

"Educating Today's Students for Tomorrow's World"

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**2018-2019
Parent/Student Handbook**

**Oakes Elementary School
804 Main
Oakes, North Dakota 58474**

TABLE OF CONTENTS

Welcome	3	Partners in Your Children’s Education	8
Alcohol, Drugs, Tobacco	3	Personal Appearance.....	8
Animals in School.....	3	Physical Education Class	8
Athletics Participation & Eligibility.....	3	Promotion and Retention	8
Attendance	3	School Bus Discipline.....	9
Attitudes and Citizenship	4	School Day.....	9
Bullying.....	4	School Entrance Requirements.....	9
Counseling and Guidance	4	School Insurance.....	9
Discipline	5	School Meal Program.....	9
Electronic Devices	5	School Wellness.....	10
Emergency Drills	5	Sexual Harassment.....	10
Field Trips	5	Social Events.....	10
Food and Refreshments.....	5	Special Education Services	10
Head Lice	5	Student Records and Publications.....	10
Immunization	6	Student Injuries,,,,.....	11
Legal Names	6	Suspension and Expulsion of Students.....	11
Lockers.....	6	Telephone Calls.....	11
Lost and Found	6	Textbooks.....	11
Makeup Work	6	Title I Complaints.....	11
Medication	7	Weapons.....	12
Non-Discrimination Policy	7	Weather Related Announcements.....	12
Parent Complaints.....	7		
Parent-Teacher Conferences	7		

WELCOME

Welcome to Oakes Elementary School. The purpose of this handbook is to provide students and parents with relative information and to help you understand your responsibilities as a student of our school or a parent of one of our students. It is our hope that you will make the most of the outstanding educational opportunities offered at Oakes Elementary. If you have any questions, please contact us.

Kraig Steinhoff – Superintendent – 742-3234

Anna Sell – Elementary Principal – 742-3234

ALCOHOL/DRUGS/TOBACCO

The use or possession of tobacco, alcohol, or any controlled substance as defined by Board policy is prohibited in district buildings, vehicles, school premises, or at school-sanctioned activities. All students found in violation of this rule may receive a suspension from school. The period of suspension shall begin from the date the School Administration gives notification to the student. A student has the right to a hearing.

In accordance with district policy, when observed behavior indicates that an alcohol or drug problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The school will have the option of requiring that the student attend therapy/counseling at school district expense as a condition for continuing to attend school.

ANIMALS IN SCHOOL

The District has a policy limiting the conditions and times that animals may be present in the school. For specific information, please contact the Elementary Principal.

ATHLETICS-PARTICIPATION & ELIGIBILITY

GOOD STANDING: A student is in **GOOD STANDING** when they have all classwork completed and their behavior throughout the school day meets the expectations set forth in The Oakes Elementary Student Handbook.

Oakes Public School partners with local volunteers and parents to provide extra-curricular activities for our elementary students. Participation is a privilege for all students; However, academic performance and respectful/responsible behavior are our top priorities as a school. All students who participate in extracurricular activities are expected to maintain a level of **Good Standing** in all classes. To remain in **Good Standing**, a student must have all classwork completed and behavior throughout the school day must meet the expectations set forth in our handbook. Each week, on the first day of school, the Elementary Principal will compile a list of students **NOT** in **Good Standing**. Any child included on this list will **NOT** be eligible for competitions or travel to competitions until they have regained the level of **Good Standing**. Students who are on the ineligible list for academic concerns, will be reinstated as soon as they have all work completed. Students who are on the ineligible list because of behavior infractions will be ineligible until the beginning of the following week. Teachers will contact parents if a child has dropped out of **Good Standing** and will continue to communicate until they have attained **Good Standing** and are once again eligible to compete for Oakes Public School.

ATTENDANCE

Attendance in class is necessary for you to get the most possible out of the opportunity to attend school. Without regular attendance, it is impossible for you to do your best work. If you are under 16 years old, state law requires that you attend school unless you are ill or have been excused.

