

TABLE OF CONTENTS

Activity Tickets.....	16
Administration of Medication Policy.....	29
Administrative.....	13
Alcohol and Other Drug Use by Students.....	23
Animals in the Classroom.....	9
Authorization for Medications.....	31
Band Rentals.....	9
Bully Prevention.....	10
Child Custody.....	9
Complaint Policy for Federal Programs.....	21
Cyber Bullying.....	11
Discipline.....	10
Discrimination Grievance Form.....	20
Dress Code.....	13
Elementary Counseling Principles.....	16
Electronic Devices.....	9
Evacuation Drills.....	10
Field Trips.....	12
Forward.....	6
Functions of the Counseling Program.....	17
Goals of Elementary Counseling Program.....	16
Grievance Procedure Policy for Discrimination.....	19
Health Records & Birth Certificates.....	9

Insurance	9
Interrogations and Investigations by Law Enforcement	27
Interview of Students by Officials of Other Agencies.....	26
Leaving School Early.....	7
Lunch Schedule.....	7
Mission Statement.....	6
Movies/Video Tapes	21
Non-Discrimination Statement	6
Party Invitations	16
Personnel Roster	4
Physical Education Excuses.....	10
Physical Violence.....	12
Playground Activities.....	18
Possession or Use of a Firearm or Other Weapon	22
Property Damage	12
Public Notice Regarding Family Education Rights & Privacy Act.....	27
Pupil Attendance.....	8
Regulations for Pupils Transported in School Bus	17
Reporting Pupil Progress	12
School Breakfast	16
School and Playground Conduct Rules.....	18
School Day.....	7
School Health Services	12

School Lunch	14
School Lunch Debt Policy	14
School Philosophy	6
School Transportation & Special Occasions.....	13
Sexual Harassment.....	13
Staying after School.....	10
Stormy Weather	10
Student Medication.....	8
Student Use of Phone.....	8
Student Visitation Policy	8
Tardiness.....	7
Tobacco Use/Possession by Student.....	23
Transferring Students.....	9
Vision Statement.....	6
Visitors.....	9
We Are	5

WILMOT ELEMENTARY SCHOOL PERSONNEL ROSTER

<p>ELEMENTARY PRINCIPAL Skyler Fredrick</p> <p>Elementary Teachers</p> <p>PK Sara Osterloh</p> <p>K Dawn Schmidt</p> <p>1 Rosalyn Arendsee & Brenda Butler</p> <p>2 Darren Prisinger</p> <p>3 Rachel Waldner</p> <p>4 Jamie Schwenn</p> <p>5 Laurie Hulscher</p> <p>6 Bailey Johnson</p> <p>Physical Education David Hammer</p> <p>NE Ed Coop Personnel</p> <p>Brenda Boyd, Transition Site Coordinator Alysha Johnson, Speech Language Pathologist Kris Street, School Psychologist Julie Nelson, Early Childhood</p>	<p>Special Education Allison Dockter</p> <p>Teaching Assistants Tammy Argo Jacque Cameron Sarah Hamman Theresa Schwagel Bonnie Van Beek</p> <p>Library Staff Cindy Argo</p> <p>Adm. Assistant Renae Bronson</p> <p>Counselor</p> <p>Custodians Tonya Feather Robert Feather</p> <p>Lunchroom Personal Julie Nelson Becky Thaden Jamie Meyer</p> <p>Music Paulo Jiminez</p>
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Wilmot Elementary school is a community of learners. We are all here to learn, grow and become good citizens

WE ARE ***Respectful**
 ***Responsible**
 ***Safe**
 ***Prepare**

The goal of the Wilmot Elementary School is to create a climate of cooperation, academic excellence, respect and safety. The plan to achieve this goal is based on five guiding principles. These principles will help create an optimal learning environment for the students at Wilmot Elementary School. The guiding principles are as follows:

- I. Clear **expectations** for student behavior.
- II. Clear and consistent strategies for teaching **appropriate** behavior.
- III. Clear and consistent strategies for **encouraging** appropriate behavior.
- IV. Clear and consistent consequences that **discourage inappropriate behavior**.
- V. The characteristics and philosophy of the plan will be **communicated** to the students and parents.

SCHOOL PHILOSOPHY

We believe that:

Schooling should be an instrument of democracy, individual opportunity, and social mobility, and all students should have an equal opportunity for an education, regardless of race, creed, color, social status, religion, ancestry, national origin, sex, or physical or mental ability. Education must be considered as a process of growth in which the individual is motivated and stimulated by the controlled environment of the home, school, church, state, and nation, as well as the environment of the total community.

It is the duty and objective of the school and community to cooperatively help each and every student to develop their potentialities to the highest degree. Each student should gain, in addition to fundamental skills, the development of self-discipline, respect for authority, and acceptance of responsibility for their own individual actions.

Our philosophy is aimed at the development of democratic principles. As each student is individually different, we will strive to motivate and counsel the student to meet the challenges of today and tomorrow. It is our belief that all students have a place in society, and we will endeavor to help them attain success.

FORWARD

The purpose of the handbook is to better acquaint the students and parents with the school, rules and regulations, and the organization and activities.

