

BRITTON-
HECLA
ELEMENTARY
SCHOOL
Parent /
Student
Handbook
2016-2017

*We look forward to a great school year, where good character will be displayed by all. We will respect one another and work together to have a positive and safe place to learn and establish life-long relationships.
Remember to be
B.R.A.V.E!!*



Welcome

Dear Parents and Students:

The Britton-Hecla Elementary School has set a goal to offer students the most valuable educational experience possible. In return, for the benefit of the entire student body, students are expected to follow the rules that are established. This is your school. Be proud of your school and take good care of it.

The primary purpose of education is to help each student grow to be a productive member of a changing society. The Britton-Hecla Board of Education believes that education is necessary to an individual's growth and society's survival. While the educational development of each child is the primary responsibility of the school, the school also cooperates with families, churches and community members.

Please take time to read and review this handbook with your child/ren. If you are reading it online and would like a paper copy, please do not hesitate to ask the main office. Everyone is encouraged to visit the school or volunteer in his/her child's classroom sometime during the school year. If you have any questions or concerns regarding this handbook or your child's education, please feel free to contact us at 448-2234 between the hours of 8:00 a.m. and 4:00 p.m.

Sincerely,

Kyla Richter
Elementary Principal

Steve Benson
Superintendent

STAFF

SUPERINTENDENT	Steve Benson
PRINCIPAL	Kyla Richter
KINDERGARTEN	Mary Zuehlke Myra Stavick
GRADE ONE	Mary Cusick Jennifer Vrchota
GRADE TWO	Vonda Storley Beverly Dinger
GRADE THREE	Sandy Anderson Kaitlyn Saker
GRADE FOUR	Jennifer Boyko Emily Hrabik
GRADE FIVE	Lynn Claeys Stacy Bennett
GRADE SIX	Paula Hanson MJ Hrabik
SUNSET COLONY	Beth Renner Kari Furman
WESTWOOD COLONY	Amber Fredrickson
PARAPROFESSIONALS	Shelly Henley Carol Beck Jo Bush Heather Bosse Renee Olson Janine Flanery
Westwood Colony: Sunset Colony:	Sandy Hastings Brandi Stark
PHYSICAL EDUCATION	Patrick Renner
K-6 GENERAL MUSIC	Brandon Sieck
5 th and 6 th BAND	Larry Telkamp
SPECIAL EDUCATION	Deb Hannasch Rachelle Kilker
SPED/TITLE I	Gabrielle Lund
SPEECH/LANGUAGE	Melody Wenz
SECRETARY	Mayva Winburn

SCHEDULE

School begins at 8:15 a.m. and ends at 3:15 p.m. (grades K-3) and 3:18 p.m. (grades 4-6).

LUNCH HOUR

Kindergarten	11:10-11:55
Grades 1 & 2	11:15-11:55
Grades 3 & 4	11:25-12:00
Grades 5 & 6	11:30-12:05

RECESS

A.M.	K-3	10:05-10:20
	4-6	10:25-10:40
P.M.	K-2	1:40-1:55
	3-6	2:00-2:15

ACTIVITY TICKET

All students in grades 1 – 6 may purchase an activity ticket for \$20.00 that entitles them admission to all regular session athletic events. **Tickets must be shown at all school activities where they are needed for admittance.**

AFTER-SCHOOL PROGRAM

Please see the rules and guidelines highlighted in the Funtastic Club handbook.

The rates are as follows:

\$70/month for a single membership
\$95/month for a family membership
\$60 for a punch card with 10 punches
\$6.00 drop-in

ALCOHOL, CONTROLLED DRUGS, AND TOBACCO

The use or possession of tobacco, cigarette lighters, matches, alcohol or any illegal or non-prescribed drugs is not allowed in school, on the school grounds, within 600 feet (the drug free zone statute), at school activities or at school related activities off the school grounds. A student will receive an automatic suspension for violation of the above rule. The student cannot attend extra-curricular activities on campus during that time. The student's parents will be consulted and a conference will be held prior to the student's readmission. In the case of a repeated offense, consideration will be given to the suspension of the student for the balance of the semester.

All violations will be turned over to authorities as well as being dealt with in school. This applies to weapons, drugs, tobacco and alcohol.

ANIMALS TO SCHOOL

Due to the unpredictable behavior of animals in strange situations, the school **prohibits** bringing animals and pets to school. Special permission will be given to those who require a pet for special needs (i.e. blind, deaf), authorized search (i.e. drug dogs) or an assembly given by an outside entity.

ATTENDANCE POLICY

PLEASE NOTIFY THE OFFICE IN REGARD TO YOUR CHILD'S ABSENCE, OTHERWISE A PHONE CALL TO THE HOME WILL BE MADE TO CHECK ON THE WHEREABOUTS OF THAT STUDENT.

School Work

The student is required to make up all work missed. The completed work must be turned in within two days per each missed day.

School Activities

If a student is absent for illness during the school day, they are not allowed to attend school activities in the evening.

Tardy

Students will be counted tardy if not in their assigned classrooms by 8:15 A.M., or immediately following their noon bell.

In grades 4-6, students who are consistently tardy will be asked to make up that missed time during recess or in after-school study hall.

Excused Absences

When students know in advance that they will be absent, they are to bring their classroom teacher a request for an excused absence prior to the absence. If a student is ill, parents/guardians must call the school on the day of the illness so the absence will be marked as excused. Students who leave or enter school during a school day **MUST** report to the office.

