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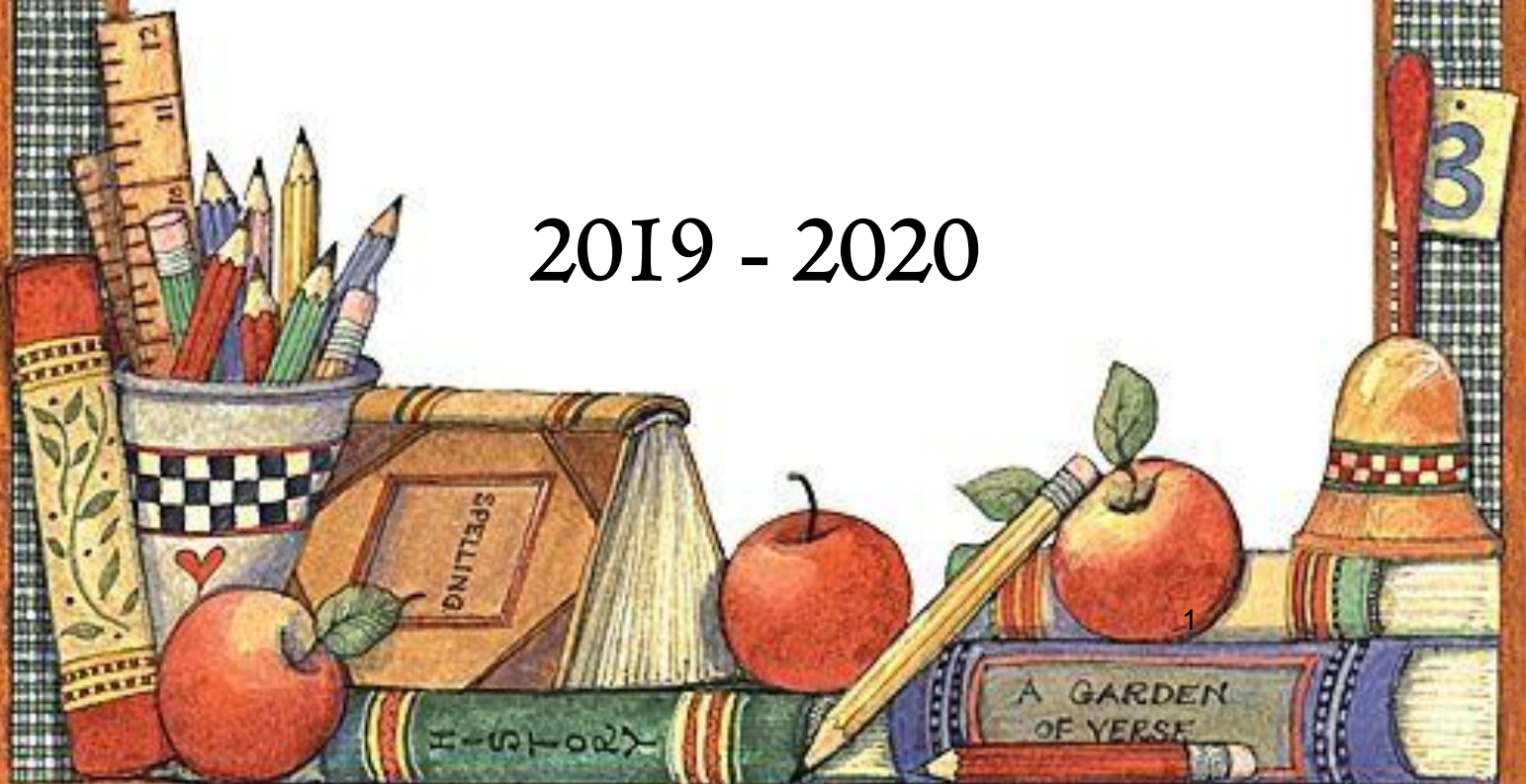


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ALCESTER –  
HUDSON  
ELEMENTARY  
SCHOOL  
HANDBOOK

2019 - 2020



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**SIGNED AGREEMENT BY BOTH PARENT AND  
STUDENT SHOWING THE HANDBOOK HAS BEEN  
READ – RETURN TO CLASSROOM TEACHER**



## **WELCOME**

Welcome to Alcester-Hudson Elementary School. This handbook has been designed to answer some of the questions you may have about our school and its policies. We encourage each student and parent to become familiar with the information in the handbook. If you have any questions, feel free to call. We want to work closely with you to provide the best education possible for your child. The safety of your child is our number one priority.

