

SCHOOL DAY/ BUILDING HOURS

SPRING VALLEY: The school day begins at 8:30 AM and ends at 3:30 PM.

WESSINGTON SPRINGS: The school building will be open at 8:00 AM every morning. There is no need for any student to be in the building prior to that time. The only exceptions to this is when permission has been obtained from a teacher to come early to do some work, or permission is given by the principal for special circumstances.

School day for K-4: 8:20 –3:15 5-8: 8:15 - 3:15 Colony: 8:30-3:30

Attendance Policy

State law requires that all students from age six up to age sixteen regularly attend school. The basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents.

Parental cooperation is expected by law. It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused for specific purposes only through the principal's office.

A. Absenteeism: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:

- a. personal illness
- b. family emergency (death, serious illness)
- c. funeral
- d. dental or medical appointments
- e. school sponsored activities
- f. prearranged absence by the parent, advanced make-up work
- g. any absence where the student is accompanied by a parent

2. If a student is expected to be absent, parents should call the school between 8:00 and 8:30. If the parent does not notify the school a phone call will be made to the home.

3. If your student is to participate in PASS or any other after school activities you must notify the office or classroom teacher by 1:00 p.m. unless an emergency occurs.

4. If a student becomes ill while in school, he/she shall report to the office. An attempt will be made to contact a parent, students will stay at the school until a responsible adult will take charge of the child.

5. Perfect attendance recognition is accorded those students not absent on a quarterly, semester, and yearly basis.

6. A student must be in attendance during the day of an evening activity in order to participate. The principal will evaluate any special circumstances.

1. An absence from school without the authorization of the parents or the school is an unexcused absence and shall be considered truancy.

B. Excessive Absenteeism: Any student having five or more absences in a semester will be subject to the procedures defined in the following sections:

1. Letter will be sent to parents upon the fifth and seventh absences in a semester.

2. Upon the eighth absence, the parents/guardian and the student will be notified that any additional absence may result in time that may have to be made up at a time designated by the principal.
3. Students having twelve or more absences in a semester may be retained at the current grade level. The principal will make this decision after receiving input from the parent, student, teacher, and counselor.
4. Extension Provisions
If a family experiences difficulties that lead to absences in excess of the maximum; the family can request an extension to the policy from the board of education.

Special circumstances may occur in which the administration may waive the attendance stipulations as outlined above. Special circumstances may include, but are not limited to severe weather that impedes travel, family emergencies, extended illness, and prearranged absences for family travel or vacations.

- B. Truancy: Absence from school without the authorization of the parents or the school is an unexcused absence and shall be considered truancy. It will be the responsibility of the student to make arrangements with the teacher for assignments and class discussions missed during the absence.
1. Upon the first unexcused absence, the student will serve a minimum of three days in-school suspension and be referred to the counselor.
 2. Upon the second unexcused absence, the student will serve a minimum of five days in-school suspension and the parents will return for a conference.
 3. When a condition of prolonged absenteeism exists, the building principal shall provide the parents with written notice of the school's concern. Parental response is to be documented by the principal. If after initial contact the student fails to return to school, the school will take appropriate legal action.
- C. Tardies
1. A student will receive two "free" tardies per quarter
 2. Once a student exceeds the two "free" tardies per quarter, the students will be placed on detention for a period of 30 minutes for each tardy over the two "free" tardies.
 3. A student that fails to serve the detention will be subject to in-school or out-of-school suspension at the discretion of the elementary school principal.

SCHOOL CLOSING - WEATHER

School shall be closed when conditions become unsafe for buses to operate or children to walk to school. Parents/Guardians will receive a phone call from an automated system informing them of any school announcements. School closing announcements will be broadcast over KELO TV - channel 3, KIJV Radio (Huron) - 1340 and WNAX Radio (Yankton) - 570. KMIT (Mitchell) - 105.9.

INCLEMENT WEATHER

During inclement weather when playground conditions are snow packed and/or muddy, students will be required to wear boots, stocking hats, mittens or gloves. It is the responsibility of the parents to provide proper winter clothing. School will NOT provide winter wear. During periods of severe weather, or when playground conditions are snow packed and icy, recess and lunch break may be taken in the classroom or in the gym.

