

# 2018-2019

## Redfield Elementary School Handbook

Redfield School District 56-4, 502 E. 2<sup>nd</sup> St., Redfield, SD 57469

Phone: (605) 472-4520 Fax: (605) 472-4525 [www.Redfield.k12.sd.us](http://www.Redfield.k12.sd.us)

Facebook: [www.facebook.com/RedfieldSDElementary/](http://www.facebook.com/RedfieldSDElementary/)

Twitter: <https://twitter.com/RedfieldElemen1>

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### **Redfield Public School Mission Statement:**

The mission of the Redfield Public School, where vision and action create opportunities, is to promote academic and social excellence, engaging students to become responsible, productive citizens and lifelong learners by providing a safe, innovative, and valuable experience taught by highly qualified, dedicated educators.

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**Superintendent:** Shad Storley (605) 472- 4520, Extension 1001

**Elementary Principal:** Rob Lewis (605) 472- 4520, Extension 1007

**Elementary Secretary:** Marsha Solheim

### **2018- 2019 Teachers:**

**Preschool:** Rebecca Woodring

**ECIP:** Melissa Becker

**Junior Kindergarten:** Melayna Waisanen

**Kindergarten:** Kylie Hawkins, Ashley Zens

**First Grade:** Rachel Kopplin, Carla Olson

**Second Grade:** Angela Lodmel, Jodie Miles

**Third Grade:** Hayley Schacht, Heather Morris

**Fourth Grade:** Hannah Edgar, Cassandra Bottum

**Fifth Grade:** Josie DeSpiegler, Brendan Roso

**Reading Specialists:** Kristi Klapperich, Trixie Schlechter

**Special Education:** Jordann Hansen, Donna Harford, Tina Reid

**Encore Teachers:** Cheri Lunstrum (Music), Julie Rozell (PE), Rachel Utecht (Art)

**Elementary School Counselor:** Karla Chase

**School Nurse:** Denise Fliehe, RN

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## **Arrival, Dismissal, Tardiness, Attendance, and Absence Procedures**

**School Arrival:** Students are welcome into classrooms at 8:10 a.m. to start class at 8:20 a.m. Supervisors will be on duty at 8:00 a.m. Prior to 8:00 a.m., students will be required to go to the Greeno Gym.

Breakfast is served in the lunchroom from 7:50 - 8:10 am. Adjustments will be made for late arrival of buses to allow breakfast to those students participating in the program. No students should be in the lunchroom prior to 7:45 am.

**Tardiness:** Pupils are tardy if not in their classroom by 8:20 a.m. Students riding the bus are not counted tardy if the bus is late. Parents/Guardians bringing in late students should come in to sign their child in.

**School Dismissal:** School is dismissed at 3:20 p.m.

**Attendance:** Attendance is taken in the morning and in the afternoon. Missing more than twenty minutes either a.m. or p.m. will result in one half day absence. Less than twenty minutes is considered a tardy.

*Class attendance is necessary for students learning. Please do your best to not schedule appointments, vacations, and other occurrences during school time. A year-long calendar is sent home at the start of the year and can be found on our school website. We appreciate you taking this calendar into consideration when planning out-of-town events.*

**Attendance Procedure:** In order to be in compliance with the Federal Elementary and Secondary Education Act (ESSA), Redfield Elementary will alert parents/ guardians when their child is missing extended periods of school for any reason. Compulsory education laws mandate school attendance. The truancy laws will be enforced for extended unexcused absence.

### **Extended Tardy/ Absence Incidents:**

After **5** tardies, parents/guardians will be notified via a letter keeping the parent/guardian informed of the number of tardy incidents.

After **5** absences per semester, parents/guardians will be notified via a letter keeping the parent/guardian informed of the number of days the student has missed.

After **10** absences per semester, a student will be referred to the SAT committee consisting of the elementary classroom teachers, counselor, and the elementary principal. The committee will meet and review the student's file. Parents/guardians will be notified via a letter keeping the parent/guardian informed of the number of days the student has missed. The truancy officer may be informed if a student has reached 10 absences in a semester and truancy may be filed in accordance with SDCL 13- 27- 19.

### **Absence Procedures:**

If your child is going to be absent from school, or late to school, call the elementary office at 472-4520, extension #1005, between 8:00 a.m. and 9:00 a.m. A call from the school will be made if we do not hear from you.

Excused absences will be allowed for the following reasons consistent with South Dakota Law:

- a. because of physical or mental illness
- b. because of illness in the family
- c. because of a death in the family
- d. because of inclement weather

A student may also be excused for other exceptional reasons with the approval of the school administration. Absences for family trips, vacations, and outings are discouraged. Students who are excused must fulfill school requirements for advancement.

