

# **HARDING COUNTY ELEMENTARY SCHOOLS STUDENT/ PARENT HANDBOOK**

## **2017-2018**

Welcome to the 2017-2018 school year at Harding County. This handbook has been developed to inform students and parents about their school. Certain guidelines are needed to help any school run efficiently and we are no different. Be sure to read the handbook and refer to it often. If a student or parent desires to see a complete copy of a School Board Policy they may inquire in the Principal's office.

The school maintains an active website. Additional information about school and activities calendar, Board of Education Policy, announcements, school closures due to inclement weather, menus, and individual classroom websites can be found at [www.hardingcounty.k12.sd.us/](http://www.hardingcounty.k12.sd.us/) . We encourage you to check us out.

We are proud of the fine students, faculty, and many educational opportunities offered at Harding County. It is a privilege for each of us to be a part of this outstanding organization. The rules and guidelines of this handbook should help you and assist us with providing a quality education. If everyone works together it will ensure that Harding County is the best! We hope you have a rewarding, enjoyable, successful school year.

Sincerely,

HCHS Administration and Faculty

## **Our Beliefs:**

*Our educational community, consisting of students, staff and patrons,*

- *Shares the responsibility for developing lifelong learners and progressive thinkers.*
- *Shares a commitment to recognize and develop the potential of each student.*
- *Recognizes learning occurs in various ways and at different rates.*
- *Will develop the whole student.*
- *Will prepare students for successful post-secondary pursuits.*
- *Will focus on respect, integrity, responsibility and accountability.*
- *Will prepare students to be productive citizens of their communities, states and nation.*

## **Our Mission:**

*Prepare Our Students for Their Middle School and High School Education*

## **Our Vision:**

*Establishing a Foundation for Future Endeavors*

## **Our Educational Philosophy:**

*Education is a continuous process of learning, not only for the present age of technology but also for the future. Therefore, the School Community will provide an educational environment that promotes and enhances learning as a life-long endeavor. Education is not just the development and refinement of mental capacity and ability, but is also a process that assists the students in meeting their creative, physical, social, and emotional requirements. The School Community constitutes a lasting force in the development of the student, and thus it will strive to provide stimulation and assistance so that each student develops in accordance with his/her individual abilities, interests, and potentials.*

### SCHOOLWIDE EXPECTATIONS:

*The following is expected from students in our building.*

#### **1. RESPECT OTHERS**

#### **2. BE PREPARED TO LEARN**

#### **3. BE SAFE**

#### **4. TAKE CARE OF OUR SCHOOL**

##### **1. RESPECT OTHERS: This means you must**

Allow others to learn ~ Show self-control ~ Claim only fair share of attention  
Show courtesy in speech, manner, and attitude ~ Listen attentively  
Respond respectfully to authority (teachers, playground supervisors, adults in the building, crosswalk patrol)  
Cooperate with classmates ~ Work well with others ~ Participate in activities  
Follow cafeteria rules:  
a) Use restaurant manners ~ talk quietly to those at your table  
b) Get everything you need before sitting down at your table  
c) Raise your hand in an emergency  
d) Take restroom breaks before and after lunch

##### **2. BE PREPARED TO LEARN: This means you must**

Attend school ~ Arrive on time  
Come to school well rested ~ Have necessary materials for class  
Participate in group discussions and activities  
Follow directions ~ Do neat, careful work  
Complete homework ~ Complete class work  
Use time wisely ~ Demonstrate good organization skills  
Work well independently ~ Make up work when absent

##### **3. BE SAFE: This means you must**

Follow directions ~ Listen attentively to adults  
Walking in the building ~ Use Playground equipment correctly  
Keep hands, feet, and objects to self

##### **4. TAKE CARE OF YOUR SCHOOL: This means you must**

Respect school property....  
a) Your classroom and bathrooms  
b) Playground equipment  
c) Textbooks, library books, computers/Ipads  
d) Hallway displays and student's work  
e) Classroom, library and lunchroom furniture

## **BULLYING/HARASSMENT**

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being to defend himself/herself. The three main types of bullying are:

- ☐ Physical (hitting, kicking, theft)
- ☐ Verbal (name calling, racist remarks)
- ☐ Indirect (spreading rumors, excluding someone from social groups)

## **SEXUAL HARASSMENT**

It is the policy of the HARDING COUNTY SCHOOL DISTRICT 31-1 that all of our employees and students should be able to enjoy an atmosphere free from all forms of discrimination, including sexual harassment.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual harassment refers to conduct which is offensive to the individual, which harms morale, and which interferes with the effectiveness of our school district.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexual oriented verbal "kidding", abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the Board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

### **PROHIBITION AGAINST RETALIATION**

The District strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of reprisal or adverse pressure, including the accused discussing the allegations directly with the accuser except where such discussion has been arranged and facilitated by the Title IX Coordinator. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the offender.

