

# Lawrence Elementary Student Handbook

## Table of Contents

<b><i>SUBJECT</i></b>	<b><i>PAGE</i></b>
<b>WELCOME</b>	<b>3</b>
<b>STUDENT ATTENDANCE</b>	<b>3</b>
<b>STUDENT BEHAVIOR</b>	<b>4</b>
<b>DISCIPLINE</b>	<b>4</b>
<b>ATHLETIC EVENTS</b>	<b>5</b>
<b>BULLYING</b>	
<b>STUDENT ACTIVITIES</b>	<b>5</b>
<b>PLAYGROUND RULES</b>	<b>5</b>
<b>CHURCH NIGHT/SUNDAY ACTIVITIES</b>	<b>7</b>
<b>STUDENT HOMEWORK</b>	<b>7</b>
<b>STUDENT PROMOTION</b>	<b>7</b>
<b>STUDENT DRESS</b>	<b>7</b>
<b>STUDENT ENROLLMENT</b>	<b>8</b>
<b>DISTRICT WEAPON POLICY</b>	<b>8</b>
<b>STUDENT BUSES</b>	<b>8</b>
<b>STUDENT EQUALITY</b>	<b>9</b>
<b>STUDENT FUND-RAISING</b>	<b>9</b>
<b>STUDENT HEALTH</b>	<b>10</b>
<b>HEAD INJURY</b>	<b>10</b>
<b>HEAD LICE</b>	<b>11</b>
<b>ILLNESS</b>	<b>11</b>
<b>IMMUNIZATION INFORMATION</b>	<b>11</b>
<b>BIRTH CERTIFICATE INFORMATION</b>	<b>12</b>
<b>MEDICATION ADMINISTRATION</b>	<b>12</b>
<b>SMOKING</b>	<b>12</b>
<b>REPORTING CHILD ABUSE</b>	<b>12</b>

<b><i>SUBJECT</i></b>	<b><i>PAGE</i></b>
STUDENT LUNCHES	13
STUDENT LIBRARY USE	13
STUDENT PHONE USE	13
STUDENT RECREATION	13
STUDENT SAFETY	14
FIRE AND DISASTER PROCEDURES	14
BAD WEATHER	14
STUDENT SPECIAL SERVICES	15
ACADEMIC PROGRAM	16
PARENT INFORMATION	16
CONFERENCES	16
PARKING AT LAWRENCE ELEMENTARY	16
BUILDING HOURS	17
SECURITY/SIGN IN/OUT POLICY	17
VISIT YOUR SCHOOL	17
STUDENT COUNCIL	17
CHILD CUSTODY	17
BALLOONS, FLOWERS & CANDY	17
PARENT ACCESS TO SCHOOL RECORDS	17
SCHOOL VOLUNTEER PROGRAM	17
COMPLAINT RESOLUTION PROCEDURE	18
NCLB (No Child Left Behind)	18
INTERNET POLICY	18
LUNCH ACCOUNT POLICY	19

# WELCOME

*Welcome to another school year at Lawrence Elementary School. We are pleased to have you as a part of our school system. This handbook has been designed to answer some of the questions you may have about our school and its policies. We encourage each student and parent to become familiar with the information in the handbook. If you have any questions, feel free to call 764-2579. We want to work closely with you to provide the best education possible for your child.*

*Gabe Devitt  
Principal*

## STUDENT ATTENDANCE

Regular school attendance is essential for success in school. Much of the learning in the Elementary School is through class discussion and peer interaction. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for an individual student who has missed them. A student's contribution to and achievement in class is directly related to attendance. As a result, the school strongly encourages regular attendance and will use the following criteria to determine whether a student's academic program will be altered due to absences.

1. Eight days of absences or tardies for the year will result in a written notification of the policy to the parents **and possibly** a call or visit from the Canton School District Resource Officer. After ten days of absences (for the school year), a doctor's note will be required when returning to school.
2. Fifteen days of absences for the year will result in notification from the principal stating the policy. A copy of the letter may be provided to the Lincoln County States Attorney and the School Resource Officer.
3. Twenty days of absences for the year will result in parents being notified and the principal may call for a hearing with the School Board.

**When an absence is necessary, it is the student's and parent's responsibility to make arrangements with the teacher for make-up work and to see that make-up work is completed in a reasonable length of time.**

Marking attendance:

- a. A student who reports prior to 10:00 a.m. will not be marked absent, but will be marked tardy.
- b. A student who reports after 10:00 a.m. will marked absent 1/2 day.
- c. A student who leaves prior to 2:00 p.m. will marked absent 1/2 day.
- d. A student who leaves after 2:00 p.m. will not be marked absent.
- e. Except in a-d above, a student absent for more than 2 hours during the day will be marked absent 1/2 day.

If a student is absent, parents should call the school between 7:30 and 9:00 a.m. If no call is received by 9:00 a.m., the

school will call the home and make every effort to contact a parent to verify the absence.