The student is a citizen of the school. Citizenship is one of the main objectives of our educational system. What we advocate here is that the students become aware of the restrictions that our very complex, ever-changing society is constantly making on us. Complete individual freedom cannot accomplish what we have set out to do. Certain rules and regulations must be imposed to have a smooth running school just as certain restrictions are imposed on all of us so that we may have a desirable society in which to live. We welcome you to your school!

MISSION STATEMENT

“Every child, every chance, every day.”

VISION STATEMENT

The Wilmot School would like to help every student contribute positively to society through leadership, self-confidence, integrity, citizenship, good work ethic, and accountability. We believe our school district is a strong academic institution that, with the support and involvement of our staff, parents and community, strives to help our students succeed in a multi-cultural, technologically literate, and ever changing society.

NON-DISCRIMINATION STATEMENT

The Wilmot School District 54-7 does not discriminate in its employment policies and practices, or in its educational programs, on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Title IX and Section 504 Coordinator, Larry Hulscher, Supt., at PO Box 100, Wilmot, South Dakota, 57279-0100, Phone (605) 938-4647 or to the Regional Director, U.S. Dept. of Education,

Office for Civil Rights, 10220 N. Exec. Hills Blvd., 8th Floor, Kansas City, MO 64153-1367
Phone: (816) 880-4202 TDD: (816) 891-0552 Fax: (816) 891-0644.

This material has been reviewed for racism and sexism content.

SCHOOL DAY

Starts 8:30 am

Ends 3:16 pm

Lunch Schedule

K	11:10
1	11:12
2	11:14
3	11:16
4	11:35
5	11:40
6	11:43

Recess

K-3 (11:40-12:00)

4-6 (12:00-12:15)

*4-6 no PM recess

LEAVING SCHOOL EARLY

A student may not leave the building or grounds, except to go to class while school is in session for any cause except by permission of the administration.

All students are to remain on the school grounds for the entire school day unless he/she requests and obtains permission from the administration to leave the school property.

Parents desiring early dismissal for children who have medical or dental appointments should send a note of explanation prior to dismissal. Students should be picked up from their classroom or at the office and will be released only to parents, guardians, or other authorized persons.

If the student becomes ill during the day, he/she will not leave the school until the parents have been contacted by the teacher, principal or the secretary.

For attendance purposes, parents must check into the office before taking students home with them and when students return to school.

TARDINESS

The following times will be followed (K-6): If a student arrives between 8:25-8:45, the student will be counted tardy, after 8:45 they will be counted as 1/2 day absent. A student that leaves in the afternoon before 3:00 will be counted as 1/2 day absent.

If you arrive late to class you will be counted tardy.

The teacher and student will develop a plan to eliminate tardies. If tardies persist or it becomes a chronic problem, a conference with parents/guardians will be scheduled to include teacher, principal, and student.

Students who eat school breakfast should plan to eat early enough to begin the school day at 8:25 am.

For attendance purposes, students who arrive after school has started must check into the office.

STUDENT VISITATION POLICY

It is the intent of the Wilmot Public School to welcome visitors and make visitors feel welcome. It is with this intent in mind and trying to accomplish our mission to educate our students effectively, that the following visitation policy is written.

While parents, guardians and grandparents are welcome at any time, students may only bring visiting students at the appropriate grade level when previous administrative approval has been granted.

The length of the visitation is not to exceed one-half day and prior approval must be granted. The Wilmot Public School will not provide transportation to visiting students and there are to be no visitors of pre-school age unless they are accompanied by a parent/guardian.

PUPIL ATTENDANCE

Regular attendance directly relates to a student's ability to achieve in school. A student that is absent misses class instruction and student-teacher contact, which is difficult to make up after the absence. Although it is recognized that some absences are unavoidable, to achieve the best education possible, students should be in attendance at school.

1. All students enrolled in the Wilmot Elementary School are subject to the State of South Dakota's compulsory school attendance laws. Reference to SDCL 13-27-1 Parent Responsibilities and Rights.

2. All students must present from their parent or guardian a written explanation of their absence, signed by the parent/guardian or parents must call the elementary office within 24 hours of the absence, otherwise students will be marked unexcused.

3. Except in emergencies, absences should be prearranged and the school work made up in advance.

STUDENT MEDICATION

Any student needing prescription medication at school should present a prescription, letter from his/her doctor, or medication to be administered in its original container stating the type of medication, the frequency needed, and the length of time the medication is to be administered. The parent/guardian must also fill out and return the Parent/Guardian Authorization for Assistance with Self-Administration of Medications. The medication will be kept in the elementary office to be dispensed to the child. No other drugs or medication will be permitted at school unless approved by the elementary principal after consultation with the school nurse.

Student will not be given Tylenol or Advil at school unless parents have signed a form allowing the school to dispense Tylenol or Advil. No other non-prescription medication will be available to students. Students must provide their own cough drops if needed.

Whenever possible it is appreciated if the prescription drugs can be scheduled to be given at home. We are aware that this is not always possible, but your cooperation is appreciated.

STUDENT USE OF PHONE

No student will be permitted to use a telephone without permission of the teacher, office personnel, or principal. Students are not to be called from class to the telephone unless it is an emergency situation.