## **ALCESTER-HUDSON SCHOOL DISTRICT**

**Our Vision:** A school of achievement, confidence, and inspiration.

**Our Mission:** *Inspire every student, every day, with every opportunity.*

### **Philosophy of Alcester-Hudson Community Schools**

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*We believe...*

- Students have a natural desire to learn and need the opportunity to acquire academic, technical and life skills.
- Students must learn to be responsible and to accept the consequences of their decisions.
- Students learn best in a positive, supportive and innovative atmosphere.
- Students should develop pride and respect for school, community, themselves, and others.
- Students will be challenged to develop and achieve their potential and dreams.

#### **FERPA contact information:**

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202-8520

#### **Entrance Age**

The State Law provided that “no child shall be admitted to school for the year immediately preceding the first grade unless she/he is five years of age on or before the first of September of the current school year.”

### **Birth Certificates**

South Dakota State Law 13-27-3.1 through 13-27-3.3 requires the parent or guardian to present a **certified** copy of a child's birth certificate upon the child's initial enrollment in a South Dakota School. If a certified copy is not obtainable, the parent may submit an affidavit in lieu of the birth certificate as issued by the Department of Health. A copy of the certificate will be kept on file. **If a birth certificate is not on file at the beginning of the first day of school, the student may be provisionally admitted for a maximum of ten (10) days. If those ten (10) days pass with no certificate presented to the school office, the student may not be able to continue attending school.**

### **SCHOOL ATTENDANCE**

To ensure that both parents and the school are informed concerning a student's absence or tardiness from school, parents are encouraged to call the Alcester-Hudson Elementary School (934-2171) by 8:15 A.M. when they know their child will be absent or late. In return, the school agrees to call the parent as soon as possible after 8:30 A.M. whenever the child does not arrive in school and the parent did not notify the school.

A student will pick up an **admit/tardy slip** upon coming to school after 8:15 or if a child leaves during the school day and then returns.

A student's contribution and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of his/her education when he/she is absent from school.

While it is true that written work can be completed for make-up, class instruction or presentations, discussions, technology, activities, and student-teacher interaction can never be made up.

Furthermore, South Dakota statutes require the local Board of Education to enforce definite standards of attendance with few valid excuses for absence. With the foregoing in mind, together with the provisions of the state law, specifically SDCL 13-27-1, the official attendance policy of the Alcester-Hudson Elementary Schools shall be as outlined below.

### **Full Day of School**

An entire day of school at Alcester-Hudson Elementary School is 7 hours or 420 minutes per day.

### **Excused Absences**

An excused absence indicates a legal absence from school with written parental permission or school permission. All excused absences are cleared through the Principal's office.

1. An illness will count one day absent for each day gone but a doctor's note will be required after three (3) consecutive days absent.

2. Doctor or dental appointments will need to be verified with a note from that office.
3. An elementary pupil shall be eligible to be counted for school attendance up to five (5) days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value.

### **Unexcused Absences**

An unexcused absence indicates a student is absent from school with or without the consent of the parent or for a reason that is not acceptable to the school.

## **ATTENDANCE POLICY**

### **Absences**

South Dakota law requires regular school attendance of all students until the age of 18. Regular attendance is necessary for students to be successful in learning. Alcester-Hudson School District will adhere to all state laws pertaining to attendance. **Codified Law 13-27-6.1** states: *An elementary and secondary student is eligible to be counted for school attendance up to six days in a school term if an excuse from actual school attendance is requested by a parent or guardian.* For the purpose of this policy, the principal is granted the authority to make the determination regarding the granting of the excuse.

A letter of attendance will be sent to parents after 3 – 6 absences. Failure to comply with mandatory attendance laws will result in notification of the courts. Therefore, after 10 absences, and every 5 absences thereafter, attendance records will be sent to the state's attorney.