### **STUDENT DUE PROCESS RIGHTS**

All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the hearing procedures established by the State Board of Education.

Due process procedures will conform to the following basic practices:

1. They must be fair.
  2. They must apply equally to all.
  3. They must be enforced in a fair manner, which involves **a.)** adequate and timely notice and an opportunity to prepare a defense. **b.)** an opportunity to be heard at a reasonable time and in a meaningful manner. **c.)** the right to a speedy and impartial hearing on the merits of the case.
  4. Proceedings will start with the principal who is charged with the supervision of the student involved.
  5. If resolution is not obtained at the principal level the decision may be appealed to the Supt. of Schools.
  6. If resolution is not obtained at the Supt. level, an appeal may be made to the Harding County School Board.
- OR
7. A complaint which is filed that alleges any acts of discrimination based on sex, age, race, color, national origin or disability. The student may go through the school's due process procedure.

## **ATTENDANCE:**

File: JEDA

### **ATTENDANCE/TRUANCY POLICY FOR GRADES K-5**

Regular attendance is essential to success in school. Frequent absences disrupt the continuity of the instructional process. Therefore, it is very important that students attend on a regular basis. If students have to be absent, the parents/guardians must call or send a note from home explaining the reason for the absence. If you know in advance that your child will be absent from school, please notify the teacher and office. We try to work with parents on having students make up their work missed, but make-up work is no substitute for classroom instruction. Administration does have the right to ask for a doctor note to verify absences.

#### **Tardiness**

Students will be counted tardy when arriving to school after the designated start time. If a student arrives at school after 10:00am or leaves before 1:30pm, he/she will be counted absent for ½ day. Consistent tardiness will be brought to the attention of the parents. Parents of students having a high rate of tardiness will be requested to confer with the teacher(s) and/or Principal in hopes of identifying the problem cooperatively while working to a satisfactory solution.

#### **Absences**

**3-5 Absences**—Classroom teacher may make a courtesy call by phone or note. The purpose is to state that the student has been missed and ask if there is anything the school can do.

**6-10 Absences**—A letter indicating this fact will be sent to parents. The letter will stress the importance of attendance to student achievement. Classroom instruction/interaction can't be made up, even though assignments can. Also, a personal contact may be made by the Principal. In cases of prolonged absence because of illness or after 5 separate absences due to illness, a doctor's statement will be required.

**11-15 Absences**—A conference with parent, teacher, counselor and/or principal, and the student (when deemed appropriate) will be requested. There will be discussion of the attendance policy and the consequences for further absences from school. A plan of action will be drawn up to include interventions for a plan of success.

**16-20 Absences**—Possible referral to the States Attorney and grade level promotion may be jeopardized.

*Note: For Grades K-5, these absences are considered for entire school year and not by semester as in grades 9-12.*

#### **Truancy**

1. South Dakota law (13-27-11) states that: "Any person having control of a child of compulsory school age, who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor."
2. Truancy is defined as any absence not approved by the school or a pattern of irregular attendance. Skipping a class and/or leaving school grounds without permission is considered truancy.
3. School procedures/consequences for truancy may include making up missed time through detention, summer school, parent notification, parent conference, suspension, and/or loss of credit. Repeated truancy instances will result in a referral to legal authorities.

#### **Under normal circumstances, absences will be counted except as listed below:**

1. Participation in school sponsored or school-approved activities.
2. If the weather is such that a parent determines the child is endangered by attendance the student will not be counted absent if school official(s) is/are notified.
3. Special needs, abilities, or circumstances will be given necessary consideration and attention as determined by administration. Long term absences may also receive special consideration.
4. Family emergency such as:
  - A. Serious illness or family member
  - B. Death of family member
5. Other only with permission of Principal

ADOPTED JULY 13<sup>th</sup>, 2009

### **ANNOUNCEMENTS:**

Announcements will be sent home to parents with students for routine matters by email and paper notes. Others may be mailed to the parents. During times of emergency the school district will send home a phone announcement as well as use the various local radio stations to carry announcements of school closings, delays, or early dismissal. Also, the school district can utilize a phone tree to contact families in case of school closures.