STUDENT DRESS CODE AND CONDUCT

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming: invades the right of others; or disrupts the educational environment by detracting from the decency and decorum in school. Bizarre or unusual clothing or appearance will not be permitted if it can be determined that (1) it causes distraction or disruption in the learning process, (2) it can be characterized as being unsanitary for health reasons, or (3) it presents a safety hazard. No bare mid-riffs. Shorts must be an appropriate length; shorts may be worn after April 15 and before October 1. Students may be kept in from recess or PE if they are dressed appropriately for the weather. (4) for safety reasons, we encourage appropriate foot ware for recess and gym activities. **Students are not allowed to wear wheelie shoes, or Heelies, in our school building.** HATS_OR CAPS create a distraction and are not to be worn during school hours or at in-door school activities except on days designated for that purpose. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

The students of the Wessington Springs School System have an excellent reputation for being well-dressed and well mannered.

DISCIPLINE

We believe each student has the right to an uninterrupted and safe education. Discipline will be designed to produce behavior changes that will enable each student to develop self-discipline which is a necessary part of any good education system. It is also a necessary part of a successful social environment. The major objective of discipline is to teach the following fundamentals of living our society.

All students are expected to conduct themselves as ladies and gentlemen while attending school and school related-activities. Students are expected to use appropriate language that is respectful to others and themselves. Offenders of school rules and classroom procedures will be dealt with immediately. Teacher detentions, discipline referrals, in and out of-school suspensions, and expulsions if necessary, will be used as deterrents to behavior problems.

Discipline Standards of Behavior.

The following set of standards will be enforced in the halls, bathroom, etc. in the Elementary building.

1. Keep hands, feet and objects to yourself.
2. Walk in an orderly manner.
3. No running in the halls.
4. No loud talking during lunch or while passing in the hall class breaks. If a teacher can distinguish your voice, you are talking to loud.
5. No congregating in the halls or in the bathrooms.

Suspension

In-school suspension or other reasonable disciplinary measures may be implemented by the administration as deemed necessary or appropriate. Aggressive behavior toward an individual is immediate ISS.

Detention

Detention will be served in the office. Detention will be held on the day of the infraction with the exception of Wednesday. However, if it is impossible for a student to stay on the given night, arrangements will be made with the principal to stay another night. The teacher or principal will call the parents to inform them that their son/daughter will be on detention.

CONDUCT AT SCHOOL ACTIVITIES

Students who attend school activities, such as assembly programs, games, music concerts, etc. attend to watch or participate. If it is necessary to leave the bleachers, students are asked to do so during intermissions, quarter breaks, half time, in between games, etc. If a student is reprimanded once he will spend time after school. If a student is reprimanded repeatedly he/she will not be allowed to attend school activities without a parent/guardian. Students are asked to remain in the building once they enter to attend an activity.

DANGEROUS WEAPONS

State law mandates that no weapons of any kind can be brought on school premises. Anyone bringing a weapon to a school event or to the school is subject to expulsion from school. Any type of object used as weapon is not permitted on school property. This includes but is not limited to guns and knives of any kind. When an object is used as a weapon, it is considered a weapon. Disciplinary action will be taken under the discretion of the administration and school board. Law enforcement may be contacted.

TOBACCO:

The use of tobacco products is illegal and prohibited among students. The use of tobacco products when on school property, riding in school vehicles, or at school activities will not be tolerated.

Any student who may choose to disregard the policy shall be subject to reprimand, detention, or possible suspension from school.

ALCOHOL AND DRUGS:

Just as no school official would permit the appearance in school of a teacher who was in possession or under the influence of alcohol or a controlled substance, neither will a student be permitted the same. Any student who is in possession of or under the influence of alcohol or drugs will be subject to immediate suspension from school.

Said possession or influence shall include in the school building, on the school ground, at school functions or activities even if held away from school premises.

POSSESSION OF DRUGS OR CONTROLLED SUBSTANCE

1. Law enforcement will be called
2. Parent/guardian will be called
3. Ten days of out of school suspension
4. Hearing with the Wessington Springs Schools Board of Education

INITIATION / HAZING:

Initiation and hazing of any student or person who is or who may become a student in the Wessington Springs School System is strictly prohibited at any time during the school year. Any student who shall in any manner participate in the hazing of any student or person who may become a student may be subject to rigid disciplinary action. This includes cyber-bullying.