### **Tardies**

If a child arrives at school by 9:00 AM, he/she will be considered **tardy**. If a student arrives AFTER 9:00 AM, he/she will be considered absent. The school will not categorize tardies as excused or unexcused. When the total time missed from tardies reaches 7 hours, those tardies will be listed as a full day of an unexcused absence.

Due to state law SDCL 13-27-1, when a student reaches 20 days absent from school or 8,400 total minutes, the superintendent will submit a petition to the Court for resolution or seek an alternate remedy. It is also important to note that the discretion of the superintendent will be used in a case-to-case basis. There will also be notes sent home as a communication tool as a student approaches 20 days absent for the benefit of the family.

### **Students Leaving During the Day**

Parents requesting a child to leave the school grounds during the school day **MUST NOTIFY THE OFFICE.**

Parents picking up children any time during the day prior to normal dismissal time are required **to inform the office in advance and to report to the office.** The teacher must be notified before she/he can allow the child to leave the classroom. **CHILDREN ARE NOT TO BE PICKED UP FROM THE PLAYGROUND AREA OR FROM THE CLASSROOM.**

## **VISITATIONS**

In order to avoid interrupting the order and management of the school and to keep parents informed on a student's legal affairs, it shall be the policy of the Alcester-Hudson School System to not allow insurance agents, investigators, or salesmen to talk with students during school time unless a parent or guardian is present or has given written permission.

Parents of students are welcomed and encouraged to visit school. Parents and all visitors are required to stop at the principal's office to pick up a visitor's pass prior to entering the classroom area.

## **BEHAVIOR AND DISCIPLINE PLAN**

### **Behavioral Expectations**

#### 1. To Show Respect to all People

A student will:

- Listen to and follow directions of all staff members;
- Conduct herself/himself with respect for self and others through his/her actions, his/her language, and his/her dress;
- Demonstrate behavior that will reflect favorably on the individual and the school; and,
- Show consideration for others and create a harmonious learning atmosphere.

#### 2. To Maintain a Learning Atmosphere

A student will:

- Remain quiet when walking in the hallways in order to maintain a learning atmosphere;
- Keep his/her hands and feet to himself/herself;
- Walk to lunch, enter in an appropriate manner, pick up his/her lunch, and proceed to his/her table;
- Keep talking in the lunchroom at a conversational level; and,
- Use the bathroom facilities in an appropriate manner.

### **STOP and THINK POLICY**

A student who is not following school expectations in areas outside of the classroom (bathroom, hallway, recess) will receive a Stop and Think Slip. The student will spend the afternoon recess with the Stop and Think duty teacher discussing behavior/choices and how better choices may be made.

If a student receives three (3) Stop and Think slips within a quarter, the student will meet with the principal and the parent will be contacted.

Each Stop and Think slip will be given to the classroom teacher, principal and the student's parent or guardian.



**Inappropriate Behaviors (K-6):** See Administrative Progressive Discipline Consequences Chart

- Use of profanity or foul language
- Cheating/Plagiarism – **Student will receive a zero for any assignment where there was cheating or plagiarism.**
- Bullying/Teasing
- Defiance toward school staff
- Inappropriate material in school
- Use of school phone without permission
- Use of bathroom facilities in an inappropriate manner
- Use of cell phones during school hours
- Second violation of dress code
- Removal from class for behavior

**Definition of Consequences**

Detention is time spent after school. Detention time is assigned as disciplinary action for improper behavior displayed by a student.

In-School Suspension (ISS) is the temporary isolation of a student from classes for the day while under proper supervision.

Out-of- School Suspension (OSS) is that period of time not to exceed ten (10) school days that a student is sent home from school for any breach of discipline as covered in this handbook. A suspended student shall be given the opportunity to make up work. Suspended days are to be counted as “exempt absences”. Elementary students who violate the weapons policy will be suspended and district policy will be followed.