Students are expected to have parents or guardians call the Central Office PRIOR to 9:00 AM notifying them of all absenteeism. If this is not done the parent will be called. All work missed or assigned because of absence must be completed.

In accordance with board policy, approved or excused absences are those that are necessary and/or unavoidable and have received administrative approval. Unapproved or unexcused absences are those that are unnecessary and/or avoidable. The administration requires that medical appointments be accompanied by documentation issued by the medical/dental provider. Compulsory attendance violations may be reported to Social Services or Law Enforcement and investigated in accordance with ND state law.

All student absences must be accompanied by an excuse supplied by parents or it will be considered *unexcused*. In accordance with the *North Dakota Century Code*, students can have no more than 3 consecutive days of *unexcused* absence per semester, 6 half days of *unexcused* absence per semester, or 21 *unexcused* missed class periods per semester. Communicate with the elementary principal with any questions concerning attendance, as attendance issues will be dealt with on a case-by-case basis.

ATTITUDES AND CITIZENSHIP

Our school is anxious to cooperate with parents and other agencies of the community in developing attitudes that are desirable and acceptable to our society. Good conduct should be the result of a child's desire to do what is right and not a result of fear of punishment. Parents have the responsibility of developing in their children, at an early age, respect for the school, teachers, and learning. When children come to school with positive attitudes developed by concerned parents, the job of educating the child has a much greater chance of success.

BULLYING

"Bullying" means:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school; or

b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school.

2. "Conduct" includes the use of technology or other electronic media.

Students found in violation of this policy shall be subject to disciplinary action up to and including expulsion, in accordance with policy and law.

COUNSELING AND GUIDANCE

An important part of school is the counseling program. During the school year, the counselor(s) may interview the students for any number of reasons. The teachers may refer students with educational and personal needs to the counselor. Students who wish to talk with the counselors should feel free to contact them at any time.

DISCIPLINE

Learning can best take place in an orderly, safe environment where students exercise responsibility and promote positive behavior. It is the responsibility of everyone to uphold the rules of our school and if conduct or behavior does not support the well-being and/or learning of others, consequences will be assigned on an individual basis.

ELECTRONIC DEVICES

Students may carry personal electronic devices **at their own risk**. The Oakes School District is not responsible for lost, stolen, or damaged devices. Student possession and use of electronic devices on the school campus, school buses, at school-sponsored activities while under the supervision and control of the school district employees is permitted under the circumstances described herein:

1. Students may use personal electronic devices appropriately before school, after school, and between classes. Teachers must authorize use during class periods.
2. Appropriate use of personal electronic devices is a **MUST**. Any student found in violation of appropriate use is subject to confiscation of the device by any staff member of OPS.
3. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use will be considered a school infraction. Students are subject to discipline policies up to and including suspension for misuse of electronic devices.

EMERGENCY DRILLS

Fire drills, tornado drills, and lock down drills will be conducted throughout the school year as required by the state of North Dakota.

FIELD TRIPS

Periodically throughout the school year, classes may embark on field trips. Although field trips are learning experiences, attendance on field trips is also a privilege. Students may be excluded from attending a field trip if inappropriate behavior during the school year warrants the child earning either an in school or out of school suspension.

FOOD AND REFRESHMENTS

Sunflower seeds are **PROHIBITED** always. We strongly encourage students to drink water throughout the day. Soda and energy drinks are prohibited in the school building except under special circumstances with permission from teachers.

HEAD LICE

Any Oakes Public School student that either requests to be checked for head lice or is suspected of having head lice will be checked by one of our trained staff members or by Dickey County Health nurses. The school upon checking the student will take the following steps:

1. If the student is checked and the student does not have head lice, they will return to class with a normal schedule.
2. If the student is checked and head lice is found then the student's parent or guardian will be called and student will be required to go home for the remainder of the school day. In addition, the parent will need to provide proof to the school district that a hair treatment was administered during this period. The student will be checked upon return to school. If the student is free of head lice, he or she may return to a normal schedule. If head lice are found again, the student will be sent home and may return

the following day, and the procedure will repeat itself until the student is free of head lice.