**Sending Children Home:** Students will not be allowed to return home for forgotten items: homework, projects, instruments, music, etc. They may call from a school phone and have those items brought from home if possible.

Students needing to leave the school because of sickness, doctor appointments, etc. are to be picked up by a parent, legal guardian, or anyone that the parent/guardian has properly authorized, and/or police and child welfare workers with legal authorization.

**Lunch Procedures:** Students who eat lunch at school will not be allowed to leave the school grounds. If you wish for your child to leave the grounds for any reason, you must send a note with your child. Occasionally, the principal might allow a child to return home if there is a valid reason. The student reports back to the office upon their return.

The school does not allow *competitive foods* in the dining room or anytime or anywhere on school premises until after the end of the last scheduled class with the exception of the approved nutritious snack that can be provided at a teacher's option in the morning or afternoon. Competitive foods and beverages are those sold outside of the school (ie: Dairy Queen, Subway, etc).

## **Behavior Policies**

### **Positive Behavior Interventions and Support (PBIS)**

Redfield Public School, grades K-12 has implemented a state sponsored program entitled PBIS. Positive behavior interventions and support is comprised of a broad range of systemic school-wide, group, and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. PBIS is not a specific "model" but a compilation of effective practices, interventions and systems change strategies that have been proven to be empirically effective and efficient, PBIS has relevant application to education for all children and youth in schools or other community setting. (Please see [www.pbis.org](http://www.pbis.org) for more detailed information about PBIS.)

A PBIS Team of elementary teachers, the elementary school counselor, and the elementary principal meet on a regular basis to review the PBIS program and organize student incentive opportunities. Behavior Expectations for all students are reviewed frequently by all teachers and staff and are displayed throughout the school building.

## **Elementary Schoolwide Behavior Expectations:**

### **Hallway Expectations:**

1. Stay lined up on the right side of the hallway.
2. Quiet
3. Walk
4. Hands and feet to self.

### **Elementary Lunchroom Expectations:**

1. Enter quietly and stand in line as designated by the teacher.
2. Sit at the table assigned by the supervisor.
3. Use good table manners and low voices.
4. Food taken from Salad Bar and sharing table must be eaten.
5. Clean your eating area when finished. Scrape plates at the assigned area.
6. Do not accept food or drink from other students.
7. No food or drink will be taken from the lunchroom.
8. Wait quietly for dismissal by the lunchroom supervisor.
9. Please follow sharing table expectations that are posted throughout the lunchroom.

### **Before School / Assembly Expectations:**

1. Use inside voices.
2. Remain seated in your section.
3. Once you are in, you're in.
4. Please clean up after yourself.
5. Always have something to do in your backpack.

### **Playground Expectations:**

1. As you enter the door - quiet.
2. Hands and feet to self.
3. Once you are out, you are out.
4. Balls that are outside fence, need to stay there.
5. Notify playground supervisor immediately of a problem before lining up.
6. Bring everything back into the school you had taken out.
7. Play fair and include everyone.

### **Other Playground Expectations:**

1. All students must remain within the defined playground area.
2. No climbing on poles, posts, fences, or trees.
3. When there is snow on the playground, students in grades K-5 must have snow pants and **waterproof** boots. Students without the above will stand by the wall at recess.
4. Snowballs are strictly forbidden on school property.
5. Hard balls including baseballs, tennis balls, super balls, bats, or other items that may cause serious injury are prohibited.

6. Students must always play safely. Games involving tackling, pushing, wrestling, kicking, "piggyback" riding, etc. are not allowed.
7. Students playing kickball must wear closed-toe, solid back shoes to prevent injury.
8. No skates, skateboards, or rollerblades.
9. Keep balls away from windows.
10. No gum, candy, or food.
11. Students are not allowed to play with dangerous objects or toy weapons.
12. Students will use sportsmanship, courtesy, and fellowship in all activities.
13. No bikes or scooters on playground.
14. Profane or obscene language is unacceptable and will not be permitted at school.

#### **Bus Expectations:**

1. Clean up trash.
2. Keep hands inside the bus.
3. Say "thank you" to the bus driver.
4. Close windows when you leave.
5. Sit down correctly and remain seated.
6. Report any unsafe or inappropriate behavior to supervising adult.
7. Follow all bus driver directions and bus rules.
8. Follow school rules.
9. Call the bus driver when not riding.
10. Use appropriate "inside" voice.

#### **Technology Expectations:**

1. Keep device away from dangers.
2. Practice internet safety.
3. Be a good digital citizen.
4. Carry your device with two hands.
5. Report all device trouble to your teacher.
6. Stay on assigned task.

