



Custer School District 16-1

Hermosa School

Student/Parent Handbook
2017-2018

Where Students Come First!!

CUSTER SCHOOL BOARD OF EDUCATION

Jeff Prior
Jared Carson

Tom Martin, Board Chairperson
Bob Morgan
Travis Hartshorn

Heather Grace
Michelle Lehman

CUSTER SCHOOL DISTRICT

(673-3154)

527 Montgomery, Custer, SD 57730

Superintendent: Mr. Mark Naugle
Nurse: Jean Witt/Lisa Parsons
District Librarian: Sandy Arseneault

Business Manager: Lisa Fluck
Maintenance Supervisor: Joe Uhrich
Special Education Director: Marsha Leininger

HERMOSA ELEMENTARY SCHOOL K-8

(605) 255-4345

11 4th Street/PO Box 27, Hermosa, 57744

Principal: Lori Enright

CUSTER ELEMENTARY SCHOOL K-6

(605) 673-4483

1415 Wildcat Lane, Custer, SD 57730

Principal: Barb Paulson

CUSTER JR/SR HIGH SCHOOL 7-12

(605) 673-4473

Wildcat Lane, Custer, SD 57730

Principal: Orion Thompson

Activities Director/Dean of Students: Stephanie Ornelas

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School Hours

Hermosa School:

Grades:	K-4	7:45 a.m. - 3:35 p.m.
	5-8	7:45 a.m. – 3:35 p.m.

❖ Drop-Off

Students should not arrive at school earlier than 7:30 a.m. Students will not be allowed in the building prior to the beginning of school unless attending an authorized activity. Breakfast is served between 7:30 a.m. and 7:45 a.m. Adult outside supervision begins at 7:30 a.m. Once students have arrived on school grounds in the morning, they are not to leave.

❖ Inclement Weather Drop-Off/Pickup

Students will be brought into the building if the temperature or wind chill is below 0°F. There will be a red pennant flag attached to the flag pole on those colder days to indicate if children should enter the building and go directly to the small gym. Supervision after school will be provided until 3:45 p.m. Any children still in the pickup line after 3:45 p.m. will be brought back inside the school until parent or guardian is able to pick them up.

❖ Dismissal

****Upon dismissal from school, students must leave the building and playground and are to go directly home. Children are not allowed on the playground after school unless parents/guardians are present on the playground and it is after 4:00 p.m.**

All students who are to be picked up after school will be dismissed from the lobby area upon parent/guardian arrival with a name placard in the window of their vehicle. Upon entering the school yard from Hwy 40 or Vilas Street, there will be a line formed to pick up your student(s) (see the map below). Please present placard to outside personnel. Once you have your children, please exit the school yard to Hwy 40 or Vilas Street. There will be four placards in your back to school packet of information, should you need more, please let the office know.

All students that walk home will be dismissed from the East side of the campus and will be checked out with personnel. No students will be allowed to walk from the building if staff have not been notified prior.

All students participating in co-curricular events (including Kidstop) must report to that activity teacher/coach immediately after school.

Students still needing a ride at 3:45pm will be escorted back to the school office area and shall be dismissed from there.

If you need to visit with your classroom teacher or the office personnel, please see the map for convenient visitor parking spaces. This procedure will be used for school days only, not to include special event days.

Staff

Ms. Lori Enright, Principal
Lori.Enright@k12.sd.us

MS. Connie Graziano, Administrative Assistant
Connie.Graziano@k12.sd.us

Certified Teaching Staff:

Teacher	E-Mail
Kindergarten – Mrs. Jenny Neugebauer	Jennifer.Neugebauer@k12.sd.us
Kindergarten – Miss Whitney Wills	Whitney.Wills@k12.sd.us
1 st Grade – Meghan Louder	Meghan.Louder@k12.sd.us
1 st Grade – Mrs. Sandy Crown	Sandy.Crown@k12.sd.us
2 nd Grade – Mrs. Becky Lowe	Becky.Lowe@k12.sd.us
3 rd Grade – Mrs. Julie Zumpano	Julie.Zumpano@k12.sd.us
3 rd Grade – Ms. Amber Snyder	Amber.Snyder@k12.sd.us
4 th Grade – Mrs. Deb Smith	Deb.D.Smith@k12.sd.us
5 th Grade – Mr. Joshua Hanson	Joshua.Hanson@k12.sd.us
6 th Grade & MS Science – Mr. Jeremy Reeve	Jeremy.Reeve@k12.sd.us
7 th Grade & MS Language Arts – Mrs. Mattie Ingram	Mattie.Ingram@k12.sd.us
8 th Grade & MS Mathematics – Cynthia Row	Cynthia.Row@k12.sd.us
Music – Ms. Judy Hansen	Judith.Hansen@k12.sd.us
Physical Education – Mr. Casey Trandem	Casey.Trandem@k12.sd.us
Educational Technology/Library – Mrs. Jayne Leusink	Jayne.Leusink@k12.sd.us
Art – Gina Kassube	Gina.Kassube@k12.sd.us
Title I – Mrs. Karen Hammer	Karen.Hammer@k12.sd.us
Special Education – Mrs. Michele Mlinar	Michele.Mlinar@k12.sd.us
Special Education – Mrs. Heidi Brisk	Heidi.Brisk@k12.sd.us
Counselor – Mrs. Felicita Custer	Felicita.Custer@k12.sd.us
Nurses – Mrs. Jean Witt	Jean.Witt@k12.sd.us
Mrs. Lisa Parsons	Lisa.Parsons@k12.sd.us

Paraprofessionals

Mrs. Carianna Anderson
 Mrs. Mandi Burnett
 Mrs. Lurita Fugier
 Mrs. Shannon Grooms
 Mrs. Alicja Mead
 Brandi Cook
 Mrs. Melinda Thaut

Custodians

Mr. Roland Waterson
 Mrs. Jeri Smith

Food Services

Nellie Guy
 Sarah McCoy

Equal Opportunity Statement

The Custer School District 16-1 is an Equal Opportunity Employer and will not discriminate on the basis of race or color, national origin, gender, disability, age, religion and creed, or marital status in admission or access to or treatment or employment in its programs and activities.

Non-Discrimination Notice

NON-DISCRIMINATION

The Custer School District 16-1 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

504 Coordinator
Marsha Leininger, Special Education Director
527 Montgomery St.
Custer, SD, 57730
(605) 673-3154

Title IX Coordinator
Stephanie Ornelas, Activities Director
1645 Wildcat Lane
Custer, SD, 57730
(605) 673-3154

South Dakota Regional US Office for Civil Rights:
US Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Ste.320
Kansas City, MO 64106
Ph: 816-268-0550
FAX: 816-268-0599
TDD: 800-877-8339
Email:

FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION

Title VI is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

Title IX is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

Title X, Part C is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

Section 504 states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

ADA, Title II is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

Age Discrimination in Employment Act of 1967 is designed to prohibit age discrimination in employment.

Conflict Resolution

The Custer School District prohibits harassment/bullying and hate crimes. These actions will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. The District will respond to harassment/bullying and hate crimes in a manner that effectively deters future incidents. The use or threat of violence is unacceptable and will not be tolerated by the District. If you believe you or your child has been a victim of harassment, a hate crime or sexual harassment, contact the building principal or counselor. See the appendix for the Harassment Report Form.

Constructive feedback to the schools is welcomed by the staff and Board of Education. Conflicts are best handled and resolved as close to their origin as possible. Every consideration will be given to attempt to resolve the problem prior to involvement by the Board of Education. If there is a conflict with a staff member, it is important the concerned party meet with the staff member.