ELECTRONIC DEVICES

Students are not to have cell phones turned on or in use during the school day. The 1st violation of this policy will result in the principal taking the cell phone for 3 calendar days, second violation will result in the phone being retained by the principal for 7 calendar days. If the last day occurs over the weekend or on a vacation the phone will be returned on the next school day after the break unless an arrangement can be made with the principal. Cell phones may be used after school hours and on activity trips but students are responsible for the security of their own phones.

VISITORS

School-community cooperation in developing learning activities is encouraged. Parents are welcome and encouraged to visit classrooms and/or Success maker to observe and to assist with instruction. Visitors are asked to make arrangements with the teachers and check into the office prior to visitations.

ANIMALS IN THE CLASSROOM

The Wilmot School recognized that under proper conditions animals can be an effective teaching aid. In order to protect both the children and the instructional time, students and parents are asked to only bring animals or pets for show and tell or during a pre-arranged time with the teacher and principal. Students and parents are asked to have such visits pre-approved with at least one day in advance. All animals must be in good physical condition and vaccinated when applicable, against transmittable diseases.

BAND RENTALS

Band rentals will be handled by the band director.

INSURANCE

All students will be given an opportunity to take out accident insurance. This insurance is not mandatory.

TRANSFERRING STUDENTS

Please notify the school, if you plan to leave. Copies of permanent records will be sent upon request of your new school. Required student records must be received by the school before students transferring in may begin attending school.

HEALTH RECORDS & BIRTH CERTIFICATES

Any pupil entering Wilmot School shall, prior to admission, present to the appropriate school authorities an up-to-date record of immunizations that are required by the state. Students are required to receive a TB skin test upon entering school; these tests are available in the fall from the county health nurse at school.

Students are also required, at the time of enrollment, to provide the school with a certified copy of the student's birth certificate or affidavit in lieu of birth certificate issued by the Department of Health in such cases where the original birth certificate is deemed unattainable.

CHILD CUSTODY

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned.

If you have a court order that limits the right of one parent in matters such as custody or

visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both natural parents.

EVACUATION DRILLS

There will be unannounced fire, lock down, and tornado drills periodically throughout the school year.

PHYSICAL EDUCATION EXCUSES

A student will not be excused from participating in Physical Education classes unless he/she brings a signed statement from his/her parents or physician stating that the student should be excused. Long-term excuses will require a physician's statement. Forgetting clothes or P.E. bag is not a reason to be excused from P.E. Non-compliance will result in an unsatisfactory grade.

STORMY WEATHER

In case of stormy weather, if there is a doubt in the mind of the students or the parents whether or not school will be held, listen to KWAT radio in Watertown; KBWS (FM) radio in Eden; KMSD radio in Milbank; KDLO television, Channel 3 and KSFY television. Families will be informed through the school's automated caller of a change the normally scheduled school day.

STAYING AFTER SCHOOL

Occasionally students are asked to stay after school because of poor behavior during the school day or to complete assignments. Parents will be informed of such action prior to keeping the student after school.

DISCIPLINE

Whenever possible, discipline in the classroom is handled by the teacher. Teachers will inform parents of their classroom policies.

STUDENT DISCIPLINE-BULLY PREVENTION

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

Physical-involves harmful actions against another person's body

Verbal-involves speaking to a person or about a person in an unkind or hurtful way

Emotional-involves behaviors that upset, exclude, or embarrass a person

Sexual-involves singling out a person because of gender and demonstrates

unwarranted or unwelcome sexual advances

Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

Disciplinary action may include, but is not limited to, detention, suspension, or expulsion for verified perpetrators of bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law offices.

The superintendent and/or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

Adopted 8-10-09

CYBER BULLYING

Cyber bullying is a form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. 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.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, 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. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of District's computer system to develop programs or to institute practices that harass other Users to gain unauthorized access to any entity on the system and/or change the components of any entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Adopted 8-10-09

PHYSICAL VIOLENCE

Physical violence has no place in the school. Students who fight or assault other students will be disciplined appropriately. Consequences may include, but are not limited to:

1. Loss of privileges, including recess
2. Counseling or anger management
3. End of lunch line
4. Discipline plan
5. Community service
6. Report to Law Enforcement
7. In School Suspension
8. Out of School Suspension
9. Expulsion
10. Any other consequences deemed appropriate by school staff

REPORTING PUPIL PROGRESS

Report cards will be sent home with the children or handed out at Parent-Teacher Conferences following the end of each quarter. Parent-Teacher Conferences are held each year.

PROPERTY DAMAGE

Children will be fined for damaged textbooks, library books, or property. Lost books will be paid for, subject to the condition of the book prior to loss.

Deliberate damage to any school property will result in restitution of those damages.

FIELD TRIPS

Signed parental permission slips are required for all field trips. (See back page of this handbook) Forms are sent home with the children during the first week of school. Parent signatures on this form will cover all field trips taken during the year. Parents will be notified in advance as to the nature and date of each field trip. There may be a fee charged for a field trip.

SCHOOL HEALTH SERVICES

A first-aid station will be available to the students during each school day. Any student who becomes ill or is injured in school should be escorted by another student or the teacher to the first-aid station to determine the extent of the illness or injury.

