

Custer School District 16-1

Custer Elementary School
2021 – 2022
Handbook

THE WILDCAT WAY

Be Responsible

Be Respectful

Be Safe

FOREWARD

Mission Statement

To educate every student to his or her potential.

Vision Statement

To provide the highest educational program possible through positive leadership, quality academics, and an array of opportunities for social, emotional, physical, and character development so graduates:

- a) Go on to compete in the marketplace*
- b) Understand the importance of community involvement; and*
- c) Enjoy life-long learning*

To provide the highest educational program possible so the district can compete successfully in the educational marketplace.

Custer School District Board of Education

Heather Grace, Board Chairperson

Larry Baker
Travis Hartshorn

Jeff Barnes
Michelle Lehman

Sara Barrick
Jeff Prior

BUILDING ADMINISTRATORS

Central Administration Office
527 Montgomery St
Custer, SD 57730
(605) 673-3154

Mark Naugle, Superintendent
Jennie Anderson, Office Administrative Assistant
Robert Baty, Business Manager
Joe Uhrich, Maintenance Supervisor
Eve Trandem, Special Education Director

Custer Jr/Sr High School
1645 Wildcat Ln
Custer SD, 57730
(605) 673-4473

Tobey Cass, Principal
Joey Kortemeyer, Asst. Principal/Activities Director
Tiffany Newman, School Counselor
Kelli Moore, Office Administrative Assistant

Custer Elementary
1415 Wildcat Ln
Custer, SD 57730
(605) 673-4483

Barb Paulson, Principal
Michelle Watland, School Counselor
Cindy Heyne, Office Administrative Assistant

Hermosa Elementary
11 4th St
Custer Elementary, SD 57744
(605) 255-4345

Forrest "Frosty" Paris, Principal
Keersten Graveman, School Counselor
Jennifer Conley, Office Administrative Assistant

WELCOME

The Custer School District welcomes all new and returning student!

We hope that all students find the school year to be challenging, rewarding, and enjoyable.

Each year the student handbook can be accessed on the school website at www.csd.k12.sd.us. A hard copy of the handbook can be received by contacting the school office. This handbook will provide most of the information needed to understand the way the Custer School District works. It is important that the handbook be read and discussed by both students and parents or guardians. Any changes will be updated at this location.

Administrators, teachers, counselors, and the office staff are here to assist students and parents/guardians with problems or concerns. Questions or concerns should be addressed through the appropriate channels. Ideally, students' teachers are the first point of contact if the issue in question is related to their academics. Office staff is prepared to answer procedural types of questions and receive messages. Counseling staff and building principals are available to handle questions and concerns that cannot be addressed at other levels.



Welcome to Custer Elementary School!

I look forward to working with you and your child and making 2021-2022 another successful school year. This handbook was prepared in an effort to inform you about our school. We believe that parents/guardians serve a major role in the education of our children, and that through open communication and shared beliefs we can "educate every student to his or her potential." Please take time to read this handbook thoroughly and sign and return the last page.

We will continue to communicate with families and work to engage families as much as possible. Follow us/Like us on our Custer Elementary Facebook page, share your positive comments and visit with us, personally, if there is anything you question and/or don't agree with. Be a good role model to our youth and a positive spokesperson for our school and community. I hope we can work together to make Custer Elementary the best school it can be. Additionally, you may keep updated on weekly district emails through Tidbits (call the ADMIN office at 673-3154 to sign up).

Let's come together as a community to support our children, our schools, and our future. Thank you for choosing to help support us in teaching young people in the best way we know how and for wanting to make a positive difference in their lives. Custer Elementary School has many positive things happening and we will strive to continue in that direction. Our expectations are set high this year—academically and socially and we know it will take everyone to make this a successful year for your child. With your positive support, many more great things can happen.

Looking forward to another great school year,

Mrs. Barb Paulson

Custer Elementary Principal

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STUDENT SCHOOL DAY

CUSTER JR/SR HIGH SCHOOL

7th Grade – 12th Grade
7:50 AM – 3:44 PM

CUSTER ELEMENTARY SCHOOL

Jr. Kindergarten – 6th Grade
7:45 AM – 3:35 PM

HERMOSA SCHOOL

Jr. Kindergarten – 8th Grade
7:45 AM – 3:40 PM

CUSTER SCHOOL DISTRICT PHONE LISTING

CENTRAL ADMINISTRATION OFFICE	(605) 673-3154 (FAX) (605) 673-5607
CUSTER JR/SR HIGH SCHOOL	(605) 673-4473 (FAX) (605) 673-4710
CUSTER ELEMENTARY SCHOOL	(605) 673-4483 (FAX) (605) 673-4515
HERMOSA SCHOOL	(605) 255-4345 (FAX) (605) 255-4190

Specific School information can be found at www.csd.k12.sd.us

The practices and policies in this handbook were developed and implemented to help the school effectively carry out its mission. Parents/guardians, please sit down with your child and go through this handbook. The more you and your child know and understand the contents, the smoother the school year will go.

STAFF

CUSTER ELEMENTARY SCHOOL

Teacher/Staff	E-Mail
Principal - Barb Paulson	barb.paulson@k12.sd.us
Administrative Assistant – Cindy Heyne	cindy.heyne@k12.sd.us
Office Paraprofessional – Janae Scherer	janae.scherer@k12.sd.us
Counselor – Michelle Watland	michelle.watland@k12.sd.us
Head Custodian – Jim Coates	jim.coates@k12.sd.us
Jr. Kindergarten – Haley Uphoff	haley.uphoff@k12.sd.us
Kindergarten – Becky Griffin	rebecca.griffin@k12.sd.us
Kindergarten – Conni Virtue	conni.virtue@k12.sd.us
1 st Grade – Jolene Bush	jolene.bush@k12.sd.us
1 st Grade – Tona Cain	tona.cain@k12.sd.us
2 nd Grade – Heather Cooper	heather.cooper@k12.sd.us
2 nd Grade – Liz Gangel	elisabeth.gangel@k12.sd.us
3 rd Grade – Wendy Drew	wendy.drew@k12.sd.us
3 rd Grade – Sophia Zumpano	sophia.zumpano@k12.sd.us
4 th Grade – Jessica Haug	jessica.haug@k12.sd.us
4 th Grade – Lesley Poper	lesley.poper@k12.sd.us
5 th Grade – Jenn Doyle	jennifer.doyle@k12.sd.us
5 th Grade – Isaac Parsons	isaac.parsons@k12.sd.us
6 th Grade – Katie Brotherton	katie.brotherton@k12.sd.us
6 th Grade – Hallie Webster	hallie.webster@k12.sd.us
Title I Reading – Amanda Keller	amanda.keller@k12.sd.us
Title I Math – Elizabeth Frisch	elizabeth.frisch@k12.sd.us
K-2 Special Education – Chantell Borkowski	chantell.borkowski@k12.sd.us
3 rd -4 th Special Education – Breanna Lende-Hanson	breanna.lende-hanson@k12.sd.us
5 th -6 th Special Education – Makayla McPeak	makayla.mcpeak@k12.sd.us
Early Childhood Special Education – Tammy Wicks	tammy.wicks@k12.sd.us
Special Ed Behavioral Specialist – Sonja Tennyson	sonja.tennyson@k12.sd.us
Data Specialist – Jami Jungck	jami.jungck@k12.sd.us
Occupational Therapist – Susan Hans	susan.hans@k12.sd.us
Physical Therapist – Katie Johnson	katie.johnson@k12.sd.us
Speech Therapist – Kassie Davalos	kassie.davalos@k12.sd.us
Art – Nikki Yeigh	nikki.yeigh@k12.sd.us
Educational Technology – Andrew Bakken	andrew.bakken@k12.sd.us
Library – Misty Wahlstrom	misty.wahlstrom@k12.sd.us
Music – Jody Tennyson	jody.tennyson@k12.sd.us
Nurse – Becky Hove	becky.hove@k12.sd.us
Physical Education – Josh Johnson	josh.johnson@k12.sd.us
Paraprofessional (SPED) – Sarah Brashear	sarah.brashear@k12.sd.us
Paraprofessional (SPED) – Angie Dailey	angie.dailey@k12.sd.us
Paraprofessional (SPED) – Crystyl Eggers	crystyl.eggers@k12.sd.us
Paraprofessional (SPED) – Becky Lee	becky.lee@k12.sd.us
Paraprofessional (SPED) – Becky Magnuson	becky.magnuson@k12.sd.us
Paraprofessional (SPED) – Barb Miller	barbara.miller@k12.sd.us
Paraprofessional (SPED) – Andie Pye PT	