1. All conflicts, except harassment, are best resolved at the level the conflict originates. Concerns can be made verbally or in writing. If the conflict is not satisfactorily resolved at that level, then it is the responsibility of the individual having the concern to forward it, in writing, to the next highest level. Concerns made initially, to anyone other than the level at which it originated, shall be referred to the level where the concern originated for initial review and investigation.
2. If there is no resolution, the concerned party may do one of the following:
 - a. Request the principal set up a meeting of the concerned party, the staff member, and the principal, or
 - b. Complete the Conflict Resolution Form (See Appendix D).If there is still no resolution, a conference will be scheduled with the above parties at the appropriate administrative level.
3. If there is no resolution in Section #2, then the concerned party may forward the conflict to the next highest level.
4. If still there is no satisfaction, then the parties involved will be scheduled to meet with the Board of Education. Administration is to assure the conflict resolution process is completed in a timely manner. Concerns regarding Board of Education's actions or Board operations will be presented directly to the Board of Education.
5. This form is also used for concerns about the district's use of Federal Funds and the implementation of Federal Programs including Subtitle B of the Title VII of the McKinney-Vento Homeless Assistance Act. Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. Complaints related to federal programs should be directed to the Superintendent of Schools. Unresolved complaints related to the implementation of Federal Funds may be forwarded directly to the SD Department of Education.

Staff members, in the course of an investigation of a complaint, shall be accorded all due process rights. These rights shall include the right to know the nature and content of the complaint that has been filed, including the identity of the complainant, the right to review the investigative findings, and the right to provide verbal and written input, to address the issues raised in the complaint.

Complaints appealed to the Board of Education shall be heard by the entire Board of Education in executive session, as provided by law. The decision of the Board of Education shall be communicated to the complainant and the Superintendent, who shall implement the decision of the Board. Decisions of the Board of Education may be appealed to circuit court pursuant to SDCL 13-46.

Procedural Process for Investigation and Resolution at Each Level:

1. Discussion among parties directly involved.
2. Investigation is conducted by the supervisor, upon initial receipt of the Conflict Resolution Form. The investigation will include discussion with all parties directly affected and written results made available for further review by school officials at the next level, if necessary.
3. The review at the next level (or ensuing levels) consists of a determination if the investigation was conducted appropriately and if school policies were followed. If it is determined that the investigation was not appropriately conducted and in accordance with policy, it will be remanded back to the appropriate level for continued investigation and resolution.
4. Conflicts will be resolved in an expedited manner.

*Conflict Resolution Forms may be obtained from the building secretaries. (See also Appendix D of the Board of Education Policy Handbook, which is also available on the District Website www.csd.k12.sd.us Adopted: 6/30/08; Revised: 7/13/09

Emergency Plans

➤ **Accessibility Contingency Plan**

In the case of an emergency, Hermosa School staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff.

All classrooms in the building have exit route strategies for emergencies (Tornado and Fire) posted on the walls. The buildings are equipped with handicapped accessible doors, railings, and ramps for quick exit inside and outside of the building. All exit routes are clearly marked overhead. Hermosa School is a one-level structure and the need to access rooms is done with ease w/o relocation of rooms or offices should students with disabilities need to access these areas.

Students with disabilities at Hermosa/Custer Elementary have paraprofessionals or certified SPED Teachers to assist them with transport to and from a safe place in the event of an emergency. If needed, these individuals call parents/guardians. It will also be the responsibility of these individuals to see that medications are available. In the event that medical supplies are necessary, the administrator or the administrative assistant knows to have those supplies readily available.

➤ **Fire, Tornado and Security Drills**

Fire, tornado and security drills are held every year. Emergency information for drills is posted in each classroom. Teachers or the Principal will review these with students.

➤ **Storm Policy**

In the event of inclement weather, the information will be given by the following radio/TV stations:

KZMX (580 AM, 96.7 FM), KOTA (1380 AM), KOUT (98.7 FM), KFSX (100.3 FM), KIMM (1150 AM), KKMK (93.9 FM), KKLS (920 AM), KTOQ (1340 AM), KEVN (FOX-TV), KELO (CBS-TV), KNBN (NBC-TV), KOTA (ABC-TV)

If you have a cell phone, please note that our automated system does not work if you have music playing while your call is being connected. So that we may communicate with you at all times, it is our recommendation to not use the optional music offered by your cellular provider.

In the event that school is called off for the day or that there will be a school dismissal prior to normal time, information will be available on above mentioned radio and TV stations.

General Information/School Rules

➤ **Animals At School**

It is the policy of the Hermosa School and Custer School District that students should not bring animals to school. However, in the event a special request or circumstance would require an exception to this, the following must be followed:

❖ **Students and Home Pets**

Animals are not allowed to accompany children to school. These pets can be a hazard to other children.

❖ **Teachers and Classroom Pets**

1. The teacher will communicate with the nurse before seeking permission from the Principal. Permission of the Principal is required prior to establishing resident animals in the classroom.
2. Classroom pets that are of an unknown origin/history are not permitted in school.
3. Teachers assume primary responsibility for the humane and proper treatment of any animal in their classroom.
4. When the school is not in session for more than three days, the teacher must make arrangements for any resident animal's care and safety.
5. Should any student or adult be bitten by an animal at school, a health care provider and the local health officer shall be immediately notified. In addition, in the case of a child, parents will be called.
6. A copy of the incident report (signed by the principal) will be sent to the involved family with personally identifiable information involving other children as needed.
7. Animals within the school will be handled, treated, and housed in a humane manner. Enclosures will be appropriate to the species. Animals will be kept in an environment appropriate to the species. Habitats will be maintained and cleaned regularly by staff not students.

❖ **Service Animals**

The use of service animals is not subject to the restrictions of this policy. Restricting the presence of service animals on campus is subject only to the provisions of the Americans with Disabilities Act, its regulations, and corresponding provisions of State law. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. The school reserves the right to restrict a service animal from its premises when it is determined that the dog's behavior poses a direct threat to the health or safety of others.

❖ **Students with Medical Concerns**

Student health issues will be considered when assessing the appropriateness of animals in the classroom. Prior to the consideration of the introduction of an animal to the classroom, the teacher will confer with the school nurse and review the student(s) health records to assure that there is no conflict. Conflicts or concerns with animals and children with medical reactions to those animals will be referred to the school nurse.

❖ **Law Enforcement**

Animals under the control of a law enforcement officer are excluded from the provisions of this policy.

❖ **Liability**

The owner or handler of any animal, including a service animal, is responsible for the animal's behavior and shall be liable for all damages suffered by persons who may be bitten or injured, and all damages to public or private property, regardless of the former viciousness of the animal or the owner's knowledge of such viciousness.

➤ **Attendance**

A student will be counted absent for the morning if they arrive after 9:30 a.m. If a student leaves prior to 2:00 p.m., they will be counted absent for the afternoon. School is preparation for future life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.

If you know in advance that your child will be absent from school, **notify the teacher and office.** We try to work with parents on having students make up the work that has been missed; however, make-up work is no substitute for classroom instruction. Parents may pick up make-up work at the end of the school day and should follow the teacher's directions regarding the return of the make-up work. Students will have the number of days absent plus one additional day to complete missing assignments for absences.

South Dakota Compulsory Attendance

In accordance with South Dakota State Law (SDCL 13-27-11) states that "Failure to send child to school as misdemeanor. Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor."

****Please remember that a written note or a phone call explaining the absence is required when a student is absent. If the office is not notified regarding the absence, parents will be contacted the morning of the absence to determine the reason for the absence.**

❖ **Doctor/Dentist Appointments**

We encourage you to try and schedule your child's doctor and dental appointments outside of school hours. If this is not possible, you must come to the main office first to check your child out. If someone other than a family member is going to pick your child up, please inform the school.

❖ **Tardiness**

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional learning time. A note should accompany your child explaining the reason for his/her tardiness. If a student is tardy, he/she must stop at the main office before reporting to the classroom. Students will be counted as tardy if they are **late. For every 3 tardies, a student will be assigned Friday school.** Tardies will count against perfect attendance.

❖ **Truancy**

A. "Truancy" is any absence, by a student child of compulsory school age for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It is also an irregular attendance pattern which defeats the intent of compulsory attendance.

