

NEW UNDERWOOD TIGERS



2020-2021

ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK

Student Forward

The purpose of this handbook is to compile and set forth the important information, rules, and regulations of New Underwood Elementary School.

The opportunity for all to receive an education is an integral factor in the building of solid citizenry, successful family life, and unified and free American. We at New Underwood have set as our goal an education for the student which will prepare him or her for intelligent living, job fulfillment, and opportunities for post-secondary education. In fulfilling this goal, we wish to give the student his/her inherent right to freedom; however, "freedom" is to be understood as freedom under law. This means freedom with responsibility. Freedom without responsibility is anarchy and chaos. Cooperation among students, families and faculty members and the sacrificing of one's personal likes and dislikes are the key blocks in building a successful school. With these thoughts in mind, the faculty, students, and administration hope to establish a rightful policy for the school, its students and the community.



Note to Parents

This student manual was prepared to better acquaint students and parents with New Underwood Elementary School, its programs, offerings, and rules and regulations.

Parents and teachers have many things in common: the education, welfare, and guidance of the students. The success of the student in life, both now and later, is the primary interest of the parent and teacher alike. A well-balanced education for students depends heavily on cooperation and support between parents and teachers.

Encourage your student to strive for the highest level he/she can achieve. Good student habits and regular attendance are tools for achievement. There is no substitute for knowledge.

Problems arise throughout each year which would be impossible to cover in such a manual as this. Therefore, parents and students should feel free to discuss these problems with the teachers, advisors, and the administrators of New Underwood School District.

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2020-2021 Calendar

Month	Days	Date	Description
August	5	Aug 3	Sports Meeting @ 6:00 pm
		Aug 17	Course Registration 8-4 pm
		Aug 20	Open House 6-8 pm
		Aug 24	First Day of School
September	17	Sep 7	Labor Day – No School
		Sept 21	Homecoming
October	16	Oct 1	Early Release @1:30pm PT Conferences @ 2 pm
		Oct 22	End of 1st Quarter (35 days)
November	16	Nov 11	Veterans Day Program
		Nov 25	Early release @ 12:00 pm
		Nov 26	Thanksgiving Day – No School
December	11	Dec 17	Student release @12:00 pm/Teacher In-service 1:00-4:00
January	16	Jan 7	End of 2nd Quarter (35 days)
February	15	Feb 11	Early Release @1:30 pm PT Conferences @ 2 pm
		Feb 15	Presidents' Day – No School
March	19	March 18	End of 3rd Quarter (39 days)
April	16	Apr 5	Easter Break
May	16	May 27	Student release @12:00pm/Teacher In-service 1:00-4:00 pm
			End of 4th Quarter – (39 days)

Quarter/Semester Dates

Nine week periods	Dates	Days in Session
First Nine Weeks	August 24 - October 22	35
Second Nine Weeks	October 26- January 7	35
Semester 1	August 24 - January 7	70
Third Nine Weeks	January 11 - March 18	39
Fourth Nine Weeks	March 22 - May 27	39
Semester 2	January 11 - May 27	78
Total	August 24 - May 27	148

School Hours

The school hours for the New Underwood School District are from 7:45 AM to 3:45 PM Monday through Thursday.

Students are dismissed according to the following schedule:

K-2nd Grades – 3:35 pm
3rd-5th Grades – 3:40 pm
6th-12th Grades – 3:45 pm

Students are asked not to arrive before 7:30 am unless they have arranged to be under the direct supervision of a staff member or participate in the school breakfast program at 7:20 am (enter through the lunchroom door). All other doors are locked until 7:30 am.

Students need to leave school grounds by upon dismissal. Students are not permitted to remain in the building after that time unless under the direct supervision of a staff member.

Arrangements need to be made by parents/guardians for siblings of students participating in afterschool activities for pick up no later than 4:15 each day.

Pick Up & Drop Off

Students participating in the school breakfast program may be dropped off at the lunchroom door (east side of the building) no earlier than 7:20 am. Supervision is provided by lunchroom staff. Students will remain in the lunchroom until they can join other students in their respective drop off areas. They are not permitted in classrooms until 7:45 am unless arranged for by the teacher.

Students in K-2nd grades should be dropped off at the playground on the north side of the school no earlier than 7:30 am. Supervision is not provided prior to 7:30 am.

Students in 3rd-5th grades should be dropped off on the south lawn by the library no earlier than 7:30 am. Supervision is not provided prior to 7:30 am.