Schools and parents are being held accountable for student attendance under the federal mandate act No Child Left Behind (NCLB). NCLB requires that our school attendance remain above 95%. It is through this consistent participation and attendance in school that your child will succeed academically and socially. It is strongly suggested that students not be removed from school during the year for vacations with parents.

## **STUDENT BEHAVIOR**

### **DISCIPLINE**

Lawrence Elementary School uses the foundation of a classroom discipline system to assure that each student receives a valuable learning experience. These plans are written to protect the rights of parents, students and teachers so they may have a safe and orderly learning environment.

We believe that the students, teacher and parents have the right to expect:

1. A classroom structure that promotes a productive learning environment and a positive self image.
2. A mutual respect toward each other, clear, logical consequences for misbehavior, and rewards for good behavior; and,
3. That discipline problems be solved by working on common goals and procedures to allow students to make appropriate behavior choices.

To achieve these goals, each teacher has developed individual classroom rules and consequences if a student chooses to break the rules.

The philosophy of the school relative to discipline is reflected in the first paragraph of these plans. The philosophy follows:

“I believe that all my students can behave appropriately in my classroom. I will tolerate no student stopping me from teaching and/or any student from learning.”

Each discipline plan contains the following components:

1. Classroom Rules.
2. Consequence if a student chooses to break a rule.
3. Rewards for those students who follow the rules.

All of these plans have listed the possibility of being sent to the principal’s office. Parents of all students sent to the office for discipline plan violations may be notified by letter, phone call or e-mail. In addition, the violation may result in one or more of the following actions:

1. In office for supervised study
2. Student placed on probation
3. Out of school suspension
4. Request conference with parent

5. Detention assigned
6. In school suspension
7. Loss of recesses
8. Taking laps at recess
9. No action at this time
10. Other

In addition to the classroom, lunchroom and playground are also subject to discipline plans. Severe disruptions may pass over the other steps in the consequences sequence.

Students also know what they may expect when they choose to follow the rules. A reward system is a vital part of the classroom discipline plan.

It is in the child's best interest that the school and parents work together to provide a positive and respectful learning environment.

### **STUDENT BEHAVIOR AT ATHLETIC EVENTS AT CANTON HIGH SCHOOL**

Parents and students are reminded that there are certain requirements for student spectators at High School events:

1. Students are to sit in the student section unless they are sitting with their parents. Students are to stay seated and watch the game.
2. Students should be good spectators and be considerate of others who have paid to watch the game.
3. Students are responsible for their actions during the games. Those who cannot follow the rules will be asked to leave. Students can make all of us proud of them by their good behavior. Let's show everyone that we have the best students by our good behavior at school events.

## **DISTRICT BULLYING POLICY**

The Canton School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive or objectively offense that it:

1. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties

shall report the alleged acts immediately. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

## **STUDENT ACTIVITIES**

### **PLAYGROUND RULES**

In the interest of uniform PLAYGROUND SUPERVISION, the following general rules have been adopted. In addition, each person with supervisory duties must be able to make on-the-spot judgments concerning pupil safety due to ice, weather, rough play, etc. If in doubt consider: If the behavior is unsafe or unkind, it is not appropriate. Students who cannot follow the rules will receive a "Think About It" ticket and possibly lose recess privileges or be assigned to walk laps around the playground during recess. The playground supervisor will instruct the offending pupil to go into the building and report to the office. The supervisor will check up on the student after recess.

General rules follow:

#### **Head Start Playground Equipment**

- Can only be used by K - 2 students

#### **Swings**

- Swing straight and not side to side
- No jumping off the swings

#### **Slides**

- One person down at a time
- Feet first
- Do not climb up the slide
- Do not block or stand in front of the slide

#### **Handicapped Swings**

- Can just be used by students that are in need for it

#### **Spider**

- No pulling students off

#### **Boat**

- Take your turn and use your manners
- No jumping off the boat

#### **Playground Equipment**

- No playing tag
- No running on it
- No jumping off it
- Follow slide rules

### **Basketball buckets**

- Help each other get basketballs
- Share basketballs/ return to bin
- Keep points to 11
- No climbing the pole

### **Four Square**

- Players bounce balls into another player's square
- If the ball bounces outside the square or back into the player's own square, that player is out
- When a player is out they go to the end of the line
- Disputed plays are to be voted on by all players on the court

### **Soccer**

- No closed games, teams should have (as close as possible) the same number of players on each team
- Two team captains are chosen
- Captains return balls
- No slide tackling is allowed
- No touching the ball with your hands except for the goalkeeper.