B. When absenteeism has become detrimental to student achievement and the student/parent/guardian has ignored every effort by the district to gain compulsory attendance, the principal may begin truancy proceedings to be brought against the parent/guardian. Prior to such actions the Principal shall have:

1. Communicated with the student's parents/guardians to discuss the student's truancy or have attempted to meet and been refused.
2. Offered an opportunity for educational counseling with school personnel and the student/parent/guardian.

C. Administrative procedure in dealing with truancy:

- **1st time (5 unverified/unexcused absences):**
 - The student/parent is notified of truancy and a warning is given.
- **2nd time (8 unverified/unexcused absences):**
 - The student/parent, Superintendent and Board are notified.
- **3rd and subsequent times (10 unverified/unexcused absences):**
 - The student/parent, Superintendent and Board are notified, and the States Attorney is notified for prosecution.

D. Truant students will be required to attend Friday school from 7:00 AM to Noon. The student MUST attend Friday school, if the student is absent from Friday school he/she will be placed in ISS on the following Monday.

➤ **Bicycles, Rollerblades, Skateboards, Etc.**

All bikes ridden to school should be stored immediately upon arrival at school in the designated bicycle racks on school grounds. Always walk your bike while on school grounds. We recommend that bikes be locked while at school. The school does not assume liability for bicycles or other personal items brought from home.

Skateboards, roller blades, scooters, snowboards, snow sleds, Heelys, RipStiks etc. are not to be ridden on school grounds at any time. Student motorized transportation is not permitted at school.

➤ **Bullying Statement/Policy**

Bullying is defined as:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

1. **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

There are three types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Cyber-bullying

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber-bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Students and staff will refrain from using communication devices or District property to harass or bully another. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not delete the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher. The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer or cell phone, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy.

Anti-Bullying School Philosophy

We will not accept bullying at our school. Our goal is to develop and support respectful friendships. We agree that it is everyone's responsibility to stop bullying. It is up to staff, students, parents, and the community to make sure that bullying does not take place. School staff will help teach the children about bullying and their role in helping to eradicate bullying from school.

Hermosa School believes the following about bullying:

- We will not bully others.
- We help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult.

➤ Communication With School

We are very interested in your ideas and suggestions to improve our schools. Concerns involving your child's education should first be discussed with your child's teacher, then the principal. The parent advisory meetings also provide parents an opportunity to discuss ways to enhance educational opportunities for children.

➤ Conferences

Parents are encouraged to meet with their child's teacher anytime it is felt that communication needs to occur between the parent and the school. School staff also contact parents whenever communication is needed to insure the success of students in school. Meetings with teachers need to be at non-instructional time. Feel free to schedule an appointment with the building secretary. The school also schedules Parent-Teacher.

Conferences in the Fall and Spring to meet with parents to review progress the student is making.

➤ Church Night

There are no scheduled school activities on Wednesday night after 6:00 p.m. No school activities will be scheduled on Sundays. Any exception to this policy must be approved by the Superintendent. This policy allows the students to participate in the youth activity programs in their church.

➤ Dances and Other Social Events

School dances and other social events are open only to eligible students currently enrolled at the Hermosa School. All school rules apply.

1. If you have received a suspension the week of a dance, you might not be allowed to attend the event.
2. A designated school staff member will be in attendance at all dances and other social events.
3. Once you enter, you are expected to remain until the conclusion of the activity.
4. If you need to leave before the end of the activity, give the designated school staff member a note signed by your parent/guardian with the time you need to leave and who will be picking you up.
5. You are to follow the directions of all chaperones. If you are disrespectful, your parent/guardian will be notified and you will be sent home (with possible further consequences).
6. You need to follow the school dress code, or your parents will be called to pick you up.
7. There will be supervision and an inside place for students to wait for twenty minutes after the event.
8. Doors will be locked 15 minutes after the start of the activity; after that, a student would need a teacher note or special permission to get in.

➤ **Dress Code**

Students need to dress appropriately for the weather and activities in school. Clothes that do not fit or create a distraction from the education of our students will not be allowed. Examples of inappropriate dress or grooming include: underwear that is visible, see-through clothing, spaghetti straps, strapless, bandanas, visors, halter tops and half shirts that expose skin on the stomach, extremely short skirts or shorts, bare feet, chains, pants that don't fit and are not worn at the waist, and clothes that display drug, alcohol, tobacco, or gang affiliation/symbols, are inappropriate. Hats are not to be worn in the building. Any questionable clothing that is identified by school staff will be reported to the principal and handled at the principal's discretion.

Students need to have appropriate footwear to participate in P.E.

We live in an area that typically has cold weather and weather conditions that can change quickly. Students are expected to be outside before school and during recess. They need to be dressed for the weather.

➤ **Electronic Devices**

Electronic devices such as cell phones, MP3 players, iPods, tablet computers, Kindle readers, and/or cameras are permitted in school. The school will not be liable for any damage or loss of these devices.

However, once students enter the school building and during school hours, the devices must be shut off and must be out of sight UNLESS they are allowed by the classroom teacher for instructional and educational purposes only. Classroom teachers reserve the right to allow students to use technology as a BYOD (Bring Your Own Device), when a classroom project or educational opportunity warrants the use of such technologies.

➤ **Electronic Media In Class**

Any video shown to students either using a DVD/Blue-Ray player, the internet, computer/tablet, or electronic device may be shown to students throughout the school year. Teachers will inform parents prior to the showing of any movies rated PG or greater. Any videos of educational value that are not movies will be presented at the discretion of classroom teachers. If there are concerns with anything that may be shown in class, a meeting can be requested with the teacher and if necessary the Principal to resolve the issue.

➤ Enrollment

South Dakota State Law (SDCL 13-27-3.1) requires that parents/guardians provide the school with a certified copy of the child's birth certificate. You will have 30 days to provide this to the school office. Children entering kindergarten must be five (5) years of age on or before September 1 of the year in which they enter school.

➤ Field Trips

From time to time your student will participate in a class field trip. His/her classroom teacher will provide you with all necessary information. Parent permission must be granted prior to a student traveling in a vehicle in or out of town. Parent drivers must present their driver's license and current proof of vehicle insurance to transport children for field trips.

Parents will not need to give permission for teachers to take students on walking field trips in the vicinity of the school. Teachers, however, will try to inform parents of walking field trips. If you have any concerns, please visit with your child's teacher. Inappropriate behavior while on fields trips will result in a phone call to parents to come retrieve their child. **Students receiving out-of-school suspension throughout the school year will not be eligible to go on field trips unless it is an essential part of the class curriculum.**

➤ Fundraising

All fundraising projects must be approved by the building principal.

➤ Health And Medications

❖ Immunizations

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state shall be required to present to school authorities certification from a licensed physician that they have received the required immunizations according to the State Department of Health prior to entering school.

1. At the time of initial entrance of a student in the Custer School District Schools, the appropriate certification or one of the alternative statements will be required from the parent or guardian.
2. All students who initially enroll in the Custer School District Schools will have all state required age appropriate immunizations completed or in progress before they attend.
3. All kindergarten students and students from outside the United States who enroll will have all age appropriate immunizations completed before the first day of attendance.

If you waive the South Dakota immunizations requirements, your child will be excluded from school for their protection in the event of an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps, rubella or chicken pox. If you have a medical exemption to the South Dakota immunization law, a South Dakota Department of Health Certificate of Immunization form must be signed by your physician; if you have a religious exemption the form must be signed by a parent.

❖ **Managing Allergies**

Allergies can be life threatening. The risk of accidental exposure can be reduced in the school setting when staff works with students, parents and physicians to minimize risks and provide a safe educational environment for students with allergies. A family with a child with allergies should:

- Notify the school nurse of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school.
- Provide written medical documentation, instructions and medications as directed by a physician.
- Educate the child in the self-management of their allergy.
- Review policies/procedures with the school staff, child's physician and the child.