### **BAND:**

Students in grades 5 are eligible to participate in the Elementary/Junior High Music Contest. The contest is open for vocals and instrumentals—both solo and ensemble. Individual instrumental lessons are provided free for interested students showing aptitude.

### **CARE OF BOOKS:**

At the beginning of the school year books will be handed out by the teacher. Students and parents are to bring to the attention of the teacher any damage noted in the book. At the end of the school year the teacher will look over the books to note any damages that occurred while in the student's possession and collect such damages to cover the cost of repair or replacement. Normal wear of textbooks are to be expected, but excessive or unwarranted damages will require reimbursement.

### **CLASSROOM PARTIES:**

Holiday parties may be held in the elementary grades during the last part of the school day. Special requests may be granted by the elementary principal for other parties on an individual basis. No birthday parties with homemade treats will be allowed unless approved from the building Principal.

### **CURRICULUM:**

In a real sense everything that happens at school is a part of the school's curriculum.

### **DESTRUCTION OF SCHOOL PROPERTY:**

Any student who deliberately defaces or destroys school property is liable for suspension or expulsion. That student is also liable for restitution of the cost of such destruction.

### **DRESS CODE:**

Dress of student shall be neat and appropriate. Any dress that sets up a special group or disturbs classroom activities or the school routine is not allowed. If your apparel is considered to be disruptive by the teacher or principal you will be asked to change it. Some examples of inappropriate dress are given below:

- Clothing that is torn or ragged
- Attire displaying obscene or vulgar text or symbols
- Articles of clothing in which the primary focus is advertisement of tobacco, drugs, or alcohol.

- See-through clothing
- Provocative clothing
- Bandanas or headbands
- Halter tops or shirts with spaghetti straps
- Shirts or blouses that do not fully cover the waist
- Hats and caps worn in the school building during the school day
- Going without shirt or shirt unbuttoned
- Other articles that a teacher or principal determines to be distracting

### **DISCIPLINE POLICY:**

Students are expected to behave while at school. They are to obey the teachers/administration, and other adult staff members at all times without disruptions. The Harding County Schools follow the Assertive Discipline Plan. This plan has proven to be of most value to students and their parents. Rules are posted in each classroom with the consequences for breaking these rules also listed. Copies of the rules are sent home at the beginning of the school year and are approved by the Principal and kept on file in the elementary office.

The purpose of the Assertive Discipline Plan is to establish a clear description of the types of behaviors that are not acceptable and to set forth the disciplinary measures that will be taken for violation of the rules. The philosophy of the Assertive Discipline Plan is that when the rules and the consequences are made available to students and they choose to break a rule they do it with the full knowledge of the consequences that will follow. We feel that this is the only fair way of conducting a society, and it teaches children about the real world.

### **LESS SERIOUS OFFENSES**

Unexcused tardiness to school  
 Failure to complete an assignment properly  
 Inadvertent rudeness  
 Excessive cluttering of floor, desk, or work area  
 Meddling with the property of others  
 Not following directions  
 Throwing objects  
 Failure to come to class prepared  
 Unacceptable language  
 Teasing/Taunting  
 Displays of temper outbursts

### **MORE SERIOUS OFFENSES**

Persistent irresponsibility of assignments  
 Frequent critical or derogatory remarks to others  
 Disrespect toward those in authority  
 Acts of rebellion against school policy  
 Truancy  
 Cheating, lying, stealing, swearing and other obscenities  
 Defiance, insubordination  
 Abuse or willful destruction of property  
 Sexual immorality  
 Possession, sale or use of drugs, tobacco, or alcohol  
 Fighting (no matter who starts it)  
 Possession or use of weapons of violence



Mistreating other students  
Extortion  
Arson or false alarm or bomb threat  
Habitually breaking school or classroom rules, uncooperative

#### **DETENTION:**

Detention means spending time outside of regular school hours and is used as a consequence for some violation of rules. Teachers will supervise all detention of students with advance notice given to parents.

#### **SUSPENSION:**

There may be times when the only way to correct a disciplinary problem is by suspension. These can be of two kinds. **1) IN SCHOOL SUSPENSION** consists of the child being kept apart from the rest of the children in isolation. The student will be required to do assignments. **2.) OUT OF SCHOOL SUSPENSION** consists of the student being prohibited from attending school because of behavior that is detrimental to the orderly operation of the school where the presence of the student is disruptive or dangerous.

