

Baltic Elementary School
Parent/Student Handbook
2017-18

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Dear Parents:

This handbook has been designed to make parents and students aware of policies and procedures that are practiced at Baltic Elementary. It is a guide, and not a rulebook that tries to cover every situation.

Your cooperation in reading the handbook and discussing these policies with your children will be most appreciated. Remember you are your child's first and most important teacher! By working together we can provide all students with a quality education.

We hope that you will visit our school and consult with your child's teacher or other personnel. Usually better understanding makes for better cooperation.

How parents can help their children succeed in school

1. Establish a positive attitude toward the school
2. Avoid criticism
3. Visit with the teacher first if problems arise
4. Volunteer
5. Show an interest in child's work
6. Check their bag daily
7. Provide a safe and loving environment
8. Read 10 minutes daily
9. And remember, Children Learn What They Live

If children live with:

- criticism,
- hostility
- ridicule
- shame
- tolerance
- encouragement
- praise
- fairness
- security
- approval
- acceptance and friendship,

They learn to:

- condemn
- fight
- be shy
- feel guilty
- patience
- confidence
- appreciate
- justice
- faith
- like themselves
- they learn to find love in the world!

Author Dorothy Law Nolte

The only way for our school to be truly effective in educating our students is if we form a partnership with you the parents. Parents should always feel welcome in our school and are encouraged to communicate on a regular basis with their child's teacher or any of the Baltic Elementary School staff. As superintendent/elementary principal, I look forward to working with each and every one of you.

Sincerely,
Bob Sittig

1. District Information:

A. Mission Statement: “*Preparing All Students to be Successful in Life*”

B. Belief/Vision Statements: The following statements epitomize the fundamental beliefs of the Baltic School District and provide a vision for the district.

Students

1. Students will acquire strong fundamental academic and life skills as a foundation for developing communication, problem-solving, decision-making and technology skills.
2. Students will assume responsibility for their own learning through self-discipline, motivation, and independent effort.
3. Students will demonstrate high moral character, good citizenship, and pride in self, school, and community.
4. Students will explore the diverse opportunities that are available to them within and beyond the borders of the Baltic School District.

Parents/Guardians

1. Parents will ensure their child attends school on a regular basis and arrives at school ready in mind and body to learn.
2. Parents will support the academic success of their child by providing a home environment conducive to good study habits.
3. Parents will be actively involved in their child’s education by closely collaborating with their child’s teacher(s).
4. Parents will model good citizenship.

Teachers

1. Teachers will work closely with parents and community members to provide a well-rounded education for all children in the district.
2. Teachers will utilize effective teaching methods and will integrate academics with problem solving skills by using real life and career applications.
3. Teachers will believe in all students’ ability to learn and succeed, recognizing individual differences in interests and learning styles.
4. Teachers will model and teach the qualities of good citizenship and high moral character.
5. Teachers will maintain their professional growth as they continue to evaluate their own effectiveness.

School District and Community

1. The School District and Community will work together to provide a safe and secure, violence and drug free environment conducive to learning.
2. The School District and Community will be encouraged to share each other’s resources.
3. The School District will support the recruitment, professional development, and retention of qualified staff.
4. The School District will strive to provide up-to-date technology for students and staff.
5. The School District will provide a comprehensive academic curriculum and well-rounded co-curricular programs.
6. The School District will expose students to the diverse challenges and opportunities that are available to them within and beyond the borders of the Baltic School District.

2. Baltic Programs/Organizations

A. Board of Education: The Baltic Board of Education meets on the second Monday of each month. The public is welcome. The meetings begin at 7:00 p.m. in the school library.

B. Parent Teacher Organization (PTO): The Baltic PTO is an organization that meets periodically whose mission is to promote improved communication and foster an environment of cooperation between educators and community.

C. Student Assistance Program (SAP): This program assists young people dealing with a myriad of at-risk behaviors. The SAP focus is on educational concerns rather than global social issues. Any student may be referred to the student assistance team. This process is informal; however, it may result in a formal referral to investigate special education opportunities.

D. Volunteers: Volunteers are a vital component to a successful school. If you are interested in reading to students or helping teachers and students in the classroom, please contact a teacher or the principal.

3. General Information

A. Acceptable Use of Computers and Network: Access to the Internet is available to students and teachers of the school district. On-line resources will allow classroom projects such as pen-pal discussions, scientific data collection, and international cultural exchanges. The Internet enables worldwide connection to electronic mail, discussion groups, databases, computer software and informational sources such as libraries and museums. The goal of the district through on-line resources is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community, our nation and the world

With the access of on-line resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. However, it is the district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district.

Internet users, like traditional library users, are responsible for their actions in accessing on-line resources. Before faculty, staff, students or parents have access to Internet, they must complete a mandatory workshop. The intention of the workshop is to educate users on proper Internet conduct.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur.

Internet User Policy

Users of the Internet are responsible for their actions in the use of the Internet. Users have to complete the required training before they have access to it. The District cannot guarantee that you will not encounter inappropriate or offensive material on the Internet. If offensive material would cause you embarrassment or other damage, you should not use the system.