If it is necessary that the student be dismissed from school, the parent will be contacted.

DRESS CODE

It is a matter of pride and satisfaction that Wilmot students have been well and suitably dressed. It should remain a matter of pride to maintain high standards of neatness and appropriateness of dress.

The School Board has approved wearing of caps by students in the gym for athletic events only. The same restrictions apply to caps as to other clothing.

Clothing articles that cause undue school maintenance problems, cause a disruption of the educational process, or promote illicit activities or contain profane language (real or insinuated) are not acceptable. Students should be dressed according to the weather. Shorts should not be worn before May 1 and not after October 1.

The student will be warned by the principal and the student and parents will be advised as to what adjustments must be made. The student may be removed from class activities until the situation is corrected. Every effort will be made to inform students of what is appropriate dress at school. For elementary students, however, the primary responsibility for students being dressed appropriately lies with parents. Please be aware of these guidelines. Students repeatedly violating dress code will be subject to detention.

SEXUAL HARASSMENT

It is the intent of the Wilmot School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, written comments, pictures or drawings, etc. A substantiated charge against a student shall subject that student to disciplinary action.

Incidents of alleged sexual harassment should be reported to the building principal, counselor, or your teacher. Incidents that are reported will be investigated and documented.

ADMINISTRATIVE

This handbook does not and cannot cover all situations that may arise concerning conduct at school. The administration will make every effort to deal fairly and firmly with all situations requiring administrative intervention.

Violations of the rules and regulations set forth in this handbook may necessitate disciplinary action which may involve harsh action such as suspension or expulsion.

The board and administration reserve the right to deviate from, revise or delete any policy set forth in this handbook. The board and administration reserves the right to impose any additional regulations deemed necessary.

SCHOOL TRANSPORTATION AND SPECIAL OCCASIONS

A student must have a note from home if he/she is not to ride home on his/her regular bus or if he/she is taking another child home with him/her. These notes should be given to the elementary office and the message will be passed on to the bus driver.

If a note is not given to the office the student will have to go on the regular bus assigned to them.

If your child will not be riding the bus in the mornings, please notify the school 1/2 hour before your child's scheduled pick-up time.

When an elementary student wants to bring home two or more friends on the bus, parents are asked to transport the students rather than having the group ride the bus.

SCHOOL LUNCH

Wilmot School District serves breakfast and lunch to students. Breakfast is served at a cost of \$ for grades K-6, \$ for grades 7-12, and \$ for adults. Lunch is served at a cost of \$ for grades K-6, \$ for grades 7-12, and \$ for adults. Families may qualify for free or reduced price meals. Each fall a letter is sent to all families which explains the qualifications for free or reduced price meals. An application form is included with the letter. A family may apply for free or reduced price meals at any time during the school year. All applications are held in confidence.

Students participating in the school lunch program should keep their account current through the business office.

SCHOOL LUNCH DEBT POLICY

Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

PURPOSE OF POLICY

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

SCOPE OF RESPONSIBILITY:

- The food service department, Business Manager, Administrative Assistants: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefits. Applications are available in the school business office or on the school website www.wilmotschooldistrict.com
2. Families are encouraged to pre-pay for meals and money is accepted in the school business office daily for payments on the day of service. Payments may also be made online at www.wordwareinc.com or mailed to PO Box 100, Wilmot, SD 57279
3. **Elementary students:** Notices on negative balance accounts are sent home with students weekly. Once the family reaches \$150 delinquent, child(ren) will be offered an alternate meal.
 - a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
 - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
4. **Junior High School students:** Notices on negative balance accounts are sent home with students weekly. Once the family reaches \$150 delinquent, child(ren) will be offered an alternate meal.
 - a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
 - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
5. **High School students:** Notices on negative balance accounts are sent home with students weekly. Once the family reaches \$150 delinquent, child(ren) will be offered an alternate meal.
 - a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
 - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
6. Any patron whose lunch account is \$150 delinquent in payment will be denied further credit until the account is settled or satisfactory payment is made. No charging of any reimbursable meals will be allowed. No alternate breakfast will be offered. For lunch, the child(ren) will be discreetly told that they will be offered an alternate meal of a sandwich and a carton of milk during the time the reimbursable meal is denied.

7. Families may contact the school business office at 605-938-4647 to discuss payment plan options.

Adopted 6-11-01

SCHOOL BREAKFAST

Students participating in the school breakfast program shall eat before going outside for recess and should plan to eat early enough so that they have completed breakfast in time for the 8:25 a.m. school start time.

ACTIVITY TICKETS

Activity Tickets are free for all Wilmot School students. This is done in an effort to have as many students as possible attend Wilmot School Activities.

PARTY INVITATIONS

Students will not be allowed to distribute party invitations at school. This is a personal activity that should be done outside of school hours.

ELEMENTARY COUNSELING PRINCIPLES

- A. Guidance is for all children.
- B. Guidance is developmental.
- C. Guidance is preventive.
- D. Guidance is concerned with remediation and crisis counseling.
- E. Guidance is an integral part of the total educational program.

GOALS OF ELEMENTARY COUNSELING PROGRAM

GOAL 1: For students of both sexes, all races, all cultural backgrounds and disabilities to develop positive and realistic self-concepts and/or awareness of the rights of self and others.