Paraprofessional (SPED) – Kristy Reindl	kristy.reindl@k12.sd.us
Paraprofessional (SPED) – Liz Stender	liz.stender@k12.sd.us
Paraprofessional (SPED) – Janet Warne PT	janet.warne@k12.sd.us
Paraprofessional – Gina Arp	gina.arp@k12.sd.us
Paraprofessional – Carol Deatherage	carol.deatherage@k12.sd.us
Paraprofessional – Jeanne Fischer PT	jeanne.fischer@k12.sd.us
Paraprofessional – Amanda Heller	
Paraprofessional – Shelia Oestmann	shelia.oestmann@k12.sd.us
Paraprofessional – Shelly Pechota	shelly.pechota@k12.sd.us
Paraprofessional – Misty Wahlstrom	misty.wahlstrom@k12.sd.us

SCHOOL PROCEDURES

Morning Drop-off

UNLESS A CHILD NEEDS ASSISTANCE IN A CLASSROOM AND/OR HAS PRIOR PERMISSION, HE/SHE SHOULD NOT ARRIVE AT SCHOOL or BE IN THE CLASSROOM BEFORE 7:30 AM. It is extremely important that students do not arrive before this time as there is no direct supervision until 7:30 AM. Playground supervision before school is provided between 7:30 AM and the beginning of school. Please obey the posted signs on where to drop off students. Bus students are dropped off on the east side of the school. **The school requests that you drop off your child in the “loop area” located on the WEST side of the school. If you need to drop your child off on the EAST side of the school, please park in the parking lot and use the crosswalk to escort your child to the building. The “loop area” is a designated fire lane, so it is important that no vehicles are parked in that area or left unattended. Please follow and obey the signs that are posted for the safety of our children.** Once students have arrived on school grounds in the morning, they are not to leave. Breakfast is provided and served in the classroom. If there is a late school start, breakfast will not be served on those days.

Dismissal

Upon dismissal from the school, supervision by staff will be provided until the buses leave. Otherwise, students will be directed to go home. Any student still on the playground after 3:45 will be brought back inside the school office until a parent/guardian is able to pick them up. Children are not allowed on the playground after school unless parents/guardians are present on the playground with them. Parents who pick up their child(ren) or town students will be dismissed prior to students who ride the bus and those who attend KidStop. Please look for the posted signs on where to pick up students. **The school requests that you pick up your child in the “loop area” located on the WEST side of the school. If you need to pick your child up on the EAST side of the school, please park in the parking lot and meet your child at the building. This “loop area” is a designated fire lane, so it is important that no vehicles are parked or left unattended. Please follow and obey the signs that are posted for the safety of our children.** All students participating in co-curricular events (including KidStop) must report to that activity teacher/coach immediately after school.

Inclement Weather Morning Drop-off

In the mornings, students will be brought into the building if the temperature or wind chill is below 0°F. Staff will be present outside all entrances to direct students to report to the gym.

EQUAL OPPORTUNITY STATEMENT

Policy GBA

The Custer School District 16-1 and School Board subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, marital status, religion, political affiliation, or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

NON-DISCRIMINATION NOTICE

Policy AC/ACB

The Custer School District 16-1 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

504 Coordinator
Eve Trandem, Special Education Director
527 Montgomery St.
Custer, SD, 57730
(605) 673-2171

Title IX Coordinator
Mrs. Joey Kortemeyer, Activities Director
1645 Wildcat Lane
Custer, SD, 57730
(605) 673-4473

South Dakota Regional US Office for Civil Rights:
US Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Ste.320
Kansas City, MO 64106
Ph: (816) 268-0550
FAX: (816)268-0559
TDD: (800) 877-8339

FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION

Title VI is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

Title IX is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

Title X, Part C is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

Section 504 states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

ADA, Title II is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

Age Discrimination in Employment Act of 1967 is designed to prohibit age discrimination in employment.

CONFLICT RESOLUTION

Policy GBMN

The Custer School District prohibits harassment/bullying and hate crimes. These actions will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. The District will respond to harassment/bullying and hate crimes in a manner that effectively deters future incidents. The use or threat of violence is unacceptable and will not be tolerated by the District. If you believe you or your child has been a victim of harassment, a hate crime or sexual harassment, contact the building principal or counselor. See the district website for more information and Harassment Report Form.

Constructive feedback to the schools is welcomed by the 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 of Education. If there is a conflict with a staff member, it is important the concerned party meet with the staff member.

1. All conflicts, except harassment, are best resolved at the level the conflict originates. Concerns can be made verbally or in writing. If the conflict is not satisfactorily resolved at that level, then it is the responsibility of the individual having the concern to forward it, in writing, to the next highest level. Concerns made initially to anyone other than the level at which it originated, shall be referred to the level where the concern originated for initial review and investigation.
2. If there is no resolution, the concerned party may do one of the following:
 - a. Request the principal set up a meeting of the concerned party, the staff member, and the principal, or
 - b. Complete the Conflict Resolution Form (See Appendix D in Board Docs).

If there is still no resolution, a conference will be scheduled with the above parties at the appropriate administrative level.

3. If there is no resolution in Section #2, then the concerned party may forward the conflict to the next highest level.
4. If still there is no satisfaction, then the parties involved will be scheduled to meet with the Board of Education. Administration is to assure the conflict resolution process is completed in a timely manner. Concerns regarding Board of Education's actions or Board operations will be presented directly to the Board of Education.
5. This form is also used for concerns about the district's use of Federal Funds and the implementation of Federal Programs including Subtitle B of the Title VII of the McKinney-Vento Homeless Assistance Act. 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 at the school they choose, as well as at the district or district's homeless liaison's office. Complaints related to federal programs should be directed to the Superintendent of Schools. Unresolved complaints related to the implementation of Federal Funds may be forwarded directly to the SD Department of Education.

Staff members, in the course of an investigation of a complaint, shall be accorded all due process rights. These rights shall include the right to know the nature and content of the complaint that has been filed, including the identity of the complainant, the right to review the investigative findings, and the right to provide verbal and written input, to address the issues raised in the complaint.