#### **EXPULSION:**

If a student's behavior is such that continued presence in school is a threat to others, the Board of Education may expel a student for varying periods of time. Parents have a right to appear at an expulsion hearing and to be represented by legal counsel if desired. The expulsion hearing with the School Board will be in closed session unless the parent requests a public meeting.

#### **ELECTRONIC DEVICES POLICY:**

**JFCB-A**

If a student is using a cell phone (ANY OF ITS FUNCTIONS) or any other electronic device, including Ipods, mp3's, etc., for any reason in the school building, during school hours, the following consequences will be imposed:

**1<sup>st</sup> offense:** warning, confiscation of device, device turned in to main office and returned to student at the end of the day.

**2<sup>nd</sup> offense:** detention, confiscations of device, the device turned in to main office, call home and return of device to parents ONLY.

**3<sup>rd</sup> offense:** 1 day ISS, confiscation of device, device turned in to main office, call home and return of device to parents ONLY.

Harding County School Dist **IS NOT RESPONSIBLE FOR PERSONAL ELECTRONIC ITEMS LOST, STOLEN, OR BROKEN.**

Adopted July 12, 2007

#### **PETS:**

Cats and Dogs are not allowed on school grounds during the school day which includes reasonable periods before and after school. Safety of the children is the primary concern of the district. If its owner cannot immediately remove the animal, the law enforcement agencies will remove it. The only exceptions to this policy are when a pet is brought for show and tell or used by a visually handicapped person. Any requests must be approved by both the teacher and administration and its shots must be up to date.

**EARLY DISMISSAL:**

Under special circumstances students may be dismissed early without being counted absent for the time missed. Such circumstances usually involve bad weather and all families will be contacted by the school district by an automated phone message or phone tree.

**SNOW DAYS:**

In the case of severe weather, the official announcement for school closing will be made over the automated phone system or phone tree. It may also be heard over the following radio and TV stations.

KFLN in Baker, MT

KSQY in Deadwood, SD

KPOK in Bowman, ND

KEVN- TV in Rapid City, SD

KBHB in Sturgis, SD

KOTA—TV in Rapid City, SD

**EXTRA-CURRICULAR OPPORTUNITIES:**

Elementary sporting teams are not affiliated with the Harding County School District. The school district works with the coaching staff to provide practice and game facilities when they do not conflict with junior high and varsity sports.

**FIELDS TRIPS:**

The supervising principal may approve trips of an educational nature. These field trips will be limited to approximately 125 miles and must be able to be completed within the normal school day. Each classroom will be limited to one field trip per year and must be based on sound educational objectives. Transportation expenses can be shared by parent volunteers/chaperones where practical. Buses will be used only when necessary. If your child's class or school takes a trip you will be asked to sign permission slip/medical consent. Field trips are educational experiences for the students.

**FIRE & TORNADO DRILLS:**

In accordance with good safety practices, fire and tornado drills are run periodically. Children and teachers are not informed ahead of time when those will occur. The drills are timed and a record is kept. Teachers in rural schools will also have a plan of action for fire and tornado drills. Students are to walk quietly and orderly to the area designated of them and wait until the "all clear" signal is given. No student is allowed to stay in the building during a fire drill even if she/he is in the restroom. She/He is to leave as quickly as possible. Students are always to let their teacher know where they are going to leave the room

**GRADING CLASSROOM PERFORMANCE:**

The following grading scale will be used throughout the Harding County School District, to insure a uniform way of recording and interpreting grades:

**Kindergarten, Elementary Music, P.E. and Band**

E-Excellent

S-Satisfactory

P-Progressing

N=Needs Improvement

**First-Fifth Grades**

- A- 94-100%
- B- 86-93%
- C- 77-85%
- D- 70-76%
- E- 69-below

\*\*\*Exception to this grading scale may occur in the area of language arts (phonics, reading, spelling, literature) to better reflect student level of performance.

**HOMEWORK:**

Students are expected to complete their homework assignments on time and at an acceptable level. Students may be required to do assignments over again if, in the opinion of the teacher, the work is not at an acceptable level. No assignment is considered complete until it is in the hands of the teacher. Parents are invited to talk to teachers regarding their grading system for assignments.

**LOCKERS:**

Cubicles are provided for each student in which to keep personal articles. The school will accept no responsibility for lost or stolen articles from students' lockers. Students may have the office or teacher hold valuable items until the end of the school day.