### **Basketball**

- Traditional scoring will be used
- Two team captains are chosen
- Captains return balls
- No closed games, team should have (as close as possible) the same number of players on each team

### **Ultimate Football**

- No tackling or pushing
- Take 2 steps after you catch football
- Must catch the ball or it is a turnover

### **Kick Ball**

- Two team captains are chosen
- Captains select teams
- Everyone must kick once before anyone kicks for the second time
- No one can go past the pitcher
- Pitch must pitch a kickable pitch

**Clubs, Private, Pre Made Teams, and Gangs are not allowed.**

**Jump ropes may only be used for jumping, and not for playing tug-of-war and other games**

**Students need to ask permission when retrieving balls that are off the playground**

### **Gaga Ball**

- All players start with one hand touching a wall of the pit.

- The game begins with a referee throwing the ball into the center of the pit.
- When the ball enters the pit, the players scream 'GA' for the first two bounces, and 'GO' on the third bounce, after which the ball is in action.
- Once the ball is in play, any player can hit the ball with an open or closed hand.
- If a ball touches a player below the knee (even if the player hits himself or herself) he or she is out and leaves the pit. If a player is hit above the knees, the play continues.
- If a ball is caught on a fly, the player who hit the ball is out.
- Using the walls of the octagon to aid in jumping is legal as long as the player does not permanently sit on the ledge of the octagon.
- Players cannot hold the ball.
- If needed, a second ball can be thrown in the pit to expedite the end of the game. The last player standing is the winner of that round.

### **General Rules**

Play games that are safe and not dangerous. Contact sports are not allowed. Students should keep their hands and feet to themselves. Follow the “hands off” policy. Pulling and tugging at clothing, fighting (even play fighting), wrestling, zombies, are not allowed.

If a student is hurt, walk the student to an adult on the playground.

There are no “closed games” Any student wanting to play can play. Play fairly and allow other to rotate into the game.

Listen for the bell. Stop playing when the bell rings and return all equipment to the correct area. Line up quickly, quietly, and keep your hands to yourself.

Try solving a problem before getting an adult. Talk to each other about the issues and try to solve issues using words and not actions.

Students will not be allowed to stay in for recess, for medical reasons, without a doctor’s note

Students who choose not to follow recess rules will be issued a “Think About It” ticket. This ticket will detail what problem occurred and how it was dealt with. The ticket will be send home with the child for the parents to discuss the situation. Please sign and return the ticket to the teacher. Students who receive a “Think About It” ticket will miss one recess.

### **CHURCH NIGHT AND SUNDAY ACTIVITIES**

Wednesday evening is considered “church night” and no activities or practices will be conducted at the schools after 6:00 p.m. In addition, the school will not be open on Sunday. School activities will not take place on Wednesday or Sunday unless permission has been received from the principal or superintendent of schools.

The exception to both of the above are those events scheduled by the outside group or conference over which the school has

no authority.

## **STUDENT HOMEWORK**

Students may have class work almost every day. These class assignments are generally completed in class, but occasionally a student may find it necessary to bring it home to complete. Having a special place at home to work will help them get organized. A specific homework time will help them build good study habits.

## **STUDENT PROMOTION**

The decision to promote or retain a student due to academic difficulty rests with the school staff. Parents will be consulted; records examined, and other individual input will be secured prior to the final decision. The interest of the child will be the prime consideration in making this decision. The following criteria may be used to assist the school staff in their decision:

1. Gender of the Student
2. Student's Age
3. Knowledge of the English Language
4. Physical Size
5. Present Grade Placement
6. Previous Grade Retentions
7. Siblings
8. Parent's School Participation
9. Experiential Background
10. Transiency
11. School Attendance
12. Estimate of Intelligence
13. History of Learning Disabilities
14. Present Level of Academic Achievement
15. Student's Attitude About Possible Retention
16. Motivation to Complete School Tasks
17. Immature Behavior
18. Emotional Problems
19. History of Delinquency

(Taken from Light's Retention Scale, H Wayne Light, Ph.D.)

## **STUDENT DRESS**

A student's appearance should be neat and clean. Clothing should be modest and appropriate for school activities as well as for the particular season in which it is worn. Dress and appearance, which cause disruption of the educational process or which present health or safety problems shall not be permitted. Students are not to wear "heelys" footwear (shoes) to school due to safety concerns. Clothing that displays words or pictures or an obscene or profane nature or that promote alcohol, drug, tobacco, or similar substance use shall not be permitted.

## **WINTER CLOTHING**

Warm coats, mittens or gloves, and boots are essential South Dakota winter gear. Proper protective clothing can help reduce the amount of illness during these cold months. Coats worn as outdoor apparel are not to be worn in the classroom. Overshoes are required winter footwear. Cloth shoes (even with rubber boots) are not adequate protection. If students wear snowmobile boots, pac boots, etc. they should have an extra pair of indoor shoes available for the classroom. Even when the playground is clear of snow and mud the boots will help keep students warm. Sudden weather changes can surprise us and catch us off guard, so please see that your child has proper winter protective clothing each day.

