

Custer Elementary School

Custer School District 16-1



Student/Parent Handbook

2020-2021

THE WILDCAT WAY

Be Responsible

Be Respectful

Be Safe

Custer School District Goals:

- 1. Improve student achievement*
- 2. Provide a positive, safe, and orderly school and district educational environment*
- 3. Establish and improve sound practices to accomplish district goals and other determined needs*
- 4. Improve Board of Education communication and public relations*
- 5. Develop and Implement a district-wide facilities and grounds plan*



➤ CUSTER SCHOOL BOARD/ADMINISTRATIVE TEAMS	3
➤ WELCOME LETTER FROM PRINCIPAL.....	4
➤ Custer School District MISSION and VISION Statements.....	5
➤ GENERAL ROUTINE (ARRIVAL, DISMISSAL, HOURS).....	5
➤ EQUAL OPPORTUNITY STATEMENT.....	6
➤ NON-DISCRIMINATION NOTICE.....	6
➤ FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION.....	7
➤ CONFLICT RESOLUTION.....	7-8
➤ EMERGENCY PLANS.....	9
➤ ACCESSIBILITY CONTINGENCY PLAN.....	9
➤ FIRE, TORNADO, AND SECURITY DRILLS.....	9
➤ STORM POLICY.....	9
➤ GENERAL INFORMATION/SCHOOL RULES.....	10
➤ ANIMALS IN SCHOOL.....	10
➤ ATTENDANCE/SOUTH DAKOTA COMPULSORY ATTENDANCE.....	10
➤ TARDIES.....	10
➤ DOCTOR'S NOTES/APPOINTMENTS.....	10
➤ TRUANCY.....	10-11
➤ BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, ETC.....	11
➤ BUS TRANSPORTATION.....	11-12
➤ COMMUNICATION WITH SCHOOL.....	12
➤ CONFERENCES.....	12
➤ CHURCH NIGHT.....	12
➤ DRESS CODE.....	12
➤ ENROLLMENT.....	12
➤ FIELD TRIPS.....	13
➤ FOOD SERVICE.....	13-14
➤ LUNCHROOM RULES.....	14
➤ FUNDRAISING.....	14
➤ HEALTH AND MEDICATIONS.....	14-15
➤ HOMEWORK.....	15
➤ INSURANCE.....	15
➤ INTERNET.....	16
➤ LOCKERS.....	16
➤ LOST AND FOUND.....	16
➤ PARENTAL INVOLVEMENT POLICY-TITLE I, PART A.....	17
➤ PARENT STUDENT SCHOOL COMPACT.....	18
➤ PATRIOTISM.....	18
➤ PRESCHOOL.....	18
➤ PROMOTION, RETENTION, GRADE SKIPPING.....	19
➤ REPORT CARDS AND GRADING STANDARDS.....	19
➤ HONOR ROLL.....	19
➤ SEX OFFENDERS.....	20
➤ STUDENT CONDUCT.....	20
➤ RESPECT FOR PROPERTY.....	20
➤ HARASSMENT.....	20
➤ WEAPONS.....	20
➤ ALCOHOL, TOBACCO, DRUGS.....	20
➤ STRATEGIES FOR SELF-CONTROL.....	21
➤ LAW ENFORCEMENT.....	21
➤ RECESS RULES.....	21-22
➤ MODIFIED LEARNING ENVIRONMENT (MLE).....	22
➤ OUT-OF-SCHOOL SUSPENSION (OSS).....	22
➤ STUDENT PLACEMENT.....	22
➤ STUDENT RECORDS.....	22-23
➤ TELEPHONE AND CELL PHONE/SMART DEVICE USE.....	23-24
➤ VALUABLES.....	24
➤ VIDEOS, DVD'S, ETC.....	24
➤ VISITING CLASSROOMS.....	24
➤ VOLUNTEERS.....	24
➤ WITHDRAWAL OF STUDENTS.....	24
➤ PROGRAMS PROVIDED AT CUSTER ELEMENTARY.....	25-26