❖ **Medication Procedures**

All medications (prescription or non-prescription) should be brought to the office by a parent or guardian and complete the district medication form (contact the school nurse or office for a copy) before the medication will be administered. All medications need to be stored in the office unless prior arrangements have been made between the doctor, parents and school. If the student needs to carry a prescription medication on them, please contact the school nurse.

Prescription medications must be in a pharmacist-labeled container that specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use if you ask for it.)

Non-prescription medications should be in an original bottle or container labeled with the student's name. (This includes **ChapStick**, cough drops, cough syrup, aspirin, and so on). The nurse will determine if the non-prescription medication can be kept and administered by the classroom teacher.

If your child needs medication at school, please come into the office to fill out the proper forms. **No medications will be dispensed without the proper forms being filled out (see appendix).**

The school does not keep on hand non-prescription medications (aspirin, cough drops, anti-septic ointment, etc.) to give to students.

Again, all medications will be kept and administered in the office or designated area of the school.

❖ **Medical Treatments (Illness/Accident/Injury)**

In the event that a student feels ill or is injured, the student needs to notify their teacher. If your child is injured or becomes sick at school we will make every effort to call you immediately. If you cannot be reached, we will attempt to contact the emergency number that you list on the registration form. If the information on the registration form changes, please be sure to notify the office. Students can call their parents with the permission of the teacher.

❖ **Managing Communicable Illnesses**

If your student has a temperature of 100 degrees, they must be sent home. Information on the school's specific procedures in dealing with illnesses (pink eye, ring worm, head lice, etc.) can be obtained at school or from the school's nurse (673-4483) or from the district's Board of Education Policy Handbook, which is available on-line at <http://csd.k12.sd.us/boa/index.htm> on page 64.

❖ **Consent for Medical Administration**

A student must have a consent form completed by a parent/guardian for medication administration. Staff will have training from the state before being able to administer medication to students at school.

❖ **Recess**

If a child is sent to school, they need to be prepared to go to recess outside. If a child is too sick to be outside, they are probably too sick to be in school.

➤ **High School Transition**

Transitioning from middle to high school is such an important event, a formal transition program for middle school students has been established. The counselor at the middle school is the Transition Team Leader in charge of supervising and ensuring the program continues to thrive. This leader is responsible for scheduling team meetings and serving as the point of contact working directly with the high school principal, assistant principal and high school counselor. The Transition Team includes all middle school educators, paraprofessionals, administrators from both schools, both counselors, and any parents willing to provide assistance as needed. The eighth grade teacher will assist the counselor directly as needed. The team will meet quarterly to discuss what academic, social and procedural activities will be provided for middle school students throughout the school year that are geared towards better preparing students for the rigors of high school.

➤ **Homework**

Homework may be assigned according to the individual needs of the student as determined by the classroom teacher. Teachers may also require students to come in before school starts or to stay after dismissal for special instruction when needed, for specific skills instruction, or when assignments and tests need to be made up.

Students may be assigned homework for various reasons

1. To complete unfinished class assignments.
2. To provide additional practice in subject areas where skills have not been mastered, especially in the basics (reading, math and spelling).
3. To provide additional help for students who need more time to complete assignments under the direction and instruction of the teacher.
4. To do work missed because of illness or absenteeism. (It may be impossible for some students to make up classroom time missed during absences.) For a student to do the work missed, it may require teacher-directed

activities that need a step-by-step procedure and time with the teacher. Students will have the number of days absent plus one additional day to complete missing assignments for absences.

5. To review for tests and to reinforce significant information.
6. To stimulate special interests and promote independent thinking by doing enrichment activities, either individually or with parents.

While the student should assume the major responsibility for completing the homework assignment, parents are encouraged to take an active interest in their students' homework by:

1. Promoting a positive attitude toward homework.
2. Providing consistent time and suitable place for study.
3. Encouraging your child to complete all assignments during school time.
4. Assisting with math facts, spelling words, etc.
5. Finding time to read to or with your child.
6. Arranging with the teacher for limited homework assignments when the child's physical condition makes this necessary.

****Should homework become excessive, please call the school and visit with your child's teacher.**

➤ **Insurance**

The school accident insurance policy is available at a minimum cost. It can offset the high cost of medical care with school-time accident coverage, 24-hour accident coverage, etc. Information on the insurance will be available during the first week of school. The insurance can be purchased any time during the year. Student dental insurance is available as well.

➤ **Internet**

Custer School District 16-1 has filtering in place that works to greatly reduce the opportunity for students to search inappropriate sites on the Web. The internet provides valuable learning opportunities and the district cannot implement procedures that will remove all possible sites that all parents might find objectionable. The district has policies in place and provides education to students on the appropriate use of technology, including the use of the internet.

Teachers and school staff send pictures to area newspapers; occasionally, these pictures may appear on Web sites of those publications. The district takes pride in ensuring that the use of the Internet, use of pictures, and use of student names is done appropriately.

We are asking that if you **do not approve** of your child being included in any of the above that you notify, in writing, the building secretary. In this request, please be specific about which area you are objecting to. Not filing an objection will be deemed a grant of permission for your child to use the Internet and for the school district to use your child's name and/or picture as deemed appropriate for those purposes stated above.

Parents and community members are invited to visit our school district web site at <http://csd.k12.sd.us/> . You will find information about our school programs and classrooms. The District's website also has a Parent Portal that gives parents access to student information. Contact your child's teacher for more information.

➤ **Library**

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. The primary objective of the school library is to support literacy development and the educational program of the school.

Checkout Time Length

Kindergarten through 4th Graders—2 weeks, plus one renewal of two weeks.
5th-8th Grade—3 weeks

Number of Books Checked Out

K-2nd Grade-- may check out up to two books at a time
3rd-8th Grade-- may check out up to three books at a time.

Reference materials, such as encyclopedias, dictionaries, atlases, etc. are not to be checked out. Special permission may be obtained for use in the classroom. The replacement amount for lost or damaged items will be charged. Students may be deprived of library privileges because of undesirable conduct or abuse of library materials.

➤ **Lockers**

Lockers and desks are the possession of Custer Schools and may be inspected by school officials at any time. Students may be assigned a hall locker for coats, boots, and personal items. K-5 students are not allowed to have locks on their lockers. 6-8 students will be provided one padlock from the school for use on their locker. These locks are to be checked out at the Central Office by making a \$5.00 deposit. Upon the return of the padlock at the end of the year, their deposit will be returned to them. Students are not allowed to bring padlocks from home. They can only use ones the school provides. Custer Schools are not responsible for lost or stolen items.

➤ **Lost And Found**

Have your child check the lost and found box if he/she has lost an item. Please mark your child's personal belongings (coats, jackets, boots, overshoes, caps, etc.) with his/her name or initials so the items can be identified. The lost and found box will be emptied periodically throughout the school year. Unclaimed items will be donated to good will.

➤ **Patriotism**

Patriotism is encouraged in Custer School District. Additionally, South Dakota codified law 13-24-17.2 instructs schools to do the following in respect to honoring the United States Flag:

“The right to post the United States flag shall not be limited or infringed upon in any public school classroom, public school building, at any public school event, or on any public school uniform. Each school district shall provide students the opportunity to salute the United States and the flag each day by reciting the Pledge of Allegiance to the Flag of the United States. A student who does not participate in the salute shall maintain a respectful silence during the salute. The National Anthem may be sung during any school day or school event.”

➤ **Physical Education**

Participation in gym classes is required for all boys and girls. On the days your student has gym classes, we encourage tennis shoes and discourage dresses. If a student is physically unable to participate, the parent should obtain a medical excuse from the family doctor and present it to the school. Except in the case of permanent disability, such medical excuses will not be honored for more than six weeks. The parent may write temporary excuses for one day. The school urges you to have your child given a physical check-up by your family doctor to ensure the child's ability to participate in the activities of physical education classes with no danger to health.