Complaints appealed to the Board of Education shall be heard by the entire Board of Education in executive session, as provided by law. The decision of the Board of Education shall be communicated to the complainant and the Superintendent, who shall implement the decision of the Board. Decisions of the Board of Education may be appealed to circuit court pursuant to SDCL 13-46.

Procedural Process for Investigation and Resolution at Each Level:

1. Discussion among parties directly involved.
2. Investigation is conducted by the supervisor, upon initial receipt of the Conflict Resolution Form. The investigation will include discussion with all parties directly affected and written results made available for further review by school officials at the next level, if necessary.
3. The review at the next level (or ensuing levels) consists of a determination if the investigation was conducted appropriately and if school policies were followed. If it is determined that the investigation was not appropriately conducted and in accordance with policy, it will be remanded back to the appropriate level for continued investigation and resolution.
4. Conflicts will be resolved in an expedited manner.

*Conflict Resolution Forms may be obtained from the building secretaries. (See also Appendix D of the Board of Education Policy Handbook, which is also available on the District Website www.csd.k12.sd.us Adopted: 6/9/14; Revised:

EMERGENCY PLANS

Accessibility Contingency Plan

In the case of an emergency, school staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. To facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principle should be applied on a case-by-case basis for both students and staff.

All classrooms in the building have exit route strategies for emergencies (Tornado and Fire) posted on the walls. The buildings are equipped with handicapped accessible doors, railings, and ramps for quick exit inside and outside of the building. All exit routes are clearly marked overhead.

Students with disabilities in the Custer School District have paraprofessionals or certified Special Education Teachers to assist them with transport to and from a safe place in the event of an emergency. If needed, these individuals call parents/guardians. It will also be the responsibility of these individuals to see that medications are available. If medical supplies are necessary, the nurse, administrator or the administrative assistant know to have those supplies readily available.

Fire, Tornado, and Security Drills (Policy EBC)

Fire, tornado, and security drills are held every year. Emergency information for drills is posted in each classroom. Teachers or the Principal will review these with students.

Storm Policy (Policy EBCD)

In the event of inclement weather when the buses cannot run and/or there will be an school dismissal prior to normal school hours, the official statement will be made via School Messenger and the information will be given by the following radio/TV stations: KOTA (ABC-TV), KAT, FOX, KIMM(1150 AM), KKMK (93.9 FM), KKLS (920 AM), KEVN (FOX-TV), KELO (CBS-TV), KTOQ, KNBN (NBC-TV)

General Information & School Rules

Academic Dishonesty & Plagiarism

Students are expected to submit their own original work and give credit to the intellectual and creative work of others. Plagiarism--including direct plagiarism (copying and pasting), self-plagiarism (resubmitting your own work in a different class), and paraphrasing plagiarism (taking someone's ideas and putting them in your own words but not citing the original source)--is not allowed and must be prevented through the use of citation. The required citation style will be dictated by the teacher. Cheating is also forbidden.

Consequences for academic dishonesty are as follows:

1. Unintentional plagiarism - teacher will instruct the student individually and the student will revise and resubmit the assignment.
2. Plagiarism and cheating - the student will receive no credit and must redo the assignment. The no-credit grade will be computed into the student's grade; however, the student will receive credit for the resubmitted work. Parents will also be notified.
3. Repeat plagiarism and cheating - a parent meeting will be held by the principal and teacher. The assignment will receive an "F" on the test or assignment. A student may be removed from class and not receive class credit.

Animals at School

It is the policy of Custer Elementary School and Custer School District that students should not bring animals to school. However, in the event a special request or circumstance would require an exception to this, the following must be followed:

❖ Students and Home Pets

Animals are not allowed to accompany children to school. These pets can be a hazard to other children.

❖ Teachers and Classroom Pets

1. The teacher will communicate with the nurse before seeking permission from the Principal. Permission of the Principal is required prior to establishing resident animals in the classroom.
2. Classroom pets that are of an unknown origin/history are not permitted in school.

3. Teachers assume primary responsibility for the humane and proper treatment of any animal in their classroom.
4. When the school is not in session for more than three days, the teacher must make arrangements for any resident animal's care and safety.
5. Should any student or adult be bitten by an animal at school, a health care provider and the local health officer shall be immediately notified. In addition, in the case of a child, parents will be called.
6. A copy of the incident report (signed by the principal) will be sent to the involved family with personally identifiable information involving other children as needed.

❖ **Service Animals**

The use of service animals is not subject to the restrictions of this policy. Restricting the presence of service animals on campus is subject only to the provisions of the Americans with Disabilities Act, its regulations, and corresponding provisions of State law. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. The school reserves the right to restrict a service animal from its premises when it is determined that the dog's behavior poses a direct threat to the health or safety of others. See District Policy-EH- Service Animals

❖ **Students with Medical Concerns**

Student health issues will be considered when assessing the appropriateness of animals in the classroom. Prior to the consideration of the introduction of an animal to the classroom, the teacher will confer with the school nurse and review the student(s) health records to assure that there is no conflict. Conflicts or concerns with animals and children with medical reactions to those animals will be referred to the school nurse.

❖ **Law Enforcement**

Animals under the control of a law enforcement officer are excluded from the provisions of this policy.

❖ **Liability**

The owner or handler of any animal, including a service animal, is responsible for the animal's behavior and shall be liable for all damages suffered by persons who may be bitten or injured, and all damages to public or private property, regardless of the former viciousness of the animal or the owner's knowledge of such viciousness.

Attendance

A student will be counted absent for the morning if they arrive after 9:30 a.m. If a student leaves prior to 2:00 p.m., they will be counted absent for the afternoon. School is preparation for future life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.

If you know in advance that your child will be absent from school, **notify the teacher and office.** We try to work with parents on having students make up the work that has been missed; however, make-up work is no substitute for classroom instruction. Parents may pick up make-up work at the end of the school day and should follow the teacher's directions regarding the return of the make-up work. Students will have the number of days absent plus one additional day to complete missing assignments for absences.

South Dakota Compulsory Attendance

In accordance with South Dakota State Law (SDCL 13-27-11) states that “Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, may be guilty of a misdemeanor and if convicted, may be subject to a fine as established by law.’

****Please remember that a written note, email, text or a phone call explaining the absence is required when a student is absent. If the office is not notified regarding the absence, parents will be contacted the morning of the absence to determine the reason for the absence.**

❖ Doctor/Dentist Appointments

We encourage you to try and schedule your child's doctor and dental appointments outside of school hours. If this is not possible, you must come to the main office to check your child out. If someone other than a family member is going to pick your child up, please inform the school. Proof of identity is necessary if someone other than those listed on Infinite Campus contacts is going to pick your child up.

❖ Tardiness

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional time. **Students entering the building after 7:50 will be counted tardy. Students entering the building after 7:50 must be accompanied by a parent or guardian and checked into the office.**

❖ Truancy (Policy JEDA)

- A. "Truancy" is any absence, by a student child of compulsory school age for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It is also an irregular attendance pattern which defeats the intent of compulsory attendance.
- B. When absenteeism has become detrimental to student achievement and the student/parent/guardian has ignored every effort by the district to gain compulsory attendance, the principal may begin truancy proceedings to be brought against the parent/guardian. Prior to such actions the Principal shall have:
 1. Communicated with the student's parents/guardians to discuss the student's truancy or have attempted to meet and been refused.
 2. Offered an opportunity for educational counseling with school personnel and the student/parent/guardian.
- C. Administrative procedure in dealing with truancy:
 - **1st time (5 unverified/unexcused absences):**
 - The student/parent is notified of truancy and a warning is given.
 - **2nd time (8 unverified/unexcused absences):**
 - The student/parent is notified in writing of absences, Superintendent is notified.
 - **3rd and subsequent times (10 unverified/unexcused absences):**
 - The student/parent, Superintendent and Board are notified, and the States Attorney is notified for prosecution.

