

Dear Parents and Guardians,

This handbook has been developed for the purpose of better acquainting you with the Estelline School. We hope it will provide a clear statement of policy on many issues and questions that may come to mind concerning school procedures. Through this common understanding, we hope to enable all of us to work together in harmony and an increasing degree of effectiveness.

Many items contained in this handbook are not new but are here in order to give a common understanding on many points that may be difficult to explain without meeting with each of you. There will be situations that occur which will not be covered directly in the handbook and it will be necessary to use administrative discretion.

Together, as parents and as a school, we strive to meet the educational needs of your children. I look forward to working with you. If you have any questions, please feel free to call 873-2203.

Respectfully yours,

Justin Pitts
Elementary Principal

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PHILOSOPHY AND PURPOSE OF THE ESTELLINE SCHOOL DISTRICT #28-2

We believe the primary purpose of education should be individual preparation to lead successful and worthwhile lives. To achieve this goal, it is essential that each child be granted the opportunity to pursue a meaningful program of studies directed toward physical, intellectual, social, vocational, and economic competence. In other words, we believe it essential that each child be given the opportunity to study individually, or through group processes, those areas which are of most value in his/her development.

It is imperative, therefore, that our staff and personnel are committed to the concept of a child-centered approach to learning and that each child will be treated with dignity, respect, and will be given assistance to meet the challenges of modern society. It is our belief that the school environment should be one in which the child has freedom to develop socially, physically, and mentally under capable guidance.

The overall purposes of the elementary and secondary schools are essentially similar. In the elementary grades, primary emphasis and stress should be placed on the basic skills, especially the communicative skills and work study habits. As the student matures in age and wisdom, we feel they are more capable of making individual decisions regarding their long range goals. Therefore, we place more emphasis on vocational, terminal, and college preparatory courses in the high school. We feel the student, through various guidance services, should have the opportunity to select and pursue those courses most desirable in his/her development.

We further believe the school must cooperate with other community agencies which are committed to the development of responsible citizens. We realize the school is only one of many agencies responsible for a child's education and are committed to assisting the development of the individual through cooperation with the home and community.

MISSION STATEMENT OF THE ESTELLINE SCHOOL DISTRICT 28-2

It is the mission of the Estelline School District to educate and prepare each student with the knowledge and skills necessary to succeed in a diverse society.

OBJECTIVES OF THE ELEMENTARY SCHOOL

1. To recognize education of the child as guided growth.
2. To increase efficiency in the skill of reading, science, language, arts, mathematics and physical education.
3. To teach for understanding rather than to cover material.
4. To instill self-discipline and independence in the student as early as possible.
5. To use technology and textbooks when appropriate to enhance the understanding of the curriculum along with the use of supplementary materials.
6. To encourage students to develop an ability to assist fellow students in their growth and desire to live and work cooperatively.

STAFF

We are proud of our highly qualified educators and encourage parents to bring concerns to them as they occur. Effective communication between parents and teachers is vital to our success. As administrators, teachers, and parents, we are all in this together and want to provide opportunities for all children to experience success. When we communicate and work together to educate, we begin to understand each other and work together for the benefit of all children. If you have a question or concern, please call before or after school. Please avoid calling during daily instructional time unless it is an emergency.

Elementary Principal	Justin Pitts
Pre-Kindergarten	Chris Watt
Junior Kindergarten	CeCelia Gorder
Kindergarten	Lisa Hausman and Ashley Prieto
First Grade	Tracy Struwe
Second Grade	Shawnalisa Reed
Third Grade	Angie Wegner
Fourth Grade	Brandon Krein
Fifth Grade	Angela Krein
Sixth Grade	Erika Hauck
Title 1	Cindy Toben
Reading Recovery	Lisa Hausman
Special Education	Christy Van Heerde
Physical Education	Tiffany Runia
Music	Chris Watt
Library/Secretary	Vicki DeVille
Band	Jim Cosman
Business Manager	Amy Miller
Guidance	Morgan Hanenberger
K-8 Computer/Technology	Hilary Suther
Spanish	Ashley Prieto
Speech	Marci Saathoff

ACTIVITY TICKETS

Student activity tickets are available to purchase to give each student an opportunity to attend all home sporting events at a minimum price. The tickets may be purchased at the high school office for \$10.00. Students without activity tickets will be expected to pay \$3.00 for each home game attended.

ATTENDANCE, SUPERVISION & BEHAVIOR AT SCHOOL ACTIVITIES

Students are encouraged to attend the various school activities. However, the expectation is that students who have been absent during the day due to illness will not attend after school activities. Supervision of students at activities in the school facilities is the responsibility of the parents. While attending athletic activities, students in grades 4, 5, and 6 may sit on the bleachers in the designated student section. Students in Pre-Kindergarten through grade 3 are expected to sit with an adult/guardian in the adult sections of the bleachers. For safety reasons, students are asked to only leave the gym during quarter and half-time breaks unless accompanied by a parent/guardian. Students should not be running around on the bleachers or in the building. If this behavior persists, these students may be asked to go home for the evening and/or be banned from further attendance.

School personnel supervising activities are not responsible to see that students remain in the facility and stay away from danger.

Supervision of the students at football games is the responsibility of the parents. For safety reasons, please be sure that children stay behind the fenced off areas around the football field/track, but within the fenced sporting complex. Students who ride bicycles or scooters to games are expected to park them and not ride them during games. The school is not responsible for any supervision outside of the Estelline spectator section of the bleachers. We ask for parental support on these policies to ensure the safety and welfare of our students.