Internet Etiquette

All users of the school district's computers and networks are expected to abide by accepted rules of network etiquette. Breaches can result in harsh criticism by others on the Net and restricted access to some sources on the Internet. These rules of acceptable behavior are as follows:

1. Use of the school district's Internet access is a privilege, not a right.
2. Use of the school district's Internet is voluntary on the part of students, teachers, administration and the community.
3. Be polite and don't become abusive to others.
4. Use appropriate language. Swearing and the use of vulgarities will not be tolerated.
5. Do not reveal your personal address or phone number or that of other students or people.
6. The electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to the e-mail. Illegal activities may be reported to the authorities.

7. Communication and information accessible via the network should be assumed to be private property.
8. Focus on one subject per message and keep paragraphs and messages short and to the point.
9. Do not place unlawful information on any network system.
10. Abbreviate when possible. For an example: FYI (For Your Information).
11. Capitalize words only to highlight an important point or to distinguish a title or a heading. "Asterisks" surrounding a word can be used to make a stronger point.
12. Place your signature at the bottom of the e-mail. Your signature should include your name, position, affiliation, and Internet address.

Inappropriate Use

Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district or any other use that hampers the integrity or security of the school district's computer network or any computer networks connected to the Internet.

Violation Consequences

Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to: copyright materials and threatening, harassing or obscene material. Use of the school district Internet access for commercial "for profit" activities or product advertisements is prohibited. Vandalism and mischief while using the school district's Internet access is prohibited. Forgery of electronic mail messages, changing files belonging to users and downloading of any files into the school district's computers is prohibited.

Violations of the law, through the use of the school districts' Internet access may result in disciplinary action or litigation against the offender by proper authorities.

School disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

1. Preliminary determination. The school administrators with the assistance of the teacher will make the initial determination of a policy violation.
2. Student due process. Violations will be accorded due process as per school district policy.
3. Internet Access. The school administrator, as per school district policy disciplinary procedures, may deny, suspend, or revoke any Internet access as deemed appropriate.

Students who wish to use the computers and computer network of the Baltic School District including use of the Internet must sign, and have their parent/guardian sign, the agreement attached to this handbook and return the signed agreement to the school before they will be allowed access to the school computers and network.

B. Activities: Parents and students are encouraged to attend school activities. Parents are expected to supervise their children. Parents may be contacted to pick up their child if adverse behavior is displayed at school events.

C. Activity Tickets: The cost of an activity ticket is set by the Baltic School Board at its annual meeting in July, and they are available through the elementary office. Tickets are good for home events with proper identification. The tickets cannot be used for district or conference tournaments.

D. Attendance: Education is a state function under the control of the legislature. It is compulsory that all children who are age 6 by the first day of September and who have not exceeded the age of sixteen must regularly attend school until they have reached the age of sixteen unless excused by the School Board because of illness in the family or through Application for Public School Exemption, or unless granted a religious exemption after completing the 8th grade.

It is the duty of school officials to know the whereabouts of students during school hours. Students may be excused for specific purposes only through the principal's office. Regular school attendance is essential to success in school. Much of the learning that takes place in school is through class discussion and peer interaction. While it is true that written work can be completed despite a student's absence from class, class instruction and presentations, discussions, audio-visual presentations, and student-teacher interaction can never be made up for an individual student who has missed them. A student's contribution to and achievement in class is directly related to attendance. As a result, the school strongly encourages regular attendance and will use the following regulations, which apply to all students and pertain to absences of all types, to determine whether a student's academic program will be altered due to absences. (For the purposes of the following criteria, consecutive absences verified in writing by a doctor will count as one.)

1. Absenteeism:

- a. Generally, the only absences excused are:
 - Personal illness.
 - Family emergency (death or serious illness).
 - Funeral.
 - Dental or medical appointments that cannot be made on Saturdays or after school.
 - School sponsored activities.
 - Parent requests for other special family events approved by the administration. Approval must be granted prior to the student's absence.
- b. If a student is expected to be absent, parents should call the school between 7:30 and 9:00 a.m. If no call is received by 9:00am, the school will make an effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made. Please be aware that a written note or phone call does not automatically excuse the student from school. The note or call is merely a request to have a student excused. The school reserves the right to determine whether an absence is excused.
- c. If a student becomes ill while at school, he/she shall report to the principal's office. A parent will be contacted before allowing the student to go home. All students will be asked to list two (2) people other than parents/guardians whom the school may call if contact cannot be made with either parent.
- d. In the case of an excused or unexcused absence, students will complete all missed assignments. Students will be given at least as many days as they were absent plus one additional day to make up work for full credit.
- e. Accumulated absences (Consecutive absences verified in writing by the doctor shall count as one absence.)
 - Five (5) days of absences in a semester will result in written notification of the policy to the parents and a reminder of the importance of good attendance.
 - Nine (9) days of absences in a semester will result in written notification of the policy to the parents and a request to confer with the principal and teacher.
 - Twelve (12) days of absences in a semester or twenty (20) days absences in a school year shall be deemed excessive and may result in non-completion of the grade and retention in the grade for the following school year. The principal will notify the parents of a mandatory meeting between the

parent, teacher, and principal to discuss the student's attendance. The school district truancy officer will be informed; who may in turn file a truancy report with law enforcement officials.