CANDY and GUM:

Eating treats in the classroom is up to the discretion of each teacher.

Playground Rules/Conduct on the Playground:

Time on the playground can best be utilized by organization of games and activities.

Playground Rules:

1. All students are responsible to the supervisors on the playground.
2. No tackle football.
3. No hard balls are not to be used (baseballs & softballs).
4. No wrestling on the playground.

5. The playground is supervised at all times during recess.
 6. No snowballing.
 7. Playground equipment is available in the classrooms. Mark all equipment.
 8. All equipment must be used properly
 - ◆ One person on a swing, no standing
 - ◆ No twisting or jumping out of swings
 - ◆ No walking up the slides or teeter totters
 - ◆ No using jump ropes around the waist
 9. When the whistle is blown, students will line-up immediately and enter the building in an orderly manner.
 10. Swearing or profanity will not be tolerated anywhere and will be subject to rigid disciplinary action.
 11. Gym- only soft balls (nerf balls)
- Your playground should be a fun and safe time.

SCHOOL BUS REGULATIONS:

Students riding a school bus are always under the supervision of the bus driver, who has as much authority as any school official. Some of the rules for pupils riding buses as listed in the "**SOUTH DAKOTA BUS DRIVERS MANUAL**" are as follows.

(BUS RULES)

1. The driver is in full charge of the pupils and the bus. The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom. Bus transportation of pupils is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver to report to the school administrator the names of any pupils who persist in violating rules and regulations. The administration may find it necessary to temporarily withhold the privilege of riding the bus from these pupils who fail to cooperate.
2. Pupils shall obey all instructions from the school bus driver and authorized student monitors.
3. All pupils must be seated before the bus is placed in motion. Pupils must occupy the seat assigned to them, if seats are assigned.
4. The same courteous conduct that is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
5. Pupils must refrain from unnecessary conversation with the bus driver. The job requires his/her full attention.
6. Pupils must be on time at the designated bus stop; the bus cannot wait beyond its regular scheduled time for tardy pupils. A time schedule should be posted in the bus and it should be followed.

7. Pupils must not stand in the traffic lanes while waiting for the bus.
8. Pupils will assist the driver in keeping the interior of the bus clean, sanitary, and in an orderly condition. Pupils must not throw waste paper or rubbish on the floor or out the windows of the bus.
9. Pupils will not open or close the windows with out the permission of the bus driver
10. Pupils will not, at any time, put hands, arms or heads out of the bus window.
11. Pupils must not move about inside the bus or try to get on or off while the bus is in motion.
12. Pupils will immediately report to the driver any damage occurring to the bus.
13. Pupils must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road.
14. Pupils must await the signal from the bus driver to cross a road or highway, then cross promptly. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver.
15. Pupils will be courteous to the bus driver, fellow pupils, and the general public.
16. No more than two students may ride with a regular passenger on any evening without permission from the bus supervisor and bus driver. The permission must be granted two days prior to the event.

NOTE: It shall be the responsibility of the parents / guardians to inform the bus driver when a pupil is to get off the bus at a place other than the designated stop.

BUS LOADING TIMES:

The times listed below are the times designated when each class should be boarding his / her bus each afternoon when school is dismissed.

WESSINGTON SPRINGS

Students at the Elementary	3:15
Students at the High School	3:30 (HS)

Students who do not ride the bus are to remain on the school grounds until all the buses have left the school grounds at the end of the day.

STUDENT PROGRESS REPORTING

Regular or periodic student reports and evaluations will either be mailed to the parents or given to them at Parent / Teacher Conferences.

Progress reports will be sent at the 6-week grading period of each quarter and at the end of each quarter. Students involved in 7th/8th grade athletics or higher will have their grades checked at the 3-week, 6-week, and end of quarter to determine eligibility. If a student has 2 or more failing grades they will be ineligible to participate in games or events of that activity until the next grading period. Once incompletes are turned into a passing grade, the student will be eligible.

INCOMPLETES:

It is imperative that schoolwork is done on time. Incompletes are discouraged, but when a student gets an incomplete, he/she will have two weeks from the end of the grading quarter to finish his / her work. If the work is not completed in this time frame, the student will receive an "F" for the grading period. If for any reason, the amount of time for finishing an incomplete needs to be extended, the extension should be secured from the teacher and the principal.