ASBESTOS

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Estelline School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report which details the locations of these materials and the proper management procedures is available for public inspection during normal working hours in the administration office.

ATTENDANCE

Good attendance and success in school go hand in hand. There is no substitute of equal value for being in school. If a student is absent from school, the school must be notified by parents before school begins. The school will call if it has not been notified. If a parent feels that it is necessary for a child to be absent for some reason other than sickness, arrangements should be made in advance with the teacher if it is possible to do so. If it is necessary for a student to leave school during the day, justification should be brought to school or the principal should be notified. In this way, both the school and the parents will know the whereabouts of the student.

Students are given a minimum of one week after they return to school to complete their make-up work. It is recommended that if a student misses school for several days the parent or another family member pick up the assignments so that some of the work can be done at home.

ABSENCE AND TARDY

The school day will be divided into four (4) quarters: 8:25-10:14, 10:15-12:14, 12:15-2:14, 2:15-3:20. A student will be counted absent for a fourth day, half-day, three quarters day or whole day according to the time of day he/she arrives or leaves. Administrative discretion may be used for students leaving school or returning to school within any of the 4 quarters. Students will not be counted absent if they are attending a school function as a participant. An absence to attend school functions that a student is not participating in is an excused absence, but counts against perfect attendance.

In the morning we will check a student tardy if he/she arrives after 8:26AM but before 9:00AM. If the student arrives after 9:00AM, or if a student is excused before 3:00PM, it will be counted as $\frac{1}{4}$ day absent unless there are extenuating circumstances.

When your child is absent from school please contact the school office before school begins. (Call 873-2201)

1. Includes both excused and unexcused absences. A student shall be excused from school when the absence is:
 - a. Due to his or her **illness**.
 - b. Due to quarantine under the direction of a county or city health officer.
 - c. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - i. (a) The parent/guardian may request a conference with the school to discuss the student's absenteeism if they deem it necessary.
 - d. Funerals
 - e. Family emergencies
2. When a student has accumulated seven absences in one or more classes, notification will be sent to the parent/guardian.
 - a. The parent/guardian may request a conference with the school to discuss the student's absenteeism if they deem necessary.
 - b. Henceforth, the school will excuse the student only in the case of illness or other reasons of extreme necessity.
3. In addition, the school may request a doctor's verification of treatment regarding an illness. A doctor's excuse will be needed on a weekly basis for prolonged illnesses.
4. Anytime a parent/guardian chooses to have a student absent for a reason that the school will not excuse, the absence will be marked unexcused.
5. When a student reaches the 10th day of absence per semester from school the student and parents are required to meet with the principal.
6. Any student will be subject to exclusion from class, classes, or school - regardless of the student's academic standing upon the 12th absence per semester. The parents and student will be required to meet with the School Board. The attendance records for those students under 16 who fall under the Compulsory Education Law of South Dakota may be turned over to the truant officer for possible legal action. The State Department of Education will question excessive absences. It may affect the student's ability to graduate on time.
7. Family Vacations: We strongly discourage family vacations when school is in session. Family vacations interrupt the educational process of each course in ways that make-up work cannot reverse. Family vacations will count as unexcused absences. Parents must contact the school prior to inform of a family vacation in order to coordinate make-up work.

TARDINESS

After five (5) tardies per semester a 30 minute detention will be served either during, before, or after school. Students who accumulate an additional five (5) tardies per semester will serve an in-school suspension. Tardies above 15 per semester will result in

an out of school suspension. Parents will be notified when five (5) tardies are accumulated.

Elementary grade students will not be permitted to leave the school grounds during recess, noon hour or before school, unless they have a valid reason and permission is granted by the Principal.

Morning Procedure

Students should arrive to school no earlier than 8:00AM unless special permission has been granted. Proper supervision is not available until 8:00AM. Upon arrival, students will either go outside for recess, or eat breakfast. Hallways are to be clear in the mornings. A parent should not walk their child to the classroom unless something is needed from the teacher. This is meant to promote independence.

Afternoon Procedure

Upon dismissal at 3:20, parents shall not go to the classroom to pick up their child/ren. Students need to gain the needed habits of packing their bag and organizing homework. This is to promote independence.

BEHAVIOR

Estelline School District's Code of Behavior has been developed to enhance learning at Estelline School District. Staff and students are expected to display proper behavior towards other students, faculty, administration, and all other adult persons affiliated with the school.

It is believed that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a student's poor attitude or misconduct. At all times school staff will strive to meet a student's social, emotional, and academic needs.

Expectations include (but not limited to):

Staff and students of Estelline School District will:

1. Demonstrate respect for each other through language and actions.
2. Follow school rules and/or cooperate with faculty/administration.
3. Have a positive attitude towards learning.
4. Practice honesty, fairness, and consistency in all their efforts and relationships.
5. Preserve school and personal property
6. Demonstrate pride in your school.
7. Practice and encourage the acceptance of individual differences.
8. Treat everyone with dignity and respect.