➤ **Preschool**

Custer School District offers a Special Education Preschool at Hermosa Elementary School when student needs require a placement with our services prior to Kindergarten. Child development screenings are held annually in the Spring, but can be administered upon request if you feel your child is not ready for Kindergarten. For more information about the preschool screening call Marsha Leininger at 673-3154.

➤ **Promotion, Retention, Grade Skipping**

The administration and teaching staff must 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. However, exceptions to this general policy may be made, when it becomes evident that a student should proceed more slowly.

Retention will only be used when all reasonable efforts have been made to first intervene with other strategies such as: special help, compensatory education, special education, or other remedial services for students in grades K-8. In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period), and a conference with them sought. In all instances, the advice and help of guidance counselors and other special school personnel will be used by teachers. Grade level assignment of students in grades K-8 shall be based on their demonstrated achievement of specific curriculum objectives. Grade level assignment of students in grades 9-12 shall be on the basis of credits earned.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principals. Teachers, in recommending retentions and principals in assigning them, will give the reasons why they feel the student should repeat. The District shall have final authority in the promotion/retention of a student in grades 1-12. (See Appendix K of Custer School Board of Education Policy Handbook) The Principal will take particular care in assigning more than one retention during a child's elementary school life. The Superintendent must approve a second retention assigned any student. Any assignment by a principal to retain, or fail to retain a student, may be appealed to the Superintendent, and, if necessary thereafter, to the Board of Education.

➤ Report Cards And Grading Standards

Report cards are sent home with students the week following the end of each quarter or given to parents at parent-teacher conferences. The following grading system is used:

Effort	Achievement (K-2)	Achievement (3-8)	
S = Satisfactory	S+= 93-100%	A = 92-100%	Excellent
U = Unsatisfactory	S = 92-77%	B = 91-85%	Above Average
N = Needs Improvement	S- = 76-70%	C = 84-75%	Average
	U = Below 70%	D = 74-69%	Below Average
		F = Below 69%	Failing

Effort marks are given as an indication of the effort a pupil applies to his or her work. Achievement marks are based on the level of achievement the student has earned from testing, projects, etc.

Report cards will be sent home with students within 1 week of the end of each quarter. The report card for the 4th quarter will be mailed. We ask that all school materials (band equipment, sports uniforms, classroom texts, Library books, negative balances for Snack milk accounts and Lunch accounts) be returned or settled upon your child exiting the School or School District.

➤ School Supplies

School supply lists for the beginning of each school year will be made available on our website and also in local stores. Students are to furnish their own school supplies. Please check regularly throughout the year to make sure your child has adequate supplies.

➤ School Transportation

Discipline issues for students riding in school transportation will be addressed by the building principal. Violation of these rules and regulations may result in temporary or permanent suspension of transportation privileges. ***This service is a privilege, which can be revoked because of your behavior.*** Good discipline and behavior is imperative for the safety of everyone on the bus. School transportation includes but is not limited to: busing, parent drivers and school vehicles.

Consequences of inappropriate school transportation behavior will be at the discretion of the building principal.

School Transportation Rules

- The driver is responsible for the safety of the students. Students are to follow the directions of the driver at all times. Driving a school vehicle requires the driver's full attention, so it is important that riders not engage in activities that distract the driver.
- Be at the stop/pickup on time. Drivers have a schedule to stick to and will not wait for students who are late. While waiting for transportation, students are to stay out of the road, not create a roadside hazard or violate any rules that apply at school.
- Students are to be seated from the time they are picked up by the driver until they are dropped off.
- Conversation is permitted in the vehicle; however, loud and/or inappropriate language is not acceptable.

- Riders can help the driver by helping keep the vehicle clean and in good condition. Do not throw anything from the vehicle or put any part of your body out of the window.
- Please report any damage to the vehicle.
- Students can only leave the vehicle at their designated bus stop. Students will not be delivered to their homes.

High school students who drive to the Hermosa School and ride the bus to Custer need to park their vehicles on the SW corner of the Hermosa parking lot.

➤ **Sex Offenders**

No person who is registered as a sex offender pursuant to SDCL Chapter 22-24B may knowingly be present on Custer School District property. The school board may, in its sole discretion, waive, subject to any reasonable restriction, limitation, or condition that the school may elect to impose, enforcement of this policy. Upon issuance of any waiver the school board retains the right to revoke or modify the waiver. Waiver forms may be obtained by contacting the district administrative office.

➤ **Student Conduct**

The Custer School District has policies dealing with harassment, weapons, alcohol, tobacco and drugs. The district also offers due process rights for students who may be accused of being in violation of district policy. For more information than what is listed below on these policies and related state laws, please contact the building principal.

Students at Hermosa School are encouraged and expected to use positive behavior. This positive Behavior is outlined by our Hornet Habits; Be Responsible, Be Respectful, Be safe.

Buzz Bucks

Students that follow expectations will be rewarded with Buzz Bucks. They will have an opportunity to purchase items at the school store.

Above and Beyond

Above and Beyond awards are used to reinforce positive behavior and replace the student of the month program. Above and Beyond is our chance to recognize students who are going above and beyond in their behavior. We want to catch students being good!

Negative Behavior

Negative Behavior will be divided into 2 categories; majors and minors.

Problem Actions include, but are not limited to:

<u>Minor Problem</u>	<u>Major Problem</u>
<ul style="list-style-type: none">• Insubordination• Tardies• Skipped Detention• Snowballs/Snow Horseplay• Absence/Attendance issues• Profanity/Inappropriate Language• Bus Conduct• Horseplay• Inappropriate dress• Possession of, but not limited to; Bicycles, rollerblades, skateboards, scooters, iPad/iPhone/other electronic devices, or laser pens.	<ul style="list-style-type: none">• Bullying• Truancy• Fighting/Assault• Cheating• Lying• Stealing/Theft• Vandalism• Making a false alarm/Bomb threat• Use of a controlled substance w/o prescription• Sexual Harassment• Inappropriate Use of Technology• Use of a weapon on another person• Verbal or Physical threats or abuse• Hazing/Initiation• Possession of, but not limited to, weapons, explosive materials, alcohol, illegal drugs, or a controlled substance w/o a prescription.

Problems related to dress include, but are not limited to:

<ul style="list-style-type: none">• Clothing that is inappropriate for the activity in regard to student safety• Footwear that is inappropriate for the activity in regard to student safety• Heelys Shoes• Clothing with inappropriate language, gestures, sexual or satanic references, alcohol, drugs, violence, tobacco products, or any clothing that may be offensive to someone else• Caps, hats, bandanas, hoods, or head cover• Inappropriately exposed skin• Spaghetti Straps• Strapless tops/dresses• Exposed undergarments• Chains, spikes, dog collars, and dangerous jewelry• Tattered, ragged, frayed clothes, or those with holes• Spurs

As a result:

- If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.
- If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members or administration. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time. Prior previous occurrences of the same problem may result in stiffer consequences.
- If students and/or parents feel that the consequences appear to be unfair, request a “due process” hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that

sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

❖ **Hermosa School—Beliefs about School Rules and Expectations**

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Hermosa School staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

❖ **Hermosa School—Core Beliefs**

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

❖ **Hermosa School—Classroom Rules**

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.

❖ **Respect For Property**

Damage to school property through carelessness or malicious acts will be considered a serious offense, and the offenders shall be reported to the authorities and called upon to bear the expense of repairs and replacements.

Students are responsible for all textbooks, library books and equipment issued to them during the school year. All lost or damaged books and equipment must be paid for by the family. If the lost

book or equipment is found prior to the beginning of the next school year, any money paid will be refunded.

❖ **Harassment**

The Custer School District prohibits harassment, hate crimes or sexual harassment. These actions will not be tolerated under any circumstances. All persons are to be treated with respect and dignity. If you believe you or your child has been a victim of harassment, a hate crime or sexual harassment, contact the building principal or counselor. See the appendix for the Harassment Report Form.