#### **Construction Expectations:**

1. Be quiet in line, so that you can hear directions from staff.
2. Do not disturb our construction staff as they are working.
3. Be respectful of all NEW and OLD property throughout the building process.
4. At all times, stay away from all construction equipment and fencing.
5. Tell an adult if you see anybody near the construction equipment at any time.
6. Listen to all safety directions from staff while moving around our school.
7. Be patient with the process and proud of our Redfield School Community for the support.

**\*Consequences of Inappropriate Minor Behavior Violations:** The supervising adult will instruct the student on appropriate behavior. Students will correct the behavior and comply with school guidelines. A referral will be completed by the supervising staff member and submitted to the elementary office.

### **\*Consequences of Major Behavior Violations:**

Will be dealt with immediately and individually by a team of student, teacher, parent, and principal. May result in detention and/or suspension. (In-school suspension until meeting takes place.) In all above cases - class time missed will be made up by the student as determined by the classroom teacher and school administration.

### **Definitions:**

1. **Violence:** Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, or possessions. Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things.
2. **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lots and school buses.
3. **Harassment:** Teasing, taunting, bullying behavior.
4. **Inappropriate Comments:** Swearing, use of obscene, threatening or flagrantly disrespectful oral or written language, and gestures.
5. **Insubordination:** Refusing to obey, failure to follow instructions or directions of a staff member, defiance, rebelliousness, or lack of cooperation.
6. **Intimidation:** Threatening attitude, words, looks, gestures, and/or sexual harassment of students and teachers.
7. **Threats:** Any words or behavior that indicates the intent to harm.
8. **Vandalism:** Willful or malicious destruction, defacement of public or private property.
9. **Bullying:** Bullying involves words and actions intended to pick on, hurt, and control others. "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. An interpersonal relationship characterized by an imbalance of power."

### **Bothering, Conflict, and Bullying:**

It can often be hard for both adults and children alike to discern the difference between bothering, conflict, and bullying. Below you will find some of the characteristics of each of these behaviors. It is important for both adults and children to be able to discern between these three actions as it will help to inform the next steps you take when you have a concern.

<b>Bothering</b>	<b>Conflict</b>	<b>Bullying</b>
When someone says or does something unintentionally hurtful and they do it once, that's RUDE.	When someone says or does something intentionally hurtful and they do it once, that's MEAN.	When someone says or does something intentionally hurtful and they KEEP DOING IT, even when you tell them to stop or show them that you are upset, that's BULLYING.

Bothersome behaviors may be uncomfortable, but they do not do harm to the other person.	Behaviors can be mutually competitive or opposing action or engagement.	Behaviors of harassment, intimidation, and bullying are one-sided.
Behaviors cause a person to become annoyed or irritated, but the behaviors do not cause harm or fear.	Behaviors can be the result of or include disagreements, arguments, and fights.	Behaviors involve an imbalance of power between the offender(s) and the recipient.
Behaviors can be inadvertent or done without intent.	Behaviors have a variability in roles. Negative acts may occur in both directions.	Behavior includes the intent to physically or emotionally hurt someone.

### School Transportation Safety

**Bicycles:** The school is not responsible for stolen or damaged bicycles. Bicycles are to be parked in the bike racks upon arrival. There will be no riding during the school day. All students are to stay away from the bike racks. Upon arrival to the school, the student should dismount at the sidewalk and walk the bike to the rack. **BIKES SHOULD NEVER BE RIDDEN ON THE PLAYGROUND.**

Parents are encouraged to discuss bicycle safety rules with their children.

**Safety Rules:**

1. Obey all traffic rules and signs.
2. Always ride in single file with only one person on a bike.
3. Keep to the right side of the road.
4. Use a carrier or book bag for your books.
5. **Always walk your bike across busy intersections and on school sidewalks.**
6. Give correct signals before stopping or turning.
7. Cross at the Crosswalk with the Crossing Guard.

**Parent/ Guardian Drop Off:** Students should be let off on the south side of the school by the elementary doors. All drivers are encouraged to drop off students next to the curb and students should exit the vehicle on the north side if possible. Sixth Avenue, south of the elementary door is a one way. Please adhere to the guards rules and recommendations by leaving the middle lane clear for traffic to flow more easily.

**Parking:** There is NO double parking along the south street adjacent to the school. This recommendation has gone into effect due to **huge** safety issues.

**Walking:** Children walking should understand the following rules of pedestrian safety as they are probably the single best protection against accidental injury.