**LUNCH:**

In Buffalo a hot lunch program is in operation. Students are invited to participate in this program. Daily lunches are available by contacting the elementary secretary. Students are not obligated to eat hot lunch every day. If there is something on the menu the student does not eat the student may bring a sack lunch. Extra lunch milk is available for .35¢. Elementary students do not have open campus. Special permission may be granted with advance parental notification given to the teacher. Students allowed to leave the school grounds during lunch are those with parental permission to leave the school.

**Cost:**

K-5	\$ 3.75	Salad Bar: \$2.00
6-12	\$ 4.25	Snacks: \$0.50
Adults	\$ 5.25	

For rural schools, students are responsible for bringing their own lunch: however, there is a milk program available to these students. The cost for a carton of milk is 30¢. This special program is available only in the rural schools.

**LUNCHROOM RULES:**

These rules have been established to make mealtime an enjoyable experience.

1. K-3 students eating lunch at school will be in the lunchroom at 11:50 and students in grades 4-5 in by 12:00. Dismissal will begin no earlier than 12:20.
2. Students are to behave appropriately in the lunch room which means no hitting, pushing, running, yelling, cutting into line, or throwing any type of object.
3. Before students are dismissed their lunch area must be clean and debris picked up from the floor.
4. Students are to finish eating in the lunchroom.
5. Students who need to remain in the lunchroom for disciplinary reasons must be supervised.
6. Upon dismissal, students who bring their lunch are allowed to return their lunch boxes to their lockers before reporting to their classroom.
7. Candy, pop, and gum are not allowed in the lunch room.

## **MAKE-UP WORK**

Students who have an excused absence may make up their classroom work missed at the rate of two days for each day missed. If after two days from the time they return to classes the make-up work has not been handed in, a zero will be assigned for each assignment. For unexcused absences, students will have two days to make up assignments for each day missed, but will receive half credit for the work handed in. If students know they will be absent, all work must be completed before they leave.

## **MESSAGES AND CALLS:**

Every classroom is equipped with a telephone and can be used under the teacher's discretion, unless there is an emergency. Messages will be taken and given to student or teacher during non-teaching time and recess.

For rural teachers who normally answer the phones themselves, parents are reminded that you will probably interrupt a class so please allow the teacher to return your call during a recess period, lunch, or after school.

## **MORNING ARRIVAL:**

The time for school arrival is 7:45. Students who remain outside until 8:00 are to line up before coming into the building. Teachers will pick up their classes at the designated places and escort them to classes. Rural teachers may set their own rules for entering the building at the beginning of the school day. In cases where the temperature is below -0 (real temperature) degrees, all recesses will be inside. The on duty playground teacher will make the decision and confer with the Principal.

## **PLAYGROUND RULES:**

Safety is a high priority and teachers are responsible for maintaining the safety of the students under their supervision. For this reason playground rules have been established.

1. No throwing of snow, rocks, or other hard objects
2. No contact sports including tackle football or other rough games.
3. No bicycle riding.
4. No skateboards, skates, or similar dangerous items.
5. No climbing on the roof and/or fire escape. Any balls stuck on the roof are to be reported to the principal's office.
6. All students are not to be behind mobile unit. Any balls that go behind the unit are to be reported to the playground teacher.
7. Playground equipment is to be used only for the purpose for which it was intended.
8. Touch football may be played at recess and noon hour break.
9. No playing around the bicycle stand.
10. Playground supervisors are to use professional judgment in determining other playground rules.
11. Students must stay in visual sight of teacher on duty.
12. Snacks may be eaten on the playground, but all litter must be disposed in trash cans.

## **PLAYGROUND RULES (RURAL SCHOOLS):**

1. No throwing of snow, rocks, or other hard objects
2. No contact sports including tackle football or other rough games.
3. No bicycle riding.
4. No three or four wheelers or motorcycle riding.
5. No skateboards, skates, or similar dangerous items.
6. No climbing on the roof and/or fire escape.
7. Playground equipment is to be used only for the purpose for which it was intended.
8. Touch football may be played at recess and noon hour break.
9. No playing around the bicycle stand.

10. Playground supervisors are to use professional judgment in determining other playground rules.
11. Students must stay in visual sight of teacher on duty.
12. Playground supervisors are to use professional judgment in determining other playground rules.
13. One teacher or aide will supervise the playground at noon and recess during the school day.

### **RECESS:**

Students in kindergarten through fifth grades will have at least a 20-minute recess daily. Possible exceptions involve rural schools with one teacher and mixed grades. In cases where the temperature is below -0 degrees, all recesses will be inside a school building.