3. If at any point the school district believes that additional assistance is needed to treat the problem, Dickey County Health will be contacted and may work with the student and parents to remove the problem.

IMMUNIZATION

The 1979 Legislature amended Section 23-07-17.1 NDCC, the School Immunization Law. Under the new law, no child will be admitted to a public or non-public kindergarten, elementary school, junior Elementary, or senior Elementary unless they have a Certificate of Immunization on file. Each child must have a Certificate of Immunization on file at the school or submit one prior to admission. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local health department representative and be presented to the school officials by the parent or guardian of the child.

The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including exempt children, will be excluded from school until the danger of the epidemic is over.

LEGAL NAMES

North Dakota law requires that a pupil's legal surname be used on all records maintained by a school and requires the use of the legal surname in all communications involving the student.

LOCKERS- Grades 4-6

Lockers are the property of the school and are provided for student use. It should be used to house your textbooks and other school materials when they are not in use and any coats, overshoes, or other outdoor garments. Lockers are subject to periodic inspection for cleanliness and may be entered by the Principal at any time. Only school issued locks may be placed on the locker.

LOST AND FOUND

Students who find lost articles are asked to place them in the Lost and Found. Lost articles that are not claimed within a reasonable time will be given to a charitable organization for distribution to needy families or otherwise disposed of.

MAKEUP WORK

All work missed or assigned because of absence for any length of time must be completed. If a student is gone from school for an **excused planned** absence (appointment, vacation, etc...) it is expected that the student will arrange for homework prior to the absence and will have the work completed **WHEN THEY RETURN TO SCHOOL**. If a student is gone from school for an **excused unplanned** absence (illness) students shall have time to make up their missed work. Students who miss work due to **unexcused absence, suspension, or expulsion** are required to make up all missed work immediately upon return to school.

Students who miss school for extracurricular events are responsible to check with teachers in advance and complete any assignments they may miss.

MEDICATION

Medications must be checked into the District Office accompanied by an official parental permission form along with a physician's written order giving specific directions for taking the medication. Only school personnel who have been certified in the proper administration of medication will be allowed to distribute medication to students. For further information or to obtain the annually required forms for medication administration, please contact the District Office.

NON-DISCRIMINATION POLICY

The Oakes Public School District #41, County of Dickey, State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 which commit all schools to the elimination of discrimination on the basis of race, national origin, sex, religion, or disability. It is the expressed intent of the Oakes Public School District that educational activities, employment programs and services are provided free from limitations of race, national origin, sex, religion, or disability.

This concept of equal opportunity will serve as a guide to the School Board, the Administration, and staff in making decisions related to the employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees. A copy of the Board Policy is available for review upon request in each building's Administrative office. Any student or employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity on the basis of race, national origin, sex, religion, disability, or age, may file a written complaint with the compliance administrator or follow other options as listed in the grievance procedure.

The compliance administrator for Board Policy dealing with these policies is Kraig Steinhoff, Superintendent; Oakes Public Schools; Oakes, North Dakota 58474; Telephone: (701) 742-3234.

PARENT COMPLAINTS

The Board recognizes that complaints from concerned parents are inevitable. In order to provide an effective procedure for responding to complaints in a manner, which is in the best interests of promoting better educational opportunities for children, the following policy was adopted:

Complaints about teachers and elementary staff members shall be directed to the elementary principal. Complaints about all other personnel shall be directed to the Superintendent. The Principal or Superintendent shall: 1) Investigate the complaint. 2) Promptly notify the employee if the complaint is to be placed in the employee's personnel file. 3) Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate. 4) Provide a response to the complaint within fifteen (15) days of receipt of the complaint. If either party is not satisfied with the handling of the complaint by the building principal, the matter can be appealed to the Superintendent for final resolution. Complaints about the Superintendent shall be directed to the Board President, who shall follow the same procedure. This procedure is intended to minimize the risk of a possible action of libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law. To register a complaint, contact the appropriate person from the following list:

****Sonia Meehl**, Oakes Public School Board President-753-7431

****Kraig Steinhoff**, Oakes Public School Superintendent-742-3234

****Anna Sell**, Oakes Elementary School Principal-742-3234

PARENT TEACHER CONFERENCES

Parent-teacher-student conferences will continue to be the heart of our reporting system. Conferences will be scheduled throughout the year.