1. Look both ways before crossing the street, keeping an eye out for cars, especially those turning the corner.
2. Always obey traffic signals and signs.
3. Walk on the sidewalk, not in the roadway, and keep away from the curb, especially when the weather is bad.
4. Cross only at corners or at designated crosswalks where there is a crossing guard.
5. NEVER CROSS FROM BETWEEN PARKED CARS.
6. Be particularly careful when there is rain, snow or fog, or when you are tired or ill.
7. On streets without sidewalks, always walk on the left side of the street facing oncoming traffic.

**Bus:** Bus transportation to and/or from school on a regular basis is limited to those whose legal residence is outside the city limits of Redfield. Bus routes are established by the Transportation Director.

Special permission to ride the bus with a friend or to go to a destination other than home will be granted if space is available on the bus and if the destination is on the regular approved route. To receive a special bus permit, the parent should telephone or send a note to the elementary secretary no later than 3:00 p.m. on the day the request to ride is being made.

Parents and students should check and follow local policies pertaining to referrals and consequences on the school bus.

Parents should read and discuss school bus riding policies with their children and explain that the rules are written for the safety of everyone on the bus.

If a child loses his/her bus riding privilege, the parents assume the responsibility for transportation to and from school.

### **Discipline Action:**

**In Or Out of School Suspension:** The principal shall have the authority to invoke in-school or out-of-school suspension. A conference involving the student, principal, and parent/guardian shall be held before the student is readmitted.

### **Schoolwork at Home:**

**Schoolwork at Home:** This is defined as school work done outside of the classroom. Schoolwork may consist of, but is not limited to, daily reading or daily math practice to support what is learned during the day. Schoolwork may also be work that a student did not complete during the school day.

1. All work taken home is due the next school day. If incomplete, the paper may be graded to reflect the incompleteness or the teacher may keep the student from other activities to complete the learning activity.
2. Starting in the second semester of third grade, students may receive "Homework Detention" for incomplete work. Schoolwork detention is served the day after the work is not completed on Monday, Tuesday, or Thursday from 3:30- 4:00. A parent and/ or guardian



- will be contacted if this occurs. If a parent cannot be contacted by 3:00 pm, then a note will be sent home for the Homework Detention to be served the following day.
3. Students that are absent due to sickness will be given one school attendance day for each day absent to complete assignments. (For example, if a student is absent on Wednesday, he or she will have until Friday to complete the work.) Teachers and school administration have the ability to amend this timeframe for extenuating circumstances.
  4. When students are going to be absent for reasons other than illness, students should inform the elementary office and their classroom teacher to make up work in advance of the absence.
  5. Teachers are available from 8:00 a.m. and 8:20 a.m. or 3:20 p.m. and 4:00 p.m. to assist students.

**Recess:** It is assumed that if students are well enough to be in school, they are usually well enough to participate in recess. School personnel will use their judgment along with consulting with the National Weather Service with regard to taking students outside for recess during winter months. Parents are requested to be aware of weather conditions and to dress their children accordingly.

**Valuables Brought to School:** At certain times, your child may want to bring an item for show-and-tell that is of significant value. Please do not bring valuable items to school (i.e., cash, iPods, MP3 players, DS, Gameboys, and Nintendo cartridges, etc.). Students are responsible for their own personal items. The school will not be held responsible for items lost, stolen, or damaged.

### **General Student/ Parent Information**

**Classroom Teacher Requests:** Parents are asked to refrain from requesting a teacher. Many factors are considered when balancing classes. Classroom placements are based on identified student needs. Our teachers are all highly qualified and skilled educators and take into consideration each child's unique talents, his/her level of performance and maturity, and any social concerns. The students are placed where the students' needs will be best met. Because the focus of our school is meeting student needs and forming well balanced classes in each grade level, we do not honor requests for specific teachers.

**Student Promotion and Retention:** A student's grade placement is based on a number of factors including academic progress, age and maturity. If retention or grade skipping is considered, the parents and school staff will meet to determine the proper course of action. If the parents and school cannot agree on the best grade placement for the child, the school principal will determine grade placement.

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. Although teachers may recommend retention, all retention (as well as promotions) will be assigned by the school principals. Teachers, in recommending retentions; or principals, in assigning them; will give the reasons why they feel the student should repeat. If parents or guardians wish to challenge the retention decision, they must follow the Complaints and Grievances Procedures for Students and Parents.

**School Supplies:** The list for each grade is available from the office, posted on our social media pages and school website, and posted in many of the local stores each fall.

**Cell Phones:** All cell phones in the elementary school need to be turned **off** and placed in a school bag during school hours or while on school grounds unless permission has been given from the classroom teacher or principal. Phones in use during school will be brought to the Principal, the student will call the parent/ guardian, and a parent or guardian will be required pick up the cell phone.