2. Tardiness (Failure to be in assigned classroom by the official start time of school.)
 - a. Refer to the Baltic Elementary School Behavior Plan (pp. 19-20) for the consequences of excessive tardies.

E. Bicycle Safety: Students should park their bikes in the bike racks near the entrance to the commons. We encourage locks for the students' bikes as well as helmets. When arriving or leaving, students must walk their bikes on school grounds.

F. Bullying/Cyber-Bullying Policy: The Baltic School District is committed to the safety and well-being of its students and staff. To that end, bullying or cyber-bullying is strictly prohibited. Included in the School Board Policy book accessible on the school website are policies on bullying and cyber-bullying along with complaint resolution procedures. Students or staff who feel they are the target of bullying or cyber-bullying are encouraged to report the behavior to a school official. See pp. 17-18 for policies on bullying and cyberbullying.

G. Bus Behavior Guidelines: Riding the bus is a privilege. When riding the school bus, children must follow the rules of the bus driver. Basic rules are to stay seated and keep hands, feet, and objects to yourself. If students are not able to follow these rules, they may lose this privilege for a period of time or be suspended for the rest of the year.

H. Character Counts! One tool utilized by the Baltic Elementary School staff to develop character in students is the Character Counts! Program. The pillars of Character Counts! are trustworthiness, respect, responsibility, fairness, caring and citizenship. The elementary staff shall develop a reward program to recognize students who embody the pillars of Character Counts!

I. Communicable Diseases: The Board recognizes the need and right of all children to receive a free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making.

The advisory committee may be composed of the following:

1. a representative from the State Health Department
2. the student's physician
3. the student's parents or guardians
4. the school principal or designee
5. the school nurse
6. the superintendent
7. primary teachers

In making the determination, the advisory committee may consider the following:

1. the behavior, development level, and medical condition of the student
2. the expected type(s) of interaction with others in the school setting
3. the impact on both the infected student and others in that setting
4. the South Dakota Department of Health guidelines and policies
5. the recommendation of the County Health Officer, which may be controlling

The advisory committee may officially request assistance from the State Department of Health.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangement will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the Superintendent/Principal will follow the following procedure.

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not included but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation, and health/hygiene care performed in different sink and work areas, maintenance cleaning, and of personal hygiene measures are part of creating a healthy environment.

J. Complaint Procedure: Constructive criticism is always welcomed by the Baltic School District when it is motivated by a sincere desire to improve the quality of the educational program and to help school personnel in performing their task more effectively. The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, the individual involved shall be advised of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as he/she sees them.

Whenever a complaint of any substance is made to an administrator concerning an employee the individual involved shall be advised of the nature of the complaint and be given the opportunity for explanation, comment, and presentation of the facts as he/she sees them.

The Board recognizes that situations may arise in the operation of the system that are of concern to parents or the public. Such concerns are best dealt with through communication with the appropriate staff members and officers of the system, such as the faculty, principals, superintendent, and the Board.

The following guidelines are suggested as the proper procedure:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from above or problems and questions concerning individuals should be addressed to the principal of the school.
3. Unsettled matters from above or problems and questions concerning the system should be directed to the superintendent.
4. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board should be in writing and should specify items of the complaint and the action desired.

K. Corporal Punishment and Physical Force: In accordance with HB 1142, passed by the 1990 legislation, corporal punishment is NOT allowed in Baltic Public Schools. However, school personnel are authorized to use physical force that is reasonable and necessary for supervisory control of students (reference SDCL below).

SDCL 13-32-2. Superintendents, principals, supervisors, teachers and their aides and assistants, shall have the authority, to use physical force that is reasonable and necessary for the supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school functions away from their school premises and to school bus drivers while students are riding, boarding, or leaving the buses.

SDCL 22-18-5. Reasonable force used by parent, guardian, or teacher in correcting a child. To use or attempt to offer to use force upon, toward the person of another is not unlawful when committed by a parent or the authorized agent of any parent, or by any guardian, teacher or other school official, in the exercise of a lawful authority to restrain or correct his/her child or ward; provided restraint or correction has been rendered necessary by the misconduct of such child or ward, or by his/her refusal to obey the lawful command of such parent child, or authorized agent, guardian, teacher or other school official, and the force used is reasonable in manner and moderate in degree.

L. Damaged/Lost Materials: Any materials or books that become lost or damaged while in students' possession, will be charged replacement cost for the specific item. Report cards will not be distributed until the cost for replacement is received.

M. Discipline: It is the objective of the Baltic Elementary School to recognize, preserve and protect the individual rights of all students, yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, safe and efficient school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged. See pp. 19-20-Baltic Elementary School Behavior Plan.