Parents / guardians will be sent a written notice indicating the subject area where their child has received an incomplete. This notice will indicate the date when all incomplete work must be finished. All incompletes become an "F" on the permanent records on the final day of the school term.

CHEATING

Students that are caught cheating on homework or tests will receive a zero and the parents will be notified.

GRADING CODE (grades 2 - 8)

"A" - (100 - 94)	Exceptional work in quality and quantity, existence of originality and initiative.
"B" - (93 - 87)	Work above average in quality and quantity, some evidence of initiative.
"C" - (86 - 78)	Assigned work usually completed as to quality and quantity, but with little evidence of originality.
"D" - (77 - 70)	Work of poor quality, seldom up to standard in either quality and quantity.
"F" - (69 and below)	Work not up to standard in either quality or quantity. No credit earned.
"I" _ Incomplete work	Perhaps due to assignment not handed in, tests not taken, projects unfinished, ect.,
"S" - Satisfactory	Work is satisfactory.
"N" - Needs improvement	work needs to be improved.
"U" - Unsatisfactory	work is unsatisfactory.

GRADING CODE (grade 1)

S+ (94-100)	Exceptional work in quality and quantity, existence of originality and initiative.
S (80-93)	Work above average in quality and quantity, some evidence of initiative.

S-	(75-80)	Assigned work usually completed as to quality and quantity, but with little evidence of originality.
N	(70-74)	Work of poor quality, seldom up to standard in either quality and quantity.
U	(69 and Below)	Work not up to standard in either quality or quantity. No credit earned.

GRADING CODE (KINDERGARTEN):

SKILLS

M – Mastered P – Practicing N – Not assessed at this time

Effort

O – Outstanding S – Satisfactory L – Limited U – Unsatisfactory

HONOR ROLL (Grades 5-8)

At the end of each grading period, an honor roll list will be prepared listing the names of those students who have a "B" or better average in their academic subjects. Music (instrumental and vocal) and PE (physical education) are non-academic subjects thus grades from these subjects are not counted when figuring the grade point average.

GOLD HONOR ROLL	requires	3.50 - 4.00 GPA
BLUE HONOR ROLL	requires	3.00 - 3.49 GPA

GPA (grade point average) is determined on the basis of the grade received in each academic (core) subject area. Only grades of "C" or better will be used to determine the grade point average for the Honor Roll. A grade of "D" or lower will automatically exclude a student form Honor Roll consideration regardless of his / her other grades.

"A" = 4; "B" = 3; "C" = 2

PROMOTION OR RETENTION K-6:

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly. Retention will not be used until other possibilities have been exhausted, including special help, remedial work, and if appropriate, summer school opportunity. In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, teachers will use the advice and help of the guidance and other special school personnel. Although teachers may recommend retention, all retention's (as well as promotions) will be assigned by the school principals. Teachers, in recommending retention's and principals in assigning them, will give the reasons why they feel the student should repeat

a course or grade level.

PROMOTION OR RETENTION 7-8:

Homework Policy

Students are expected to be responsible and have their homework completed and ready to hand in or correct at class time.

If the student does not have their homework completed at class time on Monday, Tuesday, Thursday, or Friday he/she will have the opportunity to stay after school that day to finish the homework. (The teacher will be available from 3:15-4:15)

If the student does not have their homework completed at class time on Wednesday he/she will report to the principal's office Thursday morning at 7:30 am.

Promotion and Retention of Middle School Students

All Wessington Springs Middle School students will meet the following criteria in order to be promoted to the next grade level:

1. Students must have a passing grade in their five core classes (reading, language arts, math, science and social studies). Successful completion of the class will be indicated by a passing final grade for the class. The final grade will be the average of the two semester letter grades based on a four-point scale.
2. If the student is not passing in all core classes, the student will attend summer school for the class they failed and meet the requirements set by the teacher. Students will not be promoted to the next grade unless they complete all the criteria for summer school.
3. Students and parents/guardians will be notified by the administration following the third nine-week grading period that summer school or retention is a possibility. A conference with the teacher(s), administration, parent and student will be arranged to discuss academic progress of the student.