Excessive Absence Policy

It is understood that students will be ill and have to be absent for various reasons during the school

year. However, attendance has a direct affect on student's performance in school and the administration will make weekly reviews of all students' attendance to ensure that a child's absenteeism is not affecting his or her education. Parents/guardians will receive a letter from the administration if their student misses **5 days, and again at 8 days in the same semester**. This letter will serve as notification to students, parents/guardians of the attendance concern. Illness, doctor appointments, shopping trips, hunting trips, work at home, etc., will all be counted toward a student's absenteeism. The number of allowed absences per term, due to long-term illness with medical verification, or death in the immediate family (parents, siblings, grandparents) with verification will be counted as one day of absenteeism. Routine appointments will be counted as one absence only if there is verification from a medical office stating that the regular/ongoing appointments are necessary to address the same condition over a period of time. Any other concurrent absences outside of this policy can be brought to the building principal for consideration.

All excessive absences (**AFTER THE NINTH ABSENCE IN A SEMESTER**) will be reviewed by the administration. A meeting will be called with parents/guardians and a plan will be put in place to make up time before or after school until the student's work is completed for the time they have been absent.

The student, parent, or guardian may appeal the decision by the school to the Superintendent/School Board.

Chart of consequences for excessive absence (per semester):

5 absences: Notification of student and parents.

8 absences: Final notification of student and parents. Parent telephone conference with principal.

9 absences: Parent conference requested with

principal. Truancy officer and principal will determine if the case should be referred to the Marshall County State's Attorney for legal action.

The Britton-Hecla School Board believes that regular school attendance is necessary for both present and future success. Retention will be considered and a decision will be made per individual basis.

State law provides the following reasons for absence:

SDCL 13-27-6: Child excused because of illness or illness in the family. A school board may excuse a child from school attendance, pursuant to § 13-27-2, because of serious illness in his immediate family, making his presence at home an actual necessity, or his presence in school a menace to the health of other pupils. The school board may require the submission of medical evidence as a condition of granting an excuse pursuant to this section.

SDCL 13-27-6-1: Student excused from attendance--events of state, youth programs, and work as precinct election official. An elementary and secondary student is eligible to be counted for school attendance up to five days in a school term if an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value or for the purpose of working as a precinct election official if the student is at least eighteen years old.

BEHAVIOR AT SPORTING EVENTS

Students in grades K-2 attending school events must be seated with their parents and/or supervising adult. All students in grades K-6 must stay seated in the bleachers while the contest is in session. They will be able to go to the concession stands during breaks in the action. They are **NOT** to be running around the playing area, concession area or under the bleachers. Repeated failure to follow these rules will result in being asked to leave the event and possible future events for an extended period of time. We encourage spectatorship at extra-curricular events and encourage parents to attend with their child. **For the safety of the participants, spectators and officials, it is extremely important that students remain seated during sporting events.**

BICYCLE/SCOOTER/SKATEBOARD

REGULATIONS

Children riding bicycles/scooters to school are required to park them in the racks provided on the west end of the elementary building. Students who ride their skateboards to school need to leave them in the classroom closets until the end of the day. Riding on school grounds is not permitted. The school is not responsible for damage to bicycles, scooters and skateboards.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment that he/she receives. Upon returning the book and/or equipment at the end of the school year, its condition should be no worse than that expected of normal wear. The student will be required to pay a fee for damages to the book and/or equipment based on its estimated future use and its original cost, before a report card is issued at the end of the school year. The cost of a lost book is \$10.00 and \$3.00 for a magazine. If the book or magazine is returned one month after payment, the fee will be reimbursed. After two months, half of the fee will be reimbursed and beyond that, the fee will not be reimbursed.

BUILDING HOURS

School begins at 8:15 A.M. and parents are asked that their child arrive on the school grounds no earlier than 8:00 A.M. unless prior arrangements have been made with the principal or teacher. Those arriving before 8:15 A.M. should report directly to the playground or Amacher Auditorium in the case of inclement weather.

If your child is not going to their regular location, please send a note to your child's classroom teacher.

Dismissal time is 3:15 P.M. for K-2 and 3:18 for 3-6. Those children living in town are to go home upon dismissal. Bus students are to get on the buses upon dismissal. Parents/Guardians picking up children at the end of the day are highly encouraged to pick them up at one of the entrance/exit doors. This helps reduce the amount of distractions and traffic near the classroom during school hours. If you need to speak with a teacher and or visit the classroom, we encourage you to do so after 3:20 PM. We understand that certain circumstances may arise during the day where you may need to visit your child's classroom between 8:20 and 3:20.

BUSES

Students residing outside city limits are eligible for bus service. Buses will wait five minutes after school is dismissed for students riding the bus. Pupils missing the bus will have to call their parents and arrange for transportation. School buses will load and unload on the bus ramp. Students must remember that riding a bus is a privilege and rules are to be followed. Students abusing their riding privilege shall have bus riding suspended (see attached Bus Referral Form). **If your child will not be riding the bus on a specific day, please contact Bus Manager, Dan Yelkin at 448-3139.**

CAFETERIA

Britton-Hecla School maintains a lunch program sponsored by the Child and Adult Nutrition Services in cooperation with the United States Department of Agriculture. We encourage all students to participate in the program. Free and reduced meals are available to those that qualify, following the proper paperwork. If your income changes during the school year, please request a form from the office.

For students who choose to bring lunch from home, milk may be purchased for \$.30 per carton. **POP** is not allowed in the lunchroom. Sunflower seeds are NOT allowed on school grounds or on buses.