Bicycles, Rollerblades, Skateboards, Etc.

All bikes ridden to school should be stored immediately upon arrival at school in the designated bicycle racks on school grounds. Always walk your bike while on school grounds. We recommend that bikes be locked while at school. The school does not assume liability for bicycles or other personal items brought from home.

Skateboards, roller blades, scooters, snowboards, snow sleds, Heelys, RipStiks, etc. are not to be ridden on school grounds at any time. Student motorized transportation is not permitted at school.

Bullying Statement/Policy (Policy ACAB, JFCE-R, JFCD, JFCE)

Bullying is defined as:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

To be considered bullying, the behavior must be aggressive and include:

1. **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying

❖ Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

❖ Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

❖ Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Cyber-bullying (Policy JFCD)

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber-bullying include mean text messages or emails, rumors sent by email or posted on social networking sites including Facebook, Twitter, Snap Chat, Instagram, etc., and embarrassing pictures, videos, websites, or fake profiles.

Students and staff will refrain from using communication devices or District property to harass or bully another. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not delete the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher. The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer or cell phone, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy.

Anti-Bullying School Philosophy

We will not accept bullying at our school. Our goal is to develop and support respectful friendships. We agree that it is everyone's responsibility to stop bullying. It is up to staff, students, parents, and the community to make sure that bullying does not take place. School staff will help teach the children about bullying and their role in helping to eradicate bullying from school.

We believe the following about bullying:

- We will not bully others.
- We help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult.

Communication with School

We are very interested in your ideas and suggestions to improve our schools. Concerns involving your child's education should first be discussed with your child's teacher, then the principal. The parent advisory meetings also provide parents an opportunity to discuss ways to enhance educational opportunities for children.

Conferences

Parents are encouraged to meet with their child's teacher anytime it is felt that communication needs to occur between the parent and the school. School staff also contact parents whenever communication is needed to ensure the success of students in school. Meetings with teachers need to be scheduled during non-instructional time. The school also schedules Parent-Teacher Conferences in the Fall and Spring to meet with parents to review progress the student is making.

Church Night & Sunday (Policy IGDK)

There are no scheduled school activities on Wednesday night after 6:00 p.m. No school activities will be scheduled on Sundays. Any exception to this policy must be approved by the Superintendent. This policy allows the students to participate in the youth activity programs in their church.

Dress Code (Policy JFCA)

Students need to dress appropriately for the weather and activities in school. Clothes that do not fit or create a distraction from the education of our students will not be allowed. Examples of inappropriate dress or grooming include: undergarments that are visible, see-through clothing, spaghetti straps, strapless, bandanas, visors, halter tops and half shirts that expose skin on the stomach, extremely short skirts or shorts, bare feet, chains, pants that don't fit and are not worn at the waist, and clothes that display drug, alcohol, tobacco, or gang affiliation/symbols, are inappropriate. **Hats are not to be worn in the building except on approved days.** Any questionable clothing that is identified by school staff will be reported to the principal and handled at the principal's discretion.

Students need to have appropriate footwear to participate in P.E.

We live in an area that typically has cold weather and weather conditions that can change quickly. Students are expected to be outside before school and during recess. Students need to dress for the weather.

Electronic Devices (Policy JFCK)

Electronic devices such as cell phones, smart watches, MP3 players, iPods, tablet computers, Kindle readers, and/or cameras are permitted in school. The school will not be liable for any damage or loss of these devices.

However, once students enter the school building and during school hours, the devices must be shut off and must be out of sight UNLESS they are allowed by the classroom teacher for instructional and educational purposes only. Classroom teachers reserve the right to allow students to use technology as a BYOD (Bring Your Own Device) when a classroom project or educational opportunity warrants the use of such technologies.

❖ Telephone Use

Students are to have permission from their teacher to make calls from school. Students and teachers will not be interrupted to receive phone calls during class time, unless it is absolutely necessary. Forgetting one's gym clothes, books, lunch, or milk money is not considered an emergency and the secretary or principal may refuse the use of the telephone for those purposes.

The secretary will get a message to your child or the teacher. If you need to contact the school to leave a message with a student, please do so by 2:30 p.m. so we can be sure the message is received.

❖ Cell Phone Use

Students who bring cell phones to school must use them at appropriate times. Students may use cell phones before or after school as needed. Once school begins, cell phones should be turned off and placed in a safe and secure place in their lockers, unless they are being used for educational purposes in the classroom. Texting is not allowed at any time during school hours. If a student is found using the cell phone during school hours inappropriately, they will be subject to these consequences:

1st offense – Cell phone will be collected by the principal until the end of the day and returned to the student.

2nd offense – Cell phone will be collected by the principal and a phone call will be placed and must be picked up by the parent.

3rd offense – Cell phone will be collected by the principal, a meeting will take place with the student and parent, cell phone will be turned into the office each morning and returned at the end of the day.

Electronic Media in Class

Any video shown to students either using a DVD/Blue-Ray player, the internet, computer/tablet, or electronic device may be shown to students throughout the school year. Teachers will inform parents prior to the showing of any movies rated PG or greater. Any videos of educational value that are not movies will be presented at the discretion of classroom teachers. If there are concerns with anything that may be shown in class, a meeting can be requested with the teacher and the principal to resolve the issue.

Enrollment

South Dakota State Law (SDCL 13-27-3.1) requires that parents/guardians provide the school with a certified copy of the child's birth certificate. You will have 30 days to provide this to the school office. Children entering kindergarten must be five (5) years of age on or before September 1 of the year in which they enter school.

Field Trips

From time to time your student will participate in a class field trip. His/her classroom teacher will provide you with all necessary information. Parent permission must be granted prior to a student traveling in a vehicle in or out of town. Parent drivers must present their driver's license and current proof of vehicle insurance to transport children for field trips.

Parents will not need to give permission for teachers to take students on walking field trips in the vicinity of the school. Teachers, however, will try to inform parents of walking field trips. If you have any concerns, please visit with your child's teacher. Inappropriate behavior while on fields trips will result in a phone call to parents to come retrieve their child. **Field trips are a privilege, students who have exhibited good behaviors and follow school wide expectations will be allowed to attend.**

Food Service & Lunchroom

The district contracts with Lunchtime Solutions to provide our breakfast and lunch programs. The goal of our food service is to provide a nutritious breakfast and lunch for students. Through the Lunchtime Solutions program we will be able to offer more choices to students. Breakfast is served in the classrooms.

We encourage families to pay by the month for their child's lunch and breakfast. A breakdown of the costs for morning milk, breakfast and lunch will be sent home in the packet of information that is sent home at the beginning of the year.