1. Examples of inappropriate behavior

The following examples of inappropriate behavior are prohibited and may lead to disciplinary action (said list is not all inclusive.):

- a. Possession and/or use of dangerous or nuisance items is prohibited. (See weapons policy)
- b. Possession, distribution, or use of tobacco products, drugs, alcohol, controlled or mind altering substances is prohibited.
- c. Hazing or harassment of students or staff members is prohibited.
- d. Fighting, physical violence, or intimidation of students and staff is prohibited.
- e. Use of profanity or obscene gestures is prohibited.
- f. Insubordination to staff members by refusing to obey or follow their instructions or open defiance or rebelliousness is prohibited.
- g. Taking another person's property (stealing) without permission is prohibited.
- h. Failure to properly identify oneself upon the request of any Baltic school employee is prohibited.
- i. Other incidents of inappropriate behavior not listed above may result in disciplinary action deemed by the administration appropriate to the situation.

2. Consequences of inappropriate behavior

To help students who have demonstrated inappropriate behavior, any or all of the following steps may be taken:

- a. Counseling
- b. Parental conference
- c. Loss of recess privileges
- d. Detention
- e. In school suspension
- f. Out of school suspension
- g. Placement in an alternative educational setting
- h. Expulsion
- i. Saturday School

3. Discipline Guidelines: When a student chooses to display inappropriate behavior, staff members may issue an office referral. The principal will then assign consequence according to the Baltic Elementary School Behavior Plan (pp. 19-20).

N. Discrimination: The Baltic School District #49-1 resolves not to discriminate against anyone because of race, sex, color, national origin, age or disability in admission or access to , or treatment of employment in its educational programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The American Disabilities Act 9 (ADA or section 504 are directed to contact the Superintendent at Box 309, Baltic, SD. 57003 or Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, Colorado, 80294

O. Dress Code: Your individual grooming, the way you dress, and how you behave have a direct bearing on how others react to you. Dress and grooming should be clean and appropriate to the situation. Clothing that displays alcohol, tobacco, drugs, or otherwise obscene phrases or implications will not be permitted. Any clothing that represents threat/hate groups such as gangs or supremacist groups is prohibited. Shoes must be worn at all times. Hats, bandanas, chains and sunglasses may not be worn in school during regular school hours. The administration

reserves the right to determine whether a student's attire and appearance is potentially hazardous, disruptive to the education process, appropriate or acceptable. Parents of children who come to school inappropriately attired will be contacted and requested to provide appropriate attire.

P. Due Process : In compliance with South Dakota Laws minimum due process will be as follows

1. Adequate notice of charges.
2. Reasonable opportunity to prepare for and respond to the charges.
3. An orderly meeting adapted to the nature and circumstances of the situation.
4. A fair and impartial decision.

Q. Entrance Requirements: Children may enter kindergarten if they have reached their fifth birthday on or before September 1. All children enrolling in the Baltic School District must have an up-to-date certificate of immunization and a certified copy of their birth certificate on file with the school office. This requirement is in accordance with South Dakota Codified Law.

R. Exemption from Curriculum Activities: Because of personal beliefs, from time to time there may be materials or activities that parents do not want their child to participate in. If such an occasion should arise, parents should notify the school and request exemption from the activity and an attempt will be made to honor the request, in which case an alternative activity may be assigned.

S. Grading Scale: The following grading scales will be utilized for the indicated classes.

<u>Grades K-1</u>		<u>Grade 2</u>		<u>Grades 3-5</u>	
S+	Excellent	A	95-100%	A	95-100%
S	Average	A-	93-94%	A-	93-94%
S-	Below Average	B+	91-92%	B+	91-92%
N	Needs Improvement	B	88-90%	B	88-90%
U	Unsatisfactory	B-	86-87%	B-	86-87%
		C+	84-85%	C+	84-85%
		C	79-83%	C	79-83%
		C-	77-78%	C-	77-78%
		N	70-76%	D+	75-76%
		U	0-69%	D	72-74%
				D-	70-71%
				F	0-69%

Grades in “special classes” such as physical education and music will be reported using the method for individual classes as indicated above.

T. Homework: The amount of homework will vary with the grade level, the teacher, and the subject involved. In grades K-2 there is typically spelling words and small projects that need parental involvement, but please read to your child every night. In grades 3-5, there will be assignments which students are required to complete at home. For a student to be successful with homework, he or she needs:

- A quiet place to do homework.
- A schedule for completing homework.
- Encouragement, motivation, and prompting. (It is not a good idea to sit with your child and do homework with him. A student needs to practice independently and to apply what he or she has learned in class. If a student consistently cannot complete homework assignments alone, please contact the teacher.)
- Understanding of the knowledge. (Understanding is more important than completion.)
- Reasonable time expectations. (If a student seems to be spending too much time each night on homework, please contact the teacher.)
- A bedtime. (When it is time to go to bed, please stop your child, even if he or she has not finished the homework.)

Teachers may set deadlines for homework completions, with said deadlines and consequences of missing deadlines communicated to the students and parents.