**School Parties:** Classrooms have three scheduled parties per year. These are planned for Halloween, Christmas, and Valentine's Day. Classroom teachers may enlist the assistance of students and parents for these events. If necessary, teachers will communicate with parents concerning parties.

Treats are allowed for the students' birthdays. If you are dropping them off, stop in the main office to check in as a classroom visitor (see visitor policy). Due to many students having allergies to nuts, wheat, or milk, it may be advisable to contact your child's teacher in regard to any classmates' allergies.

We do not allow the distribution of birthday or other party invitations at school during school hours unless all students in the classroom are invited.

**Flowers or Balloons:** When flowers/balloons/gifts are delivered to the school they will be kept in the office and will be distributed at the end of the day. No flowers, balloons, or gifts are to be delivered directly to classrooms for students. We also are a latex free school.

**Change of Residence, Telephone Number, or Transfer:** If you change your address, telephone number, or parent's work number, please notify the secretary as soon as possible. (Also keep us up to date on any change of emergency phone numbers in order that we may reach you quickly if necessary.)

**School Phone:** The school phone is for business purposes. Students with a legitimate reason may use it with a note from their teacher. Teachers and students will not be called from class to answer the telephone except in the case of an emergency. Telephone messages will be delivered when calls are received prior to 3:00 pm. You are encouraged to arrange after school plans with your children before they leave for school in the morning.

**Student Insurance:** An accident insurance policy is made available through the school for those desiring such insurance. The insurance covers a child in case of an accident during school, to and from school, and at school sponsored and supervised activities. Also, there is a 24-hour, 365 day, year-round accident program and dental insurance program available to you. Parents are requested to return the forms whether or not you take the insurance.

**Dress Code:** Students need to dress appropriately for the weather and activities in school. Clothes that do not fit the child 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 or clothing that is not in good taste, 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, gang affiliation/symbols, or inappropriate language. Hats/bandanas are not to be worn in the building. Dress code concerns not mentioned are at the discretion of the principal. For the children's health and welfare, we suggest that there be no shorts between October 1 and April 15.

We live in an area that typically has cold weather and weather conditions that can change quickly. Students are expected to be outside during recess. If a teacher or school administrator determines a

student's clothing does not meet the dress code, the student will be asked to call home for different clothing, asked to turn the item inside out, or obtain new clothes from the nurse.

**Recess Dress Code During Winter:** When snow/ slush is present on the playground, all students are required to wear waterproof boots on the playground during the wet/winter weather. Preschool through 5<sup>th</sup> grade students are required to wear snow pants on the playground during wet/ winter weather. Students will need a separate pair of shoes to change into when in the building.

**NOTE:** An extra pair of gym shoes are required for physical education class (**NO black soles!**)

**Weather Outerwear:** Please prepare your child with caps, gloves, coats, snow pants, and boots when the weather is adverse.

**School Closing-Inclement Weather:** When schedule changes have to be made due to inclement weather, (no school, late start, early dismissal, etc.), the following methods will be used to get out the information: **The Keloland Closeline can be viewed online at [www.keloland.com](http://www.keloland.com) and also on KELOLAND TV.** This most likely will be your first notification. Messages and notifications can be posted 24/7 if bad weather should develop.

**School Reach:** Parents or Guardians listed on our Infinite Campus system will also receive confirmation via the automated telephone notification system. Note that there are times when this system is delayed due to high volume of calls, so always check the KELOLAND options, as well.

When used, School Reach calls all telephone numbers in our selected parent/guardian contact lists and delivers a recorded message from a school administrator to a live answer or an answering machine. If your phone numbers have changed, **please provide the Redfield School with your current numbers by calling Dawn Waldner at the main office 472-4520.**

It is possible that the situation may arise where the students might not be able to be transported home from school because of road or weather conditions. Parents of those students who ride the school buses are required to make arrangements for their children to stay with someone living in the city of Redfield in the event that we could not return them to their homes.

**School Breakfast, Lunch, and Milk Program:** Breakfast and lunch are provided each day for all students. The breakfast, lunch, and milk/juice tickets are good for 20 days and may be purchased in the Business Office. Milk and orange juice are also available to students on an optional basis during snack.

The Redfield Public School has a policy of providing free and reduced price breakfasts and lunches to those students whose parents meet program requirements. This policy is in compliance with regulations set by the Educational Food Services Division of the S.D. Department of Education and Cultural Affairs.

All students are encouraged to participate in the school meal program. Any parent who wishes to apply for free or reduced priced meals should contact the administrative office of the Redfield Public Schools. Material will be made available to parents upon the registration of their children.