### **Recess Clothing:**

Students need to wear the following to outside recess. We suggest that during the fall through spring months students have snow pants, winter coat, gloves, hat, and boots at school on a daily basis as weather is unpredictable from day-to-day and hour-to-hour. In the early fall and spring we ask that students always have a pair of long pants and sweatshirt in their cubby in case they come dressed in shorts and short sleeves and the weather changes throughout the day. Please understand that the following temperature guidelines are not absolute and the teachers will decide when the temperatures are hovering around freezing, etc. If students are not dressed appropriately they will be asked to stay in for recess.

#### **Below freezing**

- Snow Pants
- Winter Coat
- Mud/Winter Boots(No cowboy boots), Gloves, Hat

#### **Freezing to 55 Degrees**

- Long Pants (Jeans, Sweatpants, windpants, etc.)
- Coat (winter preferably)
- Gloves and hat
- Mud/Winter Boots (If there is snow, mud, etc. we make students wear boots. Again no cowboy boots)

#### **Above 55 degrees**

\*We would strongly suggest students wear long pants and a light coat/sweatshirt but realize depending on individual students, body temperatures are different. We will leave it up to parents to decide what they want their children to wear based on what the students wear to school. Again, we ask that all students have a long pair of pants and sweatshirt in their cubbies at all times in case weather changes throughout the day and they can easily change so they will not have to miss recess.

### **REGISTRATION OF STUDENTS:**

Registration of students occurs the first day of school with the exception of kindergarten. A special Kindergarten Round Up is scheduled during the last month of the regular school year for all students whose 5<sup>th</sup> birthday occurs before September 1<sup>st</sup> –a requirement for admission to kindergarten.

### **SPELLING CONTEST:**

Harding County School District #31-1 sponsors local spelling contests each year. Northwest Area Schools has a spelling contest within NWAS in the spring. The words for this contest are taken from the Blue Book Speller.

### **GYM SHOES:**

All elementary students need to have an extra pair of shoes for Physical Education class. No outside shoes will be allowed on the gym floor. Any outside debris that sticks to shoes will cause damage to the floor.

### **SPECIAL SERVICES:**

The Harding County School District offers various special programs for students and teachers. The various programs are described below:

1. Title I is available for qualifying students in need of services in the areas of reading and math. A Title I teacher or an aide within the regular classroom provides Title I services. Referrals for this program are to be made either to the principal or the Title I teacher.
2. Counseling services are available for all students. Teachers wishing to refer a student for counseling should do so through the school counselor.
3. Library services are available for both the students and staff. A variety of books, reference materials, films, filmstrips, records, and audio-visual equipment is available. More information regarding the library services may be obtained from the school librarian.
4. Screening for possible speech and language problems can be attained for students by parent and/or teacher referral. Northwest Area Schools through Harding County provides a pre-school screening for children ages birth to five in the spring of each school year.
5. Special Education services are provided for all students who are in need of special or prolonged assistance. Referrals for this program are to be made either to the principal or the special education teacher.
6. RTI- Response to Intervention (Instruction) is the practice of providing high quality instruction to meet student needs and applying student response data to important educational decisions via frequent progress monitoring.

### **MEDICATION AND ILLNESS:**

When a child is to receive medication during school hours, the District requires the following forms on file:

1. Signed consent by parent/guardian to give medication.
2. Signed medication record

**Forms are available at the superintendent's office and must be completed prior to self-assistance with medication.**

Because the school provides assistance with self-medication, all medications will be kept in the school's office in a locked cabinet. Medications should be delivered in a pharmacy or manufacturer-labeled container by the parents or a responsible adult designated by the parents. No more than a 30-day supply will be kept on hand. Any liquid medication should be pre-measured and sent in separate containers. Any pills needing to be halved should be done before delivery to the school.

When a child needs medication during school time, please act quickly to follow these policies so we may begin medication as soon as possible.

Please use good judgment before sending children to school in the morning if there is any question about physical illness. If a child is not feeling well, it will lessen the student's ability to focus on learning activities and may interrupt the rest of the classroom as well.

If a student becomes ill during school hours, we will contact the parent/guardian to bring the child home. The school insurance does not cover a student for injuries while at school. Also, the school cannot give any kind of medication to students including aspirin.

### **TEXTBOOKS AND SUPPLIES:**

The Harding County School Board furnishes all textbooks and workbooks needed for the student's education. Students are expected to bring certain basic school supplies used to complete assignments. Teachers will send home a list of supplies needed by their students the first week of school.

### **TRANSPORTATION:**

School buses are dangerous. For that reason we wish to protect the students from injury as much as possible. Students are expected to obey these rules as well as any direction given by the driver.