School Closing

Primary school dismissal notification will be from the automated dialer system (parents and students are encouraged to list multiple numbers with the district office for notification). School closing will also be announced on local television stations with KELO being the primary contact. Parents or guardians are encouraged to use their best judgment in sending children to school during adverse weather conditions.

Visitors

Everyone entering the school building is required to check in at the school's main office upon arrival.

We welcome parents/guardians into classrooms to volunteer and/or observe, but desire to make as little disruption as possible to the educational environment. Visits to classrooms will be prearranged with the classroom teacher.

Safety is a top priority for our school, and knowing who is in our buildings is an important part of maintaining building security. We reserve the right to remove individuals who do not adhere to the visitor policy.

Lunch Guests

Individuals wishing to eat lunch with their student may do so by notifying the office prior to 10:00 am. Lunch price for adult is \$4.25 and preschool is \$3.25. Visitor rules apply, and guests are expected to leave as soon as lunch is over as to not impede the schedule for the day. Lunch times are:

K-2nd Grades – 10:50-11:20

3rd-5th Grades – 11:10-11:40

Mission

Teach Today...Prepare for Tomorrow

Vision

We will promote rigorous academics and relevant learning opportunities. We will provide experiences that challenge learners to discover and enhance their individual skills.

Philosophy

The New Underwood School District 51-3 believes education is a joint process in which all stakeholders participate and are responsible for the child's educational growth. Through communication, cooperation, and a positive learning environment the staff and community will serve as positive role models for life-long student achievement.

Accommodations

If you as a student or parent/guardian, or your child, require any accommodations to effectively participate in the education of your child or to communicate with the school district, please contact the high school principal at 754-6485 to make a request. Examples of accommodations may include: a TDD, an assistive listening device kit, sign language interpreter for school meetings/conferences, accessible facilities, etc.

This document is available in alternate formats upon a five working day request. Examples of alternate formats include: Braille, large print, tape, etc. Please contact the high school principal at 754-6485 to make a request.

Non-Discrimination Policy Statement

The New Underwood School District 51-3 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race or color, national origin, gender, disability, age, religion and creed, or marital status, in admission or access to or treatment or employment in its programs and activities. Title IX concerns should be directed to Jr/Sr High School Principal, PO Box 128, New Underwood, SD 57761 (605) 754-6485.

The address and telephone number for the regional Office for Civil Rights is U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114. Phone: (816) 268-0550; TDD: (800) 437-0833; Fax: (816) 823-1404; E-Mail OCR.KansasCity@ed.gov. For more information, contact Gloria Smith-Rockhold, Division of Work Force and Career Prep at 773-4747 or by e-mail <glorias@deca.state.sd.us>.

If you as a parent/guardian require auxiliary aids for effective communication regarding issues of the district or the education of your child, please identify yourself to the New Underwood School District at 605-754-6485 or at 1-800-877-1113. Examples of auxiliary aids may include: Braille, large print, sign language interpreter, TDD, etc., which are available upon request five days in advance. Please contact the principal at 605-754-6485 or 1-800-877-1113 to make a request.

Inquiries concerning the application of Title VI or Section 504 may be referred to: Middle and High School Principal, PO Box 128, New Underwood, SD 57761 (605) 754-6485. For additional information contact Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, CO 80294.

Educational Rights & Privacy Act

The school will not transfer any records, or any part of records, without the written consent of student, parent or guardian except to other educational institutions deemed appropriate by FERPA. Students who are 18 years of age or older need not seek consent of their parent or guardian to exercise their rights of access. Written consent can be given by signing a form available in the office of the principal or counselor, or by writing a letter to the school requesting transfer of such records. All students' records will be treated in accordance with the provisions of Public Law 98-380, passed by Congress in 1974.

Public Complaints

Constructive feedback to the schools is welcomed by New Underwood School District staff and Board of Education. Conflicts are best handled and resolved as close to their origin as possible. Every consideration will be given to attempt to resolve the problem prior to involvement by the Board. *Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate staff member.* Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher or staff member
2. Principal
3. Superintendent
4. Board

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

Matters referred to the superintendent and/or Board must be in writing and should be specific in terms of the action desired. Administration is to assure the conflict resolution process will be completed in a timely manner. From the time the form is received by the district, the administrative portion will be completed and the issue will be placed on the agenda for the next regular scheduled board of education meeting, pending approval of the president of the Board of Education, within 30 calendar days.