GOAL 2: For students to begin to communicate their feelings and appropriately respond to the feelings of others through use of effective communication skills.

GOAL 3: For students to develop a sense of responsibility for their behavior.

GOAL 4: For students to begin to develop skills for coping with life changes, crises, and stresses. (i.e. peer pressure, divorce, relocation, etc.)

GOAL 5: For students to begin to develop skills for effective problem solving, conflict resolution, decision making, and goal setting.

GOAL 6: For the students to adjust and function effectively in the school environment.

GOAL 7: For students to begin to practice skills that facilitate learning.

GOAL 8: For students to become aware of the diversity of careers available to both sexes, all races, cultural backgrounds, and the disabled.

FUNCTIONS

A. Counseling

1. Classroom Guidance through a number of programs.
2. Small Group Counseling
3. Individual Counseling

B. Consulting (Coordinating with teachers/administrators)

C. Working with Parents

SCHOOL BUS RULES

1. All pupils shall be ready in the morning at the usual time for the bus to arrive at their homes or at the "school bus stop." Bus drivers will wait a maximum of 3 minutes per stop.
2. Do not stand in the roadway while waiting for the bus.
3. The driver is in FULL charge of the bus and the pupils. Pupils will obey the driver promptly.
4. The privilege of pupils to ride in the bus is conditioned on their behavior and observance of these rules, and the SCHOOL BUS BEHAVIOR CONTRACT. Any person refusing to obey these rules will be subject to the consequences of the contract.
5. The driver may, if he wishes, assign seats on the bus. Under these conditions that seat will be used by that pupil.
6. Damage done to seats or other equipment must be paid for by the pupil doing such damage.
7. Always treat your fellow pupils and driver with courtesy.
8. In leaving the bus, remain seated until it stops. If you cross the road, do so in FRONT OF THE BUS AND ONLY AFTER THE DRIVER MOTIONS YOU TO CROSS. Walk about ten feet in front of the bus so the driver can see you easily.
9. No pupil will leave the bus without the driver's consent except at home or at school. Permission from the parent should be given to the Principal's Office if the child is not going to ride the bus in the evening, or if the child is to depart from the bus other than at home.
10. Please refrain from unnecessary conversation with the driver.
11. Pupils shall help in keeping the bus clean. Do not throw paper or other debris on the floor. Do not spit on the floor. Pop is not permitted on the buses.
12. Throwing or snatching of hats, caps, books, etc. will not be permitted.
13. RADIO CONTACT CAN BE MADE WITH THE BUSES. If parents have a message for a student or a bus driver, please call the school so the message can be radioed to a particular bus. If a pupil is sick or is not attending school, either the bus driver, or school should be notified. Parents should always notify the Principal's office if students are not planning on riding the bus home in the evening.
14. Any item that the driver considers dangerous - including pets, etc. will be prohibited at all times.
15. When the bus is in motion, do not stand, extend your arms out of the windows, move about, or leave or enter the bus.
16. The rear exit door is not to be used - except in emergency.
17. Students will ride on the bus that delivers them to their own home. An exception will be made in cases where it may be necessary for a child to spend the night with his/her grandparents, etc. In such instances permission from the parents should be presented to the Principal's Office BEFORE riding a different bus or not riding the bus at all.
18. As riding the bus is an extension of the school any other school rule violation will be dealt with by administration.

19. Pupils should be dressed properly according to weather conditions.
20. STUDENTS WILL NOT BE TRANSPORTED TO RURAL FAMILIES THAT ARE NOT REGULAR BUS STOPS.

PLAYGROUND ACTIVITIES

All students are expected to play outside during intermissions when weather and health permit. Parents should notify the teacher if their child (for a short time) is not to go outside. If excused period is longer than three days, a doctor's statement is to be provided. CHILDREN SHOULD WEAR CLOTHING APPROPRIATE FOR THE WEATHER. They will not be sent outside for recess when the temperature reaches below zero.

SCHOOL AND PLAYGROUND CONDUCT

1. Pupils shall walk at all times in the hallways and sidewalks.
2. Pupils shall refrain from unnecessary speaking in the hallway.
3. Pupils shall not use profane or obscene language.
4. Lunchroom conversation shall be kept to a low speaking voice.
5. Students shall obey all school personnel (including teachers, teaching assistants, custodians, and cooks) at all times.
6. Students shall walk to their respective buses when dismissed from school.
7. Pupils are to remain on the designated playground area. (Students are to stay off of the baseball field.
8. Pupils shall refrain from throwing snowballs or other objects, other than approved playground equipment
9. Pupils shall refrain from littering on school premises.
10. Pupils shall refrain from defacement of school property or other students' private property.
11. Guns or knives, play or real, are not allowed on school premises.
12. Pupils shall refrain from playing on bicycles or the bicycle rack.
13. Students riding bikes to school are to park them in the bicycle rack.
14. Students should dress appropriately for the weather, including snow pants, hats, gloves and boots during the winter weather season.
15. Students will go outside for recess whenever possible, a judgment call will be made on whether to go out or stay inside when there is inclement weather or it is considered too cold.
16. When the bell has been rung, students are to line up and cease playing with all playground equipment.
17. No sliding on the ice will be permitted.
18. Students shall use only soft covered, school issued balls and bats.
19. Students shall not climb or crawl on fences.
20. Students shall walk up the slide steps only and slide down feet first, one at a time.
21. Students are not permitted to swing dodge, throw objects at students who are swinging on swing double.
22. When recess is held in the gym due to the weather, the following rules apply:
 - a. Kicking balls and the use of hard footballs is not allowed.
 - b. Locker rooms and the commons area is off limits.
 - c. The stage is off limits for primary grade students. Upper elementary students may sit on the stage.
 - d. No basketball shots beyond the three point line shall be attempted.
 - e. No dodge ball or ball tag is allowed inside.