PARTNERS IN YOUR CHILDREN'S EDUCATION

Both parents and teachers want the same for our children: the best possible education. When we work together, it is easier for both to achieve this goal. Here are some ways you can help the school do a better job:

- See that your child attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Be aware of what your child is learning in school.
- Let us know if your child has any problems outside of school that might affect his/her schoolwork.
- Attend parent conferences
- Volunteer. Parent volunteers enable schools to provide many of the extra touches that can make the difference between a good education and a great one.
- If you have concerns or questions about any aspect of our school program, share them with us. Your child's teacher or the principal can often give you the information you want.
- If someone on our school staff has been particularly helpful to your child, let that person know. We all like to hear good news now and then.

PERSONAL APPEARANCE

Personal grooming reflects an individual's tastes; however, good practices should be encouraged while the student is at school or participating at any school sponsored event. Messages and pictures on clothes are not permitted if they are vulgar, or a put-down to any race, religion, or national group, or that display or represent alcohol or drugs in any way. Clothing must cover all articles of underwear. The principal will make the final decision on acceptable appearance. Students violating this policy will be given alternative clothing or sent home to change.

PHYSICAL EDUCATION CLASS- Grades K-6

For physical education classes in grades 4-6, students must have some type of gym shorts, t-shirt, towel, and gym shoes. Students in grades 4-6 are encouraged to shower after gym class. In grades K-3, the students may wear what they wore for school plus gym shoes. The gym shoes need to be made of non-marking soles.

PROMOTION AND RETENTION- Grades K-6

Promotion is the advancement to the next grade level in normal sequence. If a child is demonstrating progress equal to age, grade, and time spent in that grade, he/she will be promoted to the next grade. Retention is holding a child at the current grade level. Reasons for retention include the following:

- **Attendance:** If a child has more than 3 unexcused absences per semester he/she may be considered for retention.
- **Academic Achievement:** If a child is tested for functional ability and found having the ability, yet is still unable to function at a normal rate, the child may be considered for retention.
- **Social Adjustment:** If a child is socially or emotionally immature he/she may be considered for retention.

The elementary staff will work with the students to best prepare them for the demands of the next grade level. When students experience non-success, a variety of interventions will be attempted to accommodate individual learning styles and needs. Retention will be viewed as a final alternative after all other options have been exhausted. The school will strive to work with parents when making any decisions regarding retention; however, if no consensus can be met between parents and the school, the school will have the final say in this regard.

SCHOOL BUS DISCIPLINE

North Dakota law provides that bus drivers shall have authority over students while they're being transported in school buses. Students are expected to maintain the proper code of conduct as expected by students

at Oakes Public School. School administration maintains disciplinary authority over issues of behavior that arise during transportation on school buses. All Oakes Public School buses have video cameras in use.

SCHOOL DAY

The school day at Oakes Elementary School is from 8:25-3:30. Parents are urged not to have their children arrive at school prior to 8:05 except if they are eating breakfast here. The doors to the elementary building are opened at 7:40 am for those students eating breakfast. If your child is not eating breakfast, they should not arrive to school before 8:05 am as there is no supervision outside the lunchroom prior to this time. Classes begin at 8:25 and students arriving after this time will be considered tardy. The elementary school doors will unlock at 3:30 each day for parents to pick up their children. Please help us to ensure that our learning day is protected until dismissal time and do not enter the building prior to 3:30.