**Administrative Progressive Discipline Consequences**

<b>Number of Offences</b>	<b>Grades K-3/ Discipline Action/Office Referral</b>
Step---1	* Loss of one recess; parent(s) may be called
Step---2	* Loss of two recesses; parents will be called
Step---3	* Loss of three recesses; parents will be called
Step---4	* Half hour of after-school detention; parents will be called
Step---5	* One day of in-school suspension; parents will be called
Step---6	* Two days of in-school suspension; parents will be called
Step---7	* Out-of-school suspension/Time out of school will be at the discretion of the superintendent; parents will be called

<b>Number of Offences</b>	<b>Grades 4-6/ Discipline Action/Office Referral</b>
Step---1	* Loss of one recess; parents will be called
Step---2	* After-school detention; parents will be called
Step---3	* One day of in-school suspension; parents will be called
Step---4	*Two days of in-school suspension; parents will be called
Step---5	* Three days of in-school suspension; parents will be called
Step---6	* Out-of-school suspension/Time out of school will be at the discretion of the superintendent; parents will be called

## **Severe Behavior**

The following actions will result in immediate enforcement of step 4 for grades K- 3 and for step 2 for grades 4 - 6 as stated above –

- Physical fight
- Intentional destruction of property
- Use of tobacco or alcohol
- Sexual harassment
- Profanity
- Stealing
- Cheating – **Student will receive a zero for any assignment where there was cheating or plagiarism.**

The Progressive Discipline Policy will be used in conjunction with existing policy in an effort to make consequences firm, fair and consistent for all students. Because it is impossible to list every misbehavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in the policy.

## **Playground Rules**

Students are expected to follow playground rules posted in the building.

Failure to comply with any of the recess rules will result in discipline at the discretion of staff member(s) on duty during respective recess.

## **Recess Expectations**

### **Outside Recess**

1. No climbing on top of the equipment
2. No ball tag on the equipment
3. No jumping off the swings
4. Feet first down the slides
5. Line up quickly in a straight line as soon as the whistle blows
6. No swearing
7. No throwing rocks and snow (no rocks/snow on slides)
8. Obey the teachers on duty
9. No standing on the roof of the house
10. No climbing on the fence by the ball field
11. Must stay even with the building and basketball court
  - NO BASEBALL FIELD
12. No climbing on the soccer goals
13. Stay on the inside of the trees (no hiding in the trees)
14. Non-school employees are not allowed to take students off of the playground (they must go to the office and get a note from office personnel)
15. Classroom teachers must be ready to pick up their classes after recess and walk them back to their classrooms
16. Once you are outside you must stay outside unless you ask a teacher to leave

## **Inside recess**

1. Follow all outdoor recess rules
2. No pulling on shirts/body ligaments
3. Nerf balls only for morning recess
4. NO climbing on the bleachers and stairs
5. Once you are in the gym you must stay in the gym unless you ask a teacher to leave.

## **Winter**

**Students will be inside if temperature including wind-chill is 0 (KELO feels like temp) degrees or less.**

**If the appropriate outdoor winter apparel is NOT worn, students will be made to stay on the cleared cement areas.**

Students will **NOT** be allowed to play on the ice.

## **Dangerous Weapons in the School**

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Knives, arrows, or toy weapons will not be allowed on school premises.

**Legal Ref.: SDCL 13-32-4.2; 13-32-7; 22-1-2**

## **Student's Dress and Appearance**

The following will be our student dress and appearance policy:

- Weather-appropriate foot apparel will be worn.
- Students will not be allowed to wear any articles of clothing which convey any message of harassment, of drugs or alcohol, are suggestive, display racial slurs, or gang related.
- No hats, caps, or hoods are to be worn during the school day except during special "hat days". (If you wear one to school, leave it in your locker.)
- Any clothing that is excessively revealing or suggestive are not to be worn by either males or females
- Student's manner of dress should not be disruptive to the classroom.
- No clothing (torn or not) that exposes a student's underwear will not be allowed. Good taste and self-respect should be exemplified in the appearance of all Alcester-Hudson Elementary students.