❖ **Weapons**

The Custer School District prohibits the possession or use of any weapon on school grounds, unless allowed under state law. Weapons included in the ban include firearms, air guns, knives, pocket knives or any item that is used in a menacing or threatening manner. Possession of a weapon may result in a school suspension of not less than 12 months.

❖ **Alcohol, Tobacco, Drugs**

The Custer School District prohibits the possession, use or distribution of alcohol, tobacco or drugs anytime on school grounds or school functions. It is not a violation for a student to be in possession of their own prescription (**if proper paperwork has been completed and submitted to the school nurse or office**), but the distribution to another student of one's own prescription may be a violation of this policy. We support education and standards of conduct related to a drug-free environment.

❖ **Strategies For Self-Control**

Custer Schools staff works with students to help them understand the expectations and rules while at school. In the event that students are unable or unwilling to meet those expectations or follow the rules, staff will work with the child and parents to help the child meet success in this area. Strategies such as Think Time, Character Counts, STARS, and behavior plans are examples of tools used at school to help our students. For more information about your child's teacher's plan for setting classroom expectations and discipline, please visit with the teacher.

❖ **Recess Rules**

Recesses are intended to give students fresh air, exercise and a chance to play and visit with peers. It is a privilege to have recess and that privilege will be taken away if a student is disrespectful to others or does things that are inappropriate or dangerous to themselves or others. Our goal is to teach students social skills.

We expect the following:

1. Treat all students and supervisors with respect.
2. Wear appropriate clothing and foot wear for the weather conditions in the area of play (lack of appropriate clothing and foot wear could mean loss of recess).
3. Hats/caps may be worn during recess. They should be removed when entering the building.
4. The following are dangerous activities and will cause a student to lose playground privileges:
 - Playing on streets, near parked cars, or near bicycles
 - Riding bicycles, skateboards, roller blades, scooters, etc. on the playground
 - Playing on garbage containers and fences
 - Fighting or unsafe horseplay of any kind
 - No toys, hard balls, or bats of any kind

- Throwing snow, rocks, woodchips, or dangerous objects
 - Flipping or jumping off the bars, swings, or equipment
 - Trading of toys or cards of all types
 - Inappropriate or unsafe use of playground equipment
5. Once outside, students are to stay outside until the whistle. Permission to come in before the whistle may be granted by the supervisor on duty.
 6. Touch football and soccer need to be in designated areas only. (As per supervisor)
 7. No kicking of balls against the school building.
 - 8. Balls that go on the roof will be retrieved monthly.**
 9. Use playground equipment for the purpose it was intended.
 10. Tag Rules: No Targeting... No Tag Backs... No Shoving... No Times... No Tag on Equipment

❖ **Detention**

After-school detention may be appropriate if a student needs to get their work done or for violation of school rules. Parents will be notified prior to the student staying after school. If parents have any questions they can contact the classroom teacher or principal.

Students may need to miss recess or other activities to get caught up on their work or for violation of school rules.

❖ **In-School Suspension**

ISS allows the student to remain in school, work on their schoolwork in a supervised environment, receive credit for their work, and demonstrate that they are ready to follow the rules. If the student is referred to the Principal for consideration for In-School Suspension, then the Principal will discuss the matter with the teacher, student and parent.

❖ **Out-Of-School Suspension**

OSS is appropriate only in extreme circumstances, when the school does not have the means or the parental support to control the behavior of a student. The Principal has the authority to suspend a student from school for up to 10 days. A long term suspension or expulsion requires the Superintendent/Board's approval and may be up to 12 months in length. See Board Policy for more information.

❖ **Friday Morning School**

Friday School is an additional suspension program that is used at the discretion of the Principal instead of ISS or OSS. Friday School operates from 7:00 am-12:00 pm each Friday, unless there is a vacation. Students who attend Friday School must have schoolwork or something of educational value to do while they are in attendance and must comply and follow all rules of the school and supervisor. If a student does not follow the rules, they will serve additional ISS time as well as serve Friday School the next week. This discipline is set in place to allow students to think about the consequences of their actions on a day they would normally not have school and also provide them academic time to work on their schoolwork as needed.

➤ **Student Council**

Hermosa School has a Student Council to promote student involvement in community service, school pride activities, and fundraising to pay for student needs. Our goal is for members to learn leadership skills, accept responsibility, display and model character education traits, and provide expression of student opinion. Members of Student Council have been elected by their peers with teacher input due to

their positive behaviors and attitudes displayed. You may obtain a copy of the Student Council By-Laws in the office for more information.

➤ **Student Placement**

In the event where there is more than one section per grade, class lists will be developed as soon as possible for student placement in the fall. The classroom teachers, building principal and counselor will work closely together to group children in classrooms to insure the success of the children and teachers. Philosophically, the school believes that student needs can best be met in a classroom where there is a balance of student abilities, personalities and learning styles.

As a result it is very difficult to honor parent requests for students to be placed with specific teachers and maintain the classroom balance we strive for. If a parent has a concern about their child's placement, they may submit a Request for a Specific Learning Environment form in the spring to the office. If a parent requests that a child not be placed with a specific teacher, we will work with the parent to honor that request.

Students who enroll during the summer or during the school year will be placed by the building principal.

➤ **Student Records**

The Family Educational Rights and Privacy Act (FERPA) and the Individuals With Disabilities Education Act (IDEA) afford parents and students over 18 years of age certain rights with respect to their student's records. Records are confidential and if parents want to see their child's educational records please contact the office. Further information can be found below, on the district website at csd.k12.sd.us or by calling Marsha Leininger at 673-3154.

Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal or special education director a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Custer School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or special education director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by Custer School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

➤ **Telephone And Cell Phone Use**

❖ **Telephone Use**

Students are to have permission from their teacher to make calls from school. Students and teachers will not be interrupted to receive phone calls during class time, unless it is absolutely necessary. Forgetting one's gym clothes, books, lunch, or milk money is not considered an emergency and the secretary or principal may refuse the use of the telephone for those purposes.

The secretary will get a message to your child or the teacher. If you need to contact the school to leave a message with a student, please do so by 2:30 p.m. so we can be sure the message is received.

❖ **Cell Phone Use**

Students who bring cell phones to school must use them at appropriate times. Students may use cell phones before or after school as needed. Once school begins, cell phones should be turned off and placed in a safe and secure place in their lockers, unless they are being used for educational purposes in the classroom. Texting is not allowed at any time during school hours. If a student is found using the cell phone during school hours inappropriately, they will be subject to these consequences:

1st offense – Cell phone will be collected by the principal until the end of the day and returned to the student.

2nd offense – Cell phone will be collected by the principal and a phone call will be placed and must be picked up by the parent.

3rd offense – Cell phone will be collected by the principal, a meeting will take place with the student and parent, cell phone will be turned into the office each morning and returned at the end of the day. If the student does not turn in the cell phone and is caught using it during the day, the student will be required to attend Friday School for each subsequent offense.

➤ **Valuables**

Students are NOT to bring unnecessary valuable items or large amounts of money to school. Students are allowed to bring marbles, balls and jump ropes (labeled with their name) to be used on the playground, but students are NOT allowed to trade or sell items at school without the permission of the principal. We discourage the use of iPods, mp3 players, portable game systems, or other valuable items, but may be allowed by the classroom teacher. The school will not be responsible for any lost, stolen, or damaged items. Bikes, roller blades, skateboards, scooters, Heelys, RipStiks, etc. are not to be ridden on school grounds at any time. Student motorized transportation is not permitted at school.

➤ **Visiting Classrooms**

We encourage parent participation in our school. We ask that parents prearrange their visits with individual classroom teachers and also inform the Principal. We ask that parents come through the front doors and check in at the office. Students may bring school-aged visitors to school with them (with classroom teacher and Principal approval), but this practice is discouraged so that it is not a distraction for the classroom teacher and students.