CUSTER SCHOOL BOARD

Heather Grace, Board Chairperson

Jeff Barnes
OPEN

Travis Hartshorn
Michelle Lehman

Robert Morgan
Jeff Prior

CUSTER SCHOOL DISTRICT

673-3154

527 Montgomery, Custer, SD 57730

Superintendent: Mr. Mark Naugle
Nurse: Becky Hove
Special Education Director: Eve Trandem

Business Manager: Lisa Fluck
Maintenance Supervisor: Joe Uhrich

CUSTER ELEMENTARY SCHOOL K-6

673-4483

1415 Wildcat Lane, Custer, SD 57730

Principal: Barb Paulson
Counselor: Michelle Watland
Admin. Assistant: Cindy Heyne

CUSTER JR/SR HIGH SCHOOL 7-12

673-4473

1645 Wildcat Lane, Custer, SD 57730

Principal: Tobey Cass
Assistant Principal/Activities Director: Joey Kortemeyer
Counselor: Athena Williams
Admin. Assistant: Kelli Moore

HERMOSA ELEMENTARY SCHOOL

255-4345

PO Box 27, Hermosa, 57744

Principal: Lori Enright
Counselor: Sonia Tennyson
Admin. Assistant: Jennifer Conley



DEAR PARENTS:

Welcome to Custer Elementary School!

I look forward to working with you and your child and making 2020-2021 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.

With the challenges of COVID 19 this past school year, we continue to work on a plan that will meet the needs of our students and families in the safest way possible. We anticipate some changes regarding visits to the school, while continuing to maintain the best educational opportunities for your child. 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

THE WILDCAT WAY

Be Responsible

Be Respectful

Be Safe



The **MISSION** of the Custer School District 16-1 is to educate every student to his/her potential.

The **VISION** is 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 lifelong learning.

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.

GENERAL ROUTINE (ARRIVAL, DISMISSAL, HOURS)

Custer Elementary School Hours: 7:45 a.m. - 3:35 p.m.

Please note: Students will be considered tardy after 7:50 a.m.

1. 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.
2. Playground supervision before school is provided between 7:30 AM and the beginning of school. Students will be brought into the building if the wind chill is below 0°F.
3. Please obey the posted signs on where to drop off and pick up students. Bus students are dropped off and picked up on the east side of the school, we encourage all other students to be dropped off and picked up on the west side of the school. Once students have arrived on school grounds in the morning, they are not to leave.
4. Breakfast is provided and served in the classroom. If there is a late school start, breakfast will not be served on those days.
5. Upon dismissal from the school, supervision by staff will be provided until the busses 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.
6. 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/drop off students.
7. **The school requests that you drop off and pick up 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 follow posted signs and drop off on the far south end of the “loop”. This “loop area” is a designated fire lane, so it is important that no vehicles are left unattended. If you need to leave your vehicle for any reason, please use the parking area that is located near the entrance of the school grounds. Please follow and obey the signs that are posted for the safety of our children.**
8. All students participating in co-curricular events (including KidStop) must report to that activity teacher/coach immediately after school.



EQUAL OPPORTUNITY STATEMENT

The Custer School District 16-1 is an Equal Opportunity Employer and will not discriminate 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.

NON-DISCRIMINATION NOTICE

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
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
8930 Ward Pkwy, Ste 2037
Kansas City, MO 64114-3302
Ph: 816-268-0550
Fx: 816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov



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

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. Harassment Report Forms may be obtained in the office.

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 (Forms may be obtained in the office).
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 <http://csd.k12.sd.us> Adopted: 6/30/08; Revised: 7/13/09; Revised 6/9/14



EMERGENCY PLANS

ACCESSIBILITY CONTINGENCY PLAN

Students with disabilities at Custer Elementary may exit several areas with their classmates with the assistance of certified staff or classified staff member(s) present. 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. All Certified staff conduct quick exit training at a minimum of 4 times/year. Custer Elementary is a one-level structure and the need to access rooms is done with ease w/o relocation of rooms or offices should students with disabilities need to access these areas.