1. Students are to remain seated at all times.
2. The bus driver has the right to assign seats.
3. Students are to obey the driver at all times.
4. There is to be no part of the student out of the window while the bus is in motion.
5. Nothing is to be thrown from the bus.
6. Talking is limited to conversational tones and there is to be no whistling, shouting, or any other distracting noises from the students.
7. There will be no yelling out of the bus windows at any time.
8. Students are to wait for their bus in designated areas and not in the roadway.
9. Upon disembarking, students are to go directly to their homes and not loiter close to the bus or bus stop.
10. There is to be no playing around the bus.
11. Students are to clean up their area before disembarking.
12. Swearing, drinking, or use of tobacco is prohibited at all times on the school bus.
13. Elementary teachers are to escort students to the bus at 3:10 each day. Once students are on the bus they are to remain seated until their stop.

### **VISITORS:**

All visitors, including family members are to notify the principal's office if planning to visit the Harding County Schools. If you need to talk with a teacher or your child during class time please report to the office. We will direct you to the appropriate classroom without disrupting learning process. This regulation applies to other students visiting the regular students.

### **WHAT DO I KNOW ABOUT MY CHILD'S TEACHER?**

The federal education law put in place by President Bush called "No Child Left Behind", requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

Approved by the Board of Education, August 13, 2008



## HARDING COUNTY SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION

The Harding County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Compliance Coordinator for all other Inquiries:

Compliance Coordinator for Students:

Harding County School Superintendent, Josh Page  
12474 Tipperary St. PO Box 367,  
Buffalo, SD 57720  
(605) 375-3241

K-12 Principal, Kelly Messmer  
12474 Tipperary St., PO Box 367  
Buffalo, SD 57720  
(605) 375-3241

File: ACC-3

### Racial Harassment Policy

District employees and student(s) shall not racially harass or intimidate other student(s) or employee(s) by name calling, using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Arayan Nation-White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all inclusive.)

All students are strongly encouraged to immediately report incidents of harassment. All staff members of Harding County School District are required to promptly report to the K-12 Principal all incidents of harassment of which they become aware by whatever means. Harding County School District will investigate all complaints of harassment, whether formal or informal. Racial harassment may be reported to the K-12 Principal either verbally, via email, or by filling out the racial harassment form. The form may be obtained from the High School secretary. A copy will also be included in the student handbooks distributed at the beginning of each school year.

School personnel are required to report incidents of alleged student-on-student harassment that may be based on race, color, and/or national origin that they witness or of which they have received reports or information, whether such incidents are verbal or physical or amount to harassment in other forms.

When a complaint has been filed, the district has 10 working days to complete an investigation of the incident. An investigative report is required to be completed by the K-12 Principal in order to document the course of the investigation. Written notice of the outcome of the investigation is to be provided to the parties involved.

The investigatory procedures documented in the investigatory report shall, at a minimum, include: (1) the name, race, and national origin of the alleged victim and, if different, the name and race of the person reporting the allegation. (2). The nature of the allegation, a description of the incident and the date and time (if known) of the alleged incident; (3) the names and races of all persons alleged to have committed the alleged harassment, if known; (4) the names and races of all known witnesses to the alleged incident; (5) any written statements of the reporter, the victim (if different from the reporter), the accused student(s), and any known witnesses; (6) the outcome of the investigation, and (7) the response of school personnel and, if applicable, District-level officials, including the date any incident was reported to the police.

Harding County School District will investigate all incidents of harassment, and will take action to stop any and all harassment, remedy the harassment and prevent reoccurrence of the same.

The person responsible for receiving and/or investigating reports of harassment, including the investigatory report, shall be the K-12 Principal for Harding County School District. The Principal may be contacted at 375-3241 or by email. The principal is required to gather and maintain a file of all reports of incidents of harassment.

Harding County School District recommends that staff members who observe acts of harassment based on race, color, or national origin intervene to stop the harassment, unless circumstances would make such intervention dangerous. Staff members are required to report any observed acts of harassment to the Principal or Superintendent.

Any form of retaliation against persons who report alleged harassment or participate in related proceedings shall be prohibited.

Harding County School District will offer counseling services to any person found to have been subjected to harassment on the basis of race, color, or national origin and, where appropriate, to the person(s) who committed the harassment.

The Harding County School District shall maintain a plan for a comprehensive training program for District officials and administrators responsible for implementing and enforcing federal anti-discrimination and anti-harassment laws and related policies and procedures, as well as all appropriate school level and security personnel.