INAPPROPRIATE BEHAVIOR:

While most students consistently behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The teachers will use their discretion when they believe the classroom behavior requires a referral to the principal. The general guidelines are based off the Above the Line/Below the Line/Bottom Line behavior sheet. For grades 3–6, the principal will utilize the “Read and Respond” activity sheets as well as other consequences deemed necessary. (Phone call to parent, detention, etc.) The principal will supervise the completion of the sheets as well as correct these completed sheets. For grades PreK–2, the principal will use his judgement on the consequence for each student referred to him. Incident reports, injury reports, parent phone calls and/or emails will all be used when deemed necessary for each individual circumstance.

It is the policy of the Estelline School District that no student or employee of the district shall be subject to offensive behavior. Such conduct includes but is not limited to inappropriate remarks or conduct related to a person’s race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance.

PLAYGROUND/RECESS

For their safety and the safety of others, students need to adhere to the following rules.

1. Different shoes/boots must be worn outside than what is worn during the school day.
 - a. Inside shoes can also be worn for PE.
 - b. This policy is in place to keep our school as clean as possible.
2. Respect yourself, others, teachers, supervisors, and school/city property.
3. Students shall line-up in an orderly manner by grade level. Hands will not be on other students while lining up.
4. Playground equipment shall be used properly and safely.
5. Do not go down slides head first or run back up the slide.
6. Throwing snowballs, ice, rocks, sticks, or other harmful objects is unacceptable.
7. In the winter, if a student is not wearing snow pants AND snow boots, they can only be on the concrete.
8. No rough contact games will be allowed.
 - a. Dodgeball and football will be grade appropriate. Grades 1/2, 3/4, 5/6 can play together.
9. Students will go outside unless they have a note from a staff member, parent, or doctor. All students will go outside during recess unless the temperature is

0 degrees or below with wind chill. A selected app will be used for determining the temperature.

- a. Winter clothing should be sent to school daily, regardless of the possibility of no outside recess.
10. Students shall not: play tag around the playset, have balls on the playset, go under the bridge, grab others around the legs or arms, go on ice or in water, hang on rims/nets, climb or damage trees.
11. Open toed shoes are not allowed on the playground.
12. Students must stay within the fenced area.
13. Baseball dugouts are off limits.
14. If a child is to stay in from recess for any reason, a written note from home is needed.
15. 8:00-8:20: Students are at breakfast, outside, or in a classroom with the teacher's permission.
 - a. Students are not to be in hallways during morning recess.

CELL PHONES AND ELECTRONIC EQUIPMENT

Cell Phones: We discourage bringing cell phones to school. If students need to bring a cell phone with them to school, it is to be turned off and stored in their backpacks. At no time are students allowed to use their cell phones during school hours for the purpose of calling or texting. If a student is caught using their phone they will have it taken away and given to the office where it can be picked up at the end of the day. Repeat incidences of using their phone or electronic device result in keeping the device in the office and the parent/guardian stopping by to discuss the behavior and picking up of the device. If you need to get a message to your student, please call the office and that message will be delivered. The school will not be responsible for lost or stolen phones.

Electronic Equipment: Any electronics brought to school is discouraged. If brought to school, items should be stored in backpacks during school hours. Any item lost or stolen is at the responsibility of the student.

COMMUNICABLE DISEASE GUIDELINE

Disease & Incubation Period Rules for School Attendance

Condition; Incubation Period:	School Attendance Rules
Acquired Immune Deficiency Syndrome (AIDS); 6 months – 5 years	Determination will be made by committee as outlined in the Communicable Disease policy.
Chicken Pox	The student may attend school after the scabs are dry and well healed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immune-suppression as for organ/transplants as well as anyone with suspected or known pregnancy. Good hand-washing in all cases should eliminate risk of transfer of infection.
Diphtheria; 3 – 5 days	The student will be under quarantine until two negative throat and nose cultures are taken, not less than 24 hours apart and with a recommendation from the State Health Department.
Fifth Disease (Erythema Infectiosus); 6 – 14 days	Exclude from school, if student has a fever present.
Giardiasis (Intestinal Protozoan Infection); 5 – 25 days or longer	The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
Gonorrhea	The student may attend school under proper medical treatment.
Herpes Simplex; 2-12 days	The student may attend school during—an active case, if the student has the ability and practices appropriate personal hygiene precautions and the area of lesion is covered.
Impetigo Variable; 4 – 10 days	The student may attend school if the treatment is verified and covered or dry.
Infectious Hepatitis; 15 -50 days	The student may attend school with physician’s written permission and if the student has the ability to take appropriate personal hygiene precautions.
Lice	If students are <u>suspected</u> of having lice they will be sent home. They must have a written permission slip from the doctor or the county health nurse when they return.
Measles (Red, Hard) Rubeola; 7 Days Rubella-German; 3 Days	The student may attend school after recommendations from the State Health Department.