➤ **Volunteers**

Hermosa School recognizes the importance of parents and community members being involved in our school. Parents and community members are encouraged to volunteer. We have a variety of ways that volunteers can help the school, from helping in the classroom, helping with parties, driving on field trips, or helping in our library. Please contact the school about signing up to volunteer if you are interested. Volunteers who are in school on a regular basis need to have a background check completed by the Sheriff's Office. The background check information will be reviewed by the Superintendent to determine if the volunteer is suitable for placement as a volunteer.

➤ **Withdrawal Of Students**

If you are moving and are withdrawing your child from school, please notify the school as soon as possible. Please make sure your child's lunch and milk account is paid or reimbursed to you, library and school books are returned, and fines for damaged books are paid. Your cooperation is always greatly appreciated.

PROGRAMS

- **Accelerated Reading Program** allows students to utilize computers to help our staff track student reading progress.
- **Child Find:** Custer School District identifies, locates and evaluates children in need of special education or special education and related services, birth to twenty-one years of age within the jurisdiction of the District.

This includes children in public/private agencies or institutions, private/religious schools, or those receiving alternative instruction under SDCL-13-17-3 . If you are aware of a child with a disability, birth to twenty-one years of age, regardless of the severity of his/her disability who is not now attending school, please contact the Director of Special Education, Marsha Leininger, Custer School District, 527 Montgomery, Custer, SD 57730; (605) 673-3154.

- **Computer** lab time may be scheduled for classrooms during the week. Students have the opportunity to learn skills related to the use of computer technology such as: keyboarding; research skills; communication skills; Internet usage for classroom projects; and a variety of other applications supporting all areas of our curriculum.
- **Counseling:** The counselor works with children individually, in small groups, and in the classroom. The counselor is interested in helping with any student problems or concerns involving school, peers and/or family. The goal is to be a supportive resource to help families through the various stages of their children's lives.
- **Extra-Curricular Activities:** Students will be informed as the year progresses about programs available for students. Activities for both boys and girls are scheduled in Hermosa. School district activities such as volleyball, football, basketball, and track are available. There may be additional activities organized by community organizations. Notes will be sent home regarding sign-ups and practices.
- ❖ **Philosophy: Hermosa School Activities**
 - The Hermosa School Activities Program follows all South Dakota High School Activities Association rules as set forth by the National Federation of State High School Associations
 - Student activities are an integral part of education. They must operate in harmony with other parts of the total curriculum, providing significant learning experiences for youth and helping them to develop a positive lifestyle.
 - Hermosa School students face a complex future – one that will demand diverse skills from all citizens. Such a complex society will require leadership and communication skills among its peoples, as well as the ability to work together. The school's responsibility in providing students with skills to succeed in life will be supported by comprehensive activities program.
 - The activities program will provide opportunities for students to organize and plan, to assume leadership roles, to mature physically, emotionally, and socially.

❖ **Goals: Hermosa School Activities**

1. The Hermosa activities program will support and contribute to the social development of students.
2. Activities will stress skills such as goal setting, communication, planning, organization, problem solving, and decision making.
3. All activities will be properly sponsored and supervised by qualified individuals.
4. ***Our program is*** to teach fundamentals, skills, and knowledge of the activity.
5. ***Our program is*** to realize that playing in competition enhances skills and strategy.
6. Fair play, sportsmanship, and fun are basic to the program.
7. Attention will be given to the differences between individual and team/group activities and the programs will be structured accordingly.



❖ **Eligibility**

Students will be eligible to miss class for school activities if they maintain passing grades. If not:

1. Eligibility for school activities will run from Monday to Saturday on a weekly basis. Grades will be collected no later than **Monday at 8 a.m.** of the week of eligibility.
2. To be eligible for any school activity **a participant must not possess one F or two Ds for the week of participation.** This policy includes all team members and student managers and covers all school activities, excluding those activities that are required as part of the curriculum.
3. **If students are failing in one or more classes or getting two Ds, they will be ineligible to participate in contests or games for one week following their identification.** The participant will be allowed to practice during the week of ineligibility unless administration agrees that this is not in the best interest of the student.
4. The teacher will tell the student that he/she is ineligible and remind the student what work is missing. **The work will also be listed on the ICU list and in Campus.** If necessary, arrangements will be made for the student to come in before or after school. If such arrangements interfere with practice, the student must tell the activity sponsor.
5. If an athlete is absent the day of an event, they may not participate or attend the event. This does not include attending a funeral, medical appointment, etc. The athlete must have prior permission of the coach to attend the event.
6. Students missing classes for school activities need to ask for make-up work before the absence and complete it by the teacher-assigned deadline.
7. **STUDENTS WHO ARE ASSIGNED TO ISS MAY NOT PARTICIPATE IN ACTIVITIES DURING THE SAME WEEK.**

❖ **Sportsmanship**

Good sportsmanship is essential for the success of our activities programs. Good sportsmanship is learned, practiced, and executed.

Major Sportsmanship Problems

A coach may refer sportsmanship problems to the Athletic Director who will determine at what level the problem should be handled. Issues will be reported to the building Principal as needed.

❖ **Behavior Expectations**

Students who violate school behavior rules listed under expulsion/suspension of this handbook may lose their participation privileges. A student's eligibility for all extra-curricular activities will depend on his/her grades, behavior, attendance at practices and compliance with individual training rules provided by each coach/advisor.

❖ **Insurance**

The Board of Education selects an insurance plan that will be offered to all students in the school system. Each student who is out for athletics must either take the appropriate insurance plan offered through the school or signify by signing a waiver form that they have adequate coverage under a family or other plan and that they do not desire additional coverage.

❖ **Training Rules for Middle School Athletes**

During the entire school year, including the season of practice and the off-season, a student shall not use or consume, have in possession, buy, sell or give away, regardless of the quantity, alcohol or tobacco, which includes smokeless tobacco. According to state law, any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana, as defined in chapter 2242, is ineligible to participate in any extracurricular activity for one year, at any secondary school accredited by the Department of Education and Cultural Affairs. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

▪ **1st Offense**

3-week suspension and chemical evaluation recommended to family.

▪ **2nd Offense**

6-week suspension and mandatory chemical evaluation with subsequent treatment if recommended, with follow up counseling. It is mandatory that before being readmitted to activities following the suspension the student shall show evidence in writing, provided by the appropriate agency, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

▪ **3rd Offense**

Suspension from all activities for one year from date of violation. It is mandatory that before being readmitted to activities following the suspension the student shall show evidence in writing, provided by the appropriate agency, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

The above guidelines provide:

1. Help for the individual (in terms of guidance/treatment and a second chance).
2. A strong disciplinary structure to act as a deterrent.
3. A method to build strong team morale and respect for rules.

If an infraction occurs between or before the activity seasons, the length of suspension will be determined by the coach/administration based upon the guidelines stated above. In order for the suspension to be put into effect, it must be clearly determined that the violation did occur. Any suspension not complete during one school year shall be carried over to the next school year including from 8th to 9th grade.

❖ **Admission Fees to Games**

The Hermosa School PTA collects fees in the amount of \$2.00 for adults and \$1.00 for school age students at all home games. Custer School District activity passes are designated for Custer Elementary/Junior High/High School games only. Fees collected from door admission go to support fundraising activities for the Hermosa School.

➤ **Food Service**

The district contracts with Lunchtime Solutions to provide our breakfast and lunch programs. The goal of our food service is to provide a nutritious breakfast and lunch for students. Through the Lunchtime Solutions program we will be able to offer more choices to students. Breakfast is served between 7:30 a.m. and 7:45 a.m.

We encourage families to pay by the month for their child's lunch and breakfast. A breakdown of the costs for morning milk, breakfast and lunch will be sent home in the packet of information that is sent home at the beginning of the year.