Children are expected to behave in the school lunchroom in the same courteous manner as they would at home.

Behaviors we expect from students while in the multipurpose room for lunch:

1. Clean up after yourself.
2. Stand in a single-file line while waiting.
3. Use good table manners.

Individual Meal (K-6)	\$2.10
Adult Individual Meal	\$3.20
Milk/Juice (per month)	\$6.00
Individual Breakfast (K-6)	\$1.55
Adult Breakfast	\$1.95

CELL PHONES/OTHER ELECTRONIC DEVICES

Students are **ONLY** allowed to have cell phones when school is dismissed at the end of the day.

Phone calls should only be made as the child has reached the exit of the building.

Students are allowed to bring in electronic devices, **per individual classroom teacher's discretion.**

CLOTHING

You never get a second chance to make a first impression. Students should strive to be neat and clean, and take pride in their appearance. All students are asked to use good judgment in neatness and appropriateness of dress and personal appearance when in school and when attending school activities. Clothing with lettering that conveys profane, obscene or immoral meanings will not be permitted. Midriffs and underwear should not be showing. Shorts should be as long as an arm's length on the leg.

We encourage students to dress adequately for the weather.

Shorts may be worn in the months of **May, August and September** or at the discretion of the building principal. Shorts must be an appropriate length which is also at the principal's discretion. The shirt must cover all of the mid-section of the body and have shoulder straps. Mesh shirts may be worn if there is a shirt under it. Biker shorts may be worn if there is a pair of shorts over the top. **NO ATHLETIC SHORTS OR SWIMMING SUITS.**

CONFERENCES

Ongoing communication between home and school are essential to the education of every child. If you feel that a problem exists of which the teacher is not aware, please contact the teacher or the principal and arrange for a conference at any time during the school year. You are urged to contact the school concerning any school matter and the situation will be investigated. We do ask you to confer with your child's teacher first and if the problem is not resolved, then make an appointment with the principal.

DEFACEMENT OF SCHOOL PROPERTY

It is the responsibility and privilege of each student, as well as staff members, to help maintain our school in its present attractiveness. This is your home away from home and should receive your attention and care.

State law makes the students and/or parents responsible for damages and defacement of school property. Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault.

DISCIPLINE

The administration of the school system is well aware that if we are to have a good school system we must have a fair and efficient system of discipline. We hope that by proper administration of school rules and regulations, we will be able to teach our students the necessity of obeying proper authority, whether it is parental, civil, or school. **Please see the Britton-Hecla Elementary Discipline Guide, Bus Referral Form and Office Referral Form located at the end of this handbook for a more detailed outline.**

In most cases, the individual teacher will handle discipline. Teachers shall use their own discretion as to routine disciplinary measures to be taken regarding any student. These measures are necessary to maintain order and a stable learning atmosphere. Good behavior rewards itself through better peer and student/teacher relations and is ultimately reflective in the student's grades. Support of the teacher's decisions by the parents is important and appreciated. Parents should encourage good behavior at home. Only in the case of serious disrespect for authority or disregard for rules and regulations will the student be sent to the principal's office.

FEDERAL FIREARMS POLICY 13-32-7

Possession of firearms on elementary or secondary school premises or vehicle is a misdemeanor. Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places, or puts into the possession of another person, any firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing

ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

ELIGIBILITY

If a student is participating in athletics at the jr. high level, he or she will be subjected to the same eligibility guidelines outlined in the high school handbook found on our website.

EXPECTATIONS FOR OUR SCHOOL

Be...B.R.A.V.E!!!

Be Responsible
Resourceful
Always Respectful
Valuable
Environmentally Safe

Our school rules for the lunchroom, playground, hallways and bus will be displayed throughout our school for students to have a visual reminder of what these rules are. Each one of our rules falls under our "Be BRAVE" motto of being responsible, resourceful, always respectful, valuable and environmentally safe.

FIRE, DISASTER, AND TORNADO DRILLS

Fire and disaster drills are held at various times throughout the school year. When the alarm rings, it is a sign that everyone should proceed directly to their designated safe spot. Every classroom has special instructions as to the procedure you are to follow.

GRADING

Students involved in athletics through the school are required to be passing all but one core classroom subject to participate in athletics. If this requirement is not met, the student will not participate until her/his grades are passing.

A. Grading System and Reports

The school year is divided into two semesters. Each semester is further divided into two nine-week periods.

The recommended grading system will be as follows:

Grades K-2

100% - 97%:	O	Outstanding
96% - 92%:	S+	Above Average
91% - 80%:	S	Average
79% - 70%:	S-	Below Average
69% - 0%:	U	Unsatisfactory
	P	Progress Shown

Grade 3-6

100% - 92.5%:	A	Superior
92.4% - 85.5%:	B	Above Average
85.4% - 77.5%:	C	Average
77.4% - 69.5%:	D	Below Average-
69.4% - 0%:	F	Failing
	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory

B. Incompletes on Report Card

All incompletes, except those caused by an unavoidable condition, are expected to be removed within ten days after the end of the grading period. If the work is not satisfactorily completed within the ten day period, the incomplete will automatically become an "F" on the student's report card.

C. Midterm Reports (K-6)

On or before the fifth week of each grading period, teachers will inform the principal of those students who are falling behind in class academically. Progress reports will be sent home with all elementary students.