Mono (Infectious Mononucleosis Glandular Fever); 4 – 6 weeks	The student may attend school with physician’s permission. The student may need adjusted school days and activities.
Mumps; 12 – 21 days	The student may attend school after swelling has disappeared and or after recommendation from State Health Department.
Pediculosis (crabs)	The student may attend school after proper treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.
Pink Eye (Conjunctivitis); 5 – 15 days	The student may attend school after being on adequate antibiotics for a minimum of 24 hours.
Planters Warts	The student may attend school. Students will not be permitted to walk barefoot.
Ring Worm	The student may attend school if the area is under treatment and covered. Known cases of athlete’s foot will be restricted from showers until under treatment.
Scabies (7 year itch or mites)	The student may attend school after adequate treatment.
Scarlet Fever; 2 – 5 days	Isolate one day after adequate antibiotic therapy or until the rash is clear.
Streptococcal Infection (Scarlet, Scarlatina, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy with no fever present.
Syphilis	The student may attend school when under proper medical treatment.
Whooping Cough (Pertussin)	Students may come to school but should be watched carefully. Students must be on antibiotics and therapy for at least 5 days and come back to school upon recommendation from State Health Department.
Fever	If student has a temperature of 100 degrees or over, they should be kept home or sent home.
*All communicable and chronic diseases should be reported	

CUSTODY

In most cases, parents shall be given reasonable access to their children at school and to their children's official school records. It shall be the responsibility of the custodial parent who has a court order restricting the rights of the other parent to access the child or the child's official school records to provide the school with a current copy of the court order.

In cases of guardianship, it is the responsibility of the legal guardian to notify school officials of the conditions of the guardianship and to provide school officials with all pertinent written documentation or changes.

COMPLAINT POLICY AND PROCEDURES

PATRONS:

If a school patron has a complaint involving a school staff member or school policy, the following procedures shall be followed:

First step in resolving the complaint:

- a. If a complaint pertains to school staff, complainant should make an appointment to visit involved staff member.
- b. If complaint deals with school policy, complainant should contact school administration.

If first step or level fails to resolve complaint:

- a. Complainant should put the complaint in writing, sign and present it to assigned principal. A conference with the principal to resolve the complaint shall take place.

If set 1 and 2 fail to provide a justifiable answer to complaint:

- a. Complainant should notify the superintendent and conference will be arranged.
- b. If complaints can be solved with the superintendent, a notice should be given to the superintendent that complainant desires to appear before the school board.

STUDENT GRIEVANCE:

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair, (2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin or handicap, (3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through three steps: A) to the principal, B) to the superintendent, C) complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested. On all three levels an informal conference is to be held within five days of the date of filing the complaint so that no student's complaint shall consume more than 15 days' time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of

the grievance is to be in writing at the principal's level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

STUDENT GRIEVANCE PROCEDURE:

If a student has a grievance, he/she should present it in writing to:

LEVEL 1: The principal shall schedule an informal discussion of said grievance with student. It is expected that many grievances may be resolved at this level.

The principal must hold a conference within five days' time of the date of filing.

LEVEL 2: If a student is not satisfied with the resolution made in Level 1, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.

LEVEL 3: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested.

COMPLAINT FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to resolve the issue, may address the complaint in writing to the district's superintendent. Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved. If the complaint remains unresolved, the stakeholder may address in writing the complaint to the South Dakota Department of Education.

COMPUTERS AND EQUIPMENT-TERMS AND CONDITIONS

1. Students will utilize the computer equipment only when supervised by an instructor.
2. No food, drink, or candy is allowed around any computer equipment.
3. Printing multiple page documents must be approached with caution. If you have questions about the number of pages you may print, ask the technology coordinator or an instructor.
4. Users will not create folders or store to the hard drive except with the permission of the instructor. Anything saved to the hard drive may be removed at the discretion of the network administrator.

5. Users are not to alter the computers or change the setting of the computers in any way that is deemed harassment, an inconvenience to the operators or managers of the computers, or makes the computer temporarily inoperable.
6. Users are not to alter the computers or render the stations inoperable by removing parts and pieces that will take time to fix; and, they are not to alter, vandalize, or damage computers in any way that will involve a cost to repair. In addition to the disciplinary actions set forth in this document, payment of these costs by the students and/or parents will be pursued by the administration.

CUMULATIVE FOLDERS AND PERMANENT RECORDS

The Estelline Public School keeps a cumulative record and permanent record on every student that enrolls at the school. The information that is recorded in these folders will be information essential for the school and that is helpful in the education of your child.

Cumulative Folder:

1. Test scores
 - a. Achievement test data
 - b. Other individual tests the administration deems necessary
2. Personal data (name, age, etc.)
3. Health data
4. Grades and attendance record
5. Other personal information that may be necessary in the education of a student.

Permanent Record:

1. Test scores
 - a. Achievement test data
2. Personal data (name, address, age, etc.)
3. Grades and attendance record

The following guidelines will be used in the collection and release of all materials.

1. All information entered must be approved by the administration.
2. If a student transfers to another school the cumulative will be sent to the new school upon their request and the consent of the parent. If the student graduates from the Estelline School the folder will be kept on file for a period of two years and then the folder will be destroyed.
3. The permanent record will be kept permanently on file at the school.

DANGEROUS WEAPONS IN THE SCHOOL

State and federal laws as well as the Estelline School Board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, or starting guns while in use at athletic events. Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (ceo) shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Inappropriate Paraphernalia.

The school board may suspend or expel from school any pupils for violation of rules, policies or for insubordination, or misconduct, and the Superintendent or Principal in charge of the school may temporarily suspend any such student. Such rules or policies may include prohibiting the consumption or possession of alcoholic beverages on the school premises or at school activities. Expulsions shall not extend beyond the end of the current school year.

DETENTION

The faculty has the right to keep the students after school no longer than 55 minutes for work completion, as well as for disciplinary measures. In all cases parents will be notified in advance so that parents may furnish the transportation for the student if needed.