Students with disabilities at Custer Elementary have paraprofessionals or certified SPED 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. In the event that medical supplies are necessary, the administrator or the administrative assistant knows to have those supplies readily available.

FIRE, TORNADO AND SECURITY DRILLS

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

In the event of inclement weather when buses cannot run, the official statement will be made via School Messenger and over KOTA, KEVN/FOX, KELO, and KNBN television in the morning.

In the event that school is called off for the day or that there will be a school dismissal prior to normal time, information will be made via School Messenger and available on above mentioned TV stations.



GENERAL INFORMATION/SCHOOL RULES

ANIMALS IN SCHOOL

For student protection, animals are not allowed in school unless approved by the building principal.

ATTENDANCE

School is preparation for lifelong skills and regular attendance is essential to succeed in school. 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, please 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.

South Dakota Compulsory Attendance

In accordance with SD State Law (SDCL 13-27-11) states that "failure to send a child to school as a misdemeanor. Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of the section is guilty of a Class I misdemeanor."

****Please remember that a written note or a phone call explaining the absence is required when a student is absent. ****

TARDIES: 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. A note should accompany your child explaining the reason for his/her tardiness. If a student is tardy, he/she must stop at the main office before reporting to the classroom. Students will be counted as tardy at the elementary after 7:50 AM.

DOCTOR'S NOTES/APPOINTMENTS: Children staying in during recess need a note stating this from a medical practitioner. 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 first to check your child out. If someone other than a family member is going to pick your child up, please inform the school.

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.

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.

Administrative procedure in dealing with ABSENCES:

1st time (5 absences)

-The student/parent is notified of absences and a warning is given.

2nd time (8 absences)

-The student/parent is notified in writing of absences. Superintendent is notified of absences.

3rd time (10 absences)

-The student/parent, Superintendent and Board are notified, and the States Attorney is notified for prosecution.

Parents will receive letters on the 8th and 10th absence per semester stating concerns for the student's well-being and academic achievement.

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, 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, etc. are not to be ridden on school grounds at any time. Student motorized transportation is not permitted at school.

BUS TRANSPORTATION

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.
- 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.

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.

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. 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

There are no scheduled school activities on Wednesday night after 6:00 PM. 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

Students need to dress appropriately for the weather and activities in school. Clothes that do not fit the child 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, 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.

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. They need to be dressed for the weather.

ENROLLMENT

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.

Also **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 shall 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 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 field trips within walking distance of the school. If you have any concerns, please visit with your child's teacher. CES Wildcat Expectations will be followed while on fields trips.

Field Trips are a privilege. Students who have exhibited good behavior and can be trusted out of the classroom will earn the privilege of attending.

FOOD SERVICE

The district contracts with Lunchtime Solutions Inc. (LSI) 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 LSI 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 as well as listed on the next page.

If a student does not bring a lunch from home and does not have money in their lunch account, they will only be served the vegetable/fruit portion of the main course, bread with peanut butter and a milk. The main course will not be served to them. Once parents put funds in their child's account their student may have the full menu. 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 or have morning milk.

Breakfast, lunch, and milk money is turned into the homeroom teacher at the beginning of the school day or taken to the office before 9:00am.

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 2020-2021 School Year:

<u>Category</u>	<u>Breakfast</u>	<u>Lunch</u>
K – 5	\$1.70	\$2.95
6 – 12	\$1.70	\$3.05
Adults	\$2.20	\$3.75
Reduced Price Meal	\$0.30	\$0.40
A.M./Extra Milk	\$0.55	\$0.55
Extra Entrée		\$1.70

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; help clean up your area/table; listen to the lunchroom supervisor).
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 since we receive federal funds for our lunch program.

FUNDRAISING

All fundraising projects must be approved by the building principal.