If a student does not bring a lunch from home and does not have money in their lunch account, they will only be served the vegetable/fruit portion of the main course, bread with cheese and milk. The main course will not be served to them. Once parents put funds in their child's account their student may have the full menu. If students habitually eat without paying for their lunch, they will not be able to participate in the lunch program and will need to bring their lunch from home. **Students must have money in their account to eat breakfast, extra entrees or have snack milk.**

Snack milk is offered to students K-5. The milk program is in addition to the students lunch account. Snack milk will be subtracted from the students lunch account. Students are required to have money on their account to receive snack milk. Snack milk is not a part of the free/reduced lunch program so all students receiving snack milk will need to have money on their account.

Breakfast and lunch money is turned in to the office at the beginning of the school day.

Application forms and information regarding our free and reduced breakfast and lunch programs will be sent home with all students during the first week of school or during registration. If a family qualifies for free or reduced lunch/breakfast prices, they need to reapply every year during the 1st month of school. Failure to reapply will place the child on full-pay status for both breakfast and lunch. Both breakfast and lunch are included if a child qualifies for free or reduced price meals. The school handles the free and reduced meal information in a confidential manner, so children and adults are unaware of who qualifies for these programs.

It is recommended that families purchase lunches by the month or week rather than on a daily basis. Meal Prices for the 2017-2018 School Year:

Category	Breakfast	Lunch
K-5	\$1.60	\$2.80
6-8	\$1.50	\$2.95
Adults (or non-enrolled children)	\$1.80	\$3.50
Reduced Price Meal	\$0.30	\$0.40
Snack Milk & Extra Milk	\$0.50	\$0.50
Extra Entrée		\$1.55
Extra Specialty Pizza		\$1.80

LUNCHROOM RULES

1. Our lunchroom will be a pleasant place if everyone is polite to cooks, supervisors, students and visitors.
2. Messes will be kept to a minimum if food is handled carefully. Inappropriate behavior is never allowed.
3. It will be a healthy meal for everyone if you eat only the lunch you brought or purchased - not someone else's (exchanging food passes germs).
4. **Pop is prohibited** in the lunchroom.
5. Leftover food may not be taken out of the lunchroom.
6. There may be additional lunchroom procedures not listed here.
7. **Students are not allowed to share food. They must eat their meal.**

- **Kidstop (YMCA):** The primary objective of the Kidstop program is to provide an after school activity and academic environment for K-5 students that is sponsored through the YMCA. The program uses the school district facility Monday through Thursday from 3:40 p.m. to 5:30 p.m. and Friday 7:30 a.m. to 5:30 p.m. Students are expected to obey all school rules while at Kidstop.
- **Library:** The primary objective of the school library is to support literacy development, implement, enrich, and support the educational program of the school. Our library is available to all students in K-8 and provides opportunities to find books appropriate for each students reading level and interest in Fiction, Non-Fiction, and Informational Text literature.
- **Music:** The goal of the music program is to provide a cohesive, developmental approach that emphasizes learning about music, performing music through various activities and mediums, and developing an appreciation for all aspects of music and music making. It is our hope that this approach will create a lifelong appreciation for the Arts. In addition to the above, a growing body of research indicates that education in the arts provides significant cognitive benefits and bolsters academic achievement, beginning at an early age and continuing through school.
- **Physical Education:** The goal of the physical education program is to provide students with the fundamentals, knowledge and basic skills to maintain an active and healthy lifestyle. Students are provided with a balanced program of age appropriate activities such as: fitness, rhythm and dance, cooperative games, movement education as well as individual and team activities. The physical education program provides a positive environment, conducive to learning, enjoying, and building self-confidence. Students interact in an environment that fosters growth and development allowing the students to grow not only physically, but also intellectually, socially, and emotionally. Our

students will exhibit qualities of respect, responsibility, empathy, and sportsmanship through participation in variety of physical education activities.

- **School Nurse:** The district has a nurse provided on an as needed basis. The nurse visits the Hermosa School one morning per week. If you have any special health concerns or questions regarding your child, the nurse can be contacted through the office.
- **Special Education:** A full continuum of special education services is available to students who have special needs. For more information, parents should contact their child’s classroom teacher or the Special Education Director Marsha Leininger at 673-3154.
- **Title I:** provides supplemental help in the areas of reading and math. Services are provided in and out of the classroom, depending on the needs of the student. Title 1 also provides the Reading Recovery program for first grade students who qualify for the program.

Parent Teacher Association

The Parent Teacher Association (PTA) endeavors to bring together more closely the home and the school. Parents are encouraged to attend and take an active part in the meetings of this association. Meetings are once a month and are held in the Hermosa School.

Parent Advisory Committee

Parent Advisory Committees meet quarterly during the school year. The committees also serve as our Title 1 Advisory Committees. The focus of the group is to help parents be informed about our school, and provide parent input on ways that we might improve. We will be looking for classroom parent representatives to serve on this committee. If you are interested in coming to our meetings, please contact your child’s teacher or the office. Notices about the meeting time and location will be in our school newsletters. Any parent/guardian is invited to attend; we hope you will be able to find the time to come to our meetings.

Parental Involvement Policy— Custer/Hermosa Title I, Part A

Custer and Hermosa School will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. As a component, a school parent compact will be implemented in Title I schools. The Custer and Hermosa Elementary Parental Involvement Policy will guide the development of parental involvement activities which will be incorporated into the Custer and Hermosa Elementary Schools Improvement Plan, Schoolwide Plan, and the Consolidated Application when applicable. Custer and

Hermosa Elementary Schools will hold Title I parent meetings to review and evaluate the effectiveness of the Custer and Hermosa Elementary Parental Involvement Policy in improving student achievement and identifying barriers to parent participation. Parents will also be involved in the development of the Custer and Hermosa Schoolwide Plan, Transition planning and district/Custer and Hermosa School Improvement planning that takes place with other programs, such as Head Start, Parents as Teachers, preschool and other applicable programs. Parents are invited to serve on the Parent Advisory Committee to assist with data analysis and the development of goals. The consolidated application committee, which includes parents, reviews the application each fall and at the same time evaluates the prior application and goals. When applicable, parents will be involved in professional development activities that take place at the school.

Parent Involvement is vital to student academic achievement and students' performance. The statutory definition of parental involvement will be used for Title I programs, activities and procedure:

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

To the extent practicable, Custer and Hermosa Elementary Schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and required school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand by having the documents translated by a translator. Custer and Hermosa Elementary staff will assist parents in understanding the State's academic content standards, students' academic achievement standards, and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators; to include providing materials and/or training to help parents work with their children. The Custer and Hermosa Elementary Schools will work with parents for the purpose of developing positive avenues and methods for meaningful communication.

If the plan for Title I, Part A is not satisfactory to the parents of participating children, the Custer and Hermosa Elementary Schools will submit any parent comments with the plan when the school district submits the plan to the State Department of Education. Custer and Hermosa Elementary will involve parents of Title I children in decisions about how the funds reserved for parental involvement are spent consistent with federal law.

Parents who have concerns about the programs being implemented in Title I, or any other federal program, may address those concerns through the district's Conflict Resolution Policy found in the Board of Education's Policy Handbook located on the district's website, csd.k12.sd.us, and in each school's Student/Parent Handbook.

Parent Student School Compact

Each school receiving funds under Title I of the No Child Left Behind Act must develop a written school-parent compact. This compact must be developed jointly with parents for all children participating in Title I activities, services, and programs. The compact is a component of the school parent involvement policy developed by the school and parents. The compact must outline how the school staff, parents, and students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

CUSTER SCHOOL DISTRICT

As a student I will:

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Take pride in my school.
- Come to school prepared with my homework and supplies.

As a Parent/Guardian will:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home.
- Volunteer my time at school.

As a teacher will:

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually.
- Seek ways to involve parents in the school program (volunteer, participate, observe).
- Demonstrate professional behavior and a positive attitude.

I have read and reviewed the 2017-18 handbook with my child and we understand the policies and procedures at Hermosa School.

Signatures

Parent/Guardian _____ Date: _____
Student: _____ Date: _____
Teacher: _____ Date: _____