DISCRIMINATION GRIEVANCE PROCEDURE

ESTELLINE SCHOOLS

A grievance procedure is a means of inviting communications on matters of concern to the school, its employees, and students; short of their having to engage in disruptive behavior in order to be noticed and to have a grievance redressed. In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive punishment.

A grievance is defined as a complaint lodged by an employee or student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair, (2) that a school rule or regulation discriminates against or between employees or students, (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are addressed through three steps: (1) the counselor, (2) the secondary/elementary principal; (3) the elementary/secondary principal, in that order. On all three levels an informal conference is to be held within five days of the date of filing of the complaint so that no complaint shall consume more than 15 days' time in all. The burden of proof is upon the grievant to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has occurred.

Administrative resolution of the grievance is to be in writing at the superintendent level and designed to provide the grievant with a basis for resolution of the problem as originally stated in the complaint. Whenever the decision of a hearing officer substantially affects board policy, the matter will be referred to the board of education for final resolution.

DRESS CODE

Each student is expected to wear apparel appropriate for the occasion and to be neat and clean at all times. Shorts, capris, dresses, and open-toed shoes may be worn only in August, September, October, April and May. During these months, shorts above the knee will be permitted, however, they must be the long style, not short shorts. Halter tops are not permitted. Legs needs to be covered during the cold months, both male and female. This is due to outside recess and the possibility of building evacuation due to an emergency.

We believe that neat and proper dress contributes to a student's safety as well as foster desirable attitudes and behavior. Please help us by sending your children to school properly attired. Clothing bearing the names of alcohol or tobacco products, profanity, gangs, or sexual connotations is not acceptable.

Parents should see that students are dressed in clothes conducive to learning and are properly dressed for the weather. We ask that you please help your child pay attention to the weather and make appropriate choices for clothing according to the conditions. The following cold or wet weather items of clothing are necessary for PK-6: coat, jacket or sweater, snow pants, gloves or mittens, head wear, scarves, snow boots or overshoes. PK-6 students who do not wear boots or snow pants during wet and snowy conditions will be restricted to a designated area.

We reserve the right to send a child home, contact the parent, or arrange for appropriate clothes in school.

Hats shall not be worn during music concerts unless cleared by the music teacher as a prop, or part of the concert attire.

STUDENT APPEARANCE AND CONDUCT

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

MANDATORY REPORT

South Dakota Codified Law mandates that school personnel having reasonable cause to suspect that any child under the age of 18 years has received physical or emotional injury as the result of abuse or intentional neglect shall immediately report to the Dept. of Social Services or the Police Department. Failure to report is a misdemeanor.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S. W.
Washington, D. C. 20202-4605

What conditions apply to disclosing directory information are:

- (a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency of institution of:
 - (1) The types of personally identifiable information that the agency or institution has designated as directory information;
 - (2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information: and

(3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) an educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

Directory information:

Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of this policy and regulations may be obtained in the building principal's office of the Estelline School District. Complaints regarding violation of rights accorded parents and students should be submitted to the Administrative Office, Estelline School District, or the Family Policy Compliance Office, U.S. Department of Educational, 400 Maryland Avenue, S. W., Washington, DS 20202-4605.

GRADING SYSTEM

Subject Grades with E, S, N, U, I

Physical Education

Music

Computer/Technology

Social/Emotional

Work Skills

All areas of Kindergarten and some of 1st and 2nd grades

E= Exemplary

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

I = Incomplete

All other subjects will be graded with the usual letters based on the following percentages: Grades 3-6

A	excellent	94% and above
B	very good	87% to 93%
C	average	86% to 80%
D	below average	79% to 75%
F	failing	74% and below

Report cards will be distributed as soon as possible after the quarter ends or at the parent-teacher conferences.

HEAD LICE POLICY

The Estelline School District has a “no nits” policy regarding head lice. The following steps will be taken if there is a possibility of head lice in the school.

1. If a student is suspected of having head lice, the student will be referred to the building principal, who will make a decision regarding notification of the parents.
2. Once a student has a confirmed case of head lice, he/she must be treated at home and may return to school upon receiving a written confirmation from a health authority, (doctor, physician’s assistant or county health nurse) that no nits are present. It is not sufficient just to treat with the medicated shampoo. All nits must be combed out of the hair.
3. If it appears that the head lice problem is present in several grades, all families will be notified of the outbreak.

HEALTH EXAMINATIONS

The County Health Nurse provides education and screening services to the school through a contract with the State of South Dakota Department of Health.

Screening and Assessments are given to the following classes or groups of students:

- Health assessments for: Pre-Kindergarten, 5th and 9th grade
- Scoliosis Screening for: Girls in grades 5, 7 and 9; Boys in grades 5, 8 and 9
- Vision Screening for all students in grades: Pre K, 3, 5, 7, 9
- Hearing Screening for all students in grades: 3 and 9

Education classes are also presented to the following grades: These topics are subject to change depending on the needs of the class at that time.

Kindergarten – Dental Health and Hygiene

1st Grade – Handwashing

2nd Grade – Nutrition

3rd Grade – Personal Hygiene and Dental Hygiene

4th Grade – Nutrition

5th and 6th Grade – Growth and Development (including puberty development information)

7th Grade – Nutrition

HOMELESSNESS

ENROLLMENT, TRANSPORTATION, SCHOOL OF ORIGIN, AND THE ELIMINATION OF BARRIERS FOR CHILDREN OR YOUTH EXPERIENCING HOMELESSNESS INCLUDING UNACCOMPANIED YOUTH.