HEALTH AND MEDICATIONS

In the event that 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.

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. 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>.

All medications (prescription or non-prescription) should be brought to the nurse's office (or the designated area in the school) by a parent or guardian and complete the district medication form (contact the school nurse or office for a copy) before the medication will be administered. All medications need to be stored in the nurse's 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 cough syrup, aspirin, and so on). The nurse will determine if the non-prescription medication can be kept and administered by the classroom teacher.

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 completed.**

The school does not supply non-prescription medications (aspirin, cough drops, etc.) to give to students.

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

HOMEWORK

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 may send pictures to area newspapers; occasionally, these pictures may appear on websites 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/> and/or our Custer Elementary Facebook page. 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 teacher for more information.

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 the Central 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 Schools are not responsible for lost or stolen items.

LOST AND FOUND

Custer Elementary has a "lost and found" box in the Commons/Lunchroom area. Please encourage your child to check the "lost and found" box if he/she has lost an item. Please mark your child's personal belongings (coats, boots, caps, gloves, 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.



PARENTAL INVOLVEMENT POLICY - TITLE I, PART A

Custer Schools will put into operation programs, activities and procedures for the involvement of parents in all of 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, School-wide 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 School-wide Plan, Transition planning and Custer School District Improvement planning that takes place with other programs, such as Head Start, YMCA, preschool and other applicable programs. Parents are invited to serve on a 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 School 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, 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, <http://csd.k12.sd.us>, and in this 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. Students are not required to take part in the flag salute, Pledge of Allegiance or the singing of the National Anthem; however, dissenting students should respect those who do participate by remaining silent or requesting to leave the area.

PRESCHOOL

Custer School District offers a Special Education Preschool at the Administration Building. Child development screenings are held three times a year. For more information about the preschool screening call Eve Trandem (Special Education Director) at 673-2171 or Tammy Wicks (Special Education Preschool Teacher) at 673-2171.



PROMOTION, RETENTION, GRADE SKIPPING

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 grade 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

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)

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.

4th-6th Achievement (Quarters)

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

JK-6 Wildcat Way

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, and 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.

SEX OFFENDERS

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

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.

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

HARASSMENT

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

The Custer School District prohibits the possession or use of any weapon on school grounds, unless allowed for under state law. Weapons included in the ban include firearms, air guns, knives or pocket knives 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

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, 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. In the event that 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.

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.

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. Personal sports equipment should be left at home. The school will provide students with the play/sports equipment. Our goal is to help teach students social skills. Here are our expectations:

THE WILDCAT WAY: BE RESPONSIBLE, BE RESPECTFUL, and BE SAFE.

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. All hats or caps worn by either boys or girls must be removed when entering the building.
3. 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 & 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.
 - No climbing on the outside of the jungle gym bridge, the canopy top or the swing 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 at school.
 - Trading of toys and cards of all types.
4. Slide rules: no climbing up, one at a time and feet first only.
 5. 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.
 5. Do not loiter in the entry ways. They are used to get to and from the playground areas.
 6. Once outside, students are to stay outside until the bell rings. Permission to come in before the bell rings may be granted by the supervisor on duty.

MODIFIED LEARNING ENVIRONMENT (MLE)

MLE allows 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/or parent.

OUT-OF-SCHOOL SUSPENSION (OSS)

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.

STUDENT PLACEMENT

At Custer Elementary, where there is more than one section per grade, class lists are developed in the spring for student placement in the fall. The classroom teachers, building principal and counselor 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 website at <http://csd.k12.sd.us> or by calling Eve Trandem at 673-3154.

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, medial consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
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.