Parent/Guardians must keep money in the student's lunch account. Negative balances are not allowed. If students habitually eat without paying for their lunch, they will not be able to participate in the lunch program and will need to bring their lunch from home. Students must have money in their account to eat breakfast, extra entrees or have snack milk.

Snack milk is offered to students. The milk program is in addition to the students' lunch account. Snack milk will be subtracted from the students' lunch account. Students are required to have money on their account to receive snack milk. Snack milk is not a part of the free/reduced lunch program so all students receiving snack milk will need to have money on their account.

Breakfast and lunch money is turned in to the office at the beginning of the school day.

Application forms and information regarding our free and reduced breakfast and lunch programs will be sent home with all students during the first week of school or during registration. If a family qualifies for free or reduced lunch/breakfast prices, they need to reapply every year during the 1st month of school. Failure to

reapply will place the child on full-pay status for both breakfast and lunch. Both breakfast and lunch are included if a child qualifies for free or reduced price meals. The school handles the free and reduced meal information in a confidential manner, so children and adults are unaware of who qualifies for these programs.

It is recommended that families purchase lunches by the month or week rather than on a daily basis. Meal Prices for the 2021-2022 School Year:

Category	Breakfast	Lunch
K-5	\$1.70	\$3.00
6-8	\$1.70	\$3.10
Adults (or non-enrolled children)	\$2.30	\$3.95
Reduced Price Meal	\$0.30	\$0.40
Snack Milk & Extra Milk	\$0.55	\$0.55
Extra Entrée		\$1.85

LUNCHROOM RULES

1. Be Respectful (Speak softly; use manners such as saying please and thank you, raising your hand if you need something, standing quietly in line as you wait for your food and as you are dismissed from the lunchroom; use appropriate language – no tornadoes/gossiping and/or name calling).
2. Be Responsible (Eat the food that you took or brought with you; no sharing of food; help clean up your area/table; listen to the lunchroom supervisor; leftovers may not be taken out of the lunchroom).
3. Be Safe (Walk to and from and in the lunchroom area; if you see something on the floor, pick it up; no throwing food or other non-food items).
4. **Pop is prohibited** in the lunchroom due to our school receiving federal funds for our lunch program.

Fundraising

All fundraising projects must be approved by the building principal.

Health and Medications

❖ Nursing services at Custer Elementary School

School health services are designed to promote and improve the health and wellness of students. Providing school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen with our society. The school nurse provides basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for special needs students; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better", professional school nurses address the physical, mental, emotional, and social health needs of our students daily and work with parents and community partners to best serve these needs.

❖ Immunizations

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state shall be required to present to school authorities, certification from a licensed physician that they have received the required immunizations according to the State Department of Health prior to entering school.

1. At the time of initial entrance of a student in the Custer School District Schools, the appropriate certification or one of the alternative statements will be required from the parent or guardian.
2. All students who initially enroll in the Custer School District Schools will have all state required age-appropriate immunizations completed or in progress before they attend.
3. All kindergarten students and students from outside the United States who enroll will have all age-appropriate immunizations completed before the first day of attendance.

If you waive the South Dakota immunizations requirements, your child will be excluded from school for their protection in the event of an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps, rubella or chicken pox. If you have a medical exemption to the South Dakota immunization law, a South Dakota Department of Health Certificate of Immunization form must be signed by your physician; if you have a religious exemption the form must be signed by a parent.

❖ Managing Allergies

Allergies can be life threatening. The risk of accidental exposure can be reduced in the school setting when staff works with students, parents, and physicians to minimize risks and provide a safe educational environment for students with allergies. A family with a child with allergies should:

- Notify the school nurse of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school.
- Provide written medical documentation, instructions and medications as directed by a physician.
- Educate the child in the self-management of their allergy.
- Review policies/procedures with the school staff, child's physician, and the child.

❖ Medication Procedures

All medications (prescription or non-prescription) should be brought to the office by a parent or guardian and the district medication form completed (contact the school nurse or office for a copy) before the medication will be administered. All medications need to be stored in the office unless prior arrangements have been made between the doctor, parents, and school. If the student needs to carry a prescription medication on them, please contact the school nurse.

Prescription medications **must be in a pharmacist-labeled container that specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use if you ask for it.)**

Non-prescription medications should be in an original bottle or container labeled with the student's name. (This includes Chapstick, cough drops, cough syrup, aspirin, and so on).

If your child needs medication at school, please come into the office to fill out the proper forms. **No medications will be dispensed without the proper forms being filled out (see appendix).**

The school does not keep on hand non-prescription medications (aspirin, cough drops, anti-septic ointment, etc.) to give to students.

Again, all medications will be kept and administered in the office or designated area of the school.

❖ **Medical Treatments (Illness/Accident/Injury)**

If a student feels ill or is injured, the student needs to notify their teacher. If your child is injured or becomes sick at school, we will make every effort to call you immediately. If you cannot be reached, we will attempt to contact the emergency number that you list on the registration form. If the information on the registration form changes, please be sure to notify the office. Students can call their parents with the permission of the teacher.

❖ **Managing Communicable Illnesses**

If your student has a temperature of 100 degrees, they must be sent home. Information on the school's specific procedures in dealing with illnesses (pink eye, ring worm, head lice, etc.) can be obtained at school or from the school's nurse (673-4483) or from the district's Board of Education Policy Handbook, which is available on-line at <http://csd.k12.sd.us/boa/index.htm> on page 64.

❖ **Consent for Medical Administration**

A student must have a consent form completed by a parent/guardian for medication administration. Staff will have training from the state before being able to administer medication to students at school.

❖ **Recess**

If a child is sent to school, they need to be prepared to go to recess outside. If a child is too sick to be outside, they are probably too sick to be in school.

Homework (Policy IKB)

The Board believes that homework -- as long as it is properly designed, carefully planned, and geared to the development of the individual student -- meets a real need and has a definite place in the educational program.

Homework may be given at any grade level and is used to help complete work not finished at school, to give students additional practice, and to give parents the opportunity to be involved in their child's learning.

Homework can be a powerful learning tool. It is our experience that when parents are interested in what their child is doing in school and supports the child's academic growth, then the student will find success in their studies. Providing a place and a time for your student to do their work can have life-long benefits. We also offer tutoring help for those children who may need extra homework support. It is available for students in grades 3rd-6th. We also encourage those students who may need even more support to come to school on designated Friday mornings. Parents/guardians will be notified prior to the scheduling of a Friday morning ICU session. Students may need to miss recess or other activities to get caught up on their work or for violation of school expectations.

Insurance

The school accident insurance policy is available at a minimum cost. It can offset the high cost of medical care with school-time accident coverage, 24-hour accident coverage, etc. Information on the insurance will be available during the first week of school. The insurance can be purchased any time during the year. Student dental insurance is available as well.

Internet

Custer School District 16-1 has filtering in place that works to greatly reduce the opportunity for students to search inappropriate sites on the Web. The internet provides valuable learning opportunities, and the district cannot implement procedures that will remove all possible sites that all parents might find objectionable. The district has policies in place and provides education to students on the appropriate use of technology, including the use of the internet.

Custer School District may place pictures of students on the district's website, staff's websites, and/or Facebook that highlight accomplishments of students. Teachers and school staff may send pictures to area newspapers; occasionally, these pictures may appear on Web sites of those publications. The district takes pride in ensuring that the use of the Internet, use of pictures, and use of student names are done appropriately.