The Estelline School District Policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.

- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services comparable to services offered to other students in the school including the following:
 1. Transportation services
 2. Educational services for which the child or youth meets the eligibility criteria, such as service provided under Title 1 of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 3. Programs in vocational and technical education
 4. School nutrition programs

HOMEWORK

There may be times when your child will bring home work which he or she may not have been able to complete during school hours or for long term assignments. As a child progresses above 3rd grade and school work becomes more difficult, he or she may require more time to complete certain segments of their work.

We believe that homework is an essential part of the learning process. It provides a way for your child to practice skills and strategies that have been taught in school. It allows your child to share and celebrate new learning that has taken place in school each day. It also fosters the homework habit and the sense of responsibility that comes from taking work home, completing it, and returning it the very next day. If your child seems to have an undue amount of studying at home, please contact the teacher, as the child may need additional help or drill.

Students in all grades are expected to read nightly in addition to their other homework.

ILLNESS OR ACCIDENTS

If any student becomes ill or has an accident during school hours, the parents shall be notified and requested to come after their child immediately. We will make every effort to contact a parent before the child is taken to a doctor. If it is necessary for a student to go home because of illness, contagious health problem, or injury, the parent or person listed on the emergency form (if the parent cannot be contacted) will be requested to pick the child up in the health room.

INSTRUMENT RENT

The school does have a few instruments that students may rent for \$30.00 per year. This must be paid at the beginning of the school year. This includes school instruments, percussion and guitar. A contract/agreement must be signed by parents and students when renting a school instrument.

LUNCH PROGRAM

School lunches will be made available to each and every student. If the parents cannot pay the scheduled price, they may contact the Business Manager and make arrangements for reduced price or free meals according to the schools schedule for reduced or free meals.

The charge for school lunches shall be:

Elementary (JK-6)	\$2.70
Sr. Jr. High (7-12)	\$2.95
Adult	\$3.65
Breakfast	\$1.50
Adult Breakfast	\$2.00
Extra milk	\$0.35

Lunch money should be brought to the office. It is the students' responsibility to memorize their lunch number and to keep their lunch account current. **A limit of ten meal charges are allowed before a student will no longer be served.**

Estelline School Food Service has adopted the Offer Versus Serve Policy for serving meals. Students JK-12 have the option to choose three full servings of the five menu items, in place of servings of all five components offered.

There will be no borrowing of lunch numbers. Refunds for unused meals will be made at the end of the student's senior year, or upon moving. **No food or drink is to be taken out of the lunchroom by any student**

MEDICATION ADMINISTRATION

Medications

If at all possible, give medications at home. If medication is to be administered by a school employee, a written note to the school must accompany the medication. The medication must be in the package that correctly identifies the student and the type of medication to be taken. The note needs to notify the length of time and when it needs to be taken. **This includes cough drops.** In the rare occasion that a student is to stay indoors because of an illness, we do need a verified medical reason for such a request.

The following criteria must be met in order for medications and/or treatments to be administered and/or supervised at school. If the criteria are not in place prior to the administration of the medication the parent/guardian will be notified and will be responsible to administer the medication.

1. A completed Request and Authorization for Medication/Treatment form shall be signed by both a physician and parent/guardian and submitted to school officials. These forms may be obtained at your school office.
2. Over the Counter medications will not be supervised or kept in the office unless

- directed by the physician. This requires the above guideline to be completed.
3. District policy and rules state that a student's parent/guardian **shall** transport medication to and from school, not the student. **Parents/guardians** must bring the medication to the school office in a bottle labeled by the pharmacy to include:
 - Student's Name
 - Medication Name and Strength
 - Physician's Name
 - Dosage & Time of Administration of Medication
 4. If a student is going to carry their own medication (ex: Inhaler, Tylenol, etc.) parents/guardians need to complete a medication authorization form.

NONDISCRIMINATION STATEMENT

The Estelline School District does not discriminate in its employment policies and practices, or in its education programs on the basis of race, color, creed, religion age, handicap, national origin, ancestry or sexual orientation.

PARENT CONFERENCES

Parent/Teacher conferences are to be held twice during the school year. Conference notices will be sent out at least a week in advance. Other conferences may be arranged by appointment with your child's teacher when you feel it would be beneficial. At times a teacher will also arrange for a special conference with the parent. Students are invited and expected to come to scheduled conferences with the parents/guardians. Private time with a teacher, without the student present, may be requested by parents during the conference. 100% attendance by parents/guardians and students is expected for scheduled conferences.

RETENTION

If your child's teacher feels that having him/her repeat their current school year to allow him/her the best educational success, they will discuss this possibility with you during conferences or another scheduled time. The final decision is always decided upon by you as parents/guardians. A letter will be given to you to either accept retention or decline retention and have your child progress to the next grade level.

PERSONAL BELONGINGS

Toys, stuffed animals, and similar items should be left at home. The school is not responsible if any personal belongings are lost, stolen, or damaged. The only time these items should be present at school would be for special occasions noted by the child's teacher.

PHYSICAL EDUCATION

All students from grades JK-6 should have some type of indoor shoe that will not mark the floor during PE. Socks and miscellaneous gear are to be furnished by the students. Students are asked not to take jewelry to PE class. Please leave such items in the classroom.

SCHOOL EVENTS

In cooperation with churches, there will be no school activities scheduled on Wednesday evening.