**Activity Tickets:** Activity tickets for students in grades 1-6 may be purchased from the offices in the fall. This ticket will admit the student to all regular season home athletic events and class plays.

Preschool and Kindergarten students are admitted free. If a student loses his activity ticket a duplicate ticket may be purchased.

**Lost and Found:** Articles found should be turned into the elementary office. Students should report lost articles as soon as possible. If your child is missing articles of clothing or other items, please check elementary office or the lost and found table. At the end of each semester, the items remaining in the lost and found will be donated to a local agency for those in need.

**Distribution of Information:** The distribution of non-school, community or student organization information must be pre-approved by the principal prior to distribution or display in the elementary building. Materials intended for placement within the school or distribution to students should be submitted for approval at least 24 hours in advance of requested distribution. Copies of requested materials may be submitted via paper or email to the building principal or secretary. Materials must comply with all district policies and state/ government laws and regulations.

### **Reporting To Parents/Parent Involvement**

**Report Cards:** Report cards are sent home with children in grades K-5 at the end of each grading period (trimester). Parents may also receive quarterly reports from special education and Title I.

**Conferences:** Parent-Teacher conferences will be held in the fall. A second conference may be arranged in the spring by the teacher or at the parent's request. We are most willing to schedule a conference at other times during the year. Please feel free to call and arrange a time.

**Assessments and Achievement Tests:** Throughout the year, students are assessed in a variety of ways to determine their level of progress. When applicable, achievement test reports will be sent to the parents.

**Facebook:** A school-managed Facebook page will provide insights into our school for parents and the greater Redfield School Community to see the day to day lives of students and teachers at Redfield School.

**Parent-Teacher Organization:** The Parent Teacher Student Association exists to promote the welfare of all children. Meetings are held the second Monday of every month in the elementary building.

**Visitors in the Building:** Parents are welcome and encouraged to visit the school at any time. We believe that instructional time is extremely important and ask that parents contact teachers, when possible, before visiting classrooms. Doors will be locked. Please press the call button to gain access to the building. All visitors are required to stop in the main office first and sign in. Each visitor will be issued a visitor's pass. This is also a safety precaution for our students as we need to be aware of outside visitors who have no purpose being in the building. Students from other schools or friends of Redfield students may not come to school for any part of the school day. They are welcome for special programs or events.

**Volunteers:** We encourage parents and grandparents to volunteer at the school. We value the involvement of those adults who are interested in supporting the learning process and willing to share their time and talents when possible. We genuinely appreciate the large number of moms, dads, and grandparents who help the staff and students each year and volunteer many hundreds of hours to the

school. Please contact your child's teacher at the elementary office (472-4520, extension #1005) if you would like to provide this service to the Redfield School community.

**Parent Responsibility/School Neutrality:** The Redfield School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/visitation and/or student records by submitting a certified copy of the Court Order to the child's school building principal.

### **School Services and Activities**

**Comprehensive Plan for Special Education:** Each school district in the state has a comprehensive general plan for the education of students with disabilities between the ages of three and twenty-one who reside in that district. This comprehensive plan for special education may be reviewed at the Redfield Public School's elementary principal's office or the business office. The Redfield Comprehensive Plan is available to all parents and community members. If you wish to review this plan, please make an appointment with the Special Services Director, Brenda Stover. We welcome your participation.

Redfield Elementary School offers a comprehensive program for students with special needs, including Early Childhood Intervention Program (ECIP), Elementary Resource Instructors, Life Skills Instructor, elementary school counselor, school psychologist, speech, and occupational and physical therapists. Special Education referrals can be made to the principal by calling 472-4522.

Birth to 3 year-old children can be screened upon request and appointment by contacting the Service Coordinator with Heartland Hands Interagency at 472-4218.

The Early Childhood Intervention Program staff screen for children 3 years of age by appointment on Friday mornings throughout the school year. Please call the main office (472-4520, extension #1005) to make an appointment.

Screening is done each spring for all potential kindergarten students. Children must be 5 years old on or before September 1, 2018, to be eligible to attend kindergarten during the 2018-2019 school years.

Hearing screenings are conducted annually for new students to the district, students in kindergarten, grades 1, 3, 5, 7, and 11, or upon failure of a hearing screening the previous two years.

**Title I:** Title I is the largest federal aid program for our nation's schools. The goal of Title I is a high-quality education for every child, so the program provides extra help to students who need it most. These are children who are the furthest from meeting the standards the state has set for all children. Title I resources are directed to schools with high poverty levels.

**Vocal Music Programs:** Music is a part of the educational program of every elementary student. Grading of music is subjective except in the case of seatwork which is done in the classroom periodically. These grades are averaged along with a grade for attitude and participation which is at the discretion of the teacher.