The Board of Education will be made aware when a conflict resolution has been taken out by a concerned party for those required to attend. This will take place at the regular Board of Education monthly meeting. The Board President is responsible for determining if there is need for a special board meeting to handle a conflict resolution.

EXPECTATIONS OF STUDENTS

New Underwood Elementary supports these basic guidelines. We expect that students will:

- Accept the leadership and authority of teachers, principal, and other staff members.
- Work and play safely.
- Practice good citizenship and honesty
- Demonstrate respect toward all people and their property.
- Be regular and punctual in attendance.
- Practice good health habits and cleanliness.
- Walk and speak quietly in the Represent themselves, others, and their school in a positive manner
- Obey and follow all rules and guidelines established in the handbook.
- We have accepted the T.I.G.E.R way - Trustworthy, Integrity, Generosity, Enthusiasm, Respect.

ACADEMIC PERFORMANCE

Grading

Teachers will be using the following grading scale for grades 3-5:

A	93-100 (Advanced)
B	86-92 (Proficient)
C	78-85 (Basic)
D	77-70 (Below Basic)
F	69-below

Grading for K-2 will be accomplished through a Performance Based Reporting System.

Subjects graded with 4, 3, 2, or 1 are:

Physical Education	K-2
Music	K-2

Conferences and Report Cards

Communication between home and school is vital in a child's education. All parents/guardians are encouraged to attend parent-teacher conferences. This is an opportunity for parents to discuss the education and welfare of their children. Report cards will be distributed each quarter. Final report cards will be given on the last day of school. Parent-teacher conferences are posted in advance on the school calendar.

Testing

We are committed to academic excellence and use a variety of assessments to gauge student performance. Students will participate in state mandated testing at appropriate levels in addition to district and classroom assessments.

ATTENDANCE

SDCL 13-27-1. Responsibility of person controlling child - Ages of compulsory attendance - Entire school term - Waiver. Every person having under his control a child of the age of six years and not exceeding the age of eighteen years, shall cause the child to regularly and annually attend some public or non-public elementary school for the entire term during which the public school in the district in which their person reside, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless excused as provided in this chapter. However, the South Dakota board of education shall promulgate rules pursuant to chapter 1-26, to establish the school term for kindergarten programs.

Any child under age six enrolled in any elementary school or kindergarten program is subject to the compulsory attendance statutes of this state. A waiver of the compulsory attendance requirement for children under the age of seven years of age shall be granted by the school district upon request.

Procedures to Follow for Student Absences

Attendance is a key factor in student success and achievement. Students are expected to be in school in order to make their education as complete and thorough as possible. These expectations can only be met if students are in attendance. It must be understood that students miss a vital portion of the educational experience when they are absent. While it is possible to make up written work, it is more difficult to make-up teacher presentations, class discussions and many other activities vital to the educational experience. We expect parents and guardians to be supportive of the educational program and work in cooperation with school officials to ensure attendance of all students.

Parents can help encourage good attendance by scheduling appointments OUTSIDE OF SCHOOL HOURS or on Fridays if at all possible. If an absence is necessary, parents are asked to notify the school in advance.

Parents of a student who has a high rate of absenteeism will be requested to confer with the building principal or designee to identify the problem and cooperatively work toward a satisfactory solution. Any parent wishing more information on the compulsory attendance statutes may call (605) 754-6485.

Students absent from school must have their parent/guardian call the school office (754-6485) by 8:30 A.M. the day of the absence. If the parent/guardian is unable to call the school, the student should bring a written note and present it at the office when returning to school. The note must include the signature of parent/guardian and the reason for the absence.

Tardiness & Truancy

Failure to be in class at the proper time without a valid excuse constitutes a tardy and is accumulated whenever a student misses class. Valid excuses are only approved by the administration. If a student arrives at school after 8:45 AM or leaves before 2:30 PM, 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 or incidents of truancy will be requested to confer with the teachers and/or principal in hopes of identifying the problem cooperatively while working to a satisfactory solution. Continued patterns of truancy may be dealt with in a legal manner. Any parent wishing more information on the tardiness and truancy policies may call (605) 754-6485. Notification from parent of the reason for missed time will not necessarily constitute a valid excuse. Any student who is late must report to the office for an admit slip to enter class.

Leaving School during the School Day

If it is necessary for a student to leave school once he/she has been reported in attendance, a parent or guardian must come to the office to check their child out. All students must be signed in and out at the office.