Petition Process For Grade Level Assignment

Students who do not meet the above criteria may petition to be assigned to the next grade level through the Wessington Springs Middle School Student Accountability Committee. This committee will be made up of the following members: the principal, the counselor, the student's English, Social Studies, Mathematics, Reading, and Science teachers, and one high school educator. If necessary the special education teacher will be a part of the committee.

1. The principal will notify the student and parents/guardians that they are going to be retained following summer school.

2. The student will contact the principal to request a petition hearing with the transition committee.
3. AT THE HEARING
 - a. The student may bring samples of work that he/she feels demonstrates competency of the South Dakota Content Standards
 - b. The student may discuss and extenuating circumstances that should be considered.
 - c. The committee may ask the student to respond to content-orientated questions or fulfill other appropriate requirements to give the student the opportunity to demonstrate competency of the South Dakota Content Standards.
 - d. The student will be required to make a statement on his/her own behalf.
 - e. The parents/guardians have the right to attend the hearing. At the conclusion of the hearing, the parents may make a statement on behalf of their child.
4. The principal will notify the student of the committee's final decision with seven days following the completion of the hearing.
5. For special education students, the IEP team will determine adaptation, modifications or waivers to the policy for that student.

PARENT / TEACHER CONFERENCES:

Parent / Teacher Conferences will be held after the first and third periods. When evening conferences are scheduled the hours will be announced. Conferences for Grades K – 8 will be scheduled. Report Cards will be distributed at these conferences. Second and fourth period report cards will be mailed to parents.

CARE OF SCHOOL PROPERTY, BOOKS, AND SCHOOL BUILDINGS:

Students guilty of marring desks, walls, books, or damaging school property in any way shall be subject to a fine, replacement of said property, and disciplinary action. Students who contribute to littering on the school grounds or in the building will be subject to detention, or "work detail", and / or disciplinary action.

Damages will be assessed for lost or damaged books. The scale for lost or damaged books is as follows: 80% of the new book price if this is the first year the book is used; a two year old book - 60% of the new book price; a three year old book - 40% of the new book price; a four year old book - 20% of the new book price.

Damages will be assessed for damaged technology hardware and software. The student will pay for all costs associated with the damage if the student is negligent. The fines will be determined by the technology coordinator.

COUNSELING SERVICES:

The school counselor is a person trained to help students with their educational and personal planning's. In order for counseling to be helpful a student must feel free to talk about his/her feelings and problems. The things that are talked about in the counselor's office will not leave that office without the student's permission. State law prohibits the counselor from giving any person any information that he/she received in confidence.

SCHOOL SPONSORED ACTIVITIES:

All major school activities realize financial benefit from activity ticket sales. If a student does not purchase an activity ticket, they will be expected to pay the price of admission, even if they are a participant. If a student should lose his/her activity ticket, he/she will be able to purchase a duplicate for fifty (\$.50) cents.

Activity tickets are available to all students in grades K – 8 for \$5.00. Students in grades 5-12 must purchase an Activity Ticket for \$5.00. Students in grades K-4 who do not purchase an activity ticket, admission fees are as follows:

High School Athletic Events & Music Concerts	\$5.00 Adults \$3.00 Student
Grade School Athletic Events	No Charge

*NOTE: Adults and Senior Citizen Activity tickets may be purchased at the High School.

*NOTE: Activity tickets will not be honored at post-season play or musicals

DAY OF AN ACTIVITY

Students are required to be in school the entire academic day of an activity if they expect to represent WSES in an activity that day or night.

Provision of this policy will NOT be waived unless the school knows of the absence before the end of 1st period of the school day the activity is scheduled and the principal approves it.

DAY AFTER AN ACTIVITY

Students are expected to be in school the entire academic day after an activity. The idea that a student might be too tired after representing WSES is not acceptable. If a student misses school the day after an activity, they will not be allowed to represent WSES in the next activity in any season they might be participating. A student has one sick absence before they cannot compete or perform.

The only exception is that if the school knows that the student will be absent prior to the end of 1st period on the day after the activity or if sick and sent home by the office, the student is excused from this provision.

For purposes of this provision: Parent/guardians verified illness does not count as a reason to miss the day after an activity. However, Doctor verification of illness or injury will not count against participating in the next activity, but will count as an absence.