## **STUDENT ENROLLMENT**

### **CHANGES IN THE ENROLLMENT SHEET**

Please contact the school if you have any changes to report in the fall enrollment sheet. This may include: new address, phone numbers, employment location, baby-sitters, etc. This information is needed to help us find you if necessary and keep updated phone numbers to be used for the Bright Arrow system when school is cancelled or late.

### **DOES THE SCHOOL KNOW?**

The students' school should know if you are not usually home when school is dismissed. School personnel should have phone numbers to call if school is dismissed early or if your child becomes ill.

Parents cannot expect your child's teacher to take responsibility after dismissal time. By knowing the home situation the teacher can be alert to any unusual statements or mood changes that you should know about.

.....AND MOST IMPORTANTLY.....

You are not alone. There are neighbors, friends, teachers, principals, recreation directors, social agencies and community leaders who need to know of your concerns.

By working together and helping each other, you can make after school hours beneficial and safe for students.

## **DISTRICT 41-1 WEAPONS POLICY**

Students bringing weapons such as guns, knives, martial arts weapons, clubs, and explosive devices, and ammunition to school or possessing such weapons on school property may be suspended by administrative personnel for the maximum number of days allowed by South Dakota law. Repeat offenders will be subjected to possible expulsion by the Board of Education as per South Dakota law. Students who use such weapons to commit a crime on school property or threaten the safety of other persons on school property shall be subject to expulsion by the Board of Education as per South Dakota law.

## **STUDENT BUSES**

Harlow's Bus (764-8000) and the school officials want student safety and convenience to be of the utmost concern. We ask the parents to go over these rules with their students and explain the awesome responsibility of the driver in transporting students every day. If you have suggestions that would improve the bus system, please contact the school or **Geoffrey Blair** at Harlow.

1. Be on time. The bus cannot wait and be expected to maintain its schedule.
2. Wait on the side of the road until the bus comes to a complete stop and the driver opens the door.
3. Stay in your seat, while the bus is moving, at all times. Do not get out of your seat until the bus comes to a complete stop in front of your destination (school or home).
4. Keep your head, hands and feet inside the bus at all times. Do not yell out of the bus windows.
5. Keep the bus clean. No gum, food or drinks are permitted on the buses. Put all waste paper and garbage in the receptacle.
6. Be courteous to your bus driver at all times. He/She has direct authority over all his/her passengers while they are riding the bus.
7. When school is dismissed for the day, wait on the sidewalk at the school loading zone until the bus comes to a complete stop and the driver opens the bus door.
8. If you do NOT plan to ride the bus on a particular day or days, please call either your bus driver, Harlow (phone 764-8000), or the stop before yours on the bus route and have them tell the bus driver.
9. If parents want their children to ride on a particular day, the child must have a signed permission slip from their parents.
10. Any destruction of property on the bus is subject to immediate removal until restitution is made or authorized by Harlow.

The key to a good safe year on the bus is nothing more than for students to listen to the driver at all times. Don't lose your riding privileges by failing to comply with the above listed rules.

Bus violations will result in the following:

Violation #1- Written Notice

Violation #2-Written Notice and 1-week suspension

Violation #3-Written Notice and 2-week suspension

Violation #4- Written Notice and year suspension

## **STUDENT EQUALITY**

### **TITLE IX NOTICE**

Federal legislation states: No person (student or employee within a school district) in the United States shall on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Canton School District is making every effort to comply with Title IX and does not discriminate against students or

employees on the basis of sex.

The Canton School Board passed the following motion on July 12, 1976:

To adopt the following grievance procedure relative to Title IX guidelines and appoint the Superintendent of Schools as Title IX Coordinator. Said policy to be distributed to all students and employees of the district through appropriate action:

“A complaint relative to alleged violation of Title IX shall be referred to the Superintendent of Schools, 800 N. Main, Canton, South Dakota 57013, phone 764-2706. Within fourteen days of receiving alleged noncompliance with Title IX, the Superintendent shall respond to complainant with his findings and tentative action. If complainant is not satisfied with findings or tentative proposal they may appeal this decision to the members of the School Board at its next regular meeting.”

## **STUDENT FUND-RAISING**

Drives may not be carried on directly or indirectly in our schools by other people or by teachers in schools for other people unless by the Superintendent of Schools. This specifically covers national drives for funds.

Teachers may not recruit students in school or in classes to help out on such drives. This action does not mean that the school board is opposed to all drives. It simply means that we are not to use our “captive” audience, directly or indirectly, in the furtherance of these drives.

Teachers as individual may take part in fund-raising projects as they wish, so long as it is away from school and on their own time.

Students may not go room to room to sell or try to fundraise.

## **STUDENT HEALTH**

### **EXTENDED ILLNESS OR ABSENCE FROM SCHOOL**

At times it may be necessary for a student to be absent from school for an extended period of time. The school will assist parents in assuring that as much schoolwork that is possible can be completed at home. Teachers will make the decision about type and amount of make-up work that can be effectively completed at home.