U. Lunch and Breakfast Program: Baltic School District participates in the Free and Reduced Price Meals Program through the National School Lunch Program for families within income guidelines. Applications are available on the district website or by request from the school business office. The information provided on the application is strictly confidential and will be limited only to the certifying official(s). Applications may be submitted at any time during the year, but eligibility may not be applied retroactively.

Baltic Schools have a closed lunch period, which means students may not leave school during the lunch period. Students have the option of participating in the school’s lunch program or bringing their own lunch to school. Information on each of these options is outlined below.

Students who choose to participate in the school lunch and/or breakfast program must deposit money into their individual meal account by bringing money to a school secretary or electronic deposits can be made via the school website, and it is requested the minimum payment be for 20 days. Student meal accounts will be checked weekly, and if a student’s meal account is \$15 or less, parents will be notified via email and text message and a request made to deposit money into their child’s account. If a student’s account becomes \$0 or less, parents will be notified on a daily basis via email and text message and a request made to deposit money into their child’s account. In addition, when a student’s lunch account becomes \$0 or less, they will not be allowed to purchase the regular student meal and

instead they will be allowed to purchase a “low balance meal,” which is one cheese sandwich and a carton of milk. After the 5th low balance meal, the student will be responsible for providing their own meal including beverage. Students on free or reduced lunches will not be allowed seconds unless they have a positive balance in their meal account.

Families will be assigned one meal account per child. It is recommended that parents use Parent Portal on the on-line Campus information system to monitor their children’s meal activity and account. The school will not transfer money from one child’s account to another without permission from the parents.

Students who carryover a negative meal account balance from the previous school year will not be allowed to participate in the breakfast or lunch program until they have deposited money to achieve a positive balance in their meal account. An exception to this will be made for students on free or reduced meals who will receive their free or reduced price meal but not be allowed seconds until they have a positive balance in their meal account.

Students must walk to and from lunch in an orderly fashion and form a single line to receive food. Cutting in the lunch line is prohibited. When students are finished eating, they should clean up after themselves and place eating utensils and garbage in the designated areas. Students may leave the lunchroom, with permission, to use the restroom, and students may not be in the halls or classrooms.

Students may bring their lunch to school if they desire but will be required to eat in the commons. Students who bring their lunch may purchase milk at the going price. Baltic is a “peanut aware” school and as such, students should not bring peanut products to school as part of the lunch they bring from home. Parents are welcome to join their son or daughter for breakfast or lunch and should pay the school secretary prior to eating. Students may not have food delivered to the school, and parents and others may not bring fast food or restaurant food items to school for their children or other children. Pop, candy, gum and other food or beverage items are allowed only with the permission of the teacher, and pop is never allowed during lunchtime in the commons. The Baltic School Board sets meal prices at its annual meeting in July.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director for Civil Rights/Kansas City, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or call (816) 268-0550 or fax (816) 823-1404. USDA is an equal opportunity provider and employer.

V. Medication: Students that need medication during school hours must complete the permission and authorization form. District personnel will dispense medication provided the prescribing physician completes the districts medication permission request form. Dosage changes are to be promptly reported to the school representative and will require a telephone call or written confirmation from the prescribing physician. Medication will not be dispensed without the permission form or the original container. Parents will be called to administer the medication if a problem arises.

W. Money: If it is necessary to send money to school, please enclose it in a sealed envelope with your child’s name indicated on the outside and a description of the purpose for sending the money. We discourage students from bringing large sums of money to school.

X. Parent Teacher Conferences: Parent teacher conferences are held once each semester. The principal will attend any conference at the request of the parent or teacher.

Y. Parent Requested Teacher Conferences: Parents should call the teacher and set up a time that would be convenient for both of you.

Z. Perfect Attendance: A student achieves perfect attendance when he or she misses zero (0) class periods during the entire school year. Students who achieve perfect attendance shall receive a certificate at the end of the school year. Absences for school related activities shall not count against perfect attendance.

AA. Pictures: Pictures are taken early in the year. Students have the opportunity to purchase packets if they desire. Preschool pictures may also be taken at 8:00 a.m. Please watch the school calendar for dates. All students should

take a picture for inclusion in the class composite regardless of whether any pictures are purchased. Portrait pictures are also taken in the spring with the purchase of those being optional.

BB. Recess: Recesses will be scheduled as deemed appropriate by the teachers and administration. In cases of inclement weather, students will stay inside. In cases of snow, sleet or heavy rain, students will be required to wear boots and snowpants, and those without boots and snowpants will be required to remain on hard surfaces. Parents are advised to dress their children appropriately for South Dakota weather. Students will be required to go outside for recess unless the teacher requires them to stay in from recess.

CC. Report Cards: Report cards will be sent out four times a year. Midterms will be sent home with students in grades 1-5.

DD. Retention:

1. Non-Special Education Students: When the classroom teacher feels a student's level of maturity and/or academic preparation is not sufficient for potential success in the next grade, the teacher may recommend that the student be retained in the current grade. The teacher will contact the parents to discuss retention. A meeting including the parent(s), classroom teacher, principal, counselor, and any other relevant persons may be held to discuss the retention. If the student is promoted at parent request contrary to the recommendation of school personnel, parents will be required to sign a statement acknowledging that fact.