We are asking that if you **do not approve** of your child being included in any of the above that you notify, in writing, the building secretary. In this request, please be specific about which area you are objecting to. Not filing an objection will be deemed a grant of permission for your child to use the Internet and for the school district to use your child's name and/or picture as deemed appropriate for those purposes stated above.

Parents and community members are invited to visit our school district web site at <http://csd.k12.sd.us/>, as well as, following us on Facebook, Custer Elementary School. You will find information about our school programs and classrooms. The district's website also has a Parent Portal that gives parents access to student information. Contact your child's school office or teacher for more information.

Law Enforcement

To ensure the health and safety of the students, staff, and patrons of the Custer School District, the district has a full time Student Resource Officer. The administration reserves the right to call local law enforcement whenever necessary. In cases when law enforcement is summoned, every attempt will be made to notify the student's parents/guardians.

Lockers

Lockers and desks are the possession of Custer Schools and may be inspected by school officials at any time. Students may be assigned a hall locker for coats, boots, and personal items. Students may check out a padlock for their locker at their school's office by making a \$5.00 deposit. When they turn the padlock in at the end of the year the \$5.00 will be returned to them. Students are not allowed to bring locks from home. They can only use ones the school provides. Custer School District is not responsible for lost or stolen items.

Lost and Found

Custer Elementary has a "lost and found" box in the Commons/Lunchroom area. Have your child check the lost and found box if he/she has lost an item. Please mark your child's personal belongings (coats, jackets, boots, overshoes, caps, etc.) with his/her name or initials so the items can be identified. The lost and found box will be emptied periodically throughout the school year. Unclaimed items will be donated.

Parent Involvement Policy – Title I, Part A

Custer Schools will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities and procedures will be planned and

operated with meaningful consultation with parents of participating children. As a component, a school parent compact will be implemented in Title I schools. The Custer Elementary Parental Involvement Policy will guide the development of parental involvement activities which will be incorporated into the Custer Elementary School Improvement Plan, Schoolwide Plan, and the Consolidated Application when applicable. Custer Elementary School will hold Title I parent meetings to review and evaluate the effectiveness of the Custer Elementary Parental Involvement Policy in improving student achievement and identifying barriers to parent participation. Parents will also be involved in the development of the Custer Elementary Schoolwide Plan, Transition planning and district School Improvement planning that takes place with other programs, such as Head Start, Parents as Teachers, preschool, and other applicable programs. Parents are invited to serve on the Parent Advisory Committee to assist with data analysis and the development of goals. The consolidated application committee, which includes parents, reviews the application each year and at the same time evaluates the prior application and goals. When applicable, parents will be involved in professional development activities that take place at the school.

Parent Involvement is vital to student academic achievement and students' performance. The statutory definition of parental involvement will be used for Title I programs, activities and procedure:

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring –

(A) that parents play an integral role in assisting their child's learning.

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

To the extent practicable, Custer Elementary School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and required school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand by having the documents translated by a translator. Custer Elementary staff will assist parents in understanding the State's academic content standards, students' academic achievement standards, and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators; to include providing materials and/or training to help parents work with their children. The Custer Elementary Schools will work with parents for the purpose of developing positive avenues and methods for meaningful communication.

If the plan for Title I, Part A is not satisfactory to the parents of participating children, the Custer Elementary School will submit any parent comments with the plan when the school district submits the plan to the State Department of Education. Custer Elementary will involve parents of Title I children in decisions about how the funds reserved for parental involvement are spent consistent with federal law.

Parents who have concerns about the programs being implemented in Title I, or any other federal program, may address those concerns through the district's Conflict Resolution Policy found in the Board of Education's Policy Handbook located on the district's website, www.csd.k12.sd.us, and in each school's Student/Parent Handbook.

CUSTER SCHOOL DISTRICT SCHOOL YEAR

Student will

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Take pride in my school.
- Come to school prepared with my homework and supplies.

Parent/Guardian will

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home.
- Volunteer my time at school.

Teacher will

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually.
- Seek ways to involve parents in the school program (volunteer, participate, observe).
- Demonstrate professional behavior and a positive attitude.

**** **Please sign contract and handbook agreement on LAST page and return to school.** ****

Patriotism

Patriotism is encouraged in Custer School District. Additionally, South Dakota codified law 13-24-17.2 instructs schools to do the following in respect to honoring the United States Flag:

“The right to post the United States flag shall not be limited or infringed upon in any public-school classroom, public-school building, at any public-school event, or on any public-school uniform. Each school district shall provide students the opportunity to salute the United States and the flag each day by reciting the Pledge of Allegiance to the Flag of the United States. A student who does not participate in the salute shall maintain a respectful silence during the salute. The National Anthem may be sung during any school day or school event.”

Preschool

Custer School District offers a Special Education Preschool at Custer Elementary School when student needs require a placement with our services prior to Kindergarten. Child development screenings are held annually in the Spring but can be administered upon request if you feel your child is not ready for kindergarten. For more information about the preschool screening call Eve Trandem at (605) 673-2171.

Promotion, Retention, Grade Skipping (Policy IKE)

Student progress through school is marked by a student's grade placement. A student's placement is based on a number of factors, including academic progress, age and maturity. If retention or grade skipping is considered, the parents and school staff will meet to determine the proper course. If the parents and school cannot agree on the best placement for the child, the school principal will determine grade placement. Parents may appeal the principal's decision to the Superintendent and the Board of Education.

Report Cards and Grading Standards (Policy IKAB)

Report cards are sent home with students the week following the end of each quarter/trimester or given to parents at parent-teacher conferences. The following grading systems are used.

JK-3rd Achievement (Trimesters)	4th-6th Achievement (Quarters)	JK-6 Wildcat Way
3 = Student can complete tasks independently. 2 = Student can complete tasks with minimal adult support. 1 = Student requires full adult support to complete tasks. NA = Not assessed at this time.	A= 93-100% Excellent B = 85.5-92.4% Above Average C = 76.5-85.4% Average D = 70-76.4% Below Average F = Below 70% Failing	Respectful Responsible Safe

Achievement marks are based on the level of achievement the student has earned from testing, projects, etc. The report card for the last quarter/trimester will be mailed. We ask that all school materials (band equipment, sports uniforms, classroom texts, library books, negative balances for milk accounts and lunch accounts) be returned or settled upon your child exiting the school or school district.

❖ Honor Roll

Students in grades 4, 5 & 6 will be eligible for honor roll each quarter. In order to be eligible for the Honor Roll (B Honor Roll), students must have a Grade Point Average (GPA) between 3.00 and 3.74 with no grades of D or F. In order to be eligible for Principal's Honor Roll (A Honor Roll), students must have a GPA between 3.75 and 4.00 with no grades of C, D or F.

School Supplies

School supply lists for the beginning of each school year will be made available on our website and in local stores. Students are to furnish their own school supplies. Please check regularly throughout the year to make sure your child has adequate supplies.

Sex Offenders(Policy ACAC)

No person who is registered as a sex offender pursuant to SDCL Chapter 22-24B may knowingly be present on Custer School District property. The school board may, in its sole discretion, waive, subject to any reasonable restriction, limitation, or condition that the school may elect to impose, enforcement of this policy. Upon issuance of any waiver the school board retains the right to revoke or modify the waiver. Waiver forms may be obtained by contacting the district administrative office.