HEAD LICE

Head lice infestations are not a major health threat according to the South Dakota Department of Health. Head lice are not considered a medical problem but they may cause itching and sometimes secondary bacterial infection. Although head lice are transmissible, their potential for epidemic spread is minimal.

The following procedure will be followed if live head lice are identified:

1. Notify parent/guardian on the day of the identification and the recommendation will be that a parent/guardian take him or her to a healthcare facility for proper medical advice and treatment.
2. Recheck the student for head lice the following day and follow the same procedure.
3. Rechecks may continue throughout the year to lessen the chances of an outbreak.

4. If several cases have been identified, a check of specific classrooms or entire school may be checked.

HEALTH RECORDS

Each child upon entering the Britton-Hecla School System should have his or her health records, which can be photocopied and placed in the student's cumulative file.

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering a school in this state, shall prior to admission, be required to present to school authorities certification from a licensed physician that the child has received appropriate immunizations. The following are kindergarten through grade 6 immunization requirements:

- 1) Four or more doses of diphtheria, tetanus, and pertussis containing vaccine. At least one dose must have been given on or after age 4. Children who are 7 or older should receive adult-type Td;
- 2) Three or more doses of poliovirus vaccine. At least one dose must have given on or after age 4.
- 3) Two doses of measles virus vaccine administered after the age of 12 months;
- 4) Two doses of rubella virus vaccine administered after the age of 12 months;
- 5) Two doses of mumps virus vaccine administered after the age of 12 months;
- 6) Additional immunization required for kindergarten entry: Two doses of varicella (chicken pox) vaccine administered after the age of twelve months OR history of disease.

The 1988 legislature passed Senate Bill 2 which requires a copy of a birth certificate for the initial enrollment or excuse from school.

HIGHLY QUALIFIED TEACHERS AND AIDES

At Britton-Hecla Elementary School, we assure you that all staff in this school have met the requirements of Section 1119 of Title I Part A.

HOMEWORK

It is expected that homework will increase as a student progresses through grades K-12. As concepts and depth of material increases, it is evident that more time and preparation must be involved if the student is to be well prepared for each subject area.

Some time should be devoted each evening to homework, increasing as the child gets older and more mature. Wednesday night is requested as church night and homework may be limited that evening.

Full utilization of the study periods throughout the school day should be the first consideration. (see Study Hall, pg. 11)

Students, grades 5-6, will be asked to sign a homework policy, explaining how late and missing work should be completed in an appropriate time frame.

When extra-curricular activities occupy study periods, homework becomes a necessity. The homework load of students should never become so burdensome as to endanger the physical or mental health of the student to prevent his/her taking part in those activities that contribute to his/her social well being.

ILLNESS AND INJURIES

If a student becomes ill during the school day, he/she will be taken care of in the office until the parents or another designated person is contacted. Parents must pick up sick children or arrange for someone else to pick them up as sick children will not be allowed to leave school and walk home unless previous arrangements have been made through the school office. Minor injuries will be treated in the office. Parents will be notified if there is any doubt as to the seriousness of the injury. We will not give anything other than basic aid. If a parent cannot be reached, the child will be taken to the doctor, if needed.

INSURANCE

The Britton-Hecla School System does not assume responsibility for accidents, which may occur during school hours. Student insurance is available to all students for a nominal fee. The school does not approve claims. Its role is to distribute information relative to the program and assist in any way necessary. Students are encouraged to either participate in the program or carry their own accident insurance policy.

INTERNET – ACCEPTABLE USE

The purpose of providing network/Internet resources, is to support research and collaboration between Britton-Hecla School students and staff and information resources worldwide. The use of your

account must be in support of education and research and consistent with the educational objectives of the Britton-Hecla School District. Use of other organization's network and computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. Every student must have a current, signed acceptable use policy on file.

LEAVING THE SCHOOL GROUNDS

Students are allowed to go home (not downtown) at noon to eat lunch but must be accompanied by a parent or guardian. If the student has to leave the school for any reason, permission must first be obtained from the principal.

If checking a student out, a parent or designee must come to the office, located directly inside the front entrance, to check their child out of school before the end of the day. Children are not allowed to leave the premises without a pass and the parent/guardian coming to the office. If a parent designee is picking your child up, please notify the school to that effect. Safety is very important to us.

LOST AND FOUND

All items of clothing or belongings should be clearly marked with the child's name. Lost articles are turned into the office and displayed regularly. Money and such items as watches and glasses are kept in the office until claimed. Parents are encouraged to browse through the lost and found box when they come to school to help us keep the vast supply that seems to build up at a minimum. Students are discouraged from bringing electronic games, valuable toys or other keepsakes that can be easily lost, broken or misplaced. In addition, students should not bring electronic devices or toys that can be dangerous.

MEDICATION

No medication will be administered unless brought by the student or parent and the teacher, nurse, or secretary receives a written permission slip or a phone call from the parents stating the medication to be taken, the amount to be taken and time of day it is to be taken. The student will be responsible for taking the medication as directed by the doctor; however the secretary in the main and/or nurse in the office may assist or remind the student of medication schedules prescribed. The secretary and nurse are not

liable for commission or omission in the course of performing in good faith in dispensing medication or administering first aid if the actions in the secretary's judgment were necessary at the time. **If your work or home telephone number changes, please let the school office know as soon as possible in case of emergency.**

PARENT INVOLVEMENT

Substantial research has shown that when parents are involved in their child's education, the child does better in school and the school improves.

Britton-Hecla School encourages all parents to submit their names as parent volunteers to become involved in their child's formal education.

