punishment will not be used.

**Counseling Services**
A counselor is available to assist students through individual counseling, group guidance, group counseling, career counseling, post-high educational planning, academic placement, and testing services.

**Defacement of School Property:** State laws make the student and his/her parent(s)/guardian(s) responsible for damages and defacement of school property. (Any pupil who shall intentionally or accidentally destroy or damage school property, or who shall deface by cutting, writing, or picturing any fence, furniture, building or other school property will face the appropriate disciplinary action.) Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Students will pay the replacement cost for damaged books and materials. *Vandalism will be immediately reported to the appropriate law enforcement agency for investigation.*

**Disaster/Fire Drills:** Fire drills are required to be held at regular intervals. Plans for procedures during fire drills have been posted in each classroom. When all students have been evacuated, each teacher must take roll to account for all students and report to the principal as soon as possible. Students will follow the instructions of the teacher where special situations warrant. Instructions for disaster drills will be displayed in each classroom. When a tornado drill signal is sounded all students should go to their assigned locations where they get down on their hands and knees, and cover the backs of their heads with their hands.

**DISCIPLINE POLICY**
Discipline must be based on judgment if it is to be effective. The purpose of school discipline is not to have the offender pay his/her debt to society. Discipline should be designed to help the
student. This does not mean that discipline need be soft. Discipline will be administered as determined by the situation.

**DISCIPLINARY ACTION**
A teacher at his or her discretion may remove any student from class who is disrespectful, discourteous and/or a discipline problem. A student dismissed from class must go immediately to the office for a conference with the Principal. A student who physically abuses any school personnel will be recommended for expulsion. Any disciplinary action involving students will be handled on an individual basis, which could result in permanent dismissal from class, in-school suspension, out of school suspension by the administration or permanent expulsion by the Board of Education.

**DISCIPLINARY REPORT**
Teacher and administrators will document and the office will mail home discipline reports on students who violate school policies. The discipline report has been prepared to notify the parent(s)/guardian(s) of the student’s infraction of school policy, the corrective action taken and any recommended future actions. The discipline report filed will be in triplicate—one copy will be sent home to the parent(s)/guardian(s), a second copy will be kept by the teacher, and the third copy will be placed in the student’s file in the office. Parent(s)/guardian(s) are urged to cooperate with and support the school in regard to the corrective action taken and future recommendations concerning their child.

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a Hearing Board is required. Repeated minor infractions may justify the use of more severe measures.

1. **Admonition and Counseling**
Admonition and counseling should be used when appropriate to assist a student to understand when his or her conduct interferes with his or her educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.

1. **Extension of Schedule**
(Detention): A form of discipline that detains a student outside of the normal school hours may be used by employees of the Menno School district, these employees will determine the detention length. Detention periods that are not attended by students will result in doubling the detention time for each period missed. The faculty members and/or administration will supervise the 7:00am detention period. Students serving detention after school will be supervised by the faculty member assigning the detention. Students will be given a one-day notice before serving the detention. Parents/Guardians will be contacted by the faculty member who assigned the
student to detention in regard to the nature of the violation and time the detention will be served. Students will be required to read an appropriate book or work on school assignments.

C. In-School Suspension
A form of discipline in which the student is temporarily denied the right to attend class with his/her classmates. The student will attend school and report to the designated area.

1. Out-of-School Suspension
A form of discipline in which the student is temporarily denied the right to attend class or school or school sponsored activities is defined as suspension. The CEO/Superintendent may suspend students for up to ninety (90) school days without a board hearing or action. The principal may suspend students from school, class, or an activity for up to ten (10) school days without a board hearing. Suspension beyond ten (10) school days (by the principal) requires a hearing before the school board. Suspension beyond ten (10) school days (by the principal) requires a hearing before the school board. Suspension may be for, (1) the rest of the day; (2) a specific period of time; (3) until a conference with a parent(s)/guardian(s) is held (4) or until specified conditions are met by the pupil. Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property or actions endangering the welfare of others. The suspended student will not attend any school-related functions as a participant or observer and will not be in contact with school property. A copy of the standards for hearing procedures for suspension can be obtained from the administrative offices.

Reinstatement after suspension is granted when the Principal or his/her representative is convinced that the conduct of the student will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent(s)/guardian(s) conference, which may include the school personnel involved. Continuation of those acts which led to the suspension of the student is just cause for recommendation to expel the student by the Board of Education.