SCHOOL CLOSING

The school may be closed due to inclement weather or malfunction of school facilities when it is felt the safety or welfare of the students will be in danger. The District has purchased a notification system. The system will call/text telephone numbers we have on file and send emails to alert the homes of school closings. **Please be sure the school has your current telephone number, emergency contact numbers and email address.**

SCHOOL HOURS

School hours for grades JK-6 are from 8:20-3:20. Students should plan to arrive about 8:20AM unless they participate in the breakfast program. Breakfast begins at 8:00AM.

If students arrive before 8:20AM, a morning recess is scheduled from 8:00-8:20. Students may drop off bags, etc. in the building and then go outside. There will be no playground supervision before 8:00AM.

SCHOOL PARTIES

Students may participate in the following parties:

1. Fall party
2. Christmas
3. Valentine's Day

Students may furnish treats for their classmates on their birthday.

SCHOOL SUPPLIES NEEDED

Students attending the Estelline School are furnished with all necessary textbooks. Personal items such as paper, pencils, pens, etc. are purchased by the individual student. Please refer to the school supplies list found in this booklet.

Every instructor is asked to make a special effort to see that school desks, equipment, books, and other property are given proper care. The state statutes are very specific in stating that any damaged school property shall be paid for by the individual doing the damage. Book fines will be assessed as follows:

- New book lost during the 1st year = full cost of the book
- New book lost at the end of the 1st year = 85% cost of the book new
- End of the 2nd year = 70% cost of the book new
- End of 3rd year = 55% cost of the book new
- End of the 4th year = 40% cost of the book new
- End of the 5th year = 25% cost of the book new
- Over 5 years of use = 25% cost of the book new

SEXUAL HARASSMENT POLICY

A. POLICY

1. It is the Estelline School District's policy that solicited and/or unsolicited sexual harassment, both verbally and physically, is illegal, unacceptable and shall not be tolerated.
2. It is the Estelline School District's policy that no employee or student of the school district may sexually harass another, either verbally or physically.
3. It is the Estelline School District's policy that an employee or student engaging in sexual harassment activities will be subject to disciplinary action including possible termination and or expulsion for violation of this policy.

B. DEFINITION

1. Sexual harassment is defined as any solicited or unsolicited sexual activity, advances, demands, intimidations, requests or other conduct, specific or implied, that is made to or by a staff person or student.
2. Sexual harassment is further defined as verbal sexist or sexual remarks made to or by a staff person or student.

3. Sexual harassment is further defined as any physical sexual assault or touching, solicited or unsolicited, that is not allowed or dictated by the curriculum.
4. Sexual harassment is further defined as any subtle pressure for sexual activity, inappropriate patting, pinching or touching, intentional brushing against a student or employee's body, sexual threats, sexual violence or aggression.
5. Sexual harassment is further defined as any conduct listed in this policy that creates an intimidating, hostile or offensive environment including the following:
 - a. when submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education; and/or,
 - b. when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual: and/or,
 - c. when such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

C. RESPONSIBILITY

1. School district administration, employees and students are responsible for maintaining a working and learning environment free from sexual harassment.
2. Careful scrutiny will be undertaken when sexual harassment is reported.
3. False allegations that are malicious or ill-founded may constitute libel or slander.
4. Copies of the policy will be included in student and staff handbooks.

D. COMPLAINTS

1. Any employee who believes that he or she has been a subject of sexual harassment by a district employee or student should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is not available, the violation should be reported to the supervisor's immediate supervisor.
2. A student who believes that he or she has been a subject of sexual harassment by a district employee or another student should report such incidents to the guidance counselor and/or the responsible administrator, another teacher or

parent, who will contact the appropriate administrator. If a student is uncomfortable with acceptable touching such as a pat on the back, the student should discuss it with the teacher, principal, parent or other adult.

3. All reported incidents, either formal or informal, verbal or written will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.
4. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

E. APPROPRIATE STUDENT-TEACHER PHYSICAL CONTACT

1. Only physical contact that is directly related to teaching the curriculum is acceptable on a limited basis. Examples include, but may not be limited to physical education demonstrations, art, instrumental music, penmanship, drama and athletics.
2. It may be necessary for there to be student-teacher physical contact if a student is injured and needs medical attention.
3. It may be necessary for there to be student-teacher physical contact if a student, particularly a primary aged student, needs assistance with an article of clothing.
4. It may be permissible for teachers to give a student a “pat on the back” for a job well done on a limited basis.
5. It may be permissible for a teacher or coaching staff to have physical contact with a student or students in the excitement of a competition.
6. It may be permissible for a teacher and student to have physical contact in the normal routine of the school day, such as lining up, directing large groups of students as they move from place to place during the course of the day.
7. If a teacher or student is unsure of what constitutes proper and improper physical contact, he or she must seek the advice and approval of the school administrator. A respectable distance must be maintained between school employee and the students at all times and situations.

II. EDUCATION OF STAFF, STUDENTS AND PARENTS

A. STAFF

1. All staff will receive in service training regarding sexual harassment policies at the beginning of each school year. This will be conducted by the

administration and or appropriate professional persons as they may be available. The in service will include sexual harassment, what it is, how to recognize it and what to do if the staff or someone he or she knows is a victim. Pertinent examples or circumstances staff may encounter will be discusses.