A volunteer is anyone who supports the school and its goals for children and their learning at any time and in any place – not only those who can come to the school building during the day.

PHYSICAL EDUCATION

All children from grades K-6 must have some type of gym shoes that will not mark the floor during P.E. These shoes will be left at school and worn during P.E. only. All students are expected to participate in P.E. except those with a written doctor's or parent's excuse.

PLAYGROUND RULES

All students are expected to use the playground and equipment in a manner that protects themselves and others from personal injury. Students should take all problems to the person supervising the playground. All injuries must be reported to the building principal immediately. **Please see the list of the Playground Rules, located at the end of this handbook.**

PROMOTION/RETENTION

Britton-Hecla Elementary School is committed to promoting educational practices that are demonstrably effective in enhancing the educational attainment of all children. The retention of a student is occasionally deemed necessary in order that the student receives the most appropriate placement for his/her educational and/or emotional level.

After consultation with parents and teachers, the principal will recommend promotion or retention based upon the following criteria:

- 1) Teacher Recommendation
- 2) Parent Recommendation

- 3) The Student's School and Developmental History
- 4) Reasons for Failure - emotional problems, low ability, frequent school moves, absences or poor attendance
- 5) The Type and Quality of Alternative Strategies Used – direct instruction, remedial services, cooperative learning and peer tutoring
- 6) Student Attitude Toward Retention and Level of Parental Support
- 7) Standardized Test Scores

The principal's recommendation will not be based on one or two of the above stated criteria, but rather an interpretation of the findings of all the above criteria.

PUPIL EVALUATION

Parents are informed of pupil progress in four ways:

- 1) Report cards are marked every nine weeks.
- 2) Parent/Teacher conferences are scheduled twice a year. Conferences may be initiated by either the parent or teacher at other times during the school year. Parents are encouraged to visit the school if they feel a problem exists concerning their child.
- 3) Papers that the child does at school are sent home, some with attached notes asking parents' signatures, which are to be returned. Your signature does not indicate approval or disapproval, simply that you have seen them.
- 4) Academic Progress Reports will be given out at the middle of each nine week period.

RECESS

Recess is a time for relaxation and getting away from lessons, unless work is being made up. No one is to remain inside at recess time without permission from a teacher or a note from a parent explaining the reasons for not going outside. During the winter months, all students will wear boots, snow pants, hats and gloves. Those students without the proper attire will be asked to stand by the wall, stay inside or given the proper winter gear to wear. The elementary principal will notify all students when the boots/snow pants season starts and when it ends. Appropriate clothing for warm weather should be taken into consideration. Recess periods are held outdoors, and all children healthy enough to be in school are encouraged to go out. If the student is dressed properly, a short recess period outdoors is beneficial.

SCHOOL CLOSINGS

In the event of severe weather or mechanical breakdown, school may be closed or starting time

delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal can be found on the school website, announced over the Infinite Campus One Call Service and also the following TV and radio stations: KSFY, KDLT, and KELOLAND and on their web sites. If no report is heard it can be assumed that school will be in session. PLEASE DO NOT CALL THE SCHOOL IF NO REPORT IS HEARD OVER RADIO OR TV STATIONS.

SCHOOL PARTIES

These classroom parties may be held:

- Fall Party
- Christmas
- Valentine's Day

All parties will start at the same time and end at the same time. Any individual student invitations will not be distributed at school unless all girls and/or boys are included. Any balloons and or gifts will not be delivered to the student until the end of the day.

Balloons are not permitted on buses.

SCHOOL VISITORS

Parents and all other visitors are REQUIRED to report to the office and sign in before visiting a teacher or student. Because of varying schedules it would be beneficial to notify the school prior to your intended visit so as not to run into a test situation.

Occasionally we have requests by pupils to bring other children, relatives, pre-school brothers or sister, etc., to visit school. We discourage this type of visit by other children as it is disruptive to the classroom (unless approved by building principal), and ask that the parents cooperate.

SPECIAL SERVICES

In accordance with Individual With Disabilities Education Act (IDEA) Public Law 101-476, Britton-Hecla School offers programs to meet the needs of students age 0 to 21 who are in need of special or prolonged assistance. Parents desiring a determination as to whether their child needs special or prolonged assistance should contact the principal or superintendent. Once the contact has been made, parents will receive full information concerning the process and their rights.

The Britton-Hecla School District offers services in the following areas: speech/language therapy,

occupational therapy, physical therapy, learning disabilities, and all other handicapping conditions.

SCHOOLWIDE TITLE

As of the 2010-2011 school year, we have met the requirements in becoming a Schoolwide Title I School. This means that each child is given the opportunity to receive Title I services and extra help when needed. Please refer to our Parent Involvement Policy to view ways in which we can work together to create more of a partnership in our children's education.

STUDY HALL

Beginning the second week of school, study hall is available to all elementary students and required of 5th/6th grade students who do not fulfill the requirements of our homework policy. Study hall hours are Monday-Thursday from 3:30-4:30 where a study hall supervisor is on duty. We will not hold study hall on Fridays or the day before a holiday or break. The study hall telephone number is 448-2234.

TELEPHONE MESSAGES

No student or teacher will be called to the telephone except in emergency situations. Students will make telephone calls only when there is a need and with the consent of the teacher or principal. Normally the school does not encourage students to call their parents for items they may have forgotten to bring to school. Each person should grow in responsibility to organize themselves and their belongings.