Arrangements can also be made to provide school services at home or in a hospital setting, when necessary. Please call the school with the make-up work request and arrangements will be made.

### **FLU AND FLU LIKE ILLNESS**

The Community Health Department recommends the following measures for the protection and well being of your student with flu like illness.

It is recommended the person avoid contact with others during the acute stage, especially during peak elevation of fever.

This may be a highly variable illness, ranging from mild to severe symptoms. Therefore, we encourage your student to remain at home one to three days more or less, depending on mildness or severity of symptoms. The return to normal activities should be gradual. Over exertion and chilling should be avoided as much as possible.

When a child has symptoms of an acute head cold it is advisable to take precautions to prevent the spread of infection to others.

**IF YOUR CHILD IS ABSENT FROM SCHOOL (IN THE P.M.) DUE TO ILLNESS, PLEASE DO NOT HAVE THEM ATTEND ANY CANTON SCHOOL DISTRICT ACTIVITIES THAT EVENING.**

## **HEAD INJURY**

Parents of students who may receive any head injury will be notified in one of the following ways:

1. Note sent home at the end of the day

**OR**

2. Phone call.

The phone call or note will inform parents that the injury occurred and while this may not be serious, it is important to take precautions and watch for indication of a head injury. Please watch for:

1. Drowsiness or lethargy
2. Staggering or difficult walking
3. Muscle weakness or paralysis of one or more extremity.
4. Eye pupils of unequal size
5. Convulsions or seizures
6. Vomiting
7. Increased headache
8. Stiff neck or fever
9. Clear or bloody fluid draining from ear or nose.
10. Any unusual behavior

One or more of these symptoms should result in a call to your doctor or a visit to the emergency room. Let us know if anything develops.

## **HEAD LICE**

Sometimes there have been isolated cases of head lice in the schools. To prevent the problem, we ask that parents check their child's hair for lice at least once a week. Use a bright light to look for small silvery eggs (nits) that are attached to the individual hair, close to the scalp. Head lice live mainly at the back of the head behind the ears but are also found near the hairline above the forehead. If lice are discovered, please do not send children back to school until this has been treated with a medicated shampoo. Please consult your family doctor about appropriate treatment and the most effective medication to kill head lice.

All members of the family should use the medicated shampoo at the same time. Bedding and washable clothing should be washed in hot water (160 degrees) followed by a hot dryer cycle. Dry clean items that cannot be washed. Thoroughly vacuum carpet, upholstery, mattresses and pillows and use a special insecticide spray.

The school gratefully appreciates and needs your cooperation in helping us control this pesky problem.

Please call the school nurse or your family physician if you have questions about head lice or how to find them.

## **ILLNESS**

If your child is ill, keep the child home. Be alert to symptoms such as:

- Upset stomach
- Runny nose
- Sore throat
- Fever

**\*\*\*Please keep your child home until they have been fever-free for 24 hours.\*\*\***

Check with your doctor for treatment and ask the proper time to return to school.

If your child becomes ill at school;

The school will call you if there is an injury or illness that requires treatment or if we feel your child should go home. Be sure to keep us informed of a phone number change or if you will be out of town.

## **IMMUNIZATION INFORMATION**

South Dakota compiled Law (13-28-7 and 13-28-7.2) require that children have the following immunizations before entering school:

- \* 4 doses of DTP, with at least one dose after age 4
- \* 4 doses of polio vaccine, at least one dose after age 4
- \* 2 doses of mumps, measles and rubella vaccine, given after 12 months of age.
- \* 2 doses of Varicella (chicken pox), given after 12 months of age.

Immunizations may be obtained from your family physician. This is reviewed and then sent to the State Department of Health.

Children transferring (at any grade level) in to the Canton School District during the school term and who have not previously completed the required immunizations must be informed of the necessary requirements. They will be given 10 calendar days to show compliance. One letter will be mailed to advise parents that failure to obtain the required immunizations is basis for excluding their child from attending school until immunizations are completed.

## **BIRTH CERTIFICATE**

It shall be the policy of the Canton School District that a certified copy of each student's birth certificate or an affidavit issued by the Department of Health in such cases where the original birth certificate is deemed unattainable, be kept in the child's permanent record. This must be submitted to our school within 30 days of initial enrollment. No child will be excluded from school for not having a birth certificate; however, after 30 days, the Superintendent of the school shall report

to the States Attorney the name and address of any child for whom the school does not have a copy of a certified birth certificate.

## **MEDICATION ADMINISTRATION**

Any medication that is to be administered by school personnel must be brought to school by an adult, and not sent in the student's backpack. If you would like to have medicine given at school, a medication permission form must be completed by the physician and parent (this includes Tylenol, cough syrup, prescription meds, etc.)

1. Prescribed medicine must be in a container provided by the pharmacy with a label that includes date, student's name, dosage and doctor's name. Ask the pharmacy for an additional school bottle.
2. Over the counter medicine must also be brought to school by an adult and be in its original container. Please do not send any medicine in an envelope or baggie!
3. A record shall be kept when medication is given, noting the date, time and initials of the person who administered it.