TELEPHONE AND CELL PHONE/SMART DEVICE USE

1. Students are to have permission from their teacher to make calls from school. Students and teachers will not be called to the telephone during class time unless it is absolutely necessary. The secretary will give 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 PM so we can make sure the message is received.
2. Camera use (with cell phone/smart device or any other electronic device) at school is prohibited.
3. If a parent wishes their child to have a cell phone/smart device or any other electronic communication device, written permission must be signed and approved by the child’s parents and the principal. All cell phone/smart devices must be kept (shut off) in the student’s locker, or on their teacher’s desk, or turned into the office in the morning and picked at the end of the day. The school will not be responsible for lost or stolen cell phone/smart devices.
4. If a student is found to be using the cell phone/smart device or without permission during hours they will be subject to these consequences:

1st offense: Cell phone/smart device will be collected until the end of the day and may be picked up by student.

2nd offense: Cell phone/smart device will be collected, and parent will be contacted to pick up the phone.

3rd offense: Cell phone/smart device collected and not returned until the parent picks it up and a referral for ISS.

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.

VIDEOS, DVD'S, ETC.

Videos, DVD's and other media may be shown to students throughout the school year for educational purposes. Teachers will inform parents prior to the showing of any movies rated PG or greater.

VISITING CLASSROOMS

We encourage parent participation in our schools. We ask that parents prearrange their visits with individual classroom teachers and that they come through the front doors and check in at the office. Students are asked 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. *Visitation in the school will be limited due to COVID concerns.

VOLUNTEERS

Custer Schools recognizes the importance of parents and community members being involved in our schools. 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 by stopping in or phoning as soon in advance as possible. This will give ample time to complete the student check-out sheet. Please make sure your child's lunch account is paid or reimbursed to you, library and schoolbooks are returned, and fines for damaged books are paid. Your cooperation is always greatly appreciated.



PROGRAMS PROVIDED AT ELEMENTARY SCHOOLS

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) 673-3154.

COMPUTER LAB provides an opportunity for all students to explore and learn how to operate a computer and various programs they may need to enrich their education. Teachers will also have the use of mobile computer labs available to give students 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, the South Dakota Standards, and the state assessments. CES students receive scheduled media time in the computer lab twice a week.

COUNSELING: The school 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.

LIBRARY: The primary objective of the school library is to support literacy development, implement, enrich, and support the educational programs of the school. Students have the opportunity to visit the library once a week.

Reference materials, such as encyclopedias, dictionaries, atlases, etc. are not to be checked out. Special permission may be obtained for use in the classroom.

The replacement amount for lost or damaged items will be charged. Students may be deprived of library privileges because of undesirable conduct or abuse of library materials.

MUSIC provides an opportunity for all students to explore and experience many facets of music and how to utilize its intellectual and emotional benefits. All JK-6 students receive music instruction twice a week.

ART is provided on a weekly basis in the art room. Art class provides exposure the vast variety of art education and promotes art development to all JK-6 students.

PHYSICAL EDUCATION is an integral part of the total educational process, provides movement-centered, wellness, and knowledge-based activities that focus on the intellectual, social, emotional and physical needs of students that enables them to realize their full potential. Students participate in physical education twice a week.

Students need to have appropriate foot wear to participate in physical education (PE). It is required for all students to keep an extra pair of tennis shoes/sneakers in their lockers during the school year for PE purposes. If you are unable to provide an extra pair of shoes, please contact the school counselor.

SCHOOL NURSE: The district has a full-time nurse on staff. If you have any special health concerns or questions regarding your child, the nurse can be contacted through the office or the classroom teacher.

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 at 673-2171.

TUTORING: Tutoring support (homework help) is provided to students in grades 3rd -6th. A paraprofessional will work alongside students who may need to attend. It is scheduled at various times throughout the day. Students who attend follow the CES Wildcat Expectations. Students may also need to attend on Friday mornings if they continue to demonstrate extra needs of support. Parents will be notified if their child needs to attend a Friday morning ICU learning opportunity.

TITLE I 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. Response to Intervention (RTI) is provided on a daily basis to students needing extra academic support in the areas of reading and/or math.

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 SAT 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.

THE WILDCAT WAY

Be Responsible

Be Respectful

Be Safe