CHURCH NIGHT:

The school and the ministers of the various churches have agreed that Wednesday evening is Church Night. The school will attempt not to schedule activities for that evening, thus leaving the students free to participate in the activities of their respective churches. It is hoped however, that some activities might find it necessary to coordinate their practice along with church night in such a way as not to conflict with one another. No school activities can be scheduled for Sunday without permission of the Superintendent.

TELEPHONE USE AND MESSAGES:

The office telephones are available for illnesses or other emergencies. The pay phone in the gym is available for forgotten items, social calls, etc. **Students will not be called to the phone to take a message except in the case of an emergency.**

Messages for K - 8 students will be delivered to them.

A telephone is located outside the secretary's office to be used by students to make local calls after 4:00 pm.

Parents are encouraged to contact teachers before school from 8:00-8:20 and after school from 3:15-3:45. Teachers are actively involved with students during the school day.

OFFICE TELEPHONE NUMBERS: 539-1754 or 539-9500 GYM: 539-9901

CELL PHONES

Students are not allowed to use cell phones on school grounds during the school day. If a student brings a cell phone to school it must be shut off and kept in a bag or coat. The first violation of the cell phone policy will result in the cell phone being kept by the principal until the end of that school day. A second violation will result in the cell phone being taken by the principal and a parent will have to pick up the cell phone. A third violation will result in a meeting with the principal, parent, and student and possible discipline will be discussed for the student.

MEDICATION: CHECKING OF LEGAL ISSUES WITH DISPENSING

MEDICATION

Medication Procedure:

1. For each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement, which will grant to the principal or the principal's designee permission to assist in the administration of prescribed medication. A record of medication administered will be kept.

2. Each prescribed medication to be administered by school district will be stored in the principal's office or a location designated by the principal.
3. Prescription medication must be in a bottle provided by the pharmacy or physician with the student's name, date, medication name, and dosage.
4. For students requiring medication on a short-term basis (no more than three(3) weeks), parents are strongly encouraged to arrange the schedule outside of school hours. However, if this is not possible the school will administer the medication following the guidelines.

ILLNESS RELATED ABSENCES:

When a student has been ill and needs to stay inside or not participate in playground or PE activities for more than 4 days they must have a doctor's written justification.

SCHOOL LUNCH PROGRAM:

Meals will be served every day school is in session. It is a difficult task to serve a large number of students in a very short period of time. We do need the student's cooperation in keeping things neat and orderly in the lunchroom. The lunchroom is your dining room away from home, help keep it clean. Please keep your voices down so the noise in the lunchroom is kept at a minimum. Students will be dismissed from the lunchroom by rooms. Lunch will be supervised by an adult.

Breakfast/Lunch Prices:

Lunch: Grades K-4 \$1.75 Grades 5-12 \$2.00 Adults \$3.50

Breakfast: Grades K-8 \$1.25

OUT OF SCHOOL PROGRAM

An after school program is offered for grade k-6. The program time is from 3:15-6:00pm for a cost of \$2.20 per night. This is an organized, safe, fun time for students.

STUDENT LOSSES:

Students are urged not to leave money, jewelry, or anything of value in their desks, in the gym, or in the locker rooms at anytime. If you do so, you do so at your own risk. We are sorry to report that several valuable articles were lost in past years. The school cannot be responsible if such things disappear. Articles left in the school which are not claimed will be disposed of within a reasonable length of time. Please report to the office

IMMEDIATELY if you have lost any articles of clothing, etc.

Please label your clothing and other possessions. Many articles are lost unnecessarily each year because they aren't labeled.

STUDENT VISITATIONS:

Students are welcome to bring a friend to visit their classroom for **no longer than one (1) hour at a time**, unless special circumstances which the teacher and principal must approve. Please clear all visitations with the teacher and principal prior to the time of the visit.

BAND, VOCAL MUSIC, AND PHYSICAL EDUCATION:

All students who participate in band, vocal music, and PE are to remain with their respective groups until the entire group is ready to return to the classroom. When everyone in the group is ready then the group will return to the classroom. Those students who forget their music, horn, or PE clothes will sit with their group during instruction in band, music, and PE. All PE students will remain in the gym until everyone is dressed and ready even though you have been unable to participate. If you can't participate in PE for some reason, you must have your parents/guardian write a note prior to the class and give the note to the PE instructor.