SCHOOL ENTRANCE REQUIREMENTS

A parent/guardian may apply for admission of his/her child to the Oakes Public Schools if the child meets age requirements established by Section 15.1-06-01 of state law.

A school district may not enroll in grade one a child who is not six years old before August first, unless the child will be six years old before December first and the child, by means of developmental and readiness screening instruments approved by the Superintendent of public instruction and administered by the school district, can demonstrate academic, social, and emotional readiness; or the child has completed an approved kindergarten program.

A school district may not enroll in kindergarten a child who is not five years old before August first unless the child will be five years old before December first and the child, by means of developmental and readiness screening instruments approved by the Superintendent of public instruction and administered by the school district, can demonstrate superior academic talents or abilities and social and emotional readiness.

SCHOOL INSURANCE

The Oakes School District does not provide any health or dental insurance coverage or benefit payments for students. Therefore, costs incurred because of the need for medical, dental, hospital, or ambulance services for injuries sustained by students while on school property or at school functions are the responsibility of the parent or guardian.

SCHOOL MEAL PROGRAM

The Oakes Public School provides a breakfast and hot lunch program for all students K-12. The meal program is housed in the elementary building. Breakfast will be available from 7:45 AM to 8:15 AM in the Elementary MPR. All students using the program may have a meal program account opened for their use. Any amount of money may be placed in the individual account. Each time the student eats a meal the price of the meal is subtracted from their account.

Lunch Prices

Grades K-6	\$2.40 per meal
Grades 7-12	\$2.50 per meal
Adults	\$3.15 per meal

Breakfast Prices

Grades K-12	\$1.70 per meal
Adults	\$2.10 per meal

The district also has a policy allowing for free or reduced meals. For information on this program, contact Shawn Carlson at 742-3234.

SCHOOL WELLNESS

Oakes Public Schools promotes physical activity during the school day. The school encourages snacks that make a positive contribution to children's diets and health. Parents should keep this in mind when sending snacks/treats to school.

SEXUAL HARASSMENT

A learning and working environment that is free from sexual harassment will be maintained in the Oakes Public Schools. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or another student through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or education environment.

If at any time a student or employee feels he or she is being sexually harassed, he or she should report the harassment to a member of the Administration.

SOCIAL EVENTS

Staff members shall share the responsibility for proper supervision at all parties equally with the chaperones assigned.

1. The building principal must approve all social events.
2. Two pair of chaperones is required for all school parties in addition to two school staff members.
3. No one will be allowed to re-enter a party after the building doors have been locked.

SPECIAL EDUCATION SERVICES- Grades K-6

Several special education services are available to children who qualify. To determine if a student qualifies for special education services, certain procedures for the identification, evaluation and placement are followed. Whenever a child is referred, the following processes are followed: (a) parental approval is obtained prior to assessment, placement, reevaluation or any major changes in a child's service plan, (b) parental involvement is sought whenever placement or services are considered, and (c) parents receive a copy of all procedural safeguards available to them.

STUDENT RECORDS AND PUBLICATIONS

According to the Family Education Rights and Privacy Act of 1974, no student records or transcripts will be sent, except directory information, without the parent's signature (student's signature required if student is 18 years of age). Any parent/guardian not wanting their student's directory information used in conjunction with the school is to notify the district office in writing of your desire to have this information withheld. Student directory information may include; School Yearbook, District Newsletter, Website, School Facebook, Mobile App, School Programs, Activities Programs, etc.

STUDENT INJURIES

All accidents or injuries connected with any school activity will be considered as serious and handled accordingly. Special care will be given to any injured student to prevent further trauma or injury. When a student is injured, it is their responsibility to report such to the teacher, aide, coach, or principal. All injuries will be

reported to the principal's office, who will immediately determine any further emergency needs and notify the parents as soon as reasonably possible. Medical treatment is the responsibility of the parent or legal guardian and will not be assumed by the Oakes School District. The Oakes School District assumes no liability for medical bills incurred by any student. In case of an accident on the school premises, we are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents can't be located, the student will be taken to the nearest medical facility. Students may be required to provide a doctor's authorization to return to school and full activity after injury.