E. Expulsion
A type of discipline in which the student is removed from the school by the Board of Education after recommendation from the Principal and CEO/Superintendent is defined as expulsion. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is action taken only by the Board of Education after its representatives are satisfied that the student intends to correct the behavior that led to expulsion. Student Due Process is covered under SDCL Article 24:7.

F. DUE PROCESS
Short Term Suspension Hearing Procedure 24:07:02:01
If a short-term suspension from a class, classes or school is anticipated because of a pupil's violation of a policy, the superintendent/principal shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil must be given the opportunity to answer the charges. When a pupil is suspended, the superintendent/principal shall give the parent oral notice, if possible, and shall send the parent a
written notice; however, a pupil may not be removed from the school premises before the end of the school day without contacting a parent.

**Long Term Suspension or Expulsion Hearing Procedure 24:07:03:01**
If a long term suspension or expulsion is anticipated because of a pupil's violation of a policy, the superintendent/principal shall file a written report with the board by the end of the fifth school day following the discovery of the alleged violation. See the board policy in the central office for the complete policy.

**Distributing/Promoting Promotional Materials**
All staff/outside organizations must receive approval from the main office (items must be stamped with the school stamp) before distribution will be allowed. Examples are notes for babysitting, upcoming events, non-school activities, sales promotions, etc. This list does not include all possible items covered by this policy.

**Dress Code**
Proper Attire – South Dakota law states it is the responsibility of the school to determine students’ dress. When a student’s dress causes a distraction from the normal operation or presents a health hazard, the principal has the authority to act.

- Hats and head coverings, including bandanas are not to be worn in the building without permission from the Administration.
- Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.
- Mark all jackets, caps, mittens, boots and book bags so your child can identify his/her belongings.
- The following items of clothing are required for cold weather: coat or jacket, gloves/mittens, snow pants, boots and head covering.
- Students are not to wear halter tops, muscle shirts or short shorts/skirts.

**Elementary Students at School Activities**
Students in preschool through grade four, must have supervision at any event by the parents/guardians or a designated adult. Students are expected to remain seated during the game/activity.

**Employee and Student Communicable Disease Guidelines**
Health guidelines for work attendance are established and interpreted within the context of the situation.
The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific
judgments in interpreting the guideline. The guidelines are found in Section J in the School District Policy Manual found in the central office and on the school’s web page.

**Failure Notifications** are issued and sent to parent(s)/guardian(s) to warn those students whose work is so poor that they are in danger of receiving a failing grade at the end of the period.

**Retention Policy for grades 4 and 5**
The student must have completed all assigned work and have a passing yearly grade in four (4) of the following subjects: English, Math, Science, Social Studies, and Reading to be promoted.

**Games, Extra Curricular Activities and Field Trips:** All basic school rules apply to athletic contests, music and any other school related activity including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension. When activities (field trips, etc.) require a student to pay money, it must be paid in advance before the student is allowed to attend. Field trips shall be completed no later than two weeks before the end date of the year. Classes should be combined for field trips whenever possible.

**Gifts**
Gifts, such as balloons and flowers, must be brought to the school office and will be picked up after school.

**Grading Scale/Policy**
For all classes, the following grading system will be used: A 100-93; B 92-86; C 85-78; D 77-70; F below 70. All teachers will distribute to their students a copy of their grading procedures and specific standards for passing their course. Kindergarten through second grade will use the “E”=Excellent, “S”=Satisfactory, or “U”=Unsatisfactory system. Pluses and minuses may be used to denote improvement in all subjects.

**Hazing Prohibited**
Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.
Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

a. Removal from participation in extracurricular activities
b. Conference with parent(s)/guardian(s)
c. Suspension for up to 10 days
e. Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year
f. Referral to an appropriate law enforcement agency
g. Permanent expulsion from the School District

Illegal Substances
A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, tobacco products, drugs, or alcohol, 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 shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

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.
This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.
The proper law enforcement authorities and/or the school board and/or the school administration will deal with any student who violates this policy.

a. First violation—may be suspended 1-10 school days
b. Second violation—may be suspended 1-10 school days
c. Third violation—administrative recommendation for expulsion

**See So-Curricular Activities Code of Conduct for further clarifications if a student is involved in co-curricular activities.

Leaving School during School Hours
Students will only be released to a parent, guardian, older sibling or designated adult. No student will be allowed to walk home unattended. Parents need to notify the teacher/office if a child is leaving early for an appointment. Parents will be contacted if a child becomes ill during the day.