2. Special Education: Students in special education will be retained through the IEP process.

EE. School Hours: Baltic Elementary School starts at 8:20 a.m. and ends at 3:15 p.m. Students will not be allowed to enter the building until 7:45 a.m., and there will be no supervision prior to that time. Students are encouraged not to arrive before 8:15 a.m. unless they plan to participate in the breakfast program, which begins serving at 7:45 a.m. When students arrive they will be admitted to the commons where they will wait until released to the classrooms. When students are dismissed early for teacher in-service or inclement weather, the elementary will be dismissed 5 minutes before the secondary school. For example, if an early dismissal is at 2:00 p.m., the elementary will be dismissed at 1:55 p.m.

FF. School Visitation: To insure security in our building, all entrance doors will be locked with the exception of the main doors on the east and west sides of the building. **ALL** visitors and guests are required to check in at the office where you will be given a name tag indicating to school staff that you have checked in at the office. Your cooperation each and every time you visit our school is greatly appreciated.

If you wish to visit your child's classroom, please contact your child's teacher(s) prior to coming for a visit. To avoid a disruption to the educational process, please limit the time spent in the classroom to no more than one hour. The one-hour limitation does not apply to field trips, scheduled class parties, and parent volunteers approved by the administration and classroom teacher(s).

GG. 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 for violation of this policy.

Sexual harassment is defined as 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.

School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment.

Any student or employee who believes that he or she has been a subject of sexual harassment by a district student, employee, or officer should report this incident immediately to his/her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the principal. All reported incidents will be thoroughly investigated and may be subject to disciplinary action. Confidentiality consistent with

due process will be maintained. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

HH. Student Education Records: Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). These records may include, but not limited to, the following: date and place of birth, parent/guardian addresses, contacts in case of emergency; grades, test scores, courses taken, academic specialization's and activities and official letters regarding a student's status in school; special education record; disciplinary record; medical and health records; documentation of attendance, schools attended, awards conferred and degrees earned; personal information such as a student's identifications code, social security number, picture, or other information that would make it easy to identify or locate a student.

Part of the student education record known as Directory Information, may be released without the permission of parents. Directory Information will include the following:

1. The student
2. The names of the student's parents
3. The student's address;
4. The student's birth date
5. The student's grade level
6. The student's extra curricular participation
7. The student's achievement awards or honors
8. The student's weight and height if a member of an athletic team
9. The student's photograph
10. The students prior school attendance

Parents have the right to request all or part of the information concerning their child be removed from directory information, and thus not be released without their consent. If parents wish to restrict the release of directory information they must notify the school in writing within two weeks of receipt of this policy.

FERPA gives parents, custodial and non-custodial, equal access to student records unless the school had evidences of a court order or state law revoking these rights. When students reach the age of 18, or when they become student at post secondary education institutions, they become "eligible student" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

Parents who believe that records to be inaccurate may request, in writing, that changes or corrections be made. If the request is denied, parents have the right to a hearing. If the disagreement with the record continues after the hearing the parent may insert an explanation of the objection in the record.

Parents with disabilities or those who have a primary home language other than English should contact the Baltic School District Civil Rights officer for further information or assistance.

FERPA requires school to annually notify parents of their rights under FERPA. This section shall serve as the annual notification of parental rights as outlined in FERPA.

II. Student Transfers: Students of compulsory school age who transfer into the Baltic Elementary from either an unaccredited program or an accredited program will be tentatively placed within the grade level programs recommended by their transcript or report card. Within three weeks of enrollment, the SAP Team will meet with the parents and, if necessary, a representative from the other programs to determine placement. Parents must provide documentation of academic work in the alternative or regular program and justification for the proposed placement. This documentation should include the curriculum that was used, course work completed and tests completed by the student, and other documentation requested by the SAP Team. The Baltic School District will then determine placement for the student. In cases of dispute, appropriate testing will be done if the SAP Team deems it necessary. The SAP Team will have the final determination in this matter.

JJ. Supplies: A detailed list of supplies will be published in the local newspaper and in stores at the beginning of the year. The students will write a note home to parents when supplies are low and need to be replenished.

KK. Telephone Calls: Teachers and pupils are not to be called from class to answer telephone calls except in cases of emergency. Students may use the office phone for valid reasons if they have teacher approval. Students may bring a dime and use the pay phone with teacher permission.