## **Library Rules**

- Three fiction or non-fiction books may be checked out by a student for a two-week period and may be renewed once.
- No more than three books may be checked out during a two-week period. This rule may be waived by the librarian for special research projects or reports.
- Encyclopedias, certain other reference books and reserve books may be checked out on a limited basis by making arrangements with the librarian. Under no circumstances are these books to be removed from the library without the librarian's permission.
- Books which have been checked out must be returned to the Book Deposit or to the librarian.
- Lost or overdue books or magazines will result in the loss of checkout privileges until the materials are either returned or paid for.
- Fines for damaged or lost books and library materials will be assessed by the librarian and must be paid before library privileges are reinstated. Library personnel will attempt to contact parents personally to inform them of the lost or damaged materials and the resulting fine assessed.

## **E-Readers**

The E-readers are being provided for use in the classroom at the Alcester-Hudson Elementary. Teachers can decide how these are used in the classroom. Children need to be reading on the nooks not playing games. E-readers are the same as any computer and during school time should be used for only educational purposes. Teachers also need to be responsible for keeping the nooks charged and be aware of any abuse by students. If a student mistreats the device, the student will be banned from the use of the E-reader. Personal E-readers may be used in the classroom.

## **Physical Education**

Grades K-3: These students will not need to change clothes as they will not shower after their P.E. classes. Their classes will consist mainly of motor skills and coordination activities that develop hand and eye coordination as well as large and small muscular control.

Grades 4-6: A shower after physical education class is strongly encouraged for students in grades 4-6. Each student will need tennis shoes, socks, towel, shorts and a shirt to be worn during class. Parents, please encourage your child to shower after P.E. class. Check with her/him on a regular basis to see that this is being done.

**The only way a student is excused from participating in physical education is with a note. A Parent's Note is good for one week of no participation and a doctor's note is REQUIRED if no participation will be longer than one week.**

### **Parties/Invitations**

When planning an out-of-school social event to which classmates are invited, you are asked to be aware of the feelings of others. If you are not inviting the entire class or all the boys or all the girls, invitations (either written or verbal) will **NOT** be distributed at school.

### **Balloons, Flowers, Candy, etc:**

The Alcester-Hudson Elementary will not deliver the above items to the classroom. They will be held at the office until the end of the day.

### **Pets**

If a pet is allowed to run loose on the playground, law enforcement personnel will be contacted to remove the pet. You are responsible to contact the teacher and the principal's office prior to the visit and to receive permission to bring a pet for the other students to enjoy. You are also responsible to contact the principal's office prior to taking the pet into the classroom area.

### **Toys, Electronics and/or Cell Phones**

Toys, electronic and cell phones items are **strongly discouraged**. They will not be allowed on the playground and the school will not be responsible for lost or stolen items. If a student brings an electronic device (cell phone), he/she must keep the device in his/her backpack during the course of the school day.

- No Heelys are allowed in school. If worn to school, the rollers must be removed before entering the building.
- No trading cards - Pokeman-Yugio, etc. cards in school

### **Extra – Curricular Activities**

A student misbehaving or in other ways making a nuisance of himself/herself at extra-curricular activities (such as playing on the ball court during intermissions, constantly running in and out to the lobby and restrooms, tearing around and wrestling or fighting, throwing pop bottles, paper airplanes, candy or other objects) will be disciplined by the supervisor. If misbehavior occurs, a student will be required to sit with his/her parents during the remainder of the activity. If parents are not present at the activity, they will be called to come and pick up the child(ren). If misbehavior continues, the persons involved will be notified not to attend future activities.

## **GRADING, REPORTING and HOMEWORK**

### **Grading Scale for Kindergarten**

Grading is done by task.  
No percentage is figured.