Student Conduct(Policy JFC)

The Custer School District has policies dealing with harassment, weapons, alcohol, tobacco, and drugs. The district also offers due process rights for students who may be accused of being in violation of district policy. For more information than what is listed below on these policies and related state laws, please contact the building principal.

Students are encouraged and expected to use positive behavior. Be Responsible, Be Respectful, Be safe.

❖ Respect For Property

Damage to school property through carelessness or malicious acts will be considered a serious offense, and the offenders shall be reported to the authorities and called upon to bear the expense of repairs and replacements.

Students are responsible for all textbooks, library books and equipment issued to them during the school year. All lost or damaged books and equipment must be paid for by the family. If the lost book or equipment is found prior to the beginning of the next school year, any money paid will be refunded.

❖ Harassment(Policy ACAA & ACAB)

The Custer School District prohibits harassment, hate crimes or sexual harassment. These actions will not be tolerated under any circumstances. All persons are to be treated with respect and dignity. If you believe you or your child has been a victim of harassment, a hate crime or sexual harassment, contact the building principal or counselor. The Harassment Report Form can be obtained from the office.

❖ Weapons(Policy JFAB & JFCJ)

The Custer School District prohibits the possession or use of any weapon on school grounds, unless allowed under state law. Weapons included in the ban include firearms, air guns, knives, pocketknives, or any item that is used in a menacing or threatening manner. Possession of a weapon may result in a school suspension of not less than 12 months.

❖ Alcohol, Tobacco, Drugs(Policy AEA, AEA-R, JFAB)

The Custer School District prohibits the possession, use or distribution of alcohol, tobacco, or drugs anytime on school grounds or school functions. It is not a violation for a student to be in possession of their own prescription (**if proper paperwork has been completed and submitted to the school nurse or office**), but the distribution to another student of one's own prescription may be a violation of this policy. We support education and standards of conduct related to a drug-free environment.

❖ Strategies For Self-Control

Custer Schools staff works with students to help them understand the expectations and rules while at school. If students are unable or unwilling to meet those expectations or follow the rules, staff will work with the child and parents to help the child meet success in this area. For more information about your child's teacher's plan for setting classroom expectations and discipline, please visit with the teacher.

❖ Recess Rules

Recesses are intended to give students fresh air, exercise, and a chance to play and visit with peers. It is a privilege to have recess and that privilege will be taken away if a student is disrespectful to others or does things that are inappropriate or dangerous to themselves or others. Our goal is to teach students social skills.

The Wildcat Way: Be Responsible, Be Respectful, and Be Safe.

We expect the following:

1. Treat all students and supervisors with respect.
2. Students are expected to stay in designated areas.
3. Hats/caps may be worn during recess. They should be removed when entering the building.
4. The following are dangerous activities and will cause a student to lose playground privileges:
 - Playing on garbage containers and fences.
 - Playing with hard balls and bats of any kind.
 - Personal sports equipment and toys should be left at home. The school will provide students with the play/sports equipment (balls, jump ropes, etc.)
 - Fighting of any kind (including chicken fighting, pretend fighting, wrestling, and piggy back riding).
 - Rough games that involve knocking people down, tripping, tackling, shoving or punching.
 - No picking up or throwing snow, ice, rocks or any other items that could hurt others.
 - Playing with dangerous toys-guns, knives, arrows, etc. (pretend or real)
 - No flipping or jumping off of the monkey bars, swings, or equipment.
 - No climbing on the outside of the jungle gym bridge, the canopy top or the swing set poles.
 - No electronic equipment, phones, tablets or other devices on the playground.
 - Playing with items such as laser flashlights/pointers, matches, incendiary devices, etc. These items are not permitted in school.
 - Trading of toys or cards of all types
5. Slide rules: no climbing up, one at a time and feet first only.
6. Swing rules: no twisting or going side to side, you must sit on your bottom on the swing
 - No more than two students at a time on the banana swing.
7. Do not loiter in the entry ways. They are used to get to and from the playground.
8. Once outside, students are to stay outside until the whistle or bell. Permission to come in before the whistle may be granted by the supervisor on duty.

❖ **Modified Learning Environment (MLE)/In-School Suspension (Policy JGD-R)**

MLE allow the student to remain in school, work on their schoolwork in a supervised environment, receive credit for their work, and demonstrate that they are ready to follow the rules. If the student is referred to the principal for consideration for MLE, then the principal will discuss the matter with the teacher, student and parent.

❖ **Out-Of-School Suspension (Policy JGD-R)**

OSS is appropriate only in extreme circumstances when the school does not have the means or the parental support to control the behavior of a student. The principal has the authority to suspend a student from school for up to 10 days. A long-term suspension or expulsion requires the Superintendent/Board's approval and may be up to 12 months in length. See Board Policy for more information.

❖ Friday Opportunity

Friday Opportunity gives student an opportunity to work on schoolwork to get caught up if the parent chooses. Friday Opportunity operates from 8:00 am-11:00 am and is scheduled twice per quarter. Students who attend Friday Opportunity must have schoolwork or something of educational value to do while they are in attendance and must comply and follow all rules of the school and supervisor. Friday Opportunity can also be used for students who need to catch up on homework or get extra help.

Student Council

Custer Elementary School has a Student Council to promote student involvement in community service, school pride activities, and fundraising to pay for school projects. Our goal is for members to learn leadership skills, accept responsibility, display, and model character education traits, and provide expression of student opinion. Members of Student Council have been elected by their peers with teacher input due to their positive behaviors and attitudes displayed. Students in grades 3rd-6th are eligible to be involved in Student Council. You may obtain a copy of the Student Council By-Laws in the office for more information.

Student Placement

In the event where there is more than one section per grade, class lists will be developed as soon as possible for student placement in the Fall. The classroom teachers, building principal, and counselor will work closely together to group children in classrooms to ensure the success of the children and teachers. Philosophically, the school believes that student needs can best be met in a classroom where there is a balance of student abilities, personalities, and learning styles.

As a result, it is very difficult to honor parent requests for students to be placed with specific teachers and maintain the classroom balance we strive for. If a parent has a concern about their child's placement, they may submit a Request for a Specific Learning Environment form in the Spring to the office.

Students who enroll during the summer or during the school year will be placed by the building principal.

Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) afford parents and students over 18 years of age certain rights with respect to their student's records. Records are confidential and if parents want to see their child's educational records, please contact the office. Further information can be found below on the district website at www.csd.k12.sd.us or by calling Eve Trandem at 673-2171.

Educational Records

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 or special education director a written request that identifies the record(s) they wish to inspect. The administrator 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 Custer School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or special education director, 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 educational 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 interest. A school official is a person employed by Custer School 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 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.

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, SW, Washington, DC 20202-4605.

Transition

Transitioning from elementary to junior high is eased by having 6th grade students visit the junior high and shadow a junior high student to classes. The school counselors work with teachers and students to ensure students are adjusting well to the changes.

Transportation (Policy EEA)

Harlow's Bus Company provides scheduled bus transportation to students in the district to assist families in having their children come to school and return home. Safety is very important in coming to the bus pick-up area, while on the bus, and in returning home after. Please review the rules with your child so they may have a successful bus experience.

Discipline issues for students riding the school bus will be addressed by the building principal. Violation of these rules and regulations may result in temporary or permanent suspension of busing privileges. Students riding buses to school or students being dropped off by parents **MUST** remain on the school grounds.