**Parents: if at all possible, please administer medication at home before and/or after school.**

## **ILLNESSES/INJURIES**

A student may become ill or have an accident during school hours. The parents/guardians will be notified and will be requested to pick up their child immediately. Please let the office know who we may send your child home with, if we are unable to reach the parent. The child may be taken to a doctor if parents/guardians cannot be reached.

## **SMOKING**

The School Board has adopted and entered into policy the following resolution:

Whereas: Lawrence Elementary School expends considerable time, effort and expenses to instruct students about the harmful effects of tobacco usage and

Whereas: The staff of Lawrence Elementary School recognizes that example by adults is one of the best teaching techniques for students.

Therefore: Lawrence Elementary School be declared a "Tobacco Free" building and that there be NO designated areas for use of tobacco product in or on the property.

## **REPORTING CHILD ABUSE**

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-11, and 26-10-12) it is the policy of the Canton School District 41-1 that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the Principal or Superintendent who shall then immediately report to the States Attorney (605-987-4351) or to the department of social services or to the county sheriff or the city police. The Principal or Superintendent shall inform the school employee initiating the action within 24 hours and in writing that the report has been made. The employee shall make the report directly to the proper authorities if the Principal or Superintendent fails to do so.

The report shall contain the following information: name, address and age of child, name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

School employees, including administrators shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abuse or neglected, or to determine whether the child is in need of protection, only to report his or her suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded. (SDCL 26-10114).

## **STUDENT LUNCHES**

Healthful, nutritious meals are served daily at all Canton schools. Students may buy lunches daily, weekly, monthly or yearly. Lunch prices are determined prior to the start of each school year and will be announced prior to the beginning of classes each fall. Periodically costs for meals will increase. Parents should watch the "C-Hawk News" newsletter for further information related to school lunches.

Breakfast will be served daily for elementary students. Breakfast will start at 7:45 a.m. and end at 8:10 a.m. If your child chooses to eat breakfast he/she can enter through the front doors of the school and go to the cafeteria. After breakfast the students will go out to the playground until the bell rings. At that time, they will be dismissed to go to their classroom.

Students from families whose income is at or below certain levels are eligible for free or reduced meals. To apply for free or reduced meals, please fill out an application (sent home the first day of classes or available at the school office) as soon as possible.

Student milk is also available before school break or with a sack lunch at noon. Check the "C-Hawk News" newsletter for prices and availability.

## **Lunch Account Balance Policy**

A low balance warning will be displayed on the lunch line computer when the family balance is at \$10.00 or below. Notice of the family balance will be sent to the parent by e-mail. A negative \$10.00 family balance will result in a blocked family account, and the student may be told he will be served a cheese sandwich the following day if money is not deposited on the family account. A written notice will be mailed to the parent, in addition to phone calls or text messaging as needed. After three consecutive days of receiving a cheese sandwich, the student will no longer be served and if taking a tray, it may be taken by the cashier.

## **STUDENT SHOW AND TELL**

We encourage students to bring meaningful items for show and tell. If those items happen to be animals/pets they will not be allowed inside the school. The class will be able to come outside and view the animal/pet but no touching will be allowed.

## **STUDENT LIBRARY USE**

Library books may be borrowed by all Lawrence Elementary School students. It is the responsibility of students to return library books to the library on time and in good condition. Cost of replacement for a book will be issued to students who lose a library book or return it in a damaged state. If library fees (costs) are not paid by the last day of school, the student's report card will not be issued.

## **STUDENT PHONE USE**

Students are allowed to use the phone only upon permission by their teacher. Each classroom has access to a telephone. Students will be monitored by their classroom teacher on phone use. Classes will not be interrupted to have a student answer a phone call. All outside phone calls will be routed through the office. Phone calls are limited to emergency and important matters only. Outbound calls by students will be allowed with the teacher's discretion. Any use of a student's cell phone during the school day is prohibited. If a student brings a cell phone to school, it must be turned off and kept in his/her school bag/locker. Cell phones and tablets that are brought to school are brought at the student's expense. The school will not be responsible if the item is lost or damaged.

## **STUDENT RECREATION**

### **PARTIES**

Some parents may be asked to furnish food for the Christmas party and other parents may be asked to furnish food for the Valentine party.

Please, parents, do not send PARTY INVITATIONS to school to be passed out. There are some very hurt children when they are not invited to classmate's parties. It would be better for all if parents would make invitations by phone or mail rather than at school. When identified, invitations sent to school will be returned home for alternate methods of distribution.

## **STUDENT SAFETY**

### **FIRE AND DISASTER PROCEDURES**

Fire drills, disaster and lockdown procedures will take place each semester. Instructions are posted in each classroom. Following the alarm students are to walk quickly from the building, move far from the building, stay in a classroom group, and remain outside until the class bell signals a return to the building.