Always  
Sometimes  
Not Yet

### **Grading Scale for Grades 1 - 6**

99 – 100%	<b>A+</b>	78 – 82%	<b>C</b>
94 – 98%	<b>A</b>	76 – 77%	<b>C-</b>
92 – 93%	<b>A-</b>	74 – 75%	<b>D+</b>
90 – 91%	<b>B+</b>	70 – 73%	<b>D</b>
86 – 89%	<b>B</b>	68 – 69%	<b>D-</b>
84 – 85%	<b>B-</b>	67%/below	<b>F</b>
82 – 83%	<b>C+</b>		

### **Grading Weights:**

Math/Science/Social Studies/Spelling/Grammar	60%	Daily			
	40%	Test			
Reading (1 – 2)	50%	Daily	Reading (3 – 6)	50%	Daily
	50%	Tests		40%	Tests
				10%	AR

Art, vocal music, instrumental music, physical education and computer are graded:

**S** = Satisfactory                      **U** = Unsatisfactory                      **N** = Needs Improvement

**\*TRACK AND FIELD PARTICIPATION** – For grades 3 – 6, if a student has an F or **late work in any subject**, participation in Track and Field Day activities will **NOT** be allowed.

**\*FIELD TRIP PARTICIPATION** – For grades 3 – 6, if a student has an F or **late work in any subject**, participation in the class field trip will **NOT** be allowed.

**\*TEACHER DISCRETION WILL ALSO BE USED FOR PARTICIPATION**

### **Agendas**

Students in grades 1<sup>st</sup> - 6<sup>th</sup> will be using school-issued agendas which help the student keep track of assignments and other school – related items. These agendas will be sent home each evening with the student and need to be signed DAILY by the parent/guardian so the school and home keep in touch as to the progress of the student.

### **Late Assignment Notice/Unsigned Agenda**

Late assignments and unsigned agendas will be handled by classroom teacher.

### **Additional Requirements for Third Grade – Sixth Grade Students**

Third – sixth grade students will receive a 5 percent (5%) grade reduction for three school days. It will then become a zero.

### **Make-up Work**

Make-up work will be handled by the classroom teacher.

### **Grade Reports/Conferences**

Mid-term reports will be given to each student at approximately the end of the fourth week of each marking period showing her/his progress in each subject. **Report cards will be accessible on the Parent Portal at the end of each quarter.** The reports give an explanation of the individual child's work and progress according to the goals the teacher has established for a particular subject. Mid-term reports and report cards will be sent home at the appropriate time.

Parents are encouraged to confer regularly with their child's teacher(s). It is important that frequent communications be made in order to provide the best education for your child. Conferences are scheduled twice during the school year. Additional conferences may be requested on an individual, as-needed basis.

## **RETENTION OF STUDENTS**

The administration and teaching staff strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities. Students will normally progress annually from grade to grade. Exceptions to this progress may be made when it becomes evident that it would be in the best interest of the student to proceed more slowly.

Retention will not be used unless other possibilities have been exhausted. In all cases of retention, the parents must be informed as early in the process as possibly (usually the second reporting period) that retention is being considered as an alternative. A conference with the parents should be sought at which all possibilities for assisting the child are explored and the assistance of the parent(s) is enlisted.

The policy will be waived for a student who is on an Individual Education Plan (IEP). Decisions to override this policy must be made by the student's IEP Team during a placement meeting.

## **DRILLS and SCHOOL CLOSING**

### **Fire Drills**

Fire drills will be conducted once each semester. Signals and exit routes will be explained shortly after the school term begins.

### **Tornado Drills/Lockdowns**

Two tornado drills/lockdowns will be conducted annually with instructions given at that time. Tornado drills/lockdowns will always be announced using the Watch and Warning Guidelines recommended by the SD Emergency and Disaster Services. **NO STUDENT WILL BE DISMISSED DURING A LOCKDOWN.**

### **School Closing**

'Late Start', 'No School', and 'Early Dismissal' announcements will be given over the Parent Notification System. If you requested not to receive any message, the announcements will be on, KELO TV, social media, and the school website.

## **STUDENT HEALTH**

### **Illness and Accidents**

The health and safety of your child while he/she is at school is important to the administration and staff at the Alcester-Hudson Elementary School. If your child becomes sick or injured while at school, the school nurse will evaluate each situation and notify parents when necessary.