- The bus driver is responsible for the safety of the students on their bus. Students are to follow the directions of the driver at all times. Driving a school bus requires the driver's full attention, so it is important that riders not engage in activities that distract the driver.

- Be at the bus stop on time. Drivers have a schedule to follow and will not wait for students who are late. While waiting at the bus stop students are to stay out of the road, not create a roadside hazard or violate any rules that apply at school.
- Students are to be seated from the time they are picked up by the bus until they are dropped off. Conversation is permitted on the bus; however loud and/or inappropriate language is not acceptable. Riders can help the driver by helping keep the bus clean and in good condition. Do not throw anything from the bus or put any part of your body out of the window. Please report any damage to the bus driver.
- Students cannot leave the bus at any other than their designated bus stop.

If a student who rides the bus is held after school by a teacher, the teacher will notify the parents during the morning school hours so transportation arrangements can be made.

If there are any questions about the rules and regulations, bus stops, and time schedules, please call the Harlow's Bus Company at 574-2249 or the District Business Manager at 673-3154.

Valuables

Students are NOT to bring unnecessary valuable items or large amounts of money to school. The school will not be responsible for any lost, stolen, or damaged items. Bikes, roller blades, skateboards, scooters, etc. are not to be ridden on school grounds at any time. Student motorized transportation is not permitted at school unless there is a special need that exists.

Visiting Classrooms

We encourage parent participation in our school. We ask that parents prearrange their visits with individual classroom teachers and also inform the building Principal. We ask that parents come through the front doors and check in at the office. Students are not to bring school-aged visitors to school with them. Although it may be interesting for visitors to see another school besides their own, it is a distraction for the students and the teacher in the classroom.

Volunteers

Custer School District recognizes the importance of parents and community members being involved in our school. Parents and community members are encouraged to volunteer. We have a variety of ways that volunteers can help the school, from helping in the classroom, helping with parties, driving on field trips, or helping in our library. Please contact the school about signing up to volunteer if you are interested. Volunteers who are in school on a regular basis need to have a background check completed by the Sheriff's Office. The background check information will be reviewed by the Superintendent to determine if the volunteer is suitable for placement as a volunteer.

Withdrawal Of Students

If you are moving and are withdrawing your child from school, please notify the school as soon as possible. Please make sure your child's lunch and milk account is paid or reimbursed to you, library and school books are returned, and fines for damaged books are paid. Your cooperation is always greatly appreciated.

Programs

Child Find: Custer School District identifies, locates and evaluates children in need of special education or special education and related services, birth to twenty-one years of age within the jurisdiction of the District.

This includes children in public/private agencies or institutions, private/religious schools, or those receiving alternative instruction under SDCL-13-17-3. If you are aware of a child with a disability, birth to twenty-one

years of age, regardless of the severity of his/her disability who is not now attending school, please contact the Director of Special Education, Eve Trandem, Custer School District, 527 Montgomery, Custer, SD 57730; (605) 673-2171.

Computer Labs: Time may be scheduled for classrooms during the week to work in the computer lab. Students have the opportunity to learn skills related to the use of computer technology such as: keyboarding; research skills; communication skills; Internet usage for classroom projects; and a variety of other applications supporting all areas of our curriculum.

Counseling: The counselor works with children individually, in small groups, and in the classroom. The counselor is interested in helping with any student problems or concerns involving school, peers and/or family. The goal is to be a supportive resource to help families through the various stages of their children's lives.

Extra-Curricular Activities: Students will be informed as the year progresses about programs available for students. Activities for both boys and girls are scheduled. Activities such as Destination Imagination, CES Student Council, basketball, volleyball, cross-country, track, and wrestling, as well as activities organized by community organizations such as Boy Scouts, Girls Scouts, football, archery, Lego League, gymnastics/tumbling, dance, and soccer are available. Notes will be sent home regarding sign-ups and practices. Sixth grade students may choose to participate with the Jr. High students (6th-8th) in school sponsored sporting events. These students will also have to follow the eligibility guidelines and rules set forth by district policy; these guidelines and rules will be distributed by their coaches and/or the activities coordinator.

Kidstop (YMCA): The primary objective of the Kidstop program is to provide an after school activity and academic environment for K-5 students that is sponsored through the YMCA. The program uses the school district facility Monday through Thursday from 3:40 p.m. to 5:30 p.m. and Friday 7:30 a.m. to 5:30 p.m. Students are expected to obey all school rules while at Kidstop.

Library: The primary objective of the school library is to support literacy development, implement, enrich, and support the educational program of the school. Our library is available to all students in K-8 and provides opportunities to find books appropriate for each student's reading level and interest in Fiction, Non-Fiction, and Informational Text literature.

Music: The goal of the music program is to provide a cohesive, developmental approach that emphasizes learning about music, performing music through various activities and mediums, and developing an appreciation for all aspects of music and music making. It is our hope that this approach will create a lifelong appreciation for the Arts. In addition to the above, a growing body of research indicates that education in the arts provides significant cognitive benefits and bolsters academic achievement, beginning at an early age and continuing through school.

Physical Education: The goal of the physical education program is to provide students with the fundamentals, knowledge, and basic skills to maintain an active and healthy lifestyle. Students are provided with a balanced program of age-appropriate activities such as: fitness, rhythm and dance, cooperative games, movement education as well as individual and team activities. The physical education program provides a positive environment, conducive to learning, enjoying, and building self-confidence. Students interact in an environment that fosters growth and development allowing the students to grow not only physically, but also intellectually, socially, and emotionally. Our students will exhibit qualities of respect, responsibility, empathy, and sportsmanship through participation in a variety of physical education activities.

Special Education: A full continuum of special education services is available to students who have special needs. For more information, parents should contact their child’s classroom teacher or the Special Education Director Eve Trandem at (605) 673-2171.

Student Assistance Team(SAT): The SAT team is compiled of trained school staff including teachers, school nurse, counselor, special education staff, support personal and principal. The team’s goal is to help students succeed at school. They identify and assist students who experience “barriers to learning” within the four areas of concern: Attendance, Academics, Behavior, and School Health or Safety. Once a student is referred to SAT, the parent/guardian is contacted for permission to proceed.

Title I: This program provides supplemental help in the areas of reading and math. Services are provided in and out of the classroom, depending on the needs of the student. Title 1 also provides the Reading Recovery program for first grade students who qualify for the program.

THE WILDCAT WAY

Be Responsible

Be Respectful

Be Safe



School Family Compact

Each school receiving funds under Title I must develop a written school-parent compact. This compact must be developed jointly with parents for all children participating in Title I activities, services, and programs. The compact is a component of the school parent involvement policy developed by the school and parents. The compact must outline how the school staff, parents, and students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

CUSTER SCHOOL DISTRICT

As a student I will:

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Take pride in my school.
- Come to school prepared with my homework and supplies.

As a Parent/Guardian will:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home.
- Volunteer my time at school.

As a teacher will:

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually.
- Seek ways to involve parents in the school program (volunteer, participate, observe).
- Demonstrate professional behavior and a positive attitude.

.....
I have read and reviewed the 2021-2022 handbook with my child, and we understand the policies and procedures at Custer Elementary School.

Parent/Guardian _____ Date: _____

Student: _____ Date: _____

Teacher: _____ Date: _____