Disaster drills are required by law on a periodic basis. The following procedures will be used as drill and, if necessary, to protect students during such a disaster.

### **TORNADO WATCH**

**SIGNAL:** The classroom teacher will be notified by messenger.

**IT MEANS:** There is a CHANCE of dangerous weather later with damaging winds. Be on the lookout for the danger signs listed below and be ready to move quickly to safety (or safety positions) if the Warning Signal is given.

**WHAT TO DO:** Be sure all children are accounted for. Review instructions with the students. Be alert for the Warning Signal.

## **DANGER SIGNS**

**THUNDERSTORMS:** Severe thunder, lightning, heavy rains, and strong winds.

**HAIL:** Pellets of ice from dark-clouded skies.

**ROARING NOISE:** Like a hundred railroad locomotives, a crashing, and thunderous sound.

**FUNNEL:** Dark, spinning “rope” or column from the sky to the ground.

## **TORNADO WARNING**

**SIGNAL:**

**CITY:** Steady tone on the fire siren

**SCHOOL:** Warning bell. Loud, pulsating tone

**IT MEANS:** A tornado has been sighted nearby and that you should assume a safe position at once. If you see or hear the tornado coming, do NOT wait for the Warning Signal-- assume the proper position and location in your class area-- curl up on the floor and protect yourself as you have been instructed.

**WHAT TO DO:** Move all children to the safest area of the classroom or other designated area--near the hallway support wall (away from the windows).

**PROTECT YOURSELF:** Lie face down, draw your knees up under you, cover the back of your head with your hands.

**ALL CLEAR:** Short ringing of the recess bell.

## **BAD WEATHER**

Changes from a normal school day due to bad weather.

Activities called off due to bad weather.

A Bright Arrow phone call and/or text message will be sent out.

Superintendent of Schools is responsible for canceling or dismissing school for inclement weather purposes.

Cancellation of school will be based upon the following reasons:

1. Weather conditions between 5:30 a.m. and 7:00 a.m. or weather conditions at time of dismissal.
2. Weather reports from the National Weather Service.
3. Road conditions at the time of the cancellation.
4. Most importantly, student's overall safety.

If snow days are used, any days will be added to the calendar in May. Therefore, it is important to convene school whenever possible.

Since weather conditions are subject to quick changes in South Dakota, it becomes a complicated matter determining whether to dismiss or cancel school on certain days. Students' safety is the priority in making that decision. If weather conditions are such that parents question whether to send students to school or not, parents may keep students home for that day. However, they will be counted absent for the day.

## **STUDENT SPECIAL SERVICES**

The following services are available for students who attend Lawrence Elementary School:

### **1. Special Education**

- A. **Resource Room.** This classroom serves those students who are experiencing difficulty in a variety of subjects. Students who enter this program are referred by teacher, parents or principal, are evaluated by a faculty team, and are placed only following a Placement Committee Meeting with school staff and parents.
  - B. **Speech/Language Therapy.** Developed individually for students with difficulty or delays in speech articulation or language development.
  - C. **Occupational Therapy.** For students with small motor difficulties.
  - D. **Physical Therapy.** For students with large motor difficulties.
  - E. **Out-Of-District Placements** may be available for students when the local school cannot provide the necessary services.
2. **Title I.** The Title I program serves those students who are experiencing some difficulties in Reading and/or Math but are not recommended to be served by the Special Education Resource Room. The Title I program is run for the purpose of helping students. Students will be chosen in accordance with the rules and regulations set by the local, state and federal governments.
- F. **Section 504 of the Rehabilitation Act of 1973.** Section 504 is an Act, which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance.

The Act defines a person with a disability as anyone who:

- 1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- 2. has record of such impairment; or
- 3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Canton School District, 41-1, has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504. to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they may a right to hearing with an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the following rights: 1) to inspect and review the student's educational records; 2) to make copies of these records; 3) to receive a list of all individuals having access to those records; 4) to ask for an explanation of any item in the records; 5) to ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights and 6) to a hearing on the issue if the school refuses to make the amendment. If there are any questions, please feel free to contact the Section 504 Coordinator (Mr. Devitt).

- G. The Southeast Interagency/Birth to Three Connections is a state program to enhance the development of babies and young children who are behind in one or more areas of development. The programs help find and coordinate services for children, birth to three years with special needs, and their families. Families can be linked with financial resources, medical and educational services, support groups, respite care and other types of services. The assistance is confidential and available at no cost to families.

Contact the Lawrence Elementary School Office for more information on these programs.

## **ACADEMIC PROGRAM**

All students will be educated using Scientifically Research Based Curriculum Instruction in the following areas: reading, language arts, math, computer skills, spelling, science, health, social studies, penmanship, library media, music and physical education. Some instruction requires students to be placed within specific groups at each grade level so as to permit students to be taught at an instructional level that is both challenging and comfortable.