All Students are required to wear clean tennis shoes for physical education class. All students should keep an extra pair of clean tennis shoes at the school.

Participation in instrumental and vocal music contests for students in Grades 5 & 6 is a student option. A student may participate in these contests if he/she wishes, but it is not required that he/she does so.

The instructors may require participation in instrumental and vocal music contests for students in Grades 7 & 8. If a student does not wish to participate in these contests, an optional musical learning experience may be required.

NOTE: Mixed Chorus for 7/8 graders is required.

ACCIDENTS:

There is a possibility that you may hurt yourself during the school day in PE class, on the playground, or during an extra-curricular activity. If you are hurt, you are to do the following,

1. Report all accidents to the supervising teacher or coach.
2. Report all injuries to the principal's office. If medical attention is needed, your parents/guardians will be notified immediately and first aid procedures for treatment will be followed.
3. An accident report will be filled out and kept on file in the office.

GYM:

The gym is "off limits" to all elementary students, before and after school each day, unless supervised by an adult. Elementary students will not be allowed in the gym anytime when there is high school basketball, volleyball, and / or wrestling practice or when the football team or track squad is working out indoors unless they are a part of the team. The only time K - 8 students will be allowed in the gym during the regular school day is when an elementary teacher/coach supervises them.

BIRTHDAY PARTIES AND AFTER SCHOOL OUTINGS

Any student wanting to hand out invitations for a birthday party cannot give out the invitations in school unless everyone in the class or all the same gender in that class is being invited to the party. The teacher and/or principal must also be notified before handing out the invitations. Student will not be allowed to give birthday presents to other students during school. The school also asks parents to notify the office or teacher with a note if their child will be attending a birthday party.

SCHOOL PARTIES AND DANCES:

All parties and school dances must be cleared through the office the principal. Parties must be well planned and well organized. Care of equipment and of the building should be stressed in planning. Groups should leave the room/building clean and tidy when they leave. Teachers / sponsors must work with the particular group that is putting on the party or dance to insure proper supervision.

School parties may be held on Halloween, Christmas and Valentine's Day. Fall Festival and Valentine's parties are for students in grade K - 6. The Christmas party is for all students in grades K – 8.

Opportunity for Improvement:

All students in 7th and 8th grade that are failing in one or more academic subjects are encouraged to attend Opportunity for Improvement (OFI). An accumulative grade average will be reported to the principal each week, if a student is failing one or more academic subjects or if the student has an Incomplete, the student will attend OFI the following week. OFI will take place from 3:15-4:15 PM each afternoon excluding, Wednesday and inservice days.

All students are encouraged to attend OFI. This is a great time to complete homework and receive extra help from teachers.

Student Drivers:

Licensed student drivers will enter and exit using the southeast approach and park in the southeast parking lot. Students may drive to school and home, students will not drive their vehicle during the school day. Students will ride the bus from the high school to the elementary building to drive home. At anytime buses are still present student drivers will not leave the grounds until buses have departed. The school does not promote students with a learners permit driving to school or having other student riders with them.

BICYCLES:

Students may ride their bikes to school on good weather day. Students should park the bikes at the bicycle rack on the south side of the building near the playground.

PUBLIC COMPLAINTS:

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

- 1. Teacher**
- 2. Principal**
- 3. Superintendent**
- 4. Board**

In a complaint, which was presented to the Board and referred back through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to complainant.

Matters referred to the superintendent and/or Board must be in writing and should be specific in terms of the action desired.

Exceptions to this policy will be made when the complaints concern Board actions or Board operations only. (1997)

Please sign to indicate that you have read and discussed this Handbook with your child / children. Return this page to one of the homeroom teachers by Friday, September 2.

Thank You,

Student(s) Name: _____

Parent's Signature: _____

Date: _____

COMMENTS: _____

DDN Campus Parent Portal

_____ **I use the DDN Campus Parent Portal.**

_____ **I do not use the DDN Campus Parent Portal.**

In case of a storm where there would be no buses running please give us a name for storm housing in Wessington Springs.

NAME _____

PHONE _____

Cell Phone _____