Please keep your child at home when he/she is ill. These guidelines need to be followed when deciding when the child may return to school -

- **Influenza** - Go by recommendation of your health care provider;
- **Strep throat** - 24 hours after diagnosis and the start of medication-providing temperature is down;
- **Stomach flu/diarrhea** - 24 hours after the last incidence of vomiting or diarrhea;
- **Fever**- 24 hours after temperature has not exceeded 100 degrees;
- **Pink eye/eye infection** - 24 hours after diagnosis and treatment has been started;
- **Ringworm** - May attend school if the area is under treatment and covered;
- **Mononucleosis** - May attend school with the physician's permission; and,
- **Head Lice** – Parents should check their children's hair on a regular basis and treat promptly if needed. **Please inform the school if your household has head lice so we can monitor the students.** Students will be checked for head lice if symptomatic. Students who come in frequent, close contact with a child who had head lice may be checked at school. If nits are found, the student may remain at school. Parents will be notified and treatment may begin at the conclusion of the school day. If live, crawling lice are found, parents will be notified immediately and strongly encouraged to pick the child up and begin the treatment process. Student's head will be rechecked when he/she return to school the following day

The school nurse will be available each day from 8:30 A.M. to 3:30 P.M. Please call during these hours if you have any questions or concerns.

### **Medications**

According to guidelines recommended by the State Department of Health, the Alcester-Hudson Elementary School will use the following guidelines concerning prescription medications which need to be given during school hours.

- A form signed by a parent/guardian consenting to the administration of all medications during the school day must be on file at the Alcester-Hudson Elementary School.



This form consists of the following:

- Student's name
  - Date
  - Diagnosis of student's illness or condition, if known
  - Name of medication to be administered
  - Amount of medication and the time of administration
  - Method of administration
  - Duration of treatment
  - Precautions/reactions to observe or report
- A parent/guardian or designated responsible adult should deliver to the school all medications to be administered by school nurse or school secretary. If this medication is to be delivered to the school by the student, the school must be notified by the parent ahead of time. The school nurse will notify the parent if this has been violated.
  - Medication provided to the school employee by parent/guardian must be in the original container from the pharmacy.

In order to insure the safety of all our students, we ask that you cooperate with us in these new guidelines. The school nurse will provide training to a specific school employee to supervise self-administration of medications in the absence of the school nurse.

The school nurse will keep documentation of each medication brought to the school and administered during school hours. The name of the student, medication given, dosage, and time given will be charted and kept on file in the nurse's office.

Should your child require over-the-counter medications, it must be sent from home following the same guidelines as prescription medications.

**Penalty for having any prescription medication in school that has not been presented to the office as indicated above will be handled appropriately and may result in suspension or expulsion from school.**

### **Immunizations**

All students entering the Alcester-Hudson school must comply with South Dakota State Law (SDCL 13-28-7.1) (Rev. 2000). This law requires any pupil entering school or an early childhood program in the state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, diphtheria, pertussis, MMR, tetanus, and Varicella (chickenpox), according to the recommendations of the State Department of Health or provides their certificate of immunization indicating medical or religious exemption to the immunization law. This law applies to all children entering a South Dakota school district for the first time.

In order to comply with the above state law, all students entering the district at the start of the school year will be required to present records of up-to-date immunizations or will

not be allowed to attend school until such time the necessary immunizations have been scheduled.

For all transfer students throughout the year, complete immunization records must be produced within 45 days of admission.

All students must have the following immunizations (dosage) before they enter **kindergarten**:

**DTaP:** 4 doses of DTaP serum (4<sup>th</sup> dose given after fourth birthday)

**Polio:** 3 doses of Trivalent oral polio or 4 doses of inactivated poliomyelitis vaccine (one dose must be given after fourth birthday)

**MMR:** 2 doses of MMR (measles/mumps/rubella) serum

**Varicella:** 2 doses of Varicella (Chickenpox)

**New 6<sup>th</sup> Grade Requirements:**

**Tdap:** One dose of Tetanus, Diphtheria, Pertussis vaccine on or after the 11<sup>th</sup> birthday.

**MCV4:** One dose of Meningococcal vaccine on or after the 11<sup>th</sup> birthday

## **STUDENT SERVICES**

### **Home School Students**

A Home School student may participate in extra-curricular activities provided he/she attends and passes two (2) classes at Alcester–Hudson Elementary School. The student will need to provide proof of academic progress in two (2) home-school classes, and meet the extra-curricular eligibility requirements of Alcester–Hudson Elementary School with the policy to be reviewed annually.