B. STUDENTS

1. All students will receive a minimum of one class per semester in graded K-8 regarding sexual harassment, what it is, how to recognize it and what to do if the student or someone he or she knows is a victim.

2. All students in grades 9-12 will receive a minimum of one class per year regarding sexual harassment, what it is, how to recognize it and what to do if the student or someone he or she knows is a victim.

C. PARENTS

1. The school district will inform parents through newsletters, newspapers and notes home regarding special community or nearby community programs, lectures and in service regarding sexual harassment, what it is, how to recognize it and what to do if the parent knows someone who may be a victim.

2. Any information received from law enforcement or various state of South Dakota departments across the state that may be helpful for parents regarding sexual harassment will be shared with parents.

TELEPHONE MESSAGES

No student or teacher shall be called to the telephone except in emergency cases. Students will make telephone calls only when there is a need and the consent of the teacher or principal has been given. If you wish to drop something off at school for your child or give a note, this can be done through the office.

Only in cases of emergency should parents or friends call a student out of a classroom.

TITLE IX COMPLIANCE

Title IX Compliance: The Estelline School District states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in and admission to such programs and activities. The District further commits itself to take remedial action, if it is necessary, to eliminate and discrimination on the basis of sex or to eliminate the effects of past

discrimination. The compliance officer for the Estelline School District is the superintendent of schools.

GRIEVANCE PROCEDURE

A grievance should be presented in writing to:

Level 1: The school counselor who should schedule with the grievant for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five school days' time of the date of filing.

Level 2: If a grievant is not satisfied with the resolution made at level one, the grievant may appeal in writing to the principal for an informal conference and discussion of said grievance.

Level 3: If a grievant is not satisfied with the resolution made at level two, the grievant may appeal to the superintendent for an informal conference and discussion of said grievance. The grievant may be represented at the conference with the superintendent by any adult, but the grievant must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear. The decision at this level is considered final unless the grievant and/or adult representative wish to appear before the board of education.

TRANSPORTATION

Bus transportation is furnished for rural students JK-12. Bus transportation is a privilege and rules must be followed. Bicycles are permitted. They are not to be removed from the bike racks until the end of the school day.

RULES AND REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES

1. All pupils shall be ready in the morning at the usual time for the bus to arrive at their home or the school bus stop.
2. The driver is in full charge of the bus and pupils. Pupils will obey the driver promptly.
3. Do not stand in the roadway while waiting for the bus.
4. If the driver wishes, he/she may assign seats.
5. When the bus is in motion, do not stand, extend your arms out of the windows, move about or leave or enter the bus.
6. Damage done to seats or other equipment must be paid for by the pupil.
7. The bus driver may have other rules such as having pop and candy on the bus which the students must obey.

8. On leaving the bus, remain seated until it stops. If you cross the road, go in front of the bus, after making sure the highway is clear.
9. No pupils will leave the bus without the driver's consent except at home and at school.
10. Students should refrain from unnecessary conversation with the driver while the bus is in motion.
11. Throwing or snatching of hats, caps, books, etc. will not be permitted.
12. Students shall help in keeping the bus clean. Do not throw paper or other refuse on the floor. Spitting is not permitted.
13. The right of pupils to ride on the bus is conditioned by their behavior and observance of these rules. Drivers are authorized to enforce these rules and to make other suggestions in line with good citizenship.
14. If a student rides the bus to an athletic contest or other school activity, he/she must ride the bus home, unless he/she rides home with parents. Before riding home with parents, permission must be obtained from the bus chaperone.

VISITATIONS

Parents are always welcome in the classroom. If you are interested in a special area of instruction, please call the elementary principal or the classroom teacher so you will be able to visit that particular class. Younger brothers, sisters may visit school when appropriate.

PARENTS RIGHT TO KNOW

Parents/guardians of students enrolled in the Estelline School District have the right to know the highly qualified status of teachers and paraprofessionals who teach their children. Parents may request this information only for the personnel that teach their child. At a minimum, the following information will be provided to the parents upon request and in a timely manner:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the teacher is provided services by paraprofessionals and, if so, their qualifications.

Estelline School District 28-2

708 Davis Avenue Post Office Box 306 Estelline, SD 57234
Phone (605) 873-2201 Fax (605) 873-2102
Jim Lentz, Junior High /High School Principal/Superintendent
Justin Pitts, Elementary Principal/SPED Director/Title I/504
Gwen Taylor, 7 – 12 Assistant Principal
Amy Jo Miller, Business Manager

Dear Parents/Guardians:

This page needs to be completed and returned to the Elementary Principal.

The Estelline school handbooks can be accessed online at <http://www.estelline.k12.sd.us/>. If you do not have internet access, please call the school to receive a paper copy.

I have read and discussed with my child the expectations and guidelines for the Estelline School District as outlined in the Student Handbook. I understand the Policies, Procedures, and Internet Guidelines stated within. By signing this sheet, I accept the terms and conditions of the Estelline School District, including the repayment of broken electronic equipment due to a student not following procedures.

Computers/iPads will not be checked out to your student until this sheet is signed, dated, and returned to the school.

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

DATE _____

This page will be kept on file during the school year to indicate you understand the policies and procedures of the Estelline School District.

Thank you.

Justin Pitts
Elementary Principal

The Estelline School District 28-2 resolves not to discriminate against anyone because of race, sex, creed or national origin. Educational programs and/or activities and employment opportunities will be offered without regard to sex, color, national origin or handicap.