Children in grades 1-5 will be required to attend concert performances each year. Absence at concerts due to illness accompanied by a written note from the parents will be excused.

**Guidance and Counseling Services Provided:**

1. PK-5 classroom guidance pertaining to social skills, academic skills, and career awareness will be provided each year.
2. Short term and immediate individual counseling
3. School counselors are an advocate for students and an excellent resource; however, they do not provide therapy or long-term counseling (standards of the American School Counseling Association).
4. Referrals to outside agencies will be initiated when appropriate.

**Parent/ Guardian permission for Counseling Services:**

1. The main goal of school counseling services is to assist with healthy development in students in the following areas: academic, school, social and emotional.
2. The school counselor will seek parental permission before short-term individual counseling services are provided to the student.
3. The school counselor will seek parental permission before students are allowed to participate in any group counseling offered by the counselor.
4. However, the school counselor reserves the right to provide any classroom guidance activities, teacher referred counseling or crisis intervention services to students without the permission of parents.

**Confidentiality between Student and School Counselor:**

1. The school counselor has an obligation to the student to keep what is shared in a counseling session confidential unless it falls under one of the following exceptions.
  - a. If the student reports neglect, physical or sexual abuse of themselves or others.
  - b. If the student threatens to harm his/herself or someone else.
  - c. If a parent grants me permission to release my records to another professional.
2. By law the situations listed above must be reported to the proper reporting agency or persons.
3. In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
4. The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.

**Field Trips:** Permission slips signed by parent/ guardians are required in order for students to participate in field trips. Teachers are ultimately responsible for student supervision but they may enlist the help of additional chaperones. Good behaviors of students enhance the public image of our school.

**Awards:** A number of various awards will be presented to the elementary students in the spring of the school year. Special grade level awards may be given by the classroom teachers.

Perfect attendance plaques for each grade level will be presented to students in the fall of the next school year.

**Student Assistance Team:** The Student Assistance Team (SAT) is a team consisting of teachers, administrators, school counselors, and other support personnel. The purpose of this team is to address the four areas of concern (academics, attendance, behavior, and school health). The goals of the SAT are to assist young people dealing with at-risk behaviors and provide essential linkages to local and state services, if necessary.

Referrals can be made by parents, members of the community, students, and all school personnel. A referral may be made in person in the Elementary Office.

**Nutrition Mission:** The Redfield Public School system in conjunction with the Redfield Lions Club has implemented a nutrition program. This program is called NUTRITION MISSION and provides nourishment for children in need. The food is given to students for the weekends during the school calendar year. The need is determined by the staff and administration of the Redfield Public School. The bag of food varies slightly from week to week with 10 to 13 items in it each week. Please contact the school for more information.

## **Health and Medication**

**Medications will be dispensed primarily from the Nurse's Office. Phone #472-4520, Ext. 1012.**

**Prescription Medication:** Will require a signed parental permission form *and* physician order form filled out. These forms are available in the nurse's office, front offices or they can be printed from the school nurse website.

**Over the counter (Tylenol, tums, etc):** Will require a signed parental permission form available from the nurse's office, front office's or may be printed from the school nurse website. These medications will need to be provided by the parent/guardian. The nurse's office does not have a stock supply of any medications.

**Emergency medication:** Inhalers, Epi-pens, etc. may be carried by the student with a physician's order. Many medications for childhood ailments can be given at home outside of school hours. We ask that this be done if at all possible.

### **Other Health Issues:**

1. **Please report any infectious and/or communicable diseases to the office.**
2. **Fever:** Students who have had a fever higher than 101 in the last 12 hours should be kept home. Students presenting to the health office with a temperature over 101 will be excluded from school. Parents/guardians will be notified.
3. **Strep Throat:** Students diagnosed with strep throat infection must be on antibiotics for 24 hours before returning to school unless a dr.'s note specifies otherwise.
4. **Vomiting:** Student who vomit in school (witnessed) will be excluded and parents/guardians notified. There may be exceptions if it can be determined that vomiting was caused by

factors such as nervousness, excessive crying/anger, phlegm in throat, ect. Children who vomit at home should not come to school until free from symptoms for 12 hours.