(Adopted October 10, 2011)

HARDING COUNTY SCHOOL DISTRICT  
REPORT OF RACIAL HARASSMENT

This form is to be used by any employee or student who has either observed or been subject to racial harassment. The incident should be reported as completely and accurately as possible. It is not, however, critical to be 100 percent precise. An investigation may require the complainant to be interviewed.

Date \_\_\_\_\_

Name of person making a charge of racial harassment: \_\_\_\_\_

Race and National Origin of person making charge \_\_\_\_\_

Race and National Origin of alleged victim (if different from the reporter) \_\_\_\_\_

Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Position or Grade: \_\_\_\_\_

Name and race of individuals involved in the harassment and indicate whether they are students or employees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give a description of the racial harassment in your own words (include the nature of the incident, what happened and the date and time of the incident):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and races of all witnesses, indicating whether they are employees or students:

\_\_\_\_\_  
\_\_\_\_\_

Complainant's signature \_\_\_\_\_

Please see the Harding County School District's policy on Racial Harassment for more information on the topic. Present this Report to your most immediate supervisor not involved in the harassment.

**OFFICE USE ONLY**

Outcome of investigation of this  
report \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time of report to Police (if  
applicable) \_\_\_\_\_

File ACC-2

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires the Harding County School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Harding County School District may disclose appropriately designated (directory) information without written consent, unless you have advised the district to the contrary in accordance with District procedures. The Primary purpose of directory information is to allow the Harding County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing grade, weight and height of team member.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Harding County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing prior to the first day of school in the fall. Harding County School District has designated the following information as directory information:

- ~Student's name, address, telephone listing
- ~Student's date and place of birth
- ~Student's dates of attendance
- ~Student's grade level
- ~Student's participation in officially recognized school activities and sport.
- ~Weight and height of students who are members of athletic teams
- ~Degrees, honors, and awards received
- ~The most recent educational agency or institution attended
- ~Pictures of students on the school's Infinite Campus Program and Web Site; and  
To the local papers for honors, sport highlights, scholarships, or other news  
Articles about students

Parents or Students who need assistance or who wish to file a complaint may do so by writing to the Family Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## HARDING COUNTY SCHOOL DISTRICT 31-1

### Parent Involvement Policy

In accordance with the requirements of section 1118 of the Federal No Child Left Behind Act of 2001, the following policy has been adopted by the Harding County School District to ensure that the district will encourage parental involvement in all areas of the education of the children who reside within the borders of the district.

#### **We believe that:**

1. The child, family and school form a partnership in a child's education. All have roles and responsibilities.
2. Families come in all sizes, cultures, and descriptions and are to be respected in their uniqueness. We must recognize individual family strengths while respecting different methods of coping and adjusting.
3. Families should be made to feel welcome at school: in their child's classroom, school meetings and functions.
4. Preschool education is a vital part of a child's education. The school and family should work together to ensure a child is prepared to begin school ready to learn.
5. Families will be encouraged to share their varied talents and cultures with children at school to create a cross-cultural bridge of understanding.
6. The school is the education center for the community. Therefore, community education classes will be held which will expand the knowledge of the families as a whole.
7. Families will be included in the school decision-making process through an annual needs assessment. They will also have the opportunity to serve on various committees, such as the Indian Education Committee and the Andes Central School Board.
8. Families are to be included in their child's school discipline concerns.
9. It is the responsibility of the school to keep families informed about their child's needs and accomplishments.
10. The school will assist the family through parent training sessions so parents will be able to assist their children with academic assignments and other school-related activities.

*THIS STUDENT HANDBOOK MAY NOT COVER ALL SITUATIONS THAT MAY ARISE. HOWEVER, THESE ESTABLISHED PARAMETERS OF CONDUCT ARE DEVELOPED IN GOOD FAITH AND SERVE AS PRECEDENCE IN THE DECISION MAKING PROCESS OF SUCH SITUATIONS NOT SPECIFICALLY DELINEATED IN THIS DOCUMENT. ALL STUDENTS OF HARDING COUNTY SCHOOL ARE EXPECTED TO BEHAVE REASONABLY AT ALL TIMES.*

**We have read this handbook and carefully reviewed its contents. We agree that students shall abide by all of the rules and expectations within.**

**Student**\_\_\_\_\_ **Date**\_\_\_\_\_

**Parent/Guardian**\_\_\_\_\_ **Date**\_\_\_\_\_