DISCIPLINE POLICIES

The New Underwood School District strives to assist students in making better decisions and developing personal responsibility. It is the belief of the New Underwood School District that students can make appropriate choices for themselves. Through discussion and planning, it is hoped that a student can and will choose more acceptable ways to behave.

Each classroom establishes basic rules and a system of appropriate consequences for routine infractions. Most disruptive behaviors can be handled at the classroom level; however, if a student's behavior is interfering with others' rights to learn, that student will be removed from the classroom.

Infractions occurring during school hours, on school property, at school activities, or affecting the educational process will be dealt with. Students who misbehave, break school or classroom rules, disrupt the learning of others, or are a threat to the safety and security of themselves or others are subject to consequences with the classroom teacher or principal. If a pupil's presence and behavior poses a continuing danger to persons or property or is an on going threat of disrupting the academic process, then the teacher may remove a student from the classroom.

The following behaviors will result in an automatic referral to the principal:

- **False fire alarms/bomb threats**
- **Assault or threat of assault**
- **Possession of dangerous weapons or objects**
- **Use, possession, and/or being under the influence of alcohol, tobacco and other drugs**

- **Use, possession, and/or being under the influence of inhalants (chemical products used specifically for the purpose of huffing/intoxication) Including but not limited to vape pens and juuls.**
- **Damaging or stealing personal, school, or another's property**
- **Gross disrespect/threatening of adults**

Dangerous Weapons: The New Underwood School District endorses and supports the policy concerning dangerous weapons in the school. Parents will be notified of each incident and a conference will be arranged to review documentation of disciplinary actions.

SDCL 13-32-7. Dangerous weapons in the school. “Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purpose, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle or building or any premises, vehicle or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such action, is guilty of a Class 1 misdemeanor.” The New Underwood School Board defines a dangerous and/or deadly weapon as any firearm, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

In this regard, all dangerous and illegal weapons shall be taken from any person on school property. Dangerous weapons taken from a student shall be reported to the student's parent. 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 superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case by case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

Disorderly Conduct: In order for all who are involved in the education of children to feel safe and supported, the conduct of each person has been given guidelines by South Dakota law as follows:

SDCL 22-13-1 Disorderly Conduct. Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk there of by:

- (1) Engaging in fighting or in violent or threatening behavior;
- (2) Making unreasonable noise;
- (3) Disturbing any lawful assembly or meeting of persons without lawful authority; or
- (4) Obstructing vehicular or pedestrian traffic is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.

Disturbance of School:

SDCL 13-32-6 Disturbance of school as misdemeanor. A person, whether pupil or not, who intentionally disturbs a public or non-public school when in session or who intentionally interferes with or interrupts the proper order or management of a public or non-public school by

acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

Drugs & Alcohol: The New Underwood School District has a policy that indicates that no student can "... possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the school community. Students shall not engage in drug use/ misuse nor possess paraphernalia specific to the use of chemicals."

Tobacco Products: The New Underwood School District Board policy states that smoking and the use of other tobacco products in school buildings or on school property or grounds is prohibited. Staff members recognize the adverse effects of alcohol, tobacco and other drugs on students and believe that education has a critical role in establishing patterns of behavior related to good health. Measures have been taken to help students resist the use of these substances. If a student has any of these products on school grounds, these products will be confiscated. If a student sells or distributes these substances on the school grounds, suspension may result. Discipline procedures for violation of this policy may result in ISS for the first offense and up to 1+ days of OSS.

Searches: Public areas, including student lockers, restrooms, and parking lots are subject to unannounced searches. Specially trained dogs may be used to assist school officials in searches.

Sexual Harassment: The New Underwood School District endorses and supports the policy concerning Sexual Harassment as printed: It is the policy of the New Underwood School District that sexual harassment is unacceptable and shall not be tolerated; that no member of the District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VI, Title IX) law.

EXTRA ACTIVITIES

Band

All fifth grade students are invited to participate in the band program. Parents are responsible for acquiring the instrument for their child, along with books and needed supplies. The school has a limited number of instruments for rent at \$40 per year excluding percussion instruments which are \$25. We encourage parent participation in this activity and ask for their support when asked to assist their children with practicing their lessons and attending concerts during the year.

Field Trips & Transportation

Teachers may choose to expand the learning experiences of students by planning field trips for their classes. Buses may be used for transportation for these trips with teachers, approved volunteers, and other staff members being present as chaperones.