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

1. Any controlled weapon including a firearm silencer, machine gun, or short shotgun as those terms are defined in SDCL SS22-1-2(17),(23) and(46);
2. Any “dangerous weapon” or “deadly weapon”, including any firearm , knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used, is likely to inflict death or serious bodily harm;
3. Any “destructive device” including any bomb, grenade, explosive missile or similar device or any launching device, or any breakable container, which contains flammable liquid with a flashpoint of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited. For purposes of this policy, this term includes fireworks, rifles used for sporting purposes and other devices which would otherwise be excluded under the definition found in SDCL SS22- 1-2D(13);
4. Any “explosive” including any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat, including fireworks;
5. Any “firearm” including any weapon from which a projectile or projectiles may be discharged by gunpowder. As used in this provision, the word “gunpowder” includes any propellant that upon oxidation emits heat and light and is commonly used in firearm cartridges.
6. Any “stun gun” including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;
7. Any “ballistic knife” including any knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button;
8. Any “knife”, “club”, “numchuk” or similar item which is designed to, intended to, or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury.
9. No laser pens, guns, or any other laser devices will be allowed in school or at any school activity.
10. This policy does not apply to starting guns while in use at athletic events and supervised schools or sessions for training in the use of firearms.

Penalty: Referral to the Board of Education for appropriate disciplinary action up to and including expulsion. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion.

LOOK-ALIKE WEAPONS: No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, in any school vehicle or any vehicle used by or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. “Look - alike weapon” means any item which resembles guns, water rifles or pistols, sling-shots, toy guns, grenades, and other similar items.

1st Offense- The principal shall have the authority to determine the extent of the disciplinary action based upon the student’s age, the actions of the student possessing and using the look-alike weapon, the student’s intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action, which may be imposed, includes, but is not limited to: suspension for up to six days; and referral; to the Board of Education for disciplinary action including long-term suspension and expulsion.

2nd Offense and all subsequent offenses- Referral to the Board of Education for disciplinary action.

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

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

Forms of bullying:

Physical-involves harmful actions against another person's body

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

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

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

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

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

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

Cyber Bullying

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

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

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

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

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

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

Baltic Elementary School Behavior Plan

<i>OFFENSE</i>	<i>1st VIOLATION</i>	<i>2nd VIOLATION</i>	<i>3rd VIOLATION</i>
Attendance	<i>All consequences are a minimum.</i>	<i>Principal has authority to assign additional or lesser consequences depending on the circumstances or age of the child.</i>	<i>Referral form completed at all steps.</i>
<i>Violations per quarter unless otherwise noted.</i>			<i>ISS = In-School Suspension</i>
			<i>OSS = Out-of-School Suspension</i>
			<i>SRO = School Resource Officer</i>
<i>Excessive Unexcused Tardies</i>	<i>3 tardies – loss of one recess, written notice to parents.</i>	<i>6 tardies – loss of 2 recesses. Office contacts parents.</i>	<i>9 tardies – Contract/Meeting with Parent Referral to SRO</i>
<i>Excessive Absences</i>	<i>5 absences/per semester – letter to parents</i>	<i>9 absences/semester – letter to parents</i>	<i>12 absences/semester – Contract/Parent Meeting to discuss retention</i>
Minor Offenses <i>Violations per quarter unless otherwise noted.</i>	<i>All consequences are a minimum.</i>	<i>Principal has authority to assign additional or lesser consequences depending on the circumstances or age of the child.</i>	<i>ISS = In-School Suspension OSS = Out-of-School Suspension SRO = School Resource Officer</i>
<i>“Minor” infractions: cheating, disrespect, disruptive behavior, inappropriate physical contact, talking w/o permission, unacceptable language, unprepared for class, name calling, inappropriate hallway or lunchroom behavior, homework not turned in</i>	<i>Teacher handles the incident as a classroom issue.</i>	<i>Referral form completed at all steps. Teacher handles the incident as a classroom issue. Teacher contacts parents.</i>	<i>If teacher contacted parent after 2nd violation, referral to office as a “major infraction.” Lunch & recess isolation or after school detention. Office contacts parents. 4th minor = loss of noon recess, 5th minor = 30 minute after school detention, 6th minor = 1/2 day ISS and mandatory parent meeting</i>
<i>Cell Phone Violation (cell phones may not be turned on during the school day without permission)</i>	<i>Teacher confiscates phone until end of the school day. (At any step, if the student refuses to turn over phone, ½ day ISS and office contacts parents.)</i>	<i>Teacher confiscates phone and turns phone in to office. Office contacts parents, and phone is held in office until parents pick up phone.</i>	<i>Teacher confiscates phone and turns phone in to office. Office contacts parents and phone is held in office for 5 school days after which parents may pick up phone.</i>
<i>Dress Code</i>	<i>Parents contacted and asked to bring a change of clothes. Student isolated until change of clothes provided.</i>	<i>Parents contacted and asked to bring a change of clothes. Student isolated until change of clothes provided. Loss of recess for one day.</i>	<i>Parents contacted and asked to bring a change of clothes. Student isolated until change of clothes provided. One after school detention.</i>
Bus Offenses	<i>Bus driver re-teaches student.</i>	<i>Loss of two recesses. Office contacts parents.</i>	<i>Loss of bus privileges for 5 days. Office contacts parents.</i>
<i>Violations per quarter unless otherwise noted. Can be minor or major, depending on specific behavior. Will accumulate w/ other non-bus offenses. Multiple bus offenses could result in add'l consequence of loss of bus privileges.</i>	<i>Minor or major depending on specific behavior.</i>	<i>Will accumulate with other non-bus offense.</i>	<i>Multiple bus offenses could result in loss of bus privileges,</i>

