

# **Bennett County Elementary Student Handbook 2024-2025**



**Bennett County School District  
PO Box 580  
Martin SD, 57551  
<https://www.bennettco.k12.sd.us/>**

# Table of Contents

BENNETT COUNTY SCHOOL DISTRICT MISSION STATEMENT .....	4
CONTACT INFORMATION .....	5
BENNETT COUNTY GRADE SCHOOL STAF.....	6
ANIMALS at SCHOOL.....	7
ASSESSMENTS / TESTING.....	7
ATTENDANCE.....	7-8
BAND.....	8
BEHAVIOR MATRIX.....	8
BICYCLES/SKATEBOARDS/ROLLERBLADES/WHEELIES.....	8
BIRTHDAYS.....	8
BREAKFAST and LUNCH.....	9
BUS RIDING PRIVILEGES.....	9
CARE of CAMPUS.....	9
CELL PHONES.....	9
CHILD CUSTODY.....	9-10
COMMUNICATION.....	10
COMMUNITY USE of SCHOOL FACILITIES.....	10
COMPUTER USE / ACCESS.....	10
COUNSELING.....	10
CURRICULUM .....	10-11
DISABILITIES: CLASSROOM ACCOMMODATIONS.....	11
DISCLOSURE STATEMENT.....	11
DRESS CODE / PERSONAL APPEARANCE.....	11-12
EARLY DISMISSAL.....	12
EARLY PICKUP / STUDENT MESSAGES.....	12
ELASTIC CLAUSE.....	12
ELIGIBILITY for ATHLETES.....	12
EMERGENCY INFORMATION.....	13
ENROLLMENT of STUDENTS.....	13
FIELD TRIPS.....	13
FIRE / TORNADO / LOCKDOWN DRILLS.....	13
GANG BEHAVIOR POLICY.....	13-14
GRADING .....	14
HEAD LICE.....	14
HEALTH ISSUES.....	14
HOMEBOUND.....	14
HOMEWORK .....	15
ICU/PRIDE PROGRAM.....	15
INSURANCE.....	15
LEAVING SCHOOL GROUNDS.....	15
LIBRARY.....	15
LOCKERS.....	15

LOST and FOUND.....	16
MOVING.....	15
MUSIC.....	16
OPEN ENROLLMENT.....	16
PARENT TEACHER CONFERENCES.....	16
PAYMENT of FEES / MONEY .....	16
PBIS.....	16
PHYSICAL EDUCATION.....	16
PICTURES.....	17
PRESCHOOL/TRANSITIONAL KINDERGARTEN/KINDERGARTEN.....	17
PROGRESS REPORTS and REPORT CARDS.....	17
SCHOOL CLOSING.....	17
SEXUAL / RACIAL HARASSMENT.....	17
SPECIAL EDUCATION SERVICES.....	18
STUDENT RECORDS.....	18
SUPPLIES and TEXTBOOKS.....	18
SURVEYS.....	18
TELEPHONE USAGE.....	18
TITLE IX COMPLIANCE.....	18
TOYS, ROLLER BLADES, ETC. ....	19
VISITORS / VISITORS.....	18
VOLUNTEERS / HOW TO GET INVOLVED.....	19
BENNETT COUNTY SCHOOL DISTRICT BEHAVIOR MATRIX.....	20
ALP Program Guidelines.....	21-22
PRIDE PROGRAM- BCES ICU.....	23-24
HANDBOOK AWARENESS STATEMENT .....	25

**(Please sign and return HANDBOOK  
AWARENESS STATEMENT to school that  
is in the last page)**

# Mission Statement

**“Empowering Our Students to Reach Their Full Potential”**

## OUR VISION

The students, parents, staff, and the community of the Bennett County Elementary School are a partnership committed to creating:

- ❖ A child centered school, based on communication, cooperation, and involvement, among all members of the partnership.
- ❖ A challenging school atmosphere, that is safe and nurturing, where all students achieve personal success, academic excellence, and a desire to become lifelong learners.
- ❖ An enriched learning environment, utilizing technology and an expanded curriculum, focusing on problem solving, creative and critical thinking, and literacy for ALL.
- ❖ Students with healthy practices of integrity, honesty, responsibility, and respect for others, regarding individual differences.

## Contact Information

<b>BCES Office</b>	<b>685-6717</b>	<b>Superintendent</b>	<b>685-6112</b>
<b>High School</b>	<b>685-6330</b>	<b>Middle School</b>	<b>685-1338</b>
<b>SPED Office</b>	<b>685-1151</b>	<b>Bus Barn</b>	<b>685-6109</b>

### Board of Education

**Kayla Claussen**

**Ryan Petit**

**Dallas Louden**

**Gabe Gropper**

**Mike Olson**

### Administration

**Carol Galbraith.....Superintendent**

**Melissa Byrne..... Principal**

**Mikaela O’Bryan.....Middle School Principal**

**Carrie Larson.....High School Principal**

**Amie Kuxhaus .....Federal Programs/Food Service**

**Jolene Robinson.....Business Managers**

## Martin Grade School Staff

Melissa Byrne	Principal	Jill Bolzer	Band/Music
Heather Peterson	Preschool	Nick Rosin	PE
Becky Keegan	Transitional Kindergarten	Cindy Allard Hines	Nurse
Jaclyn Johnson	Kindergarten	Tootie Moffitt	Secretary
Laura Jewel Huddleston	Kindergarten	Janelle Haynes	Technology Support / Bus Driver
Donna Rae Harris	1 <sup>st</sup> Grade	Linda Abernathy	Paraprofessional
Molly Kuxhaus	1 <sup>st</sup> Grade	Lavonne Hicks	Paraprofessional
Katrina Engco	2 <sup>nd</sup> Grade	Carmen Morrison	Speech Paraprofessional
Gail Winter	2 <sup>nd</sup> Grade	Jerwin Macalalad	Paraprofessional
Elben Bais	3 <sup>rd</sup> Grade	Sage Byrne	Paraprofessional
Danessa Claro	3 <sup>rd</sup> Grade	Sheyanne Haln	Paraprofessional
Mark Buchmann	4 <sup>th</sup> Grade	Shelly Siscoe	Paraprofessional
Florentino Lozada	4 <sup>th</sup> Grade	Kim VanderMay	Paraprofessional
Terry Laverack	5 <sup>th</sup> Grade / Bus Driver	Florante Engco	Paraprofessional
Sherwin Sabellano	5 <sup>th</sup> Grade	Donna Smokov	Librarian
Taylor Risse	2-3 Mult Age Classroom	Harlan Bettleyoun, Sr	Custodian
Marlene Janis	Special Education	Amanda Holcomb	Food Service
Merry Macalalad	Special Education	Amanda Grover	Head Cook
Bonnie Risse	Special Education	Cindy York	Food Service
Lura Usselman	Speech	Aaron Noel	Transportation Director
Jose Gracilla	Guidance / Technology	Ken Donovan	Maintenance
Karen Goetzinger	Counselor	Angela Rayhill	Bus Driver
Louise Vigil	ALP / Paraprofessional	Mary Kay Sell	Bus Driver

# WELCOME TO BENNETT COUNTY ELEMENTARY SCHOOL

## **ANIMALS at SCHOOL**

Please keep pets at home, unless the classroom teacher and the principal have given permission. Pets brought to school (with permission and with an adult) should be taken home as soon as the approved activity is completed. Animals on the playground constitute a real hazard. For the students' protection, it may be necessary that the school call the police department to transport animals that are on school property unattended.

## **ASSESSMENTS / TESTING**

You may receive a note from the school prior to some tests, that will provide information about the test. Students in grades kindergarten through 5th grade will take the Star math and reading assessment throughout the school year, to provide guidance in reading and math instruction. Other assessments that occur may include STAR Early Literacy Reading, phonics screener, and other curriculum specific tests. Students in Grades 3rd – 5th are required by SD Law to take the Smarter Balanced Assessment Consortium (SBAC) assessment annually each spring. Dates and information about this test will be sent home prior to the testing dates. Results from SBAC will be made available to all parents as soon as the results become available. Parents are welcome to come in for any explanations or clarification.

## **ATTENDANCE**

**Please have your child at school no later than 8:00 each day.** School hours are from 8:00 - 3:50 Monday through Thursday. Students will be dismissed for the day at 3:50. They are to leave the school, as soon as their class has been dismissed. Teacher and parent permission is required for students to stay later.

Activity Center doors will open at 7:15. Beginning of the school day begins as soon as students arrive on school grounds.

Any student arriving after 8:15 is counted tardy. Students will need to get a tardy slip at the BCES Office. Students are counted absent for half a day if they arrive after 9:30 a.m. or leave before 2:30 p.m. Students will visit with the school counselor when they are starting to show attendance or tardy problems.

According to state law, it is the obligation of every parent to ensure that every child, under his care and supervision, receives adequate education and training, and if of compulsory age, attends school. A student's contribution to and achievement in class are directly related to their attendance in school. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for makeup, classroom instruction or presentations, discussions, and student-teacher interaction can never be made up. All absences, tardies, and truancies become part of a student's transcript/permanent record. Schools in your post-high school plans and future employers are very interested in attendance and tardy records at school.

Parents must notify the school to clear absences in writing or by a phone call. **Parents will be notified when a student has been tardy and / or absent for 5, 10, 15, 20, 25, and 30 days.** A letter will be sent to the States/Tribal Attorney after students have been absent for more than 20 days. The letter will include the number of days absent, possible reasons for absences, and all contacts the school has made to the parent/guardian concerning the student's absence. A student will be dropped from enrollment after 15 consecutive absences and a letter to the state will be sent concerning the student being dropped from enrollment.

### **Notification of student absence by parent/guardian.**

**Excused Absence:** Parents may request that their children be excused from school for the following reasons. An excused absence is still considered an absence and will be recorded as such. Any absence other than an excused absence is considered unexcused.

**Personal illness.** In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. If the student fails to provide the proper medical excuse, the absence will become unexcused and subject to that particular policy.

**Family emergencies** (death, serious illness).

**Medical, dental, and legal** appointments that are necessary and cannot be made on non-school days. If the school requests, written verification must be provided by the physician's office, dentist's office, or court services' office stating the time and length of the appointment.

**Personal family requests** (weddings, funerals, special family events, vacations). The school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student will automatically be assessed for an unexcused absence.

**Inclement weather or poor road conditions.** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary from one end of the school district to the other.

**Special circumstances upon approval by the administration.**

**\*\*Students involved in school-sponsored activities and class trips during the school day will not be counted absent from school.**

#### **Unexcused Absence**

An unexcused absence will result in suspension from all after school activities for that day. If a parent does not call the school, stop in, or send a written note regarding their child's absence for that day, the absence will be unexcused.

#### **Attendance Awards**

Attendance awards will be planned throughout the school year. Information about the attendance awards will be sent out to parents/guardians as they are planned.

### **BAND**

Students in 5th Grade may participate in band. Lessons will be arranged with the band instructor for individual or small group sessions. Instruments may be purchased on your own or students may sign up to use one of the school's instruments. Whole group band is scheduled to best meet the needs of each grade level. Students wishing to drop band must remain in band until the end of the 1st semester or at the end of the year.

### **BEHAVIOR MATRIX**

The purpose of the Behavior Matrix, (see page 20), is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A behavior referral will result if students do not correct classroom misbehavior. The Behavior Matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend on the student's disciplinary background and the seriousness of the student's actions. The disciplinary action outlined in the Behavior Matrix serves as suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case by case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program. Any student, who is in the Alternative Learning Program, ISS, or OSS may not attend any school sponsored activities or sporting events on the day/days they are assigned to ALP, ISS, or OSS. (ALP information on page 20)

### **BICYCLES/SKATEBOARDS/ROLLERBLADES/WHEELIES/SCOOTERS**

Students may ride their bicycles to school, but it is not possible to provide supervision of the grounds at all times, the school cannot assume responsibility for the bicycles. We suggest the bikes be locked in some fashion. Skateboards can be placed in the student's locker. Wheelies and rollerblades may not be worn inside the school. There is no riding of bicycles, skateboards, or rollerblades on the playground or on school property, except for arriving or departing from school.

### **BIRTHDAYS**

Parents may recognize their child's birthday at school by sending a treat to be shared by ALL students in the classroom. Since instructional time in the classroom is very important, **please contact your child's teacher to plan a time for the treat.** Send only store packaged treats in order to read package nutrition labels for any allergy or other health concerns students may have. **\*\*DO NOT SEND INDIVIDUAL** party invitations to school for students to pass out to other students.

### **BREAKFAST and LUNCH PROGRAM**

The Bennett County School District will be participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2024-2025.

#### **What does this mean for you and your children attending the school(s) identified above?**

All enrolled students of Bennett County School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2024-2025 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If you have any questions, please contact Amie Kuxhaus, Food Service Director at 605-685-6343.

Menus are printed each month in the Bennett County School District Newsletter and website. The menu is also posted on the bulletin board by the front office and in the lunchroom.

Students who wish to bring a sack lunch to school may do so. We ask parents to provide a nutritious meal. NO pop or gum is allowed in the lunchroom during food service hours by staff or students.

Parents who wish to eat with their child are welcome to do so. We ask that you please notify the office at BCES before 9:30 that day so that day your name can be added to the lunch count. There is a \$5.00 charge for lunch and \$2.50 for breakfast for adults who eat at school. The lunch schedule will be sent home with students along with their daily schedule.

### **BUS RIDING PRIVILEGES**

Riding a school bus is a privilege and should be treated as such. Students riding buses are expected to follow the guidelines established by the bus driver. These rules are posted in each bus. Any student who does not behave appropriately on the bus may lose bus privileges for a period of time or for the entire year. If seat belts are in the suburban or bus, they are TO BE WORN BY ALL students and the driver. Bus drivers are authorized to assign seats if needed to ensure the safety of all riders. Refusal to obey the driver may cause disruptions that could result in injury to the driver and passengers.

Students need to ride the bus to which they have been assigned. Space on all buses is limited and **there is NO ROOM FOR EXTRA RIDERS. Students must ride their ASSIGNED bus** unless the office has completed a GUEST STUDENT BUS PASS.

Questions or concerns dealing with the bus need to be directed to Aaron Noel at 685-6109, Bus Supervisor, or, BCES principal at 685-6717.

### **CARE of CAMPUS**

A student body, school, or community is often judged by the appearance of the school property. Care of the grounds, classrooms, building, and equipment is the responsibility of ALL students and staff. Any student found destroying/damaging school property will be referred to the office for further action.

**Have pride in our schools and be proud to show them to your family and friends!**

### **CELL PHONES**

Students may not use cell phones in the building during the school day and must be turned off and out of sight. If students are in violation of this rule, the first time, the phone will be taken to the office and students can pick it up at the end of the day. The second time, the phone will be taken to the office, and a parent will be notified to come pick it up. The third time, the phone will be taken to the office and a meeting will be scheduled with the student and the parent to discuss a plan to detour the student from using their cell phone during the school day. Students that must make a phone

call may use the front office phone with permission. The Bennett County School will not be responsible for any cell phones brought to school that are lost or stolen.

## **CHILD CUSTODY**

In most cases, when parents are divorced or separated, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters of visitation or custody A **COPY MUST BE FILED WITH THE OFFICE** for the school to follow the orders. Unless the court order is on file with the school, we must provide equal rights to both parents. All staff members who have contact with the child will be notified of any custody orders.

If **BOTH** parents **REQUEST** copies of their report cards, schedules, calendars, parent-teacher conferences, etc. those addresses need to be filed with the office and included in the registration packet.

## **COMMUNICATION**

Communication between home and school is extremely important. This handbook was provided to give the major regulations, service information, and details about Martin Grade School. It does not include everything that happens or may happen at school. Parents will be informed of their child's progress through a variety of means. Each Wednesday, **ALL** students will bring home a **PURPLE** folder that will contain completed student work, notes from the office, and messages from the teacher on student progress, work missing, or behavior concerns. Please read through this information, contact the teacher for further information, and/or sign off that you have gone through the folder with your child.

Students in 4th and 5th grade use a Daily Planner. This allows the student, the teacher, and the parent to keep open communication on what the students are doing daily.

Classroom and grade level news will be sent home either in a note from the teacher or included in the Bennett County School District Newsletter. Classroom teachers will also utilize Rooms to communicate with parents and show student work. Information for Seesaw will be sent home with your child at the beginning of the year.

Parent/Teacher Conferences for the 2024-2025 school year are scheduled twice a year and at other times when necessary. Please feel free to contact your child's teacher to schedule a conference should you have a question or concern. Please do not go to the classroom for a conference, without an appointment, as this disrupts the instructional time for all students.

## **COMMUNITY USE of SCHOOL FACILITIES**

Community groups may use the school facilities when they are not being used for school or student events. Should you wish to rent / use the facilities, please contact the Bennett County School District Business Office at 685-6112 for further information and scheduling.

## **COMPUTER USE/ACCESS**

The Bennett County School District offers computers and network access to students and staff for educational purposes in various instructional activities. The Bennett County School District invites any parent to inform schools, **IN WRITING**, if there is an objection to the child using the Internet with these activities. In the registration packet, there is an **ACCEPTABLE USE POLICY** form which **ALL** Bennett County School District students and staff must sign for computer / internet use.

## **COUNSELING**

The counseling program is a part of the total school program, focusing both on the individual needs of the student and on concerns common to all students. The primary emphasis is on prevention. As a means of helping all students become academically, socially, and emotionally successful, group and individual counseling opportunities are available to all students. Parent permission for student involvement is commonly obtained for small group counseling and regularly scheduled individual counseling when done on a long-term basis. Permission is not required for involvement in regularly scheduled classroom counseling activities or in short term counseling situations involving the personal safety of the student.

## **CURRICULUM**

Curriculum development is an ongoing project with staff reviewing materials, connecting the South Dakota Standards and assessments to student learning. Questions about curriculum can be addressed with the classroom teachers or, BCES principal. The South Dakota State Standards can be found at <http://sd.doe.ed>.

The curriculum of the Bennett County Elementary School encompasses learning experiences to meet the needs, abilities, interests, and emerging self-image of each pupil. The curriculum will be broad in scope and provide a wide range of rate, readiness, and potential for learning through a balanced instructional program. Core materials used for instruction include MyView (reading), Zearn (math), Harcourt (social studies Grades 4-5) and Amplify Science (science grades 3-5). Supplemental materials are used at all grade levels to meet the needs of each student and the standards being addressed.

## **DISABILITIES: REQUIRING CLASSROOM ACCOMMODATIONS**

Under Section 504, rights are granted to students with disabilities. The intent of the law is to keep parents and students informed of their rights. These rights include the following:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education;
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities;
6. Have evaluation, educational, and placement decision made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
7. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
10. Obtain copies of educational record at a reasonable cost unless the fee would effectively deny you access to the records;
11. A response from the district to reasonable requests for explanations and interpretations of your child's records;
12. Request amendment of your child's record if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child;
13. File a complaint with the Office for Civil Rights, Region VIII, US Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204.

In the Bennett County School District, BCES Principal, 685-6717, is responsible for assuring compliance with Section 504 and Special Education at Bennett County Elementary School..

## **DISCLOSURE STATEMENT**

The Bennett County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, age, or disability in employment, in the provision of services, programs or activities.

## **DRESS CODE / PERSONAL APPEARANCE**

Students are expected to dress with standards that enhance a safe learning environment. In the interest of cleanliness, decency, and good taste, Bennett County Elementary School I reserves the right to place restrictions on a student's dress and grooming as necessary when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school. The following are some guidelines:

1. No caps, hoods, hats, stocking caps/hats, bandanas, doo rags, etc. are to be worn in school during the school day unless sanctioned by a school event.
2. No apparel or articles that promote or suggest alcohol, tobacco, or drug products are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be worn in school or at school events. This includes clothing that is torn or tattered.
3. Students and parents need to be concerned about the type of clothing worn by students throughout the school year, especially in the summer and spring, being particularly sensitive to revealing clothing, including short and skirt length, spaghetti straps, tank tops, etc. Tops must have a strap of at least an inch wide. Shorts, skirts, or dresses are to be at the fingertip or longer when hands are at the side.
4. Chains hanging from pants and around the neck are a safety concern and may not be worn.
5. Footwear is to be worn in the buildings at all times.
6. Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.

If a student is wearing clothing that is considered to be in violation, he/she will be asked to change. If the student does not have other appropriate clothing items in school, the parent will be called and the student will be required to return home and change.

While the student and/or parent may generally determine the student's personal dress and grooming standards, the following are not acceptable or allowable at any Bennett County School District school or at any school-sponsored activity:

Any clothing item or accessory that is deemed by school officials to advocate, represent, promote or advance gang activity, violence, racism, sexual behavior, obscene language, alcohol, or drug abuse or distribution. Identification and confiscation of such items will be at the discretion of Bennett County School District authorities. Confiscated items will either be returned to the student when they leave the school for the day, or will be sent to the student's home address. Additionally, the Bennett County School District may prohibit specific clothing or other items at their discretion. Failure to comply will result in disciplinary action.

## **EARLY DISMISSAL**

In the case of bad weather or other emergencies, the **school** will contact parents with the phone number provided on the system through School Reach. Area radio and TV stations will announce early dismissal. Notification will also be posted on the Website and District App. We request that parents listen to the stations when there is a threat of bad weather.

## **EARLY PICK-UP / STUDENT MESSAGES**

Early pick-up of students is discouraged because it interrupts the child's school day and interrupts the instruction in the classroom. If you must remove your child early please notify the teacher in advance in writing whenever possible. All students must be checked out from the BCES office to guarantee student safety.

Parents must send a note or call the teacher or BCES office if your child is to be picked up by someone other than the parent or someone that is not listed on the Registration Form.

**MESSAGES THAT DEAL WITH THE BUS OR DISMISSAL INFORMATION MUST BE TO THE OFFICE PRIOR TO 2:30 PM TO GUARANTEE THAT THEY ARE DELIVERED TO TEACHERS AND STUDENTS IN A TIMELY MANNER. PLEASE TRY TO MAKE PLANS WITH YOUR CHILDREN BEFORE SCHOOL TO ELIMINATE NUMEROUS MESSAGES DURING THE SCHOOL DAY.**

## **ELASTIC CLAUSE**

The BCES Student Handbook does not include everything that may possibly happen during the school year. If any situations not specifically covered should arise, the administration will make every effort to act fairly, quickly, and in the best interest of the students. Each situation is different and will be handled on an individual basis.

## **ELIGIBILITY FOR ATHLETICS**

### **BCES Little Warriors**

Little Warrior programs are provided at Bennett County Elementary School to teach the foundations of athletics, build specific skills, and develop positive qualities of sportsmanship. Students in 3rd-5th grade are eligible to participate in

basketball and volleyball. Students are encouraged to participate in Little Warriors, however, academics is our first priority. Students who participate in Little Warrior programs must have all of their classroom work completed before participating. Teachers are available to assist students from 4:00 - 4:30. Students will follow the rules provided by the Little Warrior coaches.

### **EMERGENCY INFORMATION**

Every parent will be asked to complete emergency contact information on each child enrolled. There MUST be someone listed who can be contacted with a working telephone number during the day, should an emergency arise, such as an illness, accident, or absence. It is very important that phone numbers, place of employment, and persons authorized to pick up your child, or to notify of an emergency are current for your child's protection. The office will NOT release students to any persons not identified on the registration sheet. Please contact the school with any number changes or current phone numbers so the school is able to contact parents if needed.

### **ENROLLMENT of STUDENTS**

Basic law requires certain immunizations be administered BEFORE a student can be enrolled in a school. A record of this is maintained in the student's permanent file. The state of South Dakota requires these immunizations for admittance:

1. Four or more doses of DTP vaccine (diphtheria, tetanus, pertussis). At least one dose must have been given after age 4. Children who are 7 or older should receive adult-type Td instead of DTP.
2. Three or more doses of trivalent oral polio vaccine (TOPV). Or enhance inactivated poliomyelitis vaccine (IPV) administered after 1968. At least one dose must have been given after age 4 OR 4 doses before age 4. TOPV can be given until the 18<sup>th</sup> birthday.
3. Two doses of measles virus administered after the age of 12 months.
4. Two doses of rubella virus vaccine administered after the age of 12 months.
5. Two doses of mumps virus vaccine administered after the age of 12 months.
6. Two doses of varicella vaccine, administered after the age of 12 months, or history of chickenpox.

ALL students entering Bennett County Elementary School for the first time must present a STATE CERTIFIED birth certificate and proof of guardianship if other than parent names listed on the birth certificate. A certified copy of a birth certificate may be obtained from the South Dakota Department of Health, Vital Record Office, 523 East Capitol, Pierre, SD 57501.

Kindergarten Enrollment - To enter kindergarten, state law requires that a student must be FIVE years old before September 1st. A STATE CERTIFIED birth certificate, completed immunization records, the child's social security number, and proof of guardianship are required for enrollment.

### **FIELD TRIPS**

Field Trips are scheduled by classroom teachers during the year to coincide with content standards being taught in their classroom. These trips are designed to supplement different aspects of the curriculum and introduce students to the resources of our area. Parents will receive notices of these field trips well in advance of the scheduled trip date. Teachers may have forms with contact information or specific instructions for the field trips. These forms MUST BE FILLED OUT AND RETURNED TO THE SCHOOL BEFORE the date of the planned trip for the student to participate. Phone messages WILL NOT BE ACCEPTED. If there is NO slip, the student will not be allowed to attend and staff will determine an alternate placement. Students who have missing work or continue to have behavior issues may not be allowed to go on the field trip. Parents will be notified ahead of time to give students the opportunity to complete their missing work.

### **FIRE/TORNADO DRILLS/LOCKDOWN DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire drills, tornado drills, and lockdown drills are executed to teach students the proper safety procedures and to adhere to all safety guidelines.

## **GANG BEHAVIOR POLICY**

The Bennett County School District recognizes that gang activity in any form threatens the safety and well being of individuals and is disruptive and harmful to the education process. The Bennett County School District refuses to allow gang activity to be associated with any respect of the educational environment and prohibits the following behavior:

- Gang initiation or hazing
- Gang graffiti or tagging in any form
- Gang hand signs or gestures
- Gang solicitation or recruitment
- Threats or intimidation
- “Representing” of gang affiliation in any form (clothing and behavior)
- Any other activity that leads school officials to reasonably believe that such behavior is disruptive and/or distracts from educational objectives and/or the health and safety of students and staff.

At the discretion of Bennett County School District authorities, a violation of the personal appearance and/or gang behavior policy may result in the student being required to sign a “Gang Contract” (A copy can be obtained in the Bennett County Elementary School office.) promising not to engage in gang behavior. A violation of such a contract may result in disciplinary action up to and including a recommendation for expulsion.

Visitors to the school are asked to follow the same policy and refrain from “representing” any gang affiliation in any form (clothing and behavior).

## **GRADING**

All grades will be determined by regular attendance, consistent daily preparation, promptness in returning completed assignments and the quality of the work. Each classroom teacher will notify students and parents of the expectations of their classroom.

Percentage grades are used in grades 3-5 with skills noted. 92-100 is an A, 84-91 is a B, 76-83 is a C, and 68-75 is a D. Anything else is failing. Primary grades use a standard based grading rubric. Teachers post students' grades on DDN Campus. Grades are updated. ALL parents are encouraged to use this site to keep up with their child's grades and missing work.

## **HEAD LICE**

Regular head checks will be made during the school year on ALL students and staff to help alleviate the problem of head lice spreading. Once a nit or live bug is found in a student's hair, their parents will be notified that treatment and removal of ALL NITS IS MANDATORY for the child to return to school. ALL students must be rechecked by the nurse or office staff PRIOR to returning to class. Students who are not at school will be counted absent. (Students will not be allowed on the school bus, the parent MUST accompany the child back to the office and be present during the recheck).

## **HEALTH ISSUES**

Your child's health is very important to us. Bennett County School District employs a full-time nurse. If a student becomes ill or injured during the school day, they will be referred to the school nurse's office. Parents may be contacted to pick up their child if he or she has a fever, nausea, head lice, ringworm, or other symptoms of illness. It is essential that we are able to contact you or another responsible adult at all times. Please be sure that your Registration Form contact information is updated and accurate.

ALL medications to be given at school must be given to the school nurse for distribution. ALL medicines must be in their ORIGINAL containers with the prescription attached. Over the counter medications must be in their original containers and presented to the school nurse for distribution.

State law for school enrollment requires up-to-date Immunization records. Please keep the school nurse updated on new immunizations.

If your child has specific health problems that need regular medical attention, please inform the school nurse so that provisions can be made for proper treatment.

Included in the Registration Packet is a Health History Form that will be kept in the nurse's office.

## **HOMEBOUND**

It is the policy of the Bennett County School District to provide services when a medical condition is substantiated as the cause for an EXTENDED absence. The Homebound Program provides a means for students to maintain all or part of their education, which may be in jeopardy due to an extended absence from school.

## **HOMEWORK**

Good study habits aid students for the rest of their lives. Regularly assigned homework is desirable in assisting students in achieving satisfactory school progress and developing good study habits. Assignments are an extension of the classroom work to provide drill and maintenance, or to complete work that was not finished during the class time. If there is a homework concern, information can be found weekly in EVERY student's Wednesday Folder, included in Student Planners (Grades 4th and 5th) and/or by contacting the classroom teacher. If there is no specific assignment made by the teacher, standing assignments may include reading library books, newspapers, magazines, or other home materials. Reviewing spelling words, handwriting, or math flash cards are also academically constructive.

Parents should be aware of the purpose of their child's homework and the classroom teacher's policy on homework. BCES has adopted the ICU program (Pride Program) to ensure students receive support to complete their homework and classroom assignments. If you have questions about the ICU program please contact your child's classroom teacher or , BCES Principal.

## **ICU/ PRIDE PROGRAM**

ICU stands for Intensive Care Unit, just like in a medical hospital. ICU is a communication tool that tracks missing student assignments in 4th, and 5th grades. The document helps teachers and administrators communicate with each other as well as with the students and their parents. Students learn quickly if they have 1 missing assignment, their grade is in jeopardy and needs attention. If a student's name is on the ICU list, they will be required to work on it during ICU times. They may also be required to go to ICU in the morning, over lunch or after school to get caught up. A skipped ICU session will be considered truancy and will be treated as such. Continued truancy may result in In-School Suspension or additional after school time.

## **INSURANCE**

Student accident insurance is available from Student Assurances Services. The enrollment brochure is included in the Registration Packet.

## **LEAVING SCHOOL GROUNDS**

Students may not leave school grounds AFTER they arrive in the morning without permission from the office. ALL students MUST BE SIGNED out through the office by a parent or designated adult with a phone call or personal contact.

If there is a restraining or custody order in effect, the school MUST HAVE A CURRENT COPY OF THE ORDER to comply with the wishes of the court.

Students leaving for NON BENNETT COUNTY SCHOOL SPONSORED EVENTS will be counted absent.

## **LIBRARY**

Students are encouraged to use the library as much as possible. Students are allowed to use the library, with classroom teacher permission, whenever there is a librarian on duty. ALL materials that leave the library MUST be checked out. Materials should be returned to the library as soon as the student is finished with the books or materials.

Students who do NOT return their books on time will NOT be allowed to check additional materials out until those overdue books are returned or fines for lost or destroyed books are paid.

## **LOCKERS**

Student lockers are furnished for all students in Transitional Kindergarten through 5th grade. These are provided at NO charge, but remain the property of the school and as such, remain subject to search by authorized personnel. Lockers should be kept neat and orderly. Teachers should have an extra key or a combination for any locks students bring to use on their locker.

### **LOST and FOUND ARTICLES**

All articles that are found should be left in the box near the BCES office. If your child has a lost item, he/she can check there first. Students finding articles are also asked to bring them to the office or place them in the "Lost and Found" box. Items that remain in the box at the end of each semester will be given to a charitable organization.

### **MOVING**

Please inform the school in advance if you anticipate a move to another school. This will ensure that the proper transfer forms will be ready on the day the student leaves. Please return all school property to the classroom for check out.

### **MUSIC**

Students are scheduled for general music in the classroom. South Dakota Music Standards are used as a guideline for instruction. Concerts are held throughout the year. Fifth grade students may participate in the Vocal and Ensemble contest.

### **OPEN ENROLLMENT**

The Bennett County School District will accept Open Enrollment as per policy. Open Enrollment forms must be submitted to the Bennett County Business Office by the last Friday of September by 12:00 p.m. for the first semester and the last Friday in January for the 2<sup>nd</sup> Semester. Open enrollment requests after this time will not be accepted.

### **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences are scheduled two times each year. Parents will be sent a schedule of their conference time. Should there be other times during the year when parents would like to have a conference, please feel welcome to contact the teacher and/or principal to schedule a conference that does not conflict with classroom instructional time.

### **PAYMENT of FEES /MONEY**

Students should NOT bring large amounts of money to school. School personnel will attempt to locate any lost money, but the person bringing the money to school is responsible for the money. The only time money is EVER needed at the elementary level is for extra milk, pictures, book orders, book fines, book fair, or special events planned by the teacher. When paying for pictures, field trips, lost textbooks, library books or other school activities, please remit with a check or the correct cash amount. The school does not carry cash.

### **PBIS**

Bennett County School District has implemented PBIS (Positive Behavioral Intervention and Supports). PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. BCSD is working to fully implement PBIS in the school system. Administration and staff will use behavior-tracking forms and teach schoolwide expectations to students. If you would like more information about PBIS, contact, BCES/BCES principal, at 685-6717.

### **PHYSICAL EDUCATION**

All classes are scheduled for at least two periods a week of physical education with the physical education teacher. The program consists of skills, games, and physical fitness. Students should wear appropriate clothing and footwear on days

P.E. is scheduled. Students cannot participate if they wear inappropriate footwear, such as cowboy boots, flip-flops or sandals. A doctor's note is required if the student is exempt from participating in P.E.

## **PICTURES**

The Bennett County School District arranges for pictures of students to be taken during the school year. Proper notification of the time and place will be included in the Wednesday Folder. Money for the pictures is paid to the company who takes the pictures, NOT to the school. The BCES office does not carry cash for making change.

## **PRESCHOOL / TRANSITIONAL KINDERGARTEN / KINDERGARTEN**

Bennett County Elementary School has a preschool program for children 4 yrs. of age by September 1st of the current school year that offers two sessions per week: Monday-Wednesday and Tuesday-Thursday. Transitional Kindergarten is a full day program available for young 5 year olds that need a chance to develop school/kindergarten readiness skills. Kindergarten is in session every school day for children that are 5 yrs. of age by September 1 of the current school year.

All children enrolling should be toilet trained when he or she enters BCES. What does being fully toilet trained look like?

- Child knows when they have to go use the toilet and are able to ask when they have the feeling.
- Child no longer wears diapers or pullups during the day.
- Child can pull pants and underwear down to use the toilet and back up when finished.
- Child can wipe themselves.
- Accidents are FEW and FAR between, not a common daily or weekly occurrence.

The teachers understand that accidents occasionally happen, and they will be handled on an individual basis. If accidents occur, the nurse/teacher will assist the child in the changing of clothes. Soiled clothes will be sent home. Teachers will notify parents of on-going problems through phone calls and/or email. If a child has repeated accidents while at school that hinder the progress of the classroom and a conference between teachers, parents, and administrators will occur. It may be necessary to keep a child home or make other arrangements until he/she demonstrates independence in this area. Teachers and Administration also understand that occasionally there are medical reasons for delayed toilet training and will make exceptions providing medical records are shared.

## **PROGRESS REPORTS and REPORT CARDS**

Teachers are encouraged to keep parents informed of student progress and behavior at all times. The Wednesday Folders will be one means to establish continued communication. Student progress will be sent home at midterm with each child.

Report cards will go out at the end of each quarter. Grades will be based on many factors, such as student performance levels, oral and written assignments, class participation, special assignments/projects and research activities. The grading scale for grades 3-5 is 92-100 (A), 84-91 (B), 76-83 (C), 68-75 (D). P-2<sup>nd</sup> grades will be based on a 1-4 rubric that follows the South Dakota State Content Standards. This standards based report card will provide parents and students specific information about how they are progressing and targets where they need to improve.

## **SCHOOL CLOSING**

If weather or other conditions necessitate canceling classes, starting school late, or closing school early, the school messenger system will be activated as soon as possible. Local radio and TV stations will be notified. When you are questioning whether school starts on time or whether it has been canceled, please listen to KEVN, KOTA, KNBN, and KELO stations or KILI, KINI, and KSDZ radio stations, or the Bennett County School District website. We DO use Infinite Campus – but unfortunately it does not always work due to the fact of people not being home or disconnected phones. If your phone number changes during the school year, PLEASE CONTACT THE BCES OFFICE SO THAT THE CHANGE CAN BE NOTED ON INFINITE CAMPUS so parents are able to get accurate information.

**STORM DAYS WILL BE MADE UP LATER IN THE SCHOOL YEAR with notice provided to students, parents, and staff.**

## **SEXUAL / RACIAL HARASSMENT**

Sexual and racial harassment are illegal, unacceptable, and shall not be tolerated. No employee or student may sexually or racially harass another. Any person violating this policy will be subject to disciplinary action according to School Board Policy. Teachers will document all instances and refer them to the building principal.

### **SPECIAL EDUCATION SERVICES**

The purpose of IDEA (Individuals with Disabilities Education Improvement Act of 2004) is to ensure all children with disabilities receive a Free Appropriate Public Education. IDEA is not a “one size fits all” law or program. Instead, each decision made on behalf of a child with a disability must be based on that child’s unique needs, whether that be the evaluations performed to determine eligibility and/or the services the child requires, the measurable annual goals, the special education services a child requires, whether the child requires any related services, and when the services will begin, the frequency of the services, the duration of the services, and the location where the services will be provided, etc. Stacy Allen is the Bennett County School District Special Education Director. Please contact her at 685-1151 if you have any questions or need more information.

### **STUDENT RECORDS**

All parents and guardians of students under the age of 18 have the right to the Family Education Rights and Privacy Act of 1974 to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness.

### **SUPPLIES and TEXTBOOKS**

Textbooks are furnished free to all students. Parents and students are responsible for the proper care of the books and must return them at the end of the year in good condition. Restitution for loss of damaged books or equipment is expected. Workbooks used in the classrooms are furnished, but must be replaced, at cost, by the student should they happen to get lost or destroyed.

### **SURVEYS**

During the school year, varying surveys are conducted to gather information to study the needs, concerns, and attitudes of our students, staff, and parents. We will use this information in many ways; to revise our programs in order to address problems, to assess strategies for positive youth involvement, to set program priorities, to affirm programs already in place, and to share with other programs and services that help out families and students.

Please know that while student participation is encouraged, surveys are voluntary. The information is collected anonymously, and students are ensured of confidentiality.

IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY SURVEY OR QUESTIONNAIRE, PLEASE WRITE A LETTER TO THE BENNETT COUNTY ELEMENTARY SCHOOL OFFICE SO IT CAN BE PLACED IN YOUR CHILD’S FILE AND THE CLASSROOM TEACHER will be NOTIFIED.

### **TELEPHONE USAGE**

Students are not permitted to use the telephone unless it is an emergency. Cell phones and pagers need to be shut off during school hours. Office phones are for official school business only.

Only emergency messages will be passed on to staff and students during the school day to avoid interruptions in the classroom. Every effort will be made to get messages to staff and students as soon as possible. Staff will not be able to return messages until their break time or after school.

### **TITLE IX COMPLIANCE**

The Bennett County School does not discriminate on the basis of sex, in education or activities. The Title IX coordinator for the Bennett County Schools is Amie Kuxhaus.

### **TOYS, ROLLER BLADES, ETC.**

ALL toys need to remain at home and are not allowed at school. School staff will remove items from the students and they will be returned to the student at a later time. The second time the item is removed from the student, the item will be given to the office for parents to pick up.

#### **VISITS / VISITORS**

##### **ALL VISITORS TO THE SCHOOL MUST CHECK IN AT THE OFFICE.**

All visitors will be buzzed in at the main entrance at the front of the building and receive a VISITORS PASS from the office secretary. Any visitor in the building without a visitor pass will be stopped and directed to the office. Teachers will not answer the door to any visitor without a badge.

No student visitors will be allowed to accompany Bennett County Elementary School students to class at any time during the school year. This practice causes disruptions in the learning process of the entire class.

**PARENTS OF OUR STUDENTS ARE WELCOME!** Visits during the day should be for the purpose of observation and/or volunteering. Conferences and visits should be planned with a one-day notice.

#### **VOLUNTEERS / HOW TO GET INVOLVED!**

It is easy to become involved at Bennett County Elementary School ! There are many areas in which your help is needed. Volunteering can be in the classroom, or teachers may have projects you could do for them at home. Express your interest, offer your help, and when contacted, respond eagerly and positively. Involved parents inspire motivated students. Your example may be the best teacher of all. If you are interested in becoming a parent volunteer, please contact your child's teacher or the office. **REMEMBER – we NEED you!**

**WARRIOR**  
**PRIDE**

## Bennett County School District Behavior Matrix

Classroom Managed	First Offense	Second Offense	Third Offense	Multiple Offenses
Inappropriate Language	Verbal warning. Restate expectations. Counsel student about appropriate behavior; provide instruction in better choices and restoration of any damages, change of clothing.	Verbal correction and/or Loss of classroom privilege, in-class time out, after school time. Contact parents (teacher), Begin Documentation (Teacher)	Complete Behavior Tracking Form (Teacher) Contact parents (Teacher) Work with parents to correct the problem as needed.	Seek assistance from PBIS Team and/or Office Referral
Lying				
Forgery / Theft				
Physical Contact				
Disruptions				
Property Misuse / Damage				
Teasing				
Dress code violations				
Gum Chewing / Candy / Food				
Defiance / Disrespect				
Cheating/Plagiarism				
Violation common school rules / expectations - Other				
Office Managed/ Referral	First Offense	Second Offense	Third Offense	Multiple Offenses
Abusive - Inappropriate Language / Profanity	ISS 1 day, OSS 1 day, Restoring property, Paying expenses. Infinite Campus Referral (Teacher) Attach Behavior Tracking Form from Classroom Behaviors (Teacher) Contact parents (Principal) Counselor meeting	ISS 2-3 days, OSS 2-3 days, Restoring property, Paying expenses. Infinite Campus Referral (Teacher)	ISS 3-5 days, OSS 3-5 days, Restoring property, Paying expenses. Infinite Campus Referral (Teacher)	ISS 5-10 days, OSS 5-10 days, Restoring property, Paying expenses. Infinite Campus Referral (Teacher)
Fighting				
Defiance/Disrespect/ Insubordination/ Non-Compliance				
Harassment / Bullying				
Disorderly Conduct				
Forgery / Theft				
Property Damage/Misuse	Contact parents (Principal) Counselor-meeting PBIS Team Problem Solving	Contact parents (Principal) Counselor-Advisor meeting	Contact parents (Principal) Counselor meeting PBIS Team Problem Solving	
Assault / Threat/ Intimidation				
Battery				
Use / Possession of Weapons	Range of Consequences ** ISS, OSS, LTS, Police Referral, Expulsion			
Use / Possession of alcohol, tobacco, or drugs				
Any other violation of state/federal law.	Offense documented DDN (Teacher) Parents contacted (Principal)			
Bus Infractions	First Offense	Second Offense	Third Offense	Multiple Offenses
Bus Infractions are serious as they affect the safety of all students.	Warning	ISS 1 Day Document (Driver) Parent Contact (Principal)	Document (Driver) Bus privileges revoked until parent/principal meeting. Additional ISS assigned.	Document (Driver) Persistent problems may result in riding privileges suspended.
Phones, Any Electronic Devices - The School and Staff are not responsible for any devices.	First Offense Item taken by Teacher/Principal, returned at end of the day.	Second Offense Item given to Principal; parent/guardian retrieve the item from the office.	Third Offense Item given to Principal. Parent will retrieve item with a scheduled meeting to discuss consequences and/or a plan.	

Classroom intervention will be utilized whenever possible, which include but are not limited to: explanation of alternative choices, modeling alternative choices, hallway discussions, student tasking, cool-down/quiet room, guided walks, loss of extracurricular activities. All referrals will be accumulative, regardless of offense, over a 4 week period.

ALP = Alternative Learning Program ISS = In School Suspension OSS = Out of School Suspension LTS= Long Term Suspension

\*\* Administration reserves the right to modify disciplinary actions.

Updated 6-9-22

# Alternative Learning Program – Bennett County Elementary

Updated June 2017

(Original plan was Board approved in 1991 with Committee members: Don Ball, Emma Cummings, Karen Goetzinger, Pat Johnson, Jan Jones, Bob Ninas, Joni O’ Bryan, Dr. Wade Olson, Karen Bowen-Raymond, and Mike Taplett)

The Alternative Learning Program is a students behavior management system. The system involves students assigned to an alternative school classroom.

School attendance and participation is important to the educational development of the individual. School rules and regulations are established to perpetuate a proper educational environment.

This program is established for when a student comes in conflict with school rules, and/or policy and must experience disciplinary action that involves removal from the regular classroom setting. The concern is for the student and others as well. An effort will be made by school staff to help the student adjust and return to the regular classroom setting as quickly and effectively as possible. Counseling and assessment of the student will be integrated and will be used as a viable measure to help eliminate future misbehavior.

The structure consists of: Maintenance of strict control; a small staff/student ratio; maintenance of regular schoolwork by the student; and student use of study carrels. Students in Kindergarten through Fifth Grade may be placed in the Alternative Learning Program classroom.

A measure of the student’s progress will be accomplished by a system of point accumulation. The criteria for awarding points (by staff) are in the form of a specific list of behavior items that carry a point credit. This needs to be accomplished before the student is returned to the regular educational program.

In general, the whole experience will be shaped so that, while being isolated from the other students and staff, the student continues with his/her regular studies through regular communication with the classroom teacher. The overriding goal of the program is to return the student to the classroom as soon as possible while also providing a positive approach to discipline through early intervention.

## ASSIGNMENT TO THE ALTERNATIVE LEARNING CLASSROOM

The elementary principal, or designee, is the only person authorized to assign a student to the Alternative Learning Program classroom. It will be the principal’s decision to assign a student to this program or take another approach to correcting a problem or situation. The elementary principal will also make the final decision as to the length of the assignment into the Alternative Learning Classroom. The decision will be based on the guidelines outlined in the BCSD Behavior Matrix, but may be altered at the administrator’s discretion.

## INSUBORDINATION in the ALTERNATIVE LEARNING CLASSROOM

If a student is insubordinate while assigned to the ALP classroom (EX. Fighting, refusal to go to the ALP room, refusal to cooperate, disrespect, and inappropriate language), the principal, teacher, counselor, and parents of the student will meet to determine what should be done with the student. This could mean suspension or expulsion. If the student is suspended, the student will be placed in the ALP room until they have met the requirements necessary to return to the regular Education Program.

## PARENT INVOLVEMENT

Experience has shown that when the school and parents work together, child behavior change is more readily made and has a more lasting effect. Therefore, it is critical that ALP procedures include parent involvement. The principal, or designee, will call the parent to inform them regarding placement of their child in the Alternative Learning Program classroom. Letters that notify the parent of placement, referral form, and information about the Alternative Learning Program will be mailed to the parent. Phone and personal contacts will be made as events dictate. Meetings may be held which include parents, principal, student, guidance counselor, and ALP staff if requested by the parent and/or school. These meetings carry the main objective of establishing behavior change goals by the student as well as the school and parents.

## SCHOOLWORK

As soon as it is determined that a student is assigned to ALP, a request for schoolwork assignments from the student’s respective teachers can be issued. Assignments will cover the number of days that a student is to be assigned placement in the ALP. The assignment will be the same or very similar to those which the rest of the class is doing and will include work from every class in which the student is enrolled. Schoolwork is to be turned in to the regular classroom teacher after the end of the regular school day by the ALP staff. Cooperation and communication is essential between the classroom teacher and the ALP staff to keep the student’s schoolwork complete and in exchanging assignments and answer sheets.

Each grade level will provide the ALP staff with a packet of grade appropriate materials each quarter for enrichment work should the student finish all required schoolwork. The ALP staff will have current textbooks and Teacher Editions in the ALP for use.

## **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES**

Students assigned to ALP for an infraction will be suspended from all activities during the time of the Alternative Program assignment.

## **SUMMARY**

The success of a program depends largely upon a concentrated effort by the parents, the teachers, the counselor, and an administrator. Of special importance to this effort are the classroom teachers. As well as appropriate schoolwork assignments, teachers will provide thorough observations and feedback, the critical link that is necessary if Alternative Learning Program students are to make behavior adjustments that will lead to a successful academic classroom. With this cooperation, the Alternative Learning Program can be a positive program that will generate high expectations and beneficial experiences for misbehaving students.

**Referral decisions made by the principal, or designee, will be made after consideration of age, severity of infraction, and past ALP referrals.**

## **Alternative Learning Program Procedures**

A student must earn points each day in ALP. Ten points are possible each day. A student must earn at least 8 points each day of his or her ALP assignment to earn the privilege to return to their regular classroom.

Points are awarded for the following:

Attends class on time	1
Student remains in assigned area	1
Uses acceptable and appropriate language	1
Student demonstrates an ability to work in regular class	1
Cooperates in classroom activities as assigned	1
Work area left clean	1
Behaves appropriately during break and study time	1
Academic work is acceptable	1
Student follows ALP rules	1
Treats ALL others with respect	1

(total of 10 possible)

# PRIDE PROGRAM

BCES ICU

## Creating a Culture of Learning

Last revised May 21, 2019

### Primary Purpose

The primary purpose of PRIDE PROGRAM is to improve student learning. Assignments/Assessments will measure and communicate performance in understanding the academic standards.

### Fundamental Principles

- Support for all students in 4th, and 5th grade.
- Assignments/Assessments that are carefully planned to relate to learning targets, and as much as possible, to the interests, learning styles, and experiences of all students.
- Clear communication to students and parents throughout the school year.
- Teachers use practices and procedures over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning.
- Provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement.

### Student Guidelines

- Students will participate in a monthly PRIDE TIME, if they are not missing any work.
- A student will be on the Missing List as soon as the assignment/assignments deadline is missed.
- Students missing 3 or more assignments will attend After School Tutoring on Tuesday and/or Thursday until the assignments are completed. Parent contact will be made by the classroom teacher and the student.
- Students not completing assigned homework will call home to inform parents of this.
- If a student is missing 5 or more assignments, they will be required to attend the next scheduled Pride Friday. If they do not attend the PRIDE Friday School, all missing work that is not turned by the following Monday will become a zero.

### Re-Do Assignments and/or Tests

- If a student turns in an assignment or test directly related to SD Content Standards and scores less than a passing grade, they NEED to make corrections or re-do problems that are wrong. Students must meet with the teacher to discuss a need for extra tutoring or if modifications need to be made. Students may also stay after school to redo/retake the assignment/assessment.
- Students will be given 1 chance to redo their unacceptable assignments. If the work is done all on their own, the new grade will be given. If the student requires help from the teacher, then they will receive an average of the 2 grades.
- Assignments that students have to redo will only pertain to the content standards, as redoing an assignment is to learn the necessary content for that standard.

## Staff Expectations

- All assignments/assessments on the Missing List must be quality and directly related to a SD State Content Standard.
- Every teacher needs to check and update the Missing List throughout the day. (Uncheck the M (missing) and change to a T (turned in), don't need to put a grade in right away.)
- If a student is missing 3 or more assignments, the teacher needs to contact the parents/guardian and log the contact.
- Contact parent/guardian if students are to attend After School Tutoring. Arrangements need to be made with the parent before the end of the day on Tuesdays and Thursday.
- Staff will alternate duties for After School Tutoring.
- Staff will facilitate PRIDE Friday School.
- Build caring relationships with students.
- Become problem solvers by diagnosing individual situations.

## Struggling Students

A student is considered struggling when they have 1 missing assignment.

They will meet daily with their teacher to talk about how many missing assignments the student has, what they need to do differently to get caught up, and what help or materials the student may need. Students may also be assigned a mentor to assist through the Check in- Check out program to assist in staying caught up with their schoolwork.

## Absent students

- Students will have 2 days to make up work for every day they are absent. Students will be encouraged to utilize scheduled PRIDE times to get assignments completed.

## Available ICU work times for Students

- **Working Breakfast:** Working Breakfast is available each morning for students to finish homework or work on missing assignments. A teacher will be available if students have questions or need help. Students will be allowed to go to their classroom if they have made arrangements with their classroom teacher.
- **Staying After School:** Students with 3 missing assignments are required to stay after school with a teacher. Parent contact will be made. If a student chooses to stay after school, they need to make arrangements with their teacher first and then contact their parents for permission.
- **PRIDE PROGRAM Fun Time / Random Events:** If a student does not have any missing work, an activity will be scheduled for them to attend.

## Glossary of Terms

**PRIDE PROGRAM:** PRIDE PROGRAM is an academic support system for students and a communication tool for teachers and parents.

**Assessments:** gathering from a variety of sources, information that accurately reflects how well a student is achieving expectations.

**Quality Assignments/Assessments:** features of a quality assignment/assessment include: clear target, right method, well written, and sound evaluations.

# BCSD HANDBOOK AWARENESS STATEMENT

Student handbook is online at <https://www.bennettco.k12.sd.us/> We will provide a hard copy if there is not access to the internet.

I understand that communication is key for the academic success between the school and home.

My signature below indicates that, my student and I have read the Student Handbook which includes:

- Attendance Policy (pgs. 7-8)
- Discipline Matrix (pg. 19)
- Alternative Learning Program (pg.20)
- PRIDE PROGRAM Grades 4th and 5th only - (pg. 22)

STUDENT'S NAME (Print)\_\_\_\_\_

STUDENT'S SIGNATURE\_\_\_\_\_

DATE and GRADE\_\_\_\_\_

PARENT SIGNATURE\_\_\_\_\_

**Please return this page, signed by both parent/guardian and student, to the Bennett County Elementary School School Office as soon as possible. Failure to sign and return does not release students from the handbook rules, expectations, and consequences. The handbook is on the school website, and if you need a hard copy, please contact the school. Thank you for your support in your child's education!**