GRIEVANCE PROCEDURE POLICY FOR DISCRIMINATION, WILMOT SCHOOL

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

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

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

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

GRIEVANCE PROCEDURE:

A grievance should be presented in writing to:

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

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

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

**WILMOT PUBLIC SCHOOL
DISCRIMINATION GRIEVANCE FORM**

A grievance is defined as a complaint in writing presented by a student, employee or parent to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair; and/or
- B. That a rule in practice discriminates against or between employees or students; and/or
- C. That school personnel used unfair procedure in assessing a form of punishment.

COMPLAINT

(check one blank) Date _____
Counselor Level 1 _____
Principal Level 2 _____
Superintendent Level 3 _____

I, _____, hereby file a grievance complaint to _____.

My grievance is based on A _____ B _____ C _____ above. (More than one blank can be checked.)

Specifically, my grievance is that

I hereby petition for a hearing on my grievance at the convenience of the school's personnel but in no event later than five school days from the date of this petition.

(Grievant's Signature)

The grievant may be represented at the conference by any adult, but the grievant must be present to elaborate on his grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear.

GRIEVANCE RECORD

Date Received _____ Date of Conference _____
Place of Conference _____
Time of Conference _____
Comments _____
Resolution _____

(Signature of School Representative)

COMPLAINT POLICY FOR FEDERAL PROGRAMS

A parent, students, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district' superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. the parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision.

Students should be provided with all services for which they are eligible while disputed are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks. after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for future review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure).

Adopted 8/11/08

MOVIES/VIDEO TAPES:

Board Policy

The Board recognizes that audio-visual materials such as movies, video tapes, and instructional television can provide educational learning experiences for students and adults alike. Therefore, the Board endorses the use of such materials to supplement the regular curriculum as an instructional tool when appropriate. Materials utilized in this fashion will be subject to the same standards as regular curricular materials concerning content.

When using audio-visual materials, teachers should keep in mind that the format and content should be suitable to the maturity level of students, and the subject matter should be of specific interest to the class curriculum. The materials should neither promote nor encourage student behavior that is inappropriate or contrary to acceptable standards as defined by Board policy.

Movies shown for entertainment, such as during a class party or as a reward for positive student behavior or accomplishment, shall be subject to the above standards. In addition, at the elementary level (PK-6), movies shall not depict behavior which would be unacceptable by elementary students as defined by Board policy.

Adopted 8/28/95

POSSESSION OR USE OF A FIREARM OR OTHER WEAPON

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools must also be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws, as well as board policy, forbid the bringing of dangerous or illegal weapons to school or school-sponsored activities.

As required by the **Gun Free Schools Act of 1994 and SDCL #13-32-4**, the following is prohibited: The use or possession of a firearm or other weapon on property owned, leased, or maintained by the Wilmot School District, at all sanctioned school activities on and off school grounds, on vehicles used to transport students to and from school, and at other activities and in vehicles parked on school property.

Violations will result in the following action by the school district:

1. The administration will try to notify a parent/guardian by telephone to explain the incident.
2. Expulsion procedure will begin immediately, in compliance with due process procedures, as described under Section IV-C of the board's policy and procedure book.
3. The period of expulsion will be for one year, and may extend beyond the end of the semester or school year.
4. The superintendent or chief administrator of the district may increase or decrease the length of expulsion on a case-by-case basis.
5. Law enforcement authorities will be notified of the violation.

For the purposes of the **Gun Free Schools Act**, a "**firearm**" is defined in Section 921 of Title 18 of the U.S. Codes. The following are included within the definition:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device, which includes:
 1. any explosive, incendiary, or poison gas
 - a. bomb
 - b. grenade
 - c. rocket having a propellant charge of more than four ounces
 - d. missile having an explosive or incendiary charge of more than one-quarter ounce
 - e. mine
 - f. or similar device
 2. any weapon which will or which may be readily converted, to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-quarter inch in diameter.
 3. any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and

from which a destructive device may be readily assembled.

For the purpose of this policy guns used for dramatic productions are an exception provided the gun is incapable of being fired by virtue of its manufacture, such as a toy gun.

According to Section 921, antique firearms are not included in the definition. In addition, upon the advice of the Bureau of Alcohol, Tobacco, and Firearms, Class - C common fireworks are not included in the definition of a weapon.