SUSPENSION AND EXPULSION OF STUDENTS

A student may be suspended or expelled for conduct requiring disciplinary action. The authority to suspend a student rests with the principal or other administrative personnel. The authority to expel a student rests with the school board. "Suspension" may be either in-school, when a student is kept in school but not allowed to attend classes, or out-of-school, when a pupil is dismissed from school classes, buildings, and grounds. "Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds for a period in excess of ten days but not beyond the end of the current school term.

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

All students will be granted due process in relation to suspension or expulsion.

TELEPHONE CALLS

Students and teachers will not be called to answer the telephone during school hours except in case of an emergency. The use of the telephone during school hours will be restricted. Students must obtain permission to use the phone.

TEXTBOOKS

Books are provided for students at no charge. Textbooks are signed out to the students for the year. The condition of the book is recorded at the beginning of the year and evaluated again at the end of the year. It is expected that textbooks will be well used during the year and that they will show some wear. However, it has been our experience that some books returned are misused. Students will be assessed new book price for misused or lost books.

TITLE I COMPLAINTS

Any individual who believes that the Oakes School District #41 has violated the regulations or law governing the Title I program should submit a detailed statement of facts supporting the allegation to the Superintendent. The Superintendent shall investigate the complaint and provide the individual with the written response within 30 days.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward the complaint to the Title I Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505-0440. The Director will investigate the charges and issue a report providing suggestions for resolution within 60 days of receipt of the complaint.

If the complaint is still not resolved to the satisfaction of the complainant, the complaint may be forward to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue NW, Washington, DC 20208.

WEAPONS

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. Violation of this policy may precipitate proceedings for disciplinary actions up to and including the suspension and/or expulsion of the student involved, initiated immediately by the principal.

WEATHER RELATED ANNOUNCEMENTS

In North Dakota, the weather often causes difficulties in our scheduled program. The following procedures will be used to cover such situations:

- A. All storm announcements relating to the Oakes Public Schools will be called in to KDDR (1220), KQLX (890), KXJB (4 Fargo), KVLV-TV (11 Fargo), and WDAY-TV (6 Fargo). In addition, announcements will be made using the school website's home page and Facebook page. A message will also be sent using the mobile app and the power announcement as soon as a decision is made.
- B. If a storm develops during the night:
 1. Announcements will be made normally not later than 7:30 A.M. on the radio and TV stations mentioned above.
 2. If road conditions become poor, it may be necessary to run buses late. Announcements concerning this will be made as it becomes necessary.
 3. If buses cannot run at all, school will not be started.
- C. If a storm develops during the day:
 1. We will make every effort to remain completely informed using information from the weather bureau, personal observation and telephone contact with people living in the rural areas of the district.
 2. Every bit of information available will be considered at the time a decision is made.
 3. It is very important that children have recorded with the office their in-town storm home. Conditions could be such that we will need to resort to them. Generally we will make every effort to take them home.
 4. It generally requires 45 to 60 minutes from the time we make the announcement to dismiss school for the drivers to get to the school.
 5. As soon as the announcement to dismiss school is made, parents who wish to pick up their children are encouraged to do so before the buses congest the streets around the school. It should also be noted that parents have every right to pick up their children at school or not send them to school any time they feel that the weather is a threat to their safety.
 6. Children living in town will be dismissed to walk home only at the discretion of the building principal. Questionable cases will be handled with a telephone call between parents and the building principal.
 7. When school is dismissed for storm reasons, all extra-curricular activities scheduled after school will also be canceled.
 8. The radio announcement will include the bus schedule for that day. Parents, please be watching for your children as they are dropped off at home.
 9. With the two-way bus radios, we are capable of remaining in continuous radio contact with each bus and should be able to provide assistance to a bus either in the form of a wrecker or another bus without forcing the bus driver to leave the bus or the children assigned to his or her care.