<i>OFFENSE</i>	<i>1st VIOLATION</i>	<i>2nd VIOLATION</i>	<i>3rd VIOLATION</i>
Major Offenses	<i>Student disqualified from PBIS Reward Party for that quarter.</i>	<i>Principal has authority to assign additional or lesser consequences depending on the circumstances or age of the child.</i>	<i>Referral form completed at all steps.</i>
<i>Violations per quarter unless otherwise noted.</i>	<i>Student contacts parents.</i>		<i>ISS = In-School Suspension</i>
	<i>Student completes Behavior Contract.</i>		<i>OSS = Out-of-School Suspension</i>
	<i>All consequences are a minimum.</i>		<i>SRO = School Resource Officer</i>
<i>Excessive Minor Infractions</i>	<i>Lunch & recess isolation or after school detention. Office contacts parents.</i>	<i>½ Day ISS. Office contacts parents.</i>	<i>1 Day of OSS. Office contacts parents.</i>
<i>Skipped Detention</i>	<i>2 detentions.</i>	<i>½ day ISS.</i>	<i>1 day OSS.</i>
<i>Skipped Class</i>	<i>Unexcused absence to be made up: 60 minutes or less –detention,</i>	<i>Unexcused absence to be made up: 60 minutes or less –detention,</i>	<i>Unexcused absence to be made up: 60 minutes or less –detention,</i>
	<i>More than 60 minutes-ISS.</i>	<i>More than 60 minutes-ISS. Referral to SRO.</i>	<i>More than 60 minutes-ISS. Referral to states attorney for truancy.</i>
<i>Bullying; Harassment; Forgery;</i>	<i>After school detention. Office contacts parents.</i>	<i>½ Day ISS. Office contacts parents.</i>	<i>1 Day OSS. Office contacts parents. Referral to SRO.</i>
<i>Profanity/Vulgarity/Disrespectful Language or Gestures.</i>	<i>After school detention. Office contacts parents.</i>	<i>½ Day ISS. Office contacts parents.</i>	<i>1 Day OSS. Office contacts parents.</i>
<i>Fighting; Gang Activity; Threatening or Violent Behavior</i>	<i>½ Day ISS. Office contacts parents. Referral to SRO.</i>	<i>1 Day ISS. Office contacts parents. Referral to SRO.</i>	<i>3 Days OSS. Office contacts parents. Referral to SRO. Alternative placement considered.</i>
<i>Gross Teacher Disrespect</i>	<i>½ Day ISS. Office contacts parents. Referral to SRO.</i>	<i>1 Day ISS. Office contacts parents. Referral to SRO.</i>	<i>3 Days OSS. Office contacts parents. Referral to SRO. Alternative placement considered.</i>
<i>Stealing; Vandalism</i>	<i>After school detention. Restitution. Teacher contacts parents.</i>	<i>½ Day ISS. Restitution. Office contacts parents. Referral to SRO.</i>	<i>1 Day OSS. Restitution. Office contacts parents. Referral to SRO.</i>
<i>Alcohol/Substance Use or Possession</i>	<i>5 Days of OSS. Office contacts parents. Referral to SRO.</i>	<i>5 Days of OSS. Office contacts parents. Referral to SRO.</i>	<i>5 Days of OSS. Office contacts parents. Referral to SRO. Substance abuse assessment required at parent expense.</i>
<i>Tobacco use or Possession</i>	<i>3 Days OSS. Office contacts parents. Referral to SRO.</i>	<i>3 Days OSS. Office contacts parents. Referral to SRO.</i>	<i>3 Days OSS. Office contacts parents. Referral to SRO.</i>
<i>Firearms or Weapons Violation</i>	<i>Long term suspension or expulsion; Office contacts parents. Referral to SRO.</i>		
<i>Computer Use Violation</i>	<i>Loss of computer privileges for 1 week.</i>	<i>Loss of computer privileges for 2 weeks.</i>	<i>Loss of computer privileges for the remainder of the semester.</i>
<i>Removed From Class</i>	<i>Sent to office. Office contacts parents. Loss of recess for one day.</i>	<i>Sent to office. Office contacts parents. One after school detention.</i>	<i>Sent to office. Office contacts parents. ½ day ISS.</i>

Receipt of Parent/Student Handbook Form

The Parent/Student Handbook is available on the school website at www.balticschool.org under the Students tab. Hard copies of this handbook will only be distributed to kindergarten students and to any students new to the district. Students who attended Baltic School the previous year will only receive information describing changes in the handbook from the previous year (see other side of this sheet), or they may request a hard copy of the handbook.

As a new student/family to the Baltic School District, I have received a copy of the Student/Parent Handbook and have read the expectations and guidelines for the Baltic Elementary School as outlined in the Parent/Student Handbook. As a continuing student/family to the Baltic School District, I understand the Student/Parent Handbook is available on the school website or I may request a hard copy. Please sign and return this page by September 1st. Thank you.

Student Name

Parent Signature

Date