### **Lunch Program**

A lunch count is taken prior to the start of first period classes. Food service personnel prepare quantities of food according to the number of people indicating they will eat school lunch that day. The cost of the lunch program will be distributed at registration in August.

Lunch accounts need to be paid for in advance. When a family's account no longer has a positive balance, a note is sent home stating limited food service (cold sandwich/a drink) will be offered until payment is once again made.

The monthly school lunch menu will be posted on the school's website.

### **Milk Program**

Milk will be available to students once a day at teacher's discretion. The cost of the milk program will be distributed at registration in August.

### **Band Lessons**

Lessons are available for interested students from fifth grade and up. These will be arranged after school has begun. The School Board is charging a rental fee for school-owned instruments. The office will notify the band instructor of payment before the student receives the instrument.

### **POLICE and SOCIAL SERVICES STUDENT INTERVIEW**

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students and parents as well as to authorities such as law enforcement and the Department of Social Services. This policy balances the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is, therefore, the policy of the District that:

- Should a law enforcement officer wish to talk with a student under the age of 18\* while the student is at school and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present during the interview should permission be granted by parents for law enforcement officer to talk with the student.
- Should the Department of Social Services (DSS) or a law enforcement officer (LEO) be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18\* while the student is in school, the request to talk with a student shall be in writing and given to the school. The DDS/LEO written request shall include the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.
- Upon the student reaching the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or Department of Social Services.

## **SEPARATED/DIVORCED PARENTS POLICY**

School Neutrality/Parent Responsibility: The Alcester-Hudson Elementary School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partner-

ship with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

Student Contact/Student Visitation During School Hours: Unless a parent gives notification pursuant to paragraph 1, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation must specifically restrict the right. A general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

Release of Student to Noncustodial Parent: The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a copy of the Court Order granting custody pursuant to paragraph 1.

Release of Student Records: Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting release of confidential student records to a parent is to be submitted to the District pursuant to paragraph 1.

## **CO-CURRICULAR**

**A student who is too ill to attend school is too ill to attend an evening school activity.**

### **Activity Cards**

Students received Activity Cards w/the child's picture on it which entitles the student to attend school functions except tournaments and the high school musical.

### **Church Activities**

No school activities for students, either mandatory or voluntary, may be held on Sundays. Exceptions are allowed when students need to attend a state or national event. School activities are not scheduled for any students on Wednesday after 6:00 P.M. Exceptions are allowed only when high school students need to participate in an activity over which our school has no control in the scheduling but we are obligated to

participate. Practice or rehearsal prior to 6:00 P.M. is allowed for grades 6-12 on Wednesday. Students in grades 6-8 who have obligated church activities immediately after school on Wednesday will not be required to attend practices.

### **Interscholastic Activities**

A new state rule – 24:03:06:02 states: “Elementary student activities: A well-balanced activity program for both boys and girls applicable to their age group which provides opportunity for participation by all students must be maintained. Elementary athletic activity programs must place emphasis on intramural programs involving broad pupil participation and the teaching of basic athletic skills. School sponsored interschool athletic competition is discouraged where intramural programs can provide for participation needs.”

Sixth grade students are eligible to participate in junior high sporting activities pending approval from the school board per the request of the coaches per sport. If the Alcester-Hudson School Board approves the participation of 6<sup>th</sup> grade students in a specific sporting event, the students’ needs to follow the rules of the Junior High/High School participation and the academic eligibility policy. The coach from the sport will be contacting the student and letting the student know what forms the student will need to have filled out, signed and returned to the office before participating.

### **PHONE USAGE**

Students’ use of the phone in the office will be up to the discretion of the office personnel.

# **PLEASE SIGN AND RETURN THIS PAGE TO THE CLASSROOM TEACHER**

I have received, read, and discussed with my child the expectations and guidelines for Alcester-Hudson Elementary School students as outlined in this handbook.

I understand the procedures for school and extra-curricular activities and district policies.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**This page will be kept on file during the school year to indicate that you understand the policies and procedures of the Alcester-Hudson Elementary School.**

Thank you.

