



**ALCESTER  
HUDSON**

**ELEMENTARY  
HANDBOOK**

**2020-2021**

# TABLE OF CONTENTS

<b>WELCOME</b>	1
Vision	1
Mission	1
Philosophy	1
Entrance Age	1
Birth Certificates	1
<b>SCHOOL ATTENDANCE</b>	2
Full Day of School	2
Excused Absences	2
Unexcused Absences	3
<b>ATTENDANCE POLICY</b>	3
Absences	3
Tardies	3
Students Leaving During the Day	3
<b>VISITATIONS</b>	4
<b>BEHAVIOR AND DISCIPLINE PLAN</b>	4
Behavioral Expectations	4
Stop and Think Policy	4
Inappropriate Behaviors	5
Definition of Consequences	5
Administrative Progressive Discipline Consequences	5
K – 3 Discipline Action/Office Referral	5
4 – 6 Discipline Action/Office Referral	5
Listing of Severe Behavior Actions	6
Playground Rules	6
Recess Expectations	6&7
Winter	7
Dangerous Weapons in the School	7
Student's Dress and Appearance	8
Library Rules	8
E-Readers Policy	8
Physical Education	8 & 9
Parties/Invitations	9
Balloons, Flowers, Candy, etc.	9
Pets	9
Toys and/or Electronics	9
Extra-Curricular Activities	9
<b>GRADING, REPORTING AND HOMEWORK</b>	10
Grading Scale for Kindergarten	10
Grading Scale for Grades 1 – 6	10
Grading Weights	10
Track & Field/Field Trips Participation	10
Agendas	10
Late Assignment Notice/Unsigned Agenda	10
Additional Requirements for First through Sixth Grade Students	10
Make-up Work	10
Grade Reports/Conferences	11
<b>RETENTION OF STUDENTS</b>	11



### **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.

## **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.

### **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

### **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.

## **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  
                                 50% Tests

Reading (3 – 6)      50% Daily  
                                 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.



## **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.



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.

## **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.

# **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.