Bus Rules and Regulations:

Riding the bus is a privilege and should be treated as such for the safety of the students and driver. Following are guidelines all students are expected to adhere to:

1. Enter and exit the bus in a safe manner.
2. All students must remain seated while on the bus.
3. Obey the bus driver and adults that are supervising.
4. Students are responsible for litter control.

Students are required to ride a bus to all school activities when provided. A student may be released to the parent/guardian after an event if a release form has been signed by the parent.

GUIDELINES

Directory Information

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

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

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. The New Underwood School District has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic Mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Dress

New Underwood Elementary students are expected to be dressed in a manner that is conducive to learning, good health, and safety. Clothing which is gang related (including sagging pants or shorts, bandanas, and chain accessories such as chain wallets), suggestive in design (including midriff, halter tops, and visible undergarments), has inappropriate language or pictures is distracting to other students, or is unsafe for the activities planned, will not be tolerated. Legs should be covered to quarter-thigh or longer. Tops must have 1" wide straps. Parents may be contacted to bring in a change of clothing. Hats are not allowed to be worn inside the school building.

Internet Policy

New Underwood Schools provides access to electronic networks. The district believes learning to access information on the Internet, world wide web(www), and electronic data bases is an essential skill for lifelong learning. The goal in providing Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Library

Our library serves both as a school library and public library, thus we try to be as flexible as we can and at the same time keep the policies fair for all. Rules are not made to be confining but to ensure equal access to library materials for all patrons.

1. Students and faculty members are to check out all books, magazines, and other library materials from the library. Removing materials without check out is stealing.
2. All books are due two weeks after the date they are checked out and may be renewed one time.

3. Charges for books lost or damaged must be paid in accordance with the amount set by the librarian who considers replacement price and any processing fees. Students must pay for any book reported lost.
4. Those checking out items will be held responsible and it is up to each person to see that all items are properly checked in.
5. The library is a QUIET ZONE. Please show respect for others!
6. Materials may be obtained from other librarys through Inter-library loan.

Meals Program

Students may participate in the breakfast and/or hot lunch program or bring their own lunch if they prefer. Students may either eat lunches prepared at home or may eat lunches served at the school. Applications for free and reduced meals may be obtained from the office. If income status has changed, please notify the office. A new application must be filled out every year. Following are the prices for meals:

K-12 Student Breakfast \$3.00	Reduced \$.30
K-8 Student Lunch \$3.25	Reduced Lunch \$.40
9-12 Student Lunch \$3.50	Reduced Lunch \$.40

Lunches are to be paid in advance or at the time eaten. Your cooperation to ensure your child has tickets available is appreciated so that they may receive the needed nutrition to be successful in school.

School & Personal Property

Students will be expected to take care of school property and materials. We expect students to take care of the property of others. Devices such as: Electronic games, i-pods, and remote control cars, etc. are not permitted at school unless given permission by the classroom teacher. If a student brings a cellular device to school, it should be turned off and stored during the school day. Failure to do so could result in the phone being confiscated and appropriate disciplinary action.

Student Insurance

The school participates in an insurance plan whereby any student can, on a voluntary basis, be insured against accidents while traveling to or from school and while at school. This program is offered as a service by the school. For further information, please contact our office.

Student Supervision

For the safety of the students, parents are asked to make sure their children do not arrive at school prior to 7:30 A.M unless they are taking advantage of the school breakfast program at 7:20AM. All students will remain on the playground area until the entry bell rings unless eating breakfast. Exceptions are made for bad weather in which case students will be allowed in the hallway. Upon dismissal, which begins 3:30 for grades K-2, students are expected

to leave the school grounds unless they have permission from school staff to do otherwise. They may not enter other school buildings without permission of their teacher. They are not allowed to stay on the playground after dismissal for play time. Supervision of students exiting the school grounds for pick-up by parents will take place on the north side of the elementary building. Please note this is supervision of students loading and exiting the school grounds and is not playground supervision. Supervision will end at 4:00 P.M.

HEALTH INFORMATION

Students who have a medical condition that prevents them from participating in a required physical education class must provide the school with a physician's statement excusing them from PE.

Illnesses & Medications

Should a child become ill at school, a parent will be contacted to take the child home. Conditions that will merit removal from school include a **fever at or above 100 degrees**, nausea or vomiting; head lice, contagious conditions or the inability to participate in daily school activities. These conditions apply to **all** students unless we receive written instructions from a physician directing us to act otherwise. Before returning to school, **students must be fever free for 24 hours**. In the case of head lice, students must be egg & nit free before returning to school.