TITLE IX

Title IX is the portion of the Education Amendment of 1972 that prohibits sex discrimination in federally assisted educational programs. The Britton-Hecla School District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any educational program or activity.

The Britton-Hecla School Board has appointed the guidance counselor to coordinate its Title IX effort.

WITHDRAWAL OR TRANSFER

Please notify the secretary and building principal if you plan to leave the Britton-Hecla School District. There are forms that need to be filled out and signed.

ZERO TOLERANCE/ CYBERBULLYING/BULLYING POLICY

The Britton-Hecla Board of Education seeks to maintain a school climate conducive to learning and protective of the safety and welfare of staff and students. The school system does not allow any behavior that will threaten the safety of its school. Threats, harassment, violent hitting, and the use of profanity will be dealt with in an expedient manner with appropriate steps taken.

It is the policy of the Britton-Hecla School District that sexual harassment is unacceptable and shall not be tolerated and that no member of the school district community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. The Board of Education of the Britton-Hecla School District adopted the current Sexual Harassment Policy January 28, 2002.

***For more details, see policies JGB and JGC and JGCA on our school's website**

ELASTIC CLAUSE

The parent/student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis.

We sincerely hope that each one of you will have a successful and enjoyable school year. Take time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or problems stop and see the Elementary Principal. She enforces the rules and can best help explain them to you. Have a great school year!

BRITTON-HECLA SCHOOL DISTRICT PARENT INVOLVEMENT POLICY:

The Britton-Hecla School District recognizes that a child's education is a responsibility shared

by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the school and parents must work as knowledgeable partners. A major goal of the Britton-Hecla School District is to encourage greater involvement of parents in the education of their children. The following outline is in compliance with legal requirements (PL 100-297, Section, 1016) and is in accordance with our philosophy. We encourage parents to help us meet the challenge of that philosophy as we jointly work with our students.

- Parents are strongly encouraged to attend our Title Parent Meeting held in the fall and our Title I Student Night held in the spring to revise and reform our parent involvement policies and compact.
- Parent involvement ideas will be collected through our parent survey which is distributed at our spring conferences or at the end of the school year. Parent attendance is close to 100% at conferences, which allows us to reach most parents. Academic achievement and school performance are addressed in this survey.
- Britton-Hecla School District prides itself as a strong parental involvement school. Parents are given the opportunity to and are encouraged to attend our fall open house, conferences, our Title I Parent Meeting and Title I Student Night. We also strongly encourage parents to volunteer in our school at a time that is convenient for both the parent and teacher.
- Britton-Hecla School District will integrate parent involvement programs and activities with Head start, public preschools, NESCC Early Childhood, Britton Public library, PIE (Parents in Education) and all relevant entities. Our school will also utilize the Parent Resource Network to encourage and support parents in more fully

participating in the education for their children. An annual preschool screening is completed in September and outside referrals are also addressed with NESC. All programs are in coordination by telephone, email and also meetings pertaining to the needs of a specific child or children.

- Barriers including; the economically disadvantaged, disabled, limited English proficiency, limited literacy, or racial or ethnic minority background are addressed as needed when circumstances arise. We make our best effort to ensure that every parent is included and believes they are an important part of the process.
- Our parent surveys and input are identified and as a district, we use these findings to design strategies for more effective parental involvement.
- As a district running a Schoolwide program, it is essential that we receive and consider parent input. All of our children are serviced with the Schoolwide model which places considerable importance on parent involvement. All parents are invited to attend our Title programs and events.
- Britton-Hecla School District will report in a timely manner if the following teacher requirements are not met:
 - (I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (III) is teaching in the field of discipline of the certification of the teacher.
 - (IV) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- Britton-Hecla School District will provide the following additional information sent to parents:
- - (i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
 - (ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

*****If you are interested in receiving information regarding the professional qualifications your child's classroom teacher, please send a request to the building principal.*****

BRITTON-HECLA ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY:

Britton-Hecla Elementary School will complete the following in order to ensure that our school encourages and promotes parent involvement.

- **Our school will** convene an annual meeting, at a convenient time, to which all parents are invited and encouraged to attend and to inform parents of our school's participation in Title I and to explain the requirements and the rights of the parents to be involved. This meeting is to be held annually in the fall. Another gathering, including parents, students and siblings will be held annually to ensure flexibility so that all parents are able to participate. This Title I Student Night

informs parents of the Title I program and also provides them with professional development in direct correlation with our state standards. Students are given the opportunity to show parents what they've learned and what their goals are.

- **Our school will** involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including planning, review and improvement of the school Parent Involvement Policy. Suggestions will be noted at each meeting to revise Parent Involvement Policy. Parents will also be given a copy of our **School/Parent/Student Compact** to sign and return to the main office.
- **Our school will** provide parents of participating children:
 - **Timely information** about Title programs.
 - **Describe and explain the curriculum** in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - **If requested by parents,** opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and respond to any suggestions as soon as possible. Child care, transportation, or home visits will be provided if requested by the parents/guardians.
 - **If the schoolwide program** is not satisfactory to our parents, this will be documented on our Schoolwide Plan.
 - **Our school will** provide assistance to the parents of our children in understanding such topics as the State's academic content standards and the State student academic achievement standards, state and local academic assessments and how to monitor a child's progress and work

with educators to improve the achievement of all of our children. This will be fulfilled at parent-teacher conferences and our two annual Title nights. Our counselor, principal and teachers will be available for explanation of these assessments.