## **PARENT INFORMATION**

### **CONFERENCES**

Parent-teacher conferences are held annually during the first and the third quarter of the school term. Look for specific dates in the appropriate issues of the "C-Hawk News" newsletter.

### **PARKING REQUESTS AT LAWRENCE SCHOOL**

A reminder to parents: Feel free to use parking at Lawrence School on the east side of the street, however we ask that this area be reserved for buses between the hours of 7:30-8:30 a.m. and 2:35-3:15 p.m. Monday through Friday. Early childhood, K-Prep and Kindergarten students are to enter and leave school from the south door. Parents of those students are reminded to park in the Jacobson Gymnasium parking lot. The new parking lot on the north side of Lawrence is not for drop off. It is strictly a parking lot. If parents need to come into school in the morning, please use the west side of Sanborn to park and come in.

### **BREAKFAST HOURS**

Do not send your student to school before 7:45 for breakfast. Breakfast will start serving at 7:45 and students will not be supervised before that time.

## **BUILDING HOURS**

Regular building hours are 7:45 a.m.-4:00 p.m. Elementary students **SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:45 A.M.!** Students must be at school by 8:15 a.m. Classes will be held from 8:15 a.m.-3:15 p.m. Students should not be in the building before 7:45 a.m. unless arrangements have been made with the principal, teacher or part of the latchkey program. NO student should be in the school building or on school property after 4:00 p.m. unless they are under the supervision of the principal, teacher or Latchkey Supervisor. Students need to leave the school premises after 3:30 p.m. unless waiting for a bus or ride home.

## **SIGN IN/OUT POLICY**

Parents/Guardians: For the protection of your children, no student is permitted to leave the school at any time during school hours without permission from the office. Children are to be picked up at the secretary's office and will be released only to parents, guardians or other authorized persons. Please sign your son/daughter out from the office any time you remove them from school. Sign your child back in at the office if they return to school the same day.

## **SECURED ENTRANCES**

Lawrence Elementary will use a secured entrance. After the school day begins the doors will lock and visitors will need to push a button at the entrance of the school and be let in the front doors by the office staff. Please have patience with us as we improving school safety.

## **VISIT YOUR SCHOOLS**

Parents are welcome to visit their children's classroom and/or eat lunch at school. In order that visits be as valuable and enjoyable as possible, it is suggested the following:

1. Visits are limited to **adults only**.
2. Please notify the teacher in advance of your intended visit and please limit the visit to one hour or less.
3. If you plan to eat lunch, **please call the school by 9:00 a.m.** so an adult lunch can be ordered. When you arrive at school, please stop in the office and sign in as a visitor and pay for your lunch.
4. Please do not visit the classroom the first month or the last month of school. You are welcome to eat lunch with your child during these months, however.

## **STUDENT COUNCIL**

A group of students selected by the classmates will serve on the Lawrence Elementary School Student Council. The Principal and selected staff serve as advisors to the council which performs such duties as selecting special days, and other activities that may enhance the well being of students.

## **CHILD CUSTODY**

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If any parent has a court order that limits the right of one parent in matters such as custody or visitation, please bring a copy to the office. Unless a court order is on file in the office, we must provide equal rights to both natural parents.

## **BALLOONS, FLOWERS AND CANDY**

Due to the likelihood of classroom disruption, the school requests that balloons, flowers and candy **NOT** be delivered to the school.

## **PARENT ACCESS TO SCHOOL RECORDS**

Parents have access to school district records pertaining to their child according to district, state and federal guidelines. Confidentiality of student records according to all district, state and federal laws and policies will be maintained.

## **CANTON SCHOOL VOLUNTEER PROGRAM**

The goal of the Canton School Volunteer Program is to assist teachers and the school in providing the best possible education for each student. Volunteers are utilized to accomplish the following objectives:

1. To provide individual attention to those children who need more one-on-one assistance that the classroom teacher is able to provide.
2. To promote a school-home-community partnership for quality education.
3. To enrich the curriculum and children's learning opportunities.
4. To assist teachers and support personnel with non-instructional duties.

Parents are strongly encouraged to volunteer in their child's classroom. Parents who wish to volunteer should contact the principal at Lawrence Elementary School.

## **PARENTS RIGHT TO KNOW**

Parents will have the right to know the qualifications of all persons teaching and assisting their child. Parents will be notified if their child is being taught for 4 or more weeks by a teacher who is not highly qualified. Please see Mr. Devitt if you have any questions.

## **COMPLAINT RESOLUTION PROCEDURE**

It is the policy of the Canton School District that if a grievance should arise with a staff member, the following steps (**in order**) should be taken until a positive resolution is obtained:

1. Meet with the school employee.
2. Conference with the Principal and school employee to resolve the problem.
3. Complaint with Principal's action is given to the Superintendent.
4. The School Board will consider the complaint while meeting in executive session.

## **NO CHