Parent-Student Handbook
2026-2027



Newell Elementary School
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Office Hours:
Monday – Thursday
7:30am – 4:00pm

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FOREWORD

This Parent-Student Handbook is provided courtesy of the Newell School Board of Education. In it you will find information regarding our school's policies, procedures expectations and resources. It reflects our shared commitment to fostering a safe, respectful, and engaging learning environment where every student can thrive academically, socially, and emotionally.

Elementary school is a time of discovery, curiosity, and building strong foundations, both academically and socially. We believe that learning is most successful when there is a strong partnership between home and school. We encourage all students and their families to read this handbook together and refer to it as needed throughout the year. It was created to help students and families understand the many ways we work together to support each child's growth. Open communication and mutual understanding between home and school are essential to school success, and this handbook is one of the tools that helps keep us all aligned.

This handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be greatly considered. Each situation is different and will be handled on an individual basis. Take the time to know the rules and regulations that students are expected to follow and many of the little problems can be avoided. Any questions, concerns, or issues that arise may be referred to the Principal for assistance.

Thank you for your continued support, encouragement, and involvement. We look forward to a wonderful school year filled with learning, laughter, and growth!

SCHOOL DISTRICT PHILOSOPHY

Today, education is a continuous process of learning, not only for the present but for the future. Therefore, the Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is the development and refinement of mental capacity as well as a process that assists the students in meeting their physical, social, aesthetic, and emotional requirements.

This handbook has been prepared to familiarize the students, parents/guardians, and staff with the policies of the Newell School District. It is our aim to provide the best educational environment possible; to accomplish this, it becomes necessary to have certain rules which apply to all of us. Students who accept this idea will more easily adjust to our complex society after leaving the Newell School District. We hope this information will provide a better understanding of the school and result in better cooperation and closer harmony among all parties involved.

The Board believes that all students can learn but do so in their own way. The Board will strive to provide stimulation and assistance so that each child develops in accordance with their individual abilities, interests, and potential. The school's responsibility, therefore, is to help guide the individual in the many varied educational experiences so that they can develop into productive human beings.

The Board recognizes the importance of the home as an influence upon the child and believes that a sympathetic, cooperative attitude between the teacher and the parent/guardian is necessary in a student's development.

The total staff of the school system constitutes an invaluable and lasting force in the development of the students. The teacher is the most significant influence in the school and must, therefore, possess and demonstrate dedication, enthusiasm, and sensitivity. It is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that rapport among the home, students, staff, administration, the Board, and total community is necessary to implement these policies.

VISION STATEMENT

The Newell School District will us all available resources to engage all students in the active pursuit of knowledge to help them reach their full potential now and in the future.

WELCOME!

To the Student:

Throughout the school year, you can expect to earn recognition, experience disappointments, solve problems, complete projects, learn new skills, and achieve many goals. Our wish for each of you is that this school year be satisfying, rewarding, and most of all, that the learning you acquire is fun.

As a student of the Newell School District, you are expected to follow the rules and policies that are established for the benefit of the entire student body. Newell Elementary is your school. You should be proud of it and help to take good care of it.
There are many rules, regulations, and policies that the Newell School Board, administration, and teachers are bound to abide by and enforce within our school building.

Similarly, our students are bound by state rules, regulations, and laws for their patterns of conduct. An understanding of these school rules, plus knowledge of basic information is of importance to each and every one of you. It is the hope of the Newell School Board, the administration, faculty and staff that this parent-student handbook is of help to you, and to your parents as you move toward a complete and better understanding of school rules, regulations, and policies.

You are responsible for the information in this handbook. Please read and study it carefully and most importantly, have your parents/guardians read it as well.

To the Parents/Guardians:

This handbook will give you an idea of what the school expects from our students. Please know this handbook serves as a guide to the safe and orderly workings of the school. It is more of an overview than an all-inclusive document when it comes to rules, regulations, and parental rights. Thank you for your cooperation and your support!

EXPECTATIONS

The School has the Right to Expect:

1. That parents will assure that their child or children will have regular and punctual attendance.
2. That parents of a child or children who is/are absent from school, will notify the school of such absence.
3. That concerns or complaints from parents are first registered with the lowest level, so as to provide quick and meaningful resolution to the concern or complaint.
4. Students will be respectful of others, themselves, school property and others' property.
5. Students, staff, and parents will adhere to the rules, regulations, and policies set down by the state, the school board, and the administration.

Parents have the Right to Expect:

1. That the schools will be operated in a business-like and responsible manner with both requirements and regulations being reasonable.
2. That a reasonable required workload will be established for all students and that progress in studies is given first claim on the resources of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention, and that the school's response to those inquiries or complaints reflects a constructive and helpful attitude.
4. That teachers' grading will be as fair and impartial as possible and the basis for such grading be understood by both the students and the parents/guardians.
5. That as much individual help is given to all students as time and resources will permit.

Students have the Right to Expect:

1. A safe and supportive environment, being physically and emotionally safe at school, free from bullying, discrimination, and harm.
2. Respectful, kind, dignified and fair treatment by peers, teachers, and staff.
3. A quality education rich with meaningful learning experiences that help them grow academically, socially, and emotionally.
4. Access to learning resources such as books, learning tools, technology, and support services that help them succeed.
5. Encouragement to express themselves, share their ideas, ask questions, and participate in classroom discussions in a respectful manner.
6. Support and guidance for individual learning needs.
7. Privacy and confidentiality being handled with care and respect.
8. Opportunities to grow socially and emotionally, developing friendships, learning social skills, and build confidence.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former

student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all the student's education records maintained by the school. Parents/guardians or eligible students should submit to the principal, a written request that identifies the record(s) they wish to inspect. The principal will plan for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- Parents and eligible students have the right to request that a school corrects records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - ✓ School employees who have a need to know;
  - ✓ Other schools to which a student is transferring;
  - ✓ Certain government officials in order to carry out lawful functions;
  - ✓ Appropriate parties in connection with financial aid to a student;
  - ✓ Organizations conducting certain studies for the school;
  - ✓ Accrediting organizations;
  - ✓ Individuals who have obtained court orders or subpoenas;
  - ✓ Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, date and place of birth, participation in official activities, weight and height of members of athletic teams, and dates of attendance. If you, as a parent or eligible student, wish the Newell School District not disclose directory information, please inform the school in writing as soon as possible. In addition, upon initial enrollment in a South Dakota school, Newell School District will request all parents and eligible students to complete a form stating whether or not they give the school permission to release their child's social security number to the South Dakota State Department of Education.

All student permanent files are kept in the principal's office. For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact: **Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue. S.W.; Washington, D.C. 20202-4605**

NON-DISCRIMINATION POLICY

Title VI, Title IX and Section 504 Compliance Notice

Students, parents, and employees of the Newell School District #09-2 are hereby notified that this school does not and shall not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry in any activities or operations.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be directed to the Superintendent of the Newell School District, 501 Dartmouth Ave., Newell, SD 57760 or by phone to (605) 456-2393.

SCHOOL INFORMATION

SCHOOL SESSION HOURS

- Pre-K through 5th Grade school day runs from 8:05am – 3:40pm
- Students may not be in the school building before 7:30am or after 4:00pm unless under the supervision of an adult

BREAKFAST & LUNCH

- **Breakfast**
  - 7:30am - 8:00am
  - Students who are eating breakfast must remain in the Multipurpose room until they can go to recess or their classroom at 8:00am
  - Students Pre-K through 12th Grade = $2.75
  - Adult = $3.75
  - Second Milk = $0.75

- **Lunch**
  - Pre-K - 5th Grade = $3.50
  - 6th – 12th Grade = $4.00
  - Adults = $5.25
  - Salad Bar Only = $2.75
  - Second Entrée = $2.75
  - Second Milk = $0.75

*** Students with a negative balance may not get a second entrée or milk.**

A nutritious lunch is made available each day for all students wishing to participate. Lunch money can

be paid at the school office. Students may bring their own lunches if they wish. Students are prohibited from bringing carbonated beverages into the lunchroom during lunch time.

BREAKFAST & LUNCH

The Newell School District recognizes the important link between proper nutrition and academic success. The purpose of this policy is to establish a consistent district procedure for charging meals when students do not have money to pay, preventing meal charges, and ensuring eligible children are certified for free and reduced-price school meals. Unpaid charges place a financial strain on the food service department.

Households will be notified of negative account balances. Emails will be sent out weekly to notify parents/guardians of their current lunch balances. Statements will be mailed out when the account becomes negative.

Prior to contacting households regarding unpaid meal debt, the school district shall ensure that the student is not participating in the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or other federal programs, which would confer categorical eligibility for free school meals, or is not homeless, migrant, or in foster care, and would allow them to be certified without an application.

For households that cannot afford to pay their school meal charges, the school district will work with them to establish a payment plan. Households that are subsequently certified for free or reduced-price school meals at a point later in the school year shall not immediately be required to repay school meal debt accrued in that school year. The school district will submit claims for any meals charged to the household from the date of the application to the date of certification, to the extent of the USDA guidance.

LOCKERS

A locker will be assigned to students at the beginning of the school year. The student is responsible for the locker's care and cleanliness. The student will be responsible for the costs of any damage that occurs to the locker while it is assigned to them. Respect for other students' lockers and property is expected. The school is not responsible for items lost, stolen, or damaged. Students' academic lockers are not allowed to have a lock placed on them. Lockers are property of the school and can be searched when there is a reasonable suspicion of an item that should not be in school or an item that is missing.

LOST & FOUND

Personal property that your youngster brings to school should be plainly marked with the owner's name. Students are encouraged to leave valuable items and cash at home whenever possible. Although the school takes every precaution to safeguard private property, no responsibility can be assumed for articles brought to school that are lost or stolen. ***It is highly encouraged to label any items brought to school. Even initials help to find the owner!***

HEAD LICE POLICY

Students with confirmed visible head lice will be sent home for treatment. Students may be re-admitted after treatment and inspection by the appointed staff member. The student must be free of any nits to return to school. After the third infestation, the student will not be re-admitted without a physician's written statement, and Social Services will be notified. Any time there is a student that is sent home, a note will be sent home to all parents\guardians within the grade level building revealing an infestation. The students' names will not be mentioned by the district.

SCHOOL ARRIVAL & DISMISSAL

BUSING

Busing may be provided for students to and from school. The safety of the students is the main concern of the Board of Education, bus drivers, and parents/guardians of the students. Students are expected to maintain appropriate conduct while on the bus. Failure to do so will result in the suspension of bus privileges for that student. While on the bus, the bus driver is the ultimate authority. Please ensure your child is dressed appropriately for the weather in case the bus would have trouble and students would be out in the elements.

Safety rules for students riding the bus for any reason include, but are not limited to the following:

- Be courteous and obedient to the driver and his/her instructions
- Be at the bus stop ON TIME!
- Never cross or go behind a bus at any time
- When getting on and off the bus, always use the steps and handrails, NEVER jump!
- Bus drivers may assign seats as they deem necessary
- Take your seat quietly and quickly
- Students must always face forward
- Talk in classroom voices
- Do not act or behave in a manner that interferes with the safe operation of the bus
- BULLYING WILL NOT BE TOLERATED!
- No pushing, shoving, touching, or spitting on the bus
- Always keep the aisles clear
- DO NOT EAT ANY FOOD OR DRINK ANY LIQUID OTHER THAN WATER WHILE ON BUS.
- Keep all body parts and other objects inside the bus at all times. Do not throw anything from the bus.
- Never leave your seat while the bus is in motion. Remain seated until the bus comes to a complete stop.
- No foul language or improper hand gestures towards students, bus drivers, or the public.

Violations of the rules and regulations will result in the loss of bus privileges. Normally, bus privileges will be suspended for 1-2 weeks at a time depending upon the severity of the violation. The district reserves the right to suspend bus privileges for the year if the severity for the case warrants such action.

MORNING DROP-OFF

- **BUS** - All students who ride the bus will be dropped off on the south side of the elementary/middle school.
- **VEHICLE** - When dropping off your child, use the drop off lane on the ***WEST*** side of Middle School at the main entrance. ***Please refrain from parking in the drop off lanes to walk your child up to the school.***
- **BICYCLE** - Students may ride bicycles to school. Upon arrival, students are to place their bicycles into the bike racks. They are not allowed to ride bicycles on the playground before, after, or during school hours. Students are not allowed to play with another student's bicycle.

MORNING PLAYGROUND

Playground supervision begins at **7:45am**. Students can be dropped off at school beginning at **7:30am**. Students must remain in the Multipurpose room before they are released for morning playground. Before this time, outside playground supervision is not provided. No food or drink is allowed on the playground.

Please note that playground supervision is meant to provide additional safety for children who may occasionally happen to arrive a few minutes early or for some reason be detained in departing. ***It is not meant to be child-care service. If a child is consistently dropped off at school much earlier than 7:30am or is still waiting to be picked up after 4:00pm, further action will be taken by the administration.***

We ask that you dress children appropriately according to weather conditions. If it is raining, snowing, etc., students will be allowed to come into the gym area before school begins. When either the actual temperature or a combination of temperature and wind chill reaches zero degrees or below, students will be allowed inside.

AFTERNOON PICK-UP

Students should be picked up promptly after school at 3:40pm.

Students will board the buses on the south side of the elementary/middle school promptly after dismissal for departure.

4th Street is a one-way street **during dismissal time**. You are able to proceed **west** on 4th Street. The designated one-way area is only part of the street that is alongside the school.

For dismissal pickup, pull your vehicle as far ahead in the pick-up lane as possible and stay in your vehicle. There is parking available west of the pickup line should you wish to leave your vehicle and enter the school. Do not park in designated handicap parking areas, unless you are authorized to do so.

Your cooperation in this matter will be sincerely appreciated and will help make our school a safer and happier place for your child.

ELEMENTARY DROP-OFF AND PICK-UP MAP



BUS PICK UP & DROP OFF

PARENT PICK UP & DROP OFF

STUDENT PARKING

ATTENDANCE

Education is a state function under the control of the legislature. Students in South Dakota schools are required by state law to remain in school until they reach 18. The Newell School District believes regular compulsory school attendance is a vital component of a child's education. A student's contribution *to* and achievement *in* class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

The role of the school in attendance is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected. Attendance is part of each student's permanent record. The school has the responsibility of keeping accurate attendance records of all students. Therefore, it is imperative that the school officials know where students are during school hours.

We understand the need to be absent from school for particular appointments and illness that you cannot control. However, in instances of chronic or irregular absence, reportedly due to illness, the school administration may request a physician's statement certifying such absence to be justifiable. An absence other than excused absences may be considered truancy.

As a school district we want to emphasize the importance of being in school each day. It is our desire that students understand the importance of daily school attendance in their journey toward becoming responsible citizens, problem solvers, and decision makers.

ABSENTEEISM

1. Parents must notify the school of their child's absence by 8:00am. If no contact is received by 8:30am, the school will call home and make every effort to contact a parent to verify the absence.
2. A student shall not leave school during the school day without reporting to the office and obtaining permission. Failure to report to the office shall result in unexcused absence.

If a student becomes ill while in school, they shall report to the office. Parents/guardians or emergency contact persons will be contacted before a student will be permitted to go home. All families should have provided the school with 2 additional people whom the school may contact if contact cannot be made with a parent/guardian.

3. When a student misses more than one day of classes, it is recommended that a member of the family or a classmate be contacted to bring home some of the current assignments. The student is responsible for making up class work missed for any

reason (illness, vacation, etc.). If it is known that a student will be gone prior to his absence, the student should get advanced make-up assignments. Students have the number of days they were absent to hand in work.

4. Family vacations should be planned to coincide with the school calendar.

PLEASE NOTE: ***For safety reasons, all students leaving the school day early must be signed out & picked up in the school office.***

EXCUSED ABSENCES

The following are examples of excused absences, but are not limited to:

- Chronic illness/Medical Condition verified via medical provider note
- Serious Illness/Family Death/Funeral
- School-sponsored activities
- Hazardous weather – would endanger the health of the student
- Religious holidays

- Illness and/or doctor appointment.
- Work on a limited basis.
- Family vacations and trips – if school previously notified
- Students may be excused from school attendance for up to five days each term for attendance at state or nationally recognized youth programs of educational value. (SDCL 13-27-6.1 Educational Leave)
- A student may be excused for other exceptional reasons with approval of the principal.
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TARDINESS

- Students will be counted tardy when they come to class after the bell for the start of the class. When the student is over 15 minutes late for class, it will be counted as an absence.
- Students with 3 or more unexcused tardies each nine-week period will be subject to disciplinary action.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

If your child does not attend school, they will not be allowed to attend extracurricular activities on that day. We are requesting that elementary students sit with their parents at football, basketball, volleyball and wrestling contests. Students are there to watch the participants and the event, ***not to run around and play***. Students who are running around and have been warned to sit down could face consequences.

CURRICULUM

All elementary classes will have a balanced academic program that is developmentally appropriate for each grade level. The focus of the curriculum will be reading, phonics, spelling, language skills, handwriting, and mathematics. Other subjects that will be covered include science, social studies, health, art, music, physical education, and technology.

SPECIALS INSTRUCTION

TITLE I

Math and Reading assistance will be given for K-4 students that meet program guidelines. Students are recommended for services through teacher recommendation and a needs assessment conducted in the spring of the preceding school year. Any questions regarding the program can be directed to the teacher, the principal or the Title I teacher.

SPECIAL EDUCATION

Details for admission into the Special Education system can be obtained from the principal or from the Special Education Director.

MUSIC AND BAND

Elementary students may have the opportunity to compete in group and solo music contests.

PHYSICAL EDUCATION

Students attend PE class twice weekly. All children must participate in a physical education program unless they have a written excuse. All students are required to have proper shoes to participate. Any questions regarding this program can be directed to the P.E. teacher or the principal.

5th grade students will change into gym shorts and t-shirts. It is recommended that they apply deodorant after class. K-4th grade students should be aware of the days they have PE and dress appropriately for school on those days. They will not be required to change into gym clothes.

Note: We are requesting that students have a pair of tennis shoes that are only for gym class. They need not be new and will be kept in their locker. The purpose is to keep dirt and pebbles that are normally tracked in, off the gym floor. Please contact the school if you need assistance with the purchase of gym shoes.

STEAM

STEAM education consists of science, technology, engineering, art, and math in a hands-on, exploratory setting.

LIBRARY

The Newell School District has a centralized media center, which contains books in all subject areas pertinent to elementary education. Children of all grades are given weekly periods to use the library facilities.

GRADING

Pre-K and Kindergarten will use progress style report cards.

Grades 1 – 2 will use the following: (E) Excellent, (S) Satisfactory, (I) Shows Improvement, (N) Needs Improvement, and (U) Unsatisfactory.

Grades 3 – 5 will use letter grades on the following scale:

A+	98 – 100%	C+	83 – 85.49%
A	94 – 97.99%	C	80 – 82.99%
A-	92.5 – 93.99%	C-	77.5 – 79.99%
B+	90.5 – 92.49 %	D+	75 – 77.49%
B	87.5 – 90.49 %	D	72 – 74.99%
B-	85.5 – 87.49%	D-	69.5 – 71.99%
		F	0 – 69.49%

PROGRESS REPORTS

Communication is an important component between teachers, students and parents to provide the best education possible. Parent-Teacher Conferences are held during Quarters 1 and 3 in which student progress is discussed. Report Cards are sent home at the end of every quarter; however, parents may contact teachers at any time to request a progress report for their child. It is strongly encouraged that parents with internet access utilize the Parent Portal of the Infinite Campus system. Please contact the office to obtain your username and password for access to the Infinite Campus site.

ASSESSMENTS

Student assessment and evaluation is an ongoing process. Besides teacher and publisher prepared assessments, students are also formally assessed in the following ways:

- **FastBridge** – This testing is a K-12 assessment system used for universal screening, progress monitoring, and guiding instruction in reading and math.
  It combines computer-adaptive tests (CAT) and curriculum-based measures (CBM)
  Key Features and Testing Types
  - **Reading Assessments (aReading):** Evaluates skills like phonics, vocabulary, and comprehension.
  - **Math Assessments (aMath/earlyMath):** Measures broad math skills, number concepts, and operations.
  - **Social-Emotional Behavior (SEB):** Screens student behavioral and social needs.
  - **Adaptive Design:** Adjusts question difficulty based on student answers to save time and increase accuracy.

  Administration Schedule
  - **Three Times a Year:** Usually administered in the fall, winter, and spring to track changes in student performance.
  - **Progress Monitoring:** Given more frequently (e.g., weekly or monthly) for students who need extra learning help or interventions.

HOMEWORK

Homework is defined as any work required by the teacher and done outside of the school day. Newell Elementary encourages teachers to follow the homework guidelines listed below of 10 minutes per evening, per grade level. We recognize that individual students will require different amounts of time to complete the same assignment. Therefore, we encourage you as parents to communicate with your child's classroom teacher if you feel your child is experiencing too much homework per evening. Working together, parents and teachers will be able to effectively determine an appropriate amount of homework as well as uncovering reasons why a child may be experiencing a greater than necessary amount of nightly homework.

COMMUNICATION

Newell Elementary has a direct effect on the social, emotional, physical and mental development of each student. However, we cannot replace the role of the parents. The primary responsibility for education must always remain with the parents. Thus, we seek to involve parents ever more actively in the education of their children. As partners in education, we will communicate through avenues including, but not limited to; conferences, written reports, email, and phone calls.

SPECIAL MESSAGES

Classroom disruptions are held to an absolute minimum. If you need to visit with a teacher, please do so before or after school or contact them to set up an appointment. If you need to give something to your child, please leave it at the school office; we will see that your child gets it during break time, without disrupting the class.

INFINITE CAMPUS PARENT PORTAL

The grading program, Infinite Campus, used by the school has a parent portal where parents can view their child's scores in each class. To access this portal, you must go to the school website www.newell.k12.sd.us. Click on the Infinite Campus link and click Request Account. Follow the directions on that page and provide the basic information required such as your name, email address, phone number, and username and password.
Click on the submit button. The technology coordinator will receive an automatic email verifying your request and will email you in turn that you are now set up for the parent portal. After the setup you can go to Infinite Campus at the Newell School website and click on the MyCampus link on the top left-hand corner of the page. If you need further assistance, please contact the office.

PARENTS' RIGHT TO KNOW

The federal education law entitled "Every Student Succeeds" requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child.

You as a parent may request from the school the qualifications of any teacher or paraprofessional that works with children. You also have the right to ask to what extent a paraprofessional works with your child. If you have any further questions, please contact the Principal.

PARENT/TEACHER CONFERENCES

Scheduled conferences for all students are held during the first quarter and the third quarter. If at any time during the school year, the parents wish to meet with the teacher, they may contact the teacher directly or through the office and arrange a time convenient to both parties. If a student is having difficulty with school or there is some misunderstanding, the procedure to follow should be:

1. The parents should arrange to confer with teacher(s) involved.
2. If difficulty or misunderstanding is unresolved, the parents and teacher(s) should arrange to meet with the principal.

Conference dates can be found on the school calendar

MILEAGE

Newell School District #09-2 pays mileage to parents who transport elementary students who live more than five miles from the nearest bus route pick-up. They are paid at the published federal rate per mile minus five miles each way. It is up to the parents to file a mileage claim with the business manager prior to July 1.

MEDICAL ASSISTANCE

FIRST AID

Minor first aid will be given in school. In the event that major first aid is required, the school will attempt to contact in this order: the student's parents, person recommended on emergency form, then the family physician. If none of these can be reached, the school administrator will seek emergency care needed, parents being liable for the expenses incurred.

Parents should make the school aware of any particular chronic illness such as asthma or epilepsy, etc. that may affect your child's learning or physical activity their child may be subject to, with an explanation of what emergency procedures have been directed by their physician to be followed.

ADMINISTRATION OF MEDICINE TO STUDENTS

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by designated school personnel acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/ guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian. The Consent Form can be found at the end of this handbook.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by designated school personnel. Prescription medications to be stored and/or administered must be in a pharmacy labeled container. The label must specify the student's name, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

EPINEPHRINE AUTO-INJECTORS

Epi-pens are for an emergency situation of a severe allergic reaction causing anaphylaxis. Any student who requires an Epi-pen should keep their pen near themselves as much as possible. They may also have their classroom teacher store it in the classroom. Please do not store the pen in a locker.

All epinephrine auto-injectors must be in a pharmacy labeled container the specifies the name of physician/licensed health care provider, the date of the prescription and the directions for use.

Any school personnel authorized by the Superintendent, may:

(1) administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school;
(2) administer an epinephrine auto-injector to any student during school hours if the designated school personnel believe that the student is experiencing anaphylaxis in accordance with a standing protocol from an authorized health care provider, regardless of whether a student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.

Pursuant to state law, no administrator or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute ordinary negligence, however, this immunity does not apply to

an act or omission constituting gross, willful, or wanton negligence.

The District, through the student handbooks and such other means as identified by the Superintendent, shall notify the parents or guardians of each student about the policy.

SCHOOL POLICIES

SCHOOL VISITORS

For the safety of our students, we lock all doors during the day. Newell School District is not an open campus; therefore, all visitors **must** report to the office to sign in and receive a Visitor's Badge. Please use the west doors by the middle school.

Students from different schools may visit the school with permission of the principal. The principal will suggest a time for the visit in order to hold disruptions to a minimum and to maximize the experience for the visitor. If a visitor becomes disruptive to the education of Newell School District students, they will be asked to leave school property, and their visitation rights will be terminated.

UNPERMITTED ITEMS

Electronic devices, skateboards, roller blades, and remote-control cars, etc., are not allowed on the school premises during school hours. Cell phones, Gizmo watches and other communicative devices can be brought to school but cannot be used during the day.

Please don't send items from home to school for use on the playground. Students should not bring toys, trading cards, or other objects from home to play with on the playground. The recess playground offers students an opportunity to run and actively play while making new friendships. We provide playground balls and jump ropes as well as a football field and playground equipment. No toys from home such as toy tractors, cars, and dolls will be allowed on the recess playground.

SHOW AND TELL

Children love to bring items to school to share with their class. Most of the time this is no problem, and we encourage children to share their prize possessions and interests with others. However, for the safety of the students and to prevent liability concerns please be cautious of safety and health issues. Children should never bring guns, knives, sling shots, bow and arrows, etc. or any other item that could be interpreted as a weapon.

CELL PHONES

If a student brings a cell phone to school, it needs to stay in their backpack or locker all day. Cell phones include Gizmos, watch phones, and any other communicative devices. All of these devices will be kept on silent and in a student locker or backpack until the end of the school day. Elementary school students will not be allowed to use their devices during recess or lunch. Never should cell phones be taken into a locker room or bathroom. If a student is caught with a cell phone or any other communicative device during school hours, it will be given to the principal until the end of the day. Should a student become a repeat offender, parents will be informed of the situation, and the school board policy will be enforced.

RESPECTING PRIVACY & PERSONAL SPACE

In the Newell School District, everyone has the right to feel safe and respected. No one is allowed to take, share, or change pictures or videos of another person in a way that is hurtful, embarrassing, or invades their privacy.

This means:

- You may **never** take pictures or videos of someone without their permission, especially in private places (like bathrooms or locker rooms) or in a way that shows their body under or without clothing.
- You may **never** share or post a picture or video that could hurt, embarrass, or make fun of someone.
- You may **never** change a picture or video to make it look like something happened when it didn't, especially if it makes someone look inappropriate or without clothes.

If you break these rules:

- You can get in serious trouble at school.
- The police may be involved because these actions can be against the law.

Remember:

- Always ask before taking a picture or video of someone.
- Treat others' images the way you'd want yours to be treated.

STUDENT DRESS

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which may be considered contrary to good hygiene or may be considered distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Clothing advertising alcoholic beverages,

tobacco products or those with obscene or questionable printing will not be permitted in the school building. Students are required to wear footwear in the classrooms. We encourage children to wear shoes that provide them with safety and fun while on the playground. We discourage sandals and flip-flops, as these types of footwear are not appropriate for playground games and safety. ***Please make sure students are dressed appropriately for the weather.*** In the winter months, this includes snow pants, snow boots, hats, gloves and a warm winter coat.

Hats, caps, hoods, and other head coverings are not to be worn inside the school buildings.

TELEPHONE USAGE

Students may use the school phone after obtaining permission from their teacher or the office secretary. These calls should be limited to important or emergency calls. Please discuss with your child what he/she is to do after school in the morning, so your child will not need to make frequent phone calls.

FIELD TRIPS

Field trips provide another type of learning experience for students. Participating in a field trip is a privilege and not a right for a student. Because a field trip of itself tends to involve more risks, great care and precaution needs to be taken on the part of the school, principal, teacher, parents and students. Teachers will inform parents in writing about a given field trip as to the purpose, place, date, time and method of transportation as well as instructions that parents should go over ahead of time with their child. Permission slips must be signed by a parent/guardian and returned by the given date in order for the child to participate.

PARTY INVITATIONS

If everyone in the class is not being invited, please mail or hand deliver party invitations to individual homes rather than distributing them at school. Singling out certain children in the classroom creates hard feelings for others.

PETS

Due to allergies and hygiene concerns, we prefer no animals are brought to school. Occasionally, children will be allowed to bring pets if they are young, vaccinated, and a parent stays with the animal while it is presented. As soon as show and tell is completed, parents are to take the animal home. Animals are not allowed to remain in school all day. Please no wild animals. Finally, before bringing an animal to school, please check with the

child's teacher for an appropriate time and to learn if this animal could present problems such as phobias or allergies.

Service animals will only be admitted if they are trained to perform a disability related task. The Superintendent will make admittance decisions based on documentation from healthcare professional.

POTTY TRAINING

Upon entry into school at Newell Elementary all children are expected to be properly potty trained. Parents of students having frequent accidents during the school day will be called and asked to meet with the classroom teacher as well as the principal to determine a solution to the potty-training situation. Students who exhibit frequent accidents at school will also be asked to provide the school with a proper change of clothing to accommodate the accidents. Please keep in mind that having frequent accidents causes a sanitary concern for all other students and staff members in the classroom setting.

RECESS

Recess is considered an essential part of the learning experience. We make every effort to send students outside when weather permits. Please be sure to send your child appropriately dressed for the weather conditions. Students are also encouraged to bring separate shoes for recess when wearing flip flops.

RULES:

1. Students are required to stay on the playground area.
2. Food and drinks are not allowed on the playground.
3. Students are not allowed to throw snow, snowballs, rocks, etc.
4. Personal items are the responsibility of the owner. No toys from home are allowed on the recess playground.
5. Balls are not to be bounced off the building.
6. Tackle football is not allowed.
7. Students are not allowed to interfere with other games.
8. Students cannot exclude others from games.
9. Jump ropes are to be used for jump rope activities **only**.
10. No electronic devices
11. One student on a swing at a time. Running through swings while other students are swinging is not allowed.

12. Students need to be wearing snow pants *AND* snow boots to be on snow piles
13. No cheerleader "stunting". Everyone's feet remain on the ground.
14. All students need to have snow boots to play on the snow at recess. This means there is a different pair of shoes than the shoes worn in the classroom.

CONSEQUENCES

The consequence for breaking recess rules will be to stand against the wall or for larger infractions, students will be sent to the principal's office. Students may also miss recess for misbehavior and not following recess rules. We will observe the following practices for students attending recess and classes outside, which is decided by classroom teacher or duty monitor.

WEATHER GUIDELINES

When dressing for the weather, please check the forecast for the daily temperatures. Please ensure that your child is dressed appropriately for the daily weather and is prepared for significant weather changes.

If the temperature is or "feels like:"

- **0° F or Below** – Recess will be held indoors.
- **1°-39° F** - Coats, hats, and gloves are required. Boots and snow pants must be worn if your child wishes to play in the snow-covered areas.
- **40°-49°F** – Coat or Jacket is required
- **50°F-50°F** – Long Sleeves
- **60°F or above –** Short sleeves

DRUG & WEAPON FREE ZONE

DRUGS & ALCOHOL:

The use of alcohol, drugs, vapes, nicotine or tobacco is strictly forbidden on school grounds by both adults and students.

Dangerous Weapons

The Crime Control Act is a federal law that puts severe penalties on people that distribute drugs or have possession of a gun(s) in the school or within 1000 feet of a school or a school playground. The penalty for distribution of illegal drugs is a minimum sentence of

one year in jail. The punishment for gun violation is up to five years in jail and fines of up to $5000. There are exceptions for guns possessed on private property and unloaded weapons in locked containers or locked firearm's racks or a locked vehicle.

Note: It is illegal by South Dakota law for anyone to have in their possession, on school premises, any firearm, air gun or dangerous weapon.

A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, material or substance, whether animate or inanimate which is calculated or designed to inflict death or serious bodily harm.

Newell Elementary School is a gun free zone at all times. The gun free zone spans from within the school building to the parking areas around the perimeter of the school, and the playground. Any individual found in violation of the gun free zone with be turned over to the authorities.

ANY and ALL threats will be taken seriously and will be dealt with to the fullest extent of the law. This will include any hoax or false report.

EMERGENGY PROCEDURES

Drills for different types of emergencies are practiced on a regular basis, so students and staff will be prepared, should a real situation occur.

FIRE

At the sound of the alarm, students will stand up immediately, walk calmly and quietly to the door while following the directions of school staff. They will proceed out of the room, through the halls and out of the building in an orderly fashion. Students and staff should be at least 50 feet from the building. Each student will be accounted for. Classes will stay together for safety, until the all clear signal has been given by the Emergency Management Team.

TORNADO

Students will stand up, line up at the door and proceed into the hallway and move quickly to the designated location. Assume the duck and cover position and stay in that position until you are told otherwise by a teacher or an Emergency Management Team member.

LOCKDOWN

When notified by authorities or a staff member that the students' safety is in jeopardy the school will go into lockdown. Classroom doors and all exterior doors to the building will be locked. Students should go to the designated location in the room and remain quiet. If a

student is in the hallway, they should proceed to the nearest classroom with a teacher. If a student is in the bathroom, enter the stall, close the door, and remain there until a teacher, school official, or law enforcement officer comes and gets you. Students are not allowed to leave the classroom until authorities have determined the threat. The building will remain in lockdown until the threat has been removed.

BOMB THREAT

Teachers will be notified by an Emergency Management Team member. Students will listen to the teachers' directions during the evacuation. Do not leave the classroom until you have been given permission or until an all clear is sounded. If students and staff need to move to another area of town, they must stay with their class.

EMERGENCY SCHOOL CLOSINGS

Newell School District uses the West River Telephone Company Phone System to contact parents/guardians in the event school will have a late start or if school is being cancelled. We will also contact local radio and televisions to announce closings/delays. Announcements will also be posted to the school's website and Facebook page. No practices or events will be held in the event of school closure due to inclement weather.

BEHAVIOR

Respect for teachers, staff members, and other students are necessary to maintain an environment for learning. Students will be respectful of all teachers and staff members at all times.

BE KIND. BE RESPONSIBLE. BE SAFE. BE RESPECTFUL.

These behavioral expectations will be followed by all students on the recess playground, in the hallways, in the lunchroom, in the gymnasium, and in all classroom settings. Please help us model these expectations by you practicing them yourself. If students see you following these expectations, it will have more meaning for them. For instance: maintain a quiet voice in the halls, walk on the right side, remove your hat when coming into the building, use the sidewalks, etc.

School-Wide Behavioral Expectations listed below apply to all students during school hours and will be enforced by all staff members including teachers, aides, cooks, janitors, secretaries, etc. Each teacher will also have his or her own classrooms rules in addition to these listed below. These behavioral expectations apply during each school day.

BATHROOM

- **Be Kind**
    - Flush the toilet
- **Be Responsible**

    - Wash your hands
    - Throw trash away
- **Be Safe**
    - Use bathroom appropriately
- **Be Respectful**
    - Respect others privacy
    - Respect bathroom facility

HALLWAY

- **Be Kind**
    - Hands by your side
- **Be Responsible**
    - Remain in line
- **Be Safe**
    - Walk in school
- **Be Respectful**
    - Voices quiet in hallway

LUNCHROOM

- **Be Kind**
    - Use your manners
- **Be Responsible**
    - Clean your area
    - Eat your own lunch
- **Be Safe**
    - Walk in lunchroom
    - Pay attention
- **Be Respectful**
    - Use quiet voices in line
    - Use inside voices while eating

RECESS

- **Be Kind**
    - Include EVERYONE
- **Be Responsible**
    - Return all equipment
    - Play fair
    - Follow the rules
- **Be Safe**
    - Dress appropriately
    - Follow playground rules
- **Be Respectful**

- Line up quickly
- Use appropriate language
- Enter and exit the building for recess in silence

INDOOR RECESS

- **Be Kind**
  - Invite a friend to play
- **Be Responsible**
  - Help clean up
  - Line up quickly and quietly
- **Be Safe**
  - Walk at all times
  - Stay on the gym floor (no bleachers)
  - Ask for help
- **Be Respectful**
  - Play each activity in designated area only

DISCIPLINE

If the positive behavioral expectations are not followed, students will be taught the appropriate social skill and the appropriate positive replacement behavior. If an office referral is made because a child is unable to follow the positive behavior expectations, the office referral will be documented, and a parent phone call will be made if necessary. Students will be held accountable for their actions and if necessary, disciplinary action will be taken.

BUS MISCONDUCT

While riding the school bus, there must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

If a child is not conducting himself or herself properly on the school district bus, the bus driver will inform the building principal. The building principal will inform the parents of the student misconduct and will request parent cooperation in checking the child's behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

FIGHTING

Fighting during school and to and from school is strictly prohibited. Students will be subject to in school or out of school suspension for fighting.

SCHOOL PROPERTY DAMAGES

The respect for school and student property is important to maintain the facilities we have in the Newell School District. Anyone who willfully and carelessly damages or destroys school property will be responsible and will be required to fix, replace, or pay for such property, this includes books. Other appropriate disciplinary action may be taken as needed.

DISCIPLINE/CONSEQUENCES PROGRESSION OF REFERRALS

Class	Category	Typical Examples	First Response → Escalation Cue
I	**Personal Conduct & Appearance**	Cell phone/electronic device use, dress code/appearance	Warning → detention + parent contact by 2nd offense, continuing through 4th+
II	**Classroom & Academic Conduct**	Disruption, skipping, cheating/plagiarism (incl. AI), abuse, profanity, insubordination, unexcused absence, forgery, PDA	Detention + parent contact → ISS/Saturday School → OSS by 4th offense
III	**Property, Harassment & Aggression**	Property damage/vandalism, physical aggression, harassment, bullying, reckless driving, unauthorized recording	ISS/Saturday School → escalating ISS/OSS, restitution + police referral as appropriate
IV	**Intimidation, Contraband & Theft**	Intimidation, tobacco/vapor products, theft, stolen property, gang activity	ISS → OSS → long-term suspension/expulsion by 4th offense
V	**Violence & Serious Harassment**	Violence, fighting, physical injury, sexual harassment, robbery, extortion	OSS 3–5 days → OSS 5–10 days → long-term suspension/expulsion by 3rd offense
VI	**Drugs, Alcohol & Hazing**	Possession, use, or distribution of drugs/alcohol;	OSS 10 days (reducible to 5 with evaluation) → long-term

Class	Category	Typical Examples	First Response → Escalation Cue
		hazing	suspension/expulsion by 2nd offense
VII	**Critical — Zero Tolerance**	Weapons, bomb threats, serious threats, arson, endangering life	Immediate long-term suspension or expulsion + police referral on 1st offense

Class I–III offense counts reset each semester; Class IV–VII offense counts accrue across the full school year.

A student serving ISS or OSS may not participate in, or attend as an active participant, any extra-curricular or co-curricular activity.

Weapons, bomb threats, serious threats, arson, and endangering-life offenses (Class VII) receive the full consequence immediately — there is no escalation ladder.

TECHNOLOGY

Use of Computers and Networks

Computers and access to the Internet is available to students at Newell Elementary School to use for educational purposes. The goal of the school district, through online resources, is to promote educational teaching and learning by facilitating resource sharing, innovation and communication within our own community, our nation and worldwide. The use of all technology resources is a privilege, not a right. It is the students' responsibility to make good judgements using the services and software provided by the school.

The district employs the uses of filtering technology to limit student and faculty access to offensive or educationally inappropriate materials. The firewall protects our school from viruses, attacks, and inappropriate content. Use of forbidden sites during school will result in disciplinary action. All internet traffic is logged both on-site and off-site.

Internet users, like traditional library users, are responsible for their actions in accessing online resources.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur. The regulations shall insure proper use of district networks and the Internet by students, staff members, and members of the community.

Newell School District allows students to use district-owned equipment, such as laptop computers. The equipment will be used to fulfill the requirements of school programs. To ensure that laptops are used to their fullest benefit and in an appropriate capacity, students must have a parent or guardian sign the Acceptable Use Agreement.

A Laptop Use Agreement must be filed prior to laptop use. Students and their parents or guardians must sign the Laptop Use Agreement.

Internet User Policy

Internet Etiquette

All student users of Newell School District's computers and networks are expected to abide by accepted rules of network etiquette. Breaches can result in harsh criticism by others on -the Internet and restricted access to some sources on the Internet. These rules of acceptable behavior are as follows:

1. Use of the school district's Internet access is a privilege, not a right.
2. Use of the school district's Internet is voluntary on the part of students.
3. Be polite and don't become abusive to others.
4. Use appropriate language. Swearing and the use of vulgarities will not be tolerated.
5. Do not reveal your personal address or phone number of that of other students or people.
6. Communication and information accessible via the network should be assumed to be private property.
7. Do not place unlawful information on any network system.

Inappropriate Use

Inappropriate use includes but is not limited to:

- Intentional uses that violate the law,
- That are specifically named as violations in this policy,
- That violate the regulations of the school district
- Any other use that hampers the integrity or security of the school district's computer network or any computer networks connected to the Internet

Violation Consequences

Transmission of any material in violation of any international, United States, or state law is prohibited. The following includes are prohibited but is not limited to:

- Copyright materials and threatening, harassing or obscene material.
- Use of the school district internet access for commercial "for profit" activities or product advertisements is prohibited.
- Vandalism and mischief while using the school district's Internet access is prohibited.
- Forgery of electronic mail messages

- Changing files belonging to users
- Downloading of any files onto the school district's computers

Violations of the law through the use of the Newell School District's Internet access may result in disciplinary action or litigations against the offender by proper authorities.

School disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

1. Preliminary determination. The school administrators with the assistance of the teacher will make the initial determination of a policy violation.
2. Student due process. Violations will be accorded due process as per school district policy.
3. Internet access. The school administrator, or per school district disciplinary procedures, may deny, suspend, revoke any Internet access as deemed appropriate. *First offense* – student will lose Internet and/or computer for one week. *Second offense* – student will lose Internet and/or computer for two weeks. *Third offense* – student will lose Internet and/or computer for one month. If it happens within one month of the end of the school year, the student will be on probation for the first semester of the next school year. If a violation occurs in that first semester, they will lose Internet and/or computer privileges for the rest of that school year.
4. All parents/guardians and students should be familiar with the expectations of the Technology Handbook.

MEDICATION ADMINISTRATION CONSENT FORM

1. I am the parent/guardian of _____, and I authorize my child/ward _____ in grade _____, to be administered the prescription/nonprescription medication identified below while on school property or at a school-related event or activity by the designated school personnel.
2. I hereby release the District and its employees and agents from liability for injury arising from the school's administration of the medication while on school property or at a school-related event.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the school to inform appropriate school employees who would have a need to know of the administration of medication (i.e., such as school nurse, instructors, teacher aides, school administrators, activity supervisors, bus drivers).
5. I acknowledge and agree that the school shall secure (store) the medication for the student until administration of the medication is necessary, and that in no circumstances shall the medication be stored in the student's locker.
6. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medications. I fully release the school district and individuals involved in the administration, the responsibilities pertaining to the administration, and consequences of such medication.

Medication:_____

Dose:_____

Time:_____

Authorization Start Date:_____

Authorization End Date:_____

_____ _____

Signature of Parent/Guardian **Date**

AUTHORIZATION FOR ASTHMA OR ANAPHYLAXIS SELF-ADMINISTERED MEDICATION

PHYSICIAN/LICENSED HEALTH CARE PROVIDER STATEMENT

Student, _____, has

___ asthma

___ Anaphylaxis

___ both asthma and anaphylaxis

and is capable of self-administering the following prescription medicine.

Name and Purpose of Medication:_____

_____

Prescribed Dosage of Medication:_____

Times &/or Circumstances under which the medication may be administered:

_____

Period for which the medication is prescribed:_____

_____ _____

Signature of Physician/Other Licensed Health Care Provider **Date**

PARENTAL AUTHORIZATION TO SELF-ADMINISTER MEDICATION

1. I am the parent/guardian of _____ and I authorize my child/ward _____ to self-administer the prescription medication identified above while on school property or at a school-related event or activity.
2. I hereby release the District and its employees and agents from liability for injury arising from the student's self-administration of the prescription medication while on school property or at a school-related event unless in case cases of wanton or willful misconduct.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the designated school personnel to inform appropriate school employees (i.e., instructors, teacher aides, school administrators, activity supervisors, bus drivers who would have a need to know) that the student may self-administer medication.
5. I give permission for the student to have the prescription medication with the student while on school property or at a school-related activity or event.

_____ _____

Signature of Parent/Guardian **Date**

HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have read the Newell Elementary School Handbook and agree to support the school rules and policies as stated therein.

This form will be given to each elementary school child and should be signed by all students who are in elementary school as well as by a parent.

Student Signature _____ Date_____

Parent/Guardian Signature _____Date_____

*Elementary Handbook can be found on our website at
http://www.newell.k12.sd.us