Before a child can be given generic non-aspirin (acetaminophen), a parent or legal guardian must complete a permission form that is available in the office. There will be no dispensing of any over-the-counter or prescription medications without authorization/release for **each** medication. If a physician prescribes a medication which will be needed during the school day, please contact the school office to arrange for proper handling. We ask that only absolutely necessary medications be sent to school. Prescription medication must be in its original bottle with current prescription.

Wellness Policy

Schools across the nation are being required to develop a wellness policy because of the increased rate of obesity among Americans. The New Underwood School District promotes healthy schools by supporting wellness, good nutrition, regular physical activity, mental health, and a healthy learning environment as part of the total learning experience. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. A healthy, well-nourished and physically active child is more likely to be academically successful.

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. The district recognizes that all foods and beverages made available to students contribute to each student's total daily intake. Foods and beverages made available on campus during the school day shall be consistent with the Dietary Guidelines for Americans.

Only foods that are commercially prepared will be allowed in the classrooms. Assistance is appreciated in following this guideline when sending treats with a child for special events such as for birthdays or holiday celebrations. When sending your child with a snack to have throughout the day we ask that they be healthy snacks.

SAFETY

Child Abuse & Neglect: The New Underwood School District has endorsed and supports the following policy concerning reporting child abuse and neglect:

SDCL 26-10-14 Reporting Child Abuse and Neglect.

The South Dakota State Legislature, under SDCL, mandates that school personnel make reports of suspected child abuse and neglect. In accordance with the above laws, the New Underwood Board of Education sets forth guidelines to be used by the administration and staff in the enforcement of the related laws. Statutes related to Child Abuse and Neglect are in South Dakota Codified Law under one or more of the following reference numbers:

SDCL 26-8-6; 26-10-10; 26-10-1; 26-10-11.1; 26-10-12; 26-10-12.2; 26-10-12.3; 26-10-14.

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to one of the following: the building principal, Superintendent or designee, the state's attorney, the department of social services, the county sheriff, or the city police.

Harassment, Intimidation, and Bullying

The New Underwood School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or third parties is strictly prohibited and will not be tolerated.

Bullying consists of repeated physical, verbal, non-verbal, written, electronic, or any conduct directed toward a student that is so pervasive, severe, and objectively offensive that it:

- (1) Has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment; or
- (2) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor.

This policy is in effect while students are on property within the jurisdiction of the New Underwood School Board; while students are in school-owned or school-operated vehicles; and while students are attending or engaged in school-sponsored activities.

The New Underwood School District will act to investigate all complaints (formal or informal, verbal or written) of bullying. A formal complaint may be submitted to the building principal. Any

student engaging in an act of bullying is subject to discipline pursuant to the district's student discipline procedure.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Disaster Preparedness

The students practice for fire, lockdown, and civil defense drills throughout the school year. Encourage your children to practice these seriously.

Inclement Weather

Weather in South Dakota changes very quickly and is often unpredictable. Parents are asked to prepare your children for temperature changes year-round. For recess, students are expected to dress appropriately for the weather. If the wind chill is 0 or below, there will be indoor recess. When inclement weather or another emergency makes it necessary that school be called off, notification will be broadcast over the school district's School Messenger Program. This is an automated dialing system which will call the numbers parents have provided to the school district. The district will continue to broadcast over local media outlets. Early closings will be broadcast in the same manner. Parents are asked to pick up students at the school in cases of early closing.

Animals

No pets/animals are allowed in school or on the playground unless their presence has been approved by the building principal.

SPECIAL EDUCATION

In order to fulfill the district's commitment to serve the needs of all children in the district, New Underwood School District 51-3 is interested in the location and identification of all handicapped children who reside within the district. Any person who knows of children between the ages of 0 and 21 years that have, or have suspected of having, a handicapping condition, and are not receiving special services through the school district is urged to contact the Special Education Director, George Seiler. Referrals will be confidential and parent permission for evaluation is required for further testing. It is important to intervene at an early age for handicapping conditions.

Notification of Rights

In compliance with New Underwood School District 51-3 Special Education Comprehensive Plan, the following annual notifications or rights are given. Copies of this policy can be found in the principal's, superintendent's or special education director's office. Parents or eligible students have the right to do the following:

1. Inspect and review the student's education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the act and the regulations in this section authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the agency or institution to comply with the Act and this section.
5. Obtain a copy of the district's policy.