Library Services
The library is the core of the school. It is the place where students do research for assigned reports, do reference work and look for materials not found in their regular texts. The use of the library is a privilege permitted to all students until the privilege is abused. The privilege may be
revoked by the librarian or librarian’s assistant. The following needs to be observed when using
the library.
A. QUIETNESS: The library is the center for quiet study in the school. Casual visiting will
forfeit the privilege of library use for that student.
B. LIBRARY ASSISTANT: An assistant will be authorized by the librarian to check books in
and out and to assist in keeping the library quiet and in order. Students are required to obey the
assistant librarian when the librarian is not on duty.
C. AUDIO EQUIPMENT: Radios, stereos, tape players, CD players or various other types of
music listening devices not being used for educational purposes (including their use of
headphones) are prohibited in class, study halls and in the library. Because of the cost of these
types of equipment, it is recommended that students leave these machines at home.
D. Library services are available to all students, staff and residents (patrons) of Menno School
District 33-2 and the Menno Community. Books, magazines, newspapers, reference sets, books
on tape, and computer use are available to all patrons in good standing. A general policy for
checking out items is that a patron may have up to 4 items checked out (on loan) for up to 28
days. A fine of $1.00 will be applied to each item (overdue) after this time period. This fine will
grow by $1.00 every 28 days until the overdue item is returned and the fine is paid. Books on
tape will have a loan period of 14 days. Fines of $1.00 will be applied in the same way as to
overdue books after day 14 and will grow every 14 days. Magazines from boxes, not those in the
display rack, may be checked out. All items must be checked out with the librarian on duty
before they can be removed from the library. Any items lost, damaged or destroyed are the
financial responsibility of the patron who checked them out.

Lockers
Lockers will be assigned. Students are expected to keep lockers neat and clean. Locker cleaning
shall be done before 8:15 a.m. and after 3:18 p.m. Periodic, unannounced locker inspections will
be held. Students shall not possess or store in their lockers any item that is expressly prohibited
or violates safety, health, or standard morality. Examples are weapons (including but not limited
to knives, razors, guns, ammunition, black powder, chains, clubs, explosives of various types)
drugs, alcohol, tobacco, pornographic materials, obscene or suggestive material including drug
and alcohol advertisements and incendiary items, or items that may jeopardize the welfare or
safety of other students. No posters, signs, etc. will be permitted on the outside of locker doors
unless permission is granted by the administration or organization advisors. All students who
enter another student’s locker must have prior permission. Students who violate locker privacy
will automatically receive in or out of school suspension, depending upon administrative
discretion. The school assumes no responsibility for articles lost or stolen from the lockers.

Monies and valuables
Monies and valuables left in the school building by any of the employees or pupils are not the
school’s responsibility and are the personal responsibility of the individual concerned.
Nondiscrimination Policy
The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and Governmental, in such an effort.
6. The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.
7. Inquiries concerning the application of Title VI, Title IX or Section 504 may be referred to the Chief Executive Office (CEO)/Superintendent at 410 5th Ave. S, Menno, SD 57045, 1-605-387-5161 or to the US Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367.

Notes
The Menno Elementary School requires notes from parents for any dismissals that are different from the routine. Young students are often confused when there are changes to the schedule. It is helpful for a note to the bus driver and the school so we can assist the student in getting to the correct place upon dismissal.
Examples include - organization meetings, walking to a different location, riding a different bus, riding/walking home with friends, etc.

Parent Assurance
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.

**Party Invitations**
Students will **not** be allowed to distribute party invitations at school unless the invitation is for all of the boys or all of the girls or the whole class. This is a personal activity that should be done outside of school hours. When invitations are distributed at school, it can be a disruption to the educational process because of the hurt feelings it can cause. We appreciate your cooperation in this matter.

**Playground Policy**
It is impossible to predict all things that may possibly happen on the playground. Playground supervisors will use common sense in supervising students. The best interest of the student and school will be considered.

**Report Cards**
Report cards will be issued after completion of each grading period. Parent(s)/Guardian(s) are expected to pick up report cards at parent teacher conferences, those not picked up will be mailed.

**School Closing**
Menno School will use an automatic phone calling system to notify parents, students, and staff of any school closing or late starts. The Menno School District will also use radio station WNAX (570), KYNT (1450) and TV stations KELO, KSFY, and KDLT to notify the public in case of school closing or late starts because of poor weather or other causes.