- **Our school will** educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. This will take place at our beginning of the year inservice where an emphasis on parent involvement is placed.
- **Our school will** coordinate and integrate parent involvement programs and activities with Head start, area preschools, NESCE Early Childhood, Britton Public Library, and all relevant entities. Our school will also utilize the Parent Resource Network to encourage and support parents in more fully participating in the education for their children. An annual preschool screening is completed in September and outside referrals are also addressed with NESCE. All programs are in coordination by telephone, email and also meetings pertaining to the needs of a specific child or children.
- **Our school will** ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language parents can understand. Our school has interpreters when needed and also disseminates information via the newspaper, school newsletter, local television channel and our automated telephone system to ensure each parent is

aware of each meeting, program or other activity.

- **Our school will** provide support for parental involvement activities such as our annual informational/collaborative meeting about Title in the fall and our Parent/Children Fun Night in the spring. Parents are also encouraged to observe/volunteer time in their child's classroom.
- **Our school will** provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand. Interpreters will be available when needed and all information, including assessments, will be sent in "parent-friendly" language, always attached with clear directions in how to interpret.
- **Our school will** assist parents of parental organizations by informing them of such existence and purpose of these centers at our annual meeting. Literature is disseminated throughout the year to ensure that all requirements of Title I are met.

PLAYGROUND RULES

1. Carry the balls to and from the playground so that the balls do not roll in the hallways. **When the bell rings, hold the balls while walking in and walking through the school.** No golf or other hard balls are allowed.
2. Only touch football, **without tackling.**
3. Fighting, swearing, name-calling, rock throwing, or snowball throwing will not be tolerated.
4. Spitting on the playground, sidewalk or gym are prohibited.

5. Be respectful of your peers and their space.
6. Stay clear of ice and water.
7. Stay within the playground limits unless given permission.
8. Food or beverages will not be allowed outside.

WINTER

If there is SNOW on the ground, boots, hats, mittens **MUST** be worn. The building principal will make the announcement when these are not mandatory.

Students without boots and/or snow pants will be asked to stand or sit against the wall.

Students must put on their hats, mittens, boots and snow pants before they leave the classroom.

If a student is caught not following a rule at recess, they will be told to go sit or stand against the wall and/or their name will be added to our recess log. If the incident is **serious (harassment or physical injury to another child) they will be sent to the Principal's Office. The Discipline Policy will be enforced.

Approved July, 2016

PARENT COMPLAINT FORM

This form must be filled out completely by a parent within 15 days of the date the student or when parent first knew of the decision or action giving rise to the complaint or grievance.

1. Student Name _____

2. Parent/Guardian Name _____

3. Date of Incident _____

4. Please write a brief description of the incident

5. Has this incident been reported to anyone else? _____ If so, who? _____

6. Resolution/action (filled out by building principal)

Date of meeting/phone call _____

Student/Parent Signature _____

**Britton-Hecla School District 45-4
Office Discipline Referral Form**

Student(s): _____ **Referring Staff:** _____

Grade: _____ **Date:** _____ **Time:** _____

Location:

- | | | | |
|-------------------------------------|------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bus loading zone | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Parking lot | |
| <input type="checkbox"/> Commons | <input type="checkbox"/> Gym | <input type="checkbox"/> On bus | |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Library | <input type="checkbox"/> Special event/assembly/field trip | |

Problem Behavior (check most intensive):

- | | | | |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Computer violation | <input type="checkbox"/> Tardy | <input type="checkbox"/> Tobacco | <input type="checkbox"/> Bomb threat |
| <input type="checkbox"/> Abusive/inappropriate language | <input type="checkbox"/> Skip/truancy | <input type="checkbox"/> Alcohol/drugs | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Fight/Physical aggression | <input type="checkbox"/> Forgery/theft | <input type="checkbox"/> Combustibles | <input type="checkbox"/> Weapon |
| <input type="checkbox"/> Harassment/tease/taunt | <input type="checkbox"/> Lying/cheating | <input type="checkbox"/> Public display of affection | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Defiance/disrespect/insubordination /non-compliance | <input type="checkbox"/> Dress code | <input type="checkbox"/> Other: _____ | |

Possible Motivation:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Obtain peer attention | <input type="checkbox"/> Avoid task/activity | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Avoid peer(s) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Obtain item/activity | <input type="checkbox"/> Avoid adult(s) | |

Others Involved:

- None Peer(s) Staff Teacher Substitute Unknown Other: _____

Administrative Decision:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Time in office | <input type="checkbox"/> In school suspension | <input type="checkbox"/> Referral to counselor | <input type="checkbox"/> Behavior Plan |
| <input type="checkbox"/> Loss of privilege | <input type="checkbox"/> Parent contact | <input type="checkbox"/> Individualized instruction | <input type="checkbox"/> Out of school suspension |
| <input type="checkbox"/> Conference with student | <input type="checkbox"/> Other: _____ | | |

Follow-up Agreement

Name: _____ Date: _____

1. What expectations did you not meet? (circle):

Be... **R**esponsible **R**esourceful **A**lways Respectful **V**aluable **E**nvironmentally Safe

Student signature: _____

Parent signature: _____

**Britton-Hecla School District 45-4
School Bus Discipline Referral Form**

Student(s): _____ **Referring Bus Driver:** _____
Grade: _____ **Date:** _____ **Time:** _____

Problem Behavior (check most intensive):