For additional information about whether a particular weapon is a "firearm" under this definition, people are advised to contact the Safe and Drug Free School Program at (202) 260-3954 for a referral to the nearest bureau of Alcohol, Tobacco, and Firearms field office.

TOBACCO USE/POSSESSION BY STUDENTS

The Board, recognizing health and safety hazards associated with the use of tobacco, will prohibit tobacco use by any student who is on school property, who is in attendance at school or at a school sponsored activity.

It is hoped that all concerned will refrain from tobacco use by their own volition and for their own benefit.

It is unlawful for a minor to purchase, possess, receive or consume tobacco products. Therefore it shall be against school policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any tobacco product.
2. To possess, procure, purchase or receive, or to attempt to possess, procure, purchase or receive tobacco, in any form. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, or handbag.

The first offense for violation of this policy will be a three-day suspension from school. Any subsequent offense of this policy in the same school year will result in a five-day suspension from school.

Adopted 3/8/99

ALCOHOL AND OTHER DRUG USE BY STUDENTS

The Board recognizes its share of the responsibility for the health, welfare, and good of the students who attend the districts' schools. Alcohol and other drug use is wrong and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (alcohol and drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug free program and be addressed locally in a helpful and supportive, rather than a punitive way. One of our goals is to discourage all use by students. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate themselves and the community about the impact of drug abuse. Other goals are to teach staff to identify indicators of alcohol and/or other drug

use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of alcohol and/or other drug use is a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the school district. **This policy is in effect on premises owned, leased, or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property.** Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

POLICY

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs which affect the student or educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs. Students who use prescription drugs as authorized by a licensed physician do not violate this policy if the student conforms to his or her prescription and appropriate school policies regarding administration of medication.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

The following procedures will be used in dealing with violation of the policy:

A. FIRST OFFENSE (other than distribution)

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference. If no contact is made, a written report will be provided.
2. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) of the suspension within thirty-six (36) hours, in writing by first class mail to the last known address of the parent(s)/guardian(s).
4. The administration may notify available law enforcement authorities.
5. State and federal regulations regarding special education students will be followed.

The school district strongly urges students with alcohol and other drug abuse problems to seek professional assessment and assistance from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be professionally assessed and treated if needed will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon authorization by the parent or eighteen (18) year old student, the agency or professional will notify the school administration that the student is willing to be evaluated and

to comply with the treatment process.

B. SECOND AND SUBSEQUENT OFFENSES (other than distribution)

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. The administration will notify appropriate law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the school board that the student be expelled unless the following procedure is as follows:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency at his or her own expense.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student accepts the needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

C. SUPPLYING/DISTRIBUTING OR SELLING ALCOHOL AND OTHER DRUGS OR MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE (all occurrences)

1. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
2. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
3. The administration will refer the case to appropriate law enforcement authorities.
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.
5. State and federal requirements regarding special education students will be followed.

D. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator and/or “first-responder” medical personnel, who will determine whether to contact the parent for further instruction, refer to the emergency authorization form, or immediately seek medical treatment. Following the handling of the medical emergency, this policy will be followed.

E. USE OF PASSIVE ALCOHOL SENSOR (PAS). A device known as a Passive Alcohol Sensor (PAS) may be used to check for breath alcohol and can be used with or without a subject’s direct participation. When used without direct participation, it is known as passive breath sampling, as opposed to active testing when the subject blows directly into a mouthpiece or the intake port. There may be times when the PAS can be used passively, i.e., as it can detect alcohol in open containers or in enclosed spaces such as rooms, lockers, etc. Procedurally, we will not vary from our normal course of action when faced with the question of possible consumption. All due process precaution will continue to be in place. Given reasonable suspicion of use or possession, the following steps will occur:

1. Reasonable suspicion, such as a staff referral or information gathered during an investigation, will initiate administrative contact with said student.
 2. The student will be directed to an office area where he or she will be kept in observation and questioned regarding the concern of alcohol consumption.
 3. The student may, at that point, confirm or deny the report.
 4. After a period of observation and questioning, we will inform the student of our new, less invasive means of detecting breath alcohol and allow the subject to speak/breathe across the intake port of the PAS III.
 5. Next, the subject will be informed of the PAS III result. (The sensor either detected the presence of alcohol or it did not.)
 6. If it is determined that the subject has consumed alcohol, we will inform the subject and his or her parents of our suspicions and proceed as provided in this policy.
 7. The subject may continue to deny consumption and wish to pursue the issue further. At this point, he or she will be informed of an alternative to clear the allegation of consumption. This would involve the opportunity to take a breathalyzer through the local police department or blood test at the hospital. The subject will also be informed that he or she may face legal consequences as a result of failing the breathalyzer or blood test.
- Adopted 2/16/99

INTERVIEW OF STUDENTS BY OFFICIALS OF OTHER AGENCIES

Contact between the school and officials of other agencies, on matters of interviewing students shall be made through the office of the superintendent/CEO/principal.

The school district has physical custody of students during the school day and during hours of approved extracurricular activities. School authorities stand in loco parentis to the students and thus have responsibility regarding the circumstances under which access to students is allowed.