**Sexual Harassment Policy**
It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy. Sexual harassment can arise between employees, by an employee to a student, student to student and student to an employee. All forms are subject to this policy.

**DEFINITION**
Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct can have the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.
EXAMPLES
Some examples of sexual conduct are:
1. Sexual advances;
2. Touching of a sexual nature;
3. Graffiti of a sexual nature,
4. Displaying or distributing sexually explicit drawings, pictures or written materials;
5. Sexual gestures;
6. Sexual or "dirty" jokes;
7. Pressure for sexual favors;
8. Touching oneself sexually or talking about one's sexual activity in front of others;
9. Spreading rumors about or rating other students as to sexual activity or performance.

Not all physical conduct would be considered sexual in nature.
Some examples of non-sexual conduct are:
1. A high school athletic coach hugging a student who made a goal.
2. A kindergarten teacher's consoling hug for a child with a skinned knee.
3. One student's demonstration of a sports move requiring contact with another student.

RESPONSIBILITY
School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

COMPLAINTS
1. Employees
Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor.
2. Students
A student who believes he or she has been sexually harassed (or a parent or guardian who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, principal, faculty member, administrator, or the school's Title IX coordinator.
3. Investigation
All reported incidents will be thoroughly investigated and subject to disciplinary action. While absolute confidentiality cannot be guaranteed, confidentiality consistent with due process will be strictly maintained. Criminal acts must be reported to law enforcement authorities. An employee
or student may file a written complaint because of dissatisfaction with the handling of a harassment complaint and may utilize any applicable grievance procedure for the purpose.

Legal References: South Dakota Executive Order 81-08; Federal-Title IX (1972 Education Amendments).

**Student Grievance Procedure**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability. The student first must discuss the problem with the staff member involved.

If a student has a grievance, he/she should present it in writing to:

**Level 1:** The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five days time of the date of filing.

**Level 2:** If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance. The principal must hold a conference within five days time of the date of filing.

**Level 3:** If a student is not satisfied with the resolution made at level two, he/she may appeal to the CEO (chief executive officer)/superintendent for an informal conference and discussion of said grievance. The CEO must hold a conference within five days time of the date of filing.

**Level 4:** Complaints that remain unresolved following any action of the CEO may be referred in writing to the School Board for review. The Board’s decision will be final unless an appeal is requested.

**Note:** The Student Grievance form may be obtained from the principal’s office. Another student and/or faculty member may attend the meeting if agreed upon by the two parties. The student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student’s right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

**Telephone Calls**

Phone calls to students during class are discouraged. Students will be called from class to answer phone calls only in the case of an emergency. If it is not deemed an extreme emergency, telephone messages will be taken and posted at the office. A telephone is located in the office and should be used by the students making local calls. Student placed calls will not be permitted during class time, except in emergencies. Arranging a time to play with friends after school is not an emergency!
Title I
Title I is a federally funded program designed to assist the student who is having difficulty succeeding in the regular math and language arts programs. All students are eligible to receive assistance from the Title I teacher as we are a school wide program. The teacher is available to help students in any subject area. He/She is available in some of the study halls and in math, reading and English classes. A copy of the parent involvement policy, compact and handbook are given to parents

Transfer of Records
Menno School District will not release any records or transcripts to any other agency or institution without written permission of the student (if 18 years of age) or parent or guardian. These records will not be released unless all bills owed by the student are paid in full and all school-owned property held by the student returned to the school in proper condition.

Visitor Policy
All salesmen or visitors (including all family members) must stop at the office before going/doing business with or visiting with a staff member or a student. Visitors must be cleared in advance with the Principal. All visitors must follow the school guidelines and policies and teacher instructions while in a classroom. A badge or button issued from the office must be worn by visitors while in the school facilities.

Student visitors shall be allowed to visit if prior arrangements are made with the administration twenty-four (24) hours in advance. Visitations are at the discretion of the administration. When arranging for visitation, please keep in mind the following considerations:

a. Do not plan to visit on special occasion days (Christmas, Halloween, etc.)
b. Do not plan to visit on days of testing.
c. No visitors during the first or last week of school.
d. Student visitors must be a student in another K-12 school district.
e. Visitors MUST bring lunch money if eating at the school lunchroom
f. Pet visits are limited to “Show and Share” time only.