5. **Pink eye (conjunctivitis)** : Parents/guardians of any student with the signs and symptoms of Conjunctivitis/Pink Eye (inside of eyes red, eyes itchy and/or painful, drainage/crusting) will be notified and the student excluded from school until either started on treatment, provide the school with a doctor's note that no treatment is needed, or symptoms resolve. Students presenting with symptoms that the school nurse and/or school staff feel may be related to other causes (red eyes but no itching or drainage; eye drainage along with runny nose/congestion) will be monitored throughout the day for improvement/worsening and may be given symptomatic treatment such as warm compresses/ non medicated eye wash.
6. **Head lice**: The school nurse will check any student who has symptoms of, or have been reported to have head lice. If active lice or nits (eggs) are found, the parent will be notified and the child will be excluded from school until treatment has been completed. The student will be checked by the school nurse upon return to school and again in one week. Proper treatment of head lice includes the following:  
Check every member of the family and talk with close playmates.
  - a. Use an effective head lice treatment (Nix, Rid, etc.)
  - b. Be sure to remove all nits through combing with a removal comb.
  - c. Wash clothes, bed linens, towels, hats and coats.
  - d. Soak combs, brushes, etc. in hot water.
  - e. Vacuum carpets, pillows, couches, mattresses, etc.
  - f. Recheck for lice/nits daily x 10 days.

More information about head lice is available on the school nurse website.

#### **If your child is injured at school:**

School staff will take whatever steps are necessary to provide the needed medical attention and care to an injured child. We will attempt to contact the parent/guardian and/or emergency contacts you have provided. If we can't reach you, we will do any or all of the following:

1. Administer emergency first aid
2. Attempt to contact the child's physician
3. Have the child taken to the ER at the hospital by ambulance (Sheriff's Office will be called )

**Health Screenings:** During the first half of the year, children in Preschool - 5th grade, will have a health screening done by the school nurse. This will include height, weight, blood pressure and pulse.

**Vision Screenings:** The South Dakota Lions Association will be performing vision screenings on Preschool - 5<sup>th</sup> graders during the first part of the school year. Parents will be notified if the screening recommends a complete eye exam.

**Hygiene and Puberty education:** During the Spring of each school year, the 4<sup>th</sup> and 5<sup>th</sup> graders will receive education on different aspects of growing up, proper hygiene, and Puberty. Fourth and Fifth graders will use a program from Proctor and Gamble called "Always Changing" which will be facilitated



by the school nurse and elementary counselor. Boys and Girls in all grades will be separated for these topics. More information on these programs will be sent home to parents in advance.

### **Schoolwide Policies**

**Nondiscrimination/Accessibility:** Redfield School District provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, and marital status in regard to public assistance, age or disability.

Persons with inquiries regarding implementation and compliance of Americans with Disabilities Act (Title IX or Section 504) may contact Brenda Stover at 605-472-4520, extension #1008. Additional inquiries may be directed to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

**Privacy Act:** The Family Educational Rights and Privacy Act (**FERPA**) specify rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.
6. A hearing on the issue if the school refuses to make the amendment.
7. Effective January 8, 2009, regulations were amended to implement a provision of the USA Patriot Act and the Campus Sex Crimes Prevention Act as well as two US Supreme Court decisions interpreting FERPA, and making necessary changes identified as a result of the Department's experience administering FERPA and the current regulations.

If there are questions, please feel free to contact Brenda Stover, 504 Coordinator for the school district, at telephone number 472-4520; extension #1037. A copy of the amended Department of Education (34 CFR Part 99) Family Educational Rights and Privacy; Final Rule is on record for review at the Redfield Elementary Office.

**Complaints and Grievances Procedures for Students and Parents:** The School Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and the community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his/her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he considers unjust or unfair. Such action should be taken within seven days of the incident or occurrence.

2. If the incident remains unresolved, the student or his/her parents or guardian or the teacher may bring the matter to the principal's attention for his/her consideration and action within seven days.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal within seven days.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for his/her consideration within seven days.
5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board for review within seven days. The Board's decision will be final unless an appeal hearing is requested.

**Dangerous Weapons Policy:** Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws, as well as board policy, forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. No dangerous weapons are permitted on any school premises, in any school vehicle or a vehicle used for school purposes, or in any other building or premises used for a school function. Exceptions include weapons under the control of law enforcement or the United States Military, starting guns used for athletic events, gun shows, and authorized supervised school training sessions for the use of firearms.

Any weapon taken from a pupil shall be reported to the pupil's parents. Weapons will be confiscated and reported to law enforcement authorities. Appropriate disciplinary action, legal action, or both, shall be pursued by the building principal. Any student bringing a dangerous weapon to school can be expelled for up to twelve months. The superintendent shall have the authority to recommend to the School Board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

A dangerous weapon is defined as any firearm, air gun, knife, or device, instrument, material, or substance, whether animate or inanimate which is calculated or designed to inflict death or serious bodily harm. A "firearm" includes any weapon that is designed to expel a projectile by an explosive action.