Therefore:

1. Parents or guardians shall receive advance notice of any interview with their child and be invited to attend. This notification is a prerequisite to the granting of an interview with a student during the school day or periods of extracurricular activities and/or on school property.
2. Three exceptions to the above requirement for parental notification exist. The first exception exists when an alleged case of child abuse or neglect is being investigated and a parents or guardian is suspected of being the abuser or contributing to the neglect. The school administrator or designee will not be present at such an interview regarding child abuse. The second exception involves military or post-secondary school recruiters for which a student has signed up to see. Students may not sign up or enroll during school or on school grounds without a parent/guardian present. The third exception involves students who are on probation with the South Dakota Department of Corrections or a County Probation Officer.
3. If custody and/or arrest are involved, an effort will be made to contact the student's parent or guardian.
4. The school administrator and outside agencies shall make every effort to reduce the disruption of the educational program for the child, other students, or school staff, when an interview is conducted on the school premises.
5. Investigations by law enforcement officials are governed by the provisions of the

interrogations and investigations policy and do not include any waiver of the requirement that parents be promptly notified and be allowed to be present at the conference.

INTERROGATIONS AND INVESTIGATIONS BY LAW ENFORCEMENT

Police may be called to the schools at the request of the school administration. If the police wish to come to a school for official business, they first must contact the school administration.

Prior to a police officer questioning a student on a police matter, the school administrator will first inform the parents or guardian of such request and the parent will be asked to attend such interview. If the parent/guardian does not wish to be present, the principal or his representative will sit in at the interview if requested by the parent/guardian. If the parent does not approve of the requested interview, the interview shall not be held during the school day and/or on the school grounds.

Contact between the school and law enforcement officials on matters involving students shall be made through the office of the superintendent/CEO/principal and the law enforcement officials.

Adopted 12/17/98

PUBLIC NOTICE REGARDING FAMILY EDUCATION RIGHTS & PRIVACY ACT

Notification of Rights for Elementary and Secondary Schools

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official 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 the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notice for Directory Information

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

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

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

If you do not want the Wilmot School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 15**. The Wilmot School District had designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

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

ADMINISTRATION OF MEDICATION POLICY

When appropriate, Wilmot School staff will assist students with self-administration of prescription medication according to the following requirements:

ITEM A: DEFINITIONS

1. Assistance with self-administration of medications:

The term "assistance with self-administration of medications" means helping a student with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the student of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. The person should have some informal training to ensure he/she feels comfortable in the role.

2. Administration of medications:

The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the student for which it is prescribed; and promptly recording the time and dose given.

ITEM B: ADMINISTRATION OF MEDICATIONS

Wilmot School staff does not participate in the administration of medications unless appropriate

training as required by SDCL 13-33A and Board of Nursing administrative rules has been provided.

ITEM C: REQUIREMENTS FOR SELF-ADMINISTRATION OF MEDICATION

1. The Principal or Administrative Assistant have been informed of a request for student assistance with medication.
2. The attached letter is distributed to the parent or guardian of each student.
3. The form, “**Parent/Guardian Authorization For Assistance With Self-Administration of Medications**”, has been fully completed. This form may be obtained in the school office.
4. The form, “**Medication Observation Daily Log**” must be maintained by the Wilmot School staff for each student with each medication. This form may be obtained in the school office.
5. All medications to be supervised by school personnel are kept in a securely locked area.
6. Parents/Guardians may retrieve the medication from the school at any time.
7. No more than a thirty day supply of the medication for a student is to be stored at the school.
8. All unused, discontinued or outdated medications are to be returned to the parent or guardian and appropriately documented. All medications are to be returned to parents or guardians at the end of the school year.
9. Wilmot School staff will notify parents or guardians of any side effects, variations from the plan, or the student’s refusal or failure to take the medication.
10. Medication errors will be documented by Wilmot School staff using the attached “**Medication Report Error**” form.
11. This policy and outlined procedures all apply concerning over-the-counter medications.

ITEM D:

All procedures included in this policy apply to circumstances involving the administration of medication. In these cases the “**Parent/Guardian Authorization for Administration of Medications**” form, available in the school office, is required in place of item three under self-administration.

PARENT/GUARDIAN AUTHORIZATION FOR MEDICATIONS

Name of Student_____ Date of Birth_____

Parent/Guardian Name_____

School_____ Grade_____

Home Phone_____

Name of Licensed Prescriber_____

Business Phone_____

Business Phone_____

Emergency Phone_____

Other person(s) to be notified in case of medication emergency:

Name_____

Phone Number_____

Food/Drug Allergies_____

Diagnoses_____

(If not a violation of confidentiality)

Name of Medication:_____ Date Ordered_____

Duration of Order_____

Dosage_____ Frequency_____ Route of Administration_____

Expiration Date of Medication Received_____

Specific Direction, e.g., times to be given:

Possible Side Effects, Adverse Reactions:

Quantity of Medication Received by school and Date:

Required Storage Conditions:

Other medications being taken by the student (if not in violation of confidentiality):

I give permission for my son/daughter to self-administer medication with assistance from authorized school personnel.

I give permission to school personnel to share information relevant to the prescribed medication assistance as he/she determines appropriate for my son's/daughter's health and safety.

I understand I may retrieve the medication from the school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

PARENT/GUARDIAN SIGNATURE _____

DATE _____