- | | | |
|--|---|--|
| <input type="checkbox"/> Inappropriate language/conversations | <input type="checkbox"/> Alcohol/drugs | <input type="checkbox"/> Continues to stand/walk when given warning |
| <input type="checkbox"/> Fight/Physical aggression | <input type="checkbox"/> Theft | <input type="checkbox"/> Weapon |
| <input type="checkbox"/> Harassment/tease/taunt | <input type="checkbox"/> Vandalism of bus | <input type="checkbox"/> Other: _____ <input type="checkbox"/> Littering |
| <input type="checkbox"/> Defiance/disrespect/insubordination /non-compliance | | |
-
-
-

Administrative Decision:

1st offense: Student meets with principal and is given warning

2nd offense: Referral form is sent to parents

3rd and subsequent offenses: Bus suspension as determined by administration

****Administration has the right to suspend bus riding privileges immediately for safety purposes. This will be based on severity of infraction.**

- | | | |
|--|---|---|
| <input type="checkbox"/> Time in office | <input type="checkbox"/> In school suspension | <input type="checkbox"/> Behavior Plan |
| <input type="checkbox"/> Loss of privilege | <input type="checkbox"/> Parent contact | <input type="checkbox"/> Out of school suspension |
| <input type="checkbox"/> Conference with student | <input type="checkbox"/> Other: _____ | |
-
-
-

Follow-up Agreement

Name: _____ Date: _____

1. What expectations did you not meet? (circle):

Be... **R**esponsible **R**esourceful **A**lways Respectful **V**aluable **E**nvironmentally Safe

Student signature: _____

Parent signature: _____

Britton-Hecla Elementary Discipline Guide

	1st Offense	2nd Offense	3rd Offense	Habitual Offense
Level 1 Minor Offenses				
Insubordination, poor/disruptive behavior, lying, fighting, inappropriate language, cheating, inappropriate computer usage, public displays of affection, inappropriate dress	-Student warning and/or office referral form signed by parents depending on severity -Behavior sheet signed and returned -ISS/OSS-Up to discretion of administration	-Office referral form signed by parents -ISS/OSS-Up to discretion of administration -Phone call home to parents and/or behavior sheet signed and returned, behavior plan considered	-Office referral form signed by parents -Parent/teacher/administration meeting -ISS/OSS-Up to discretion of administration -PST/Behavior Plan implemented	-Office referral form signed by parents -Parent/teacher/administration meeting -Behavior plan reassessed -ISS/OSS-Up to discretion of administration
Cell Phones-may be used before and after school -- during school time they will be shut off and kept in lockers or book bags	Cell phone will be taken by the principal and returned after school	-Cell phone will be taken by the principal and returned to parents -Office referral form signed by parents	-Cell phone will be taken by the principal and returned to the parents. -ISS-Up to discretion of administration -Office referral form signed by parents	-Cell phone will be taken by the principal and returned to the parents. -ISS/OSS-Up to discretion of administration -Office referral form signed by parents
Bus Behavior (minor offenses)	Student meets with principal and is given a warning	-Office referral form signed by parents	-Office referral form signed by parents -1-5 days off of the bus	-Office referral form signed by parents -Number of days off of bus is up to the discretion of the administrator -PST/Behavior plan implemented
Level 2 Moderate Offenses				
Skipping class, Tobacco use or Possession, Matches/lighter	-Office referral form signed by parents -Phone call home to parents --ISS/OSS-Up to discretion of administration --Contact Law Enforcement-up to discretion of administration	-Office referral form signed by parents -Phone call home to parents --ISS/OSS-Up to discretion of administration -Contact Law Enforcement-up to discretion of administration	-Office referral form signed by parents -Parent/teacher/administration meeting -PST/Behavior plan implemented --ISS/OSS-Up to discretion of administration -Contact Law Enforcement	-Office referral form signed by parents -Parent/teacher/ administration meeting/ Behavior plan reassessed -OSS-Up to the discretion of administration -Contact Law Enforcement
Intimidation, Destruction of property, Harassment, Gang signs or symbols, Severe behavior, Theft, Bullying, Cyberbullying,	-Office referral form signed by parents -Phone call home to parents --ISS/OSS-Up to discretion of administration -Contact Law Enforcement-up to discretion of administration	-Office referral form signed by parents -Phone call home to parents --ISS/OSS-Up to discretion of administration -Contact Law Enforcement	-Office referral form signed by parents -Parent/teacher/ administration meeting -PST/Behavior plan implemented --ISS/OSS-Up to discretion of administration -Contact Law Enforcement	-Office referral form signed by parents -Parent/teacher/ administration meeting/ Behavior plan reassessed -OSS-Up to the discretion of administration -Contact Law Enforcement
Level 3-Severe Offenses—Law Enforcement will be contacted				
Alcohol/Drug use or possession, Endangering the lives of others, Vandalism	- Office referral form signed -Parent/teacher/administration meeting and PST/Behavior Plan -Behavior plan implemented -Contact Law Enforcement -OSS up to the discretion of administrator	- Office referral form signed -Parent/teacher/administration meeting -Contact Law Enforcement -OSS up to the discretion of administrator -Behavior plan reassessed		
Selling or distribution of drugs, Bomb threat, Endangering the lives of others, Possession of weapons, Assaulting staff, Combustibles	- Office referral form signed Parent/teacher/administration meeting -Contact law enforcement -OSS up to the discretion of administrator -Behavior Plan Implemented			
***This guide is intended to serve as a helpful tool for parents. Please understand that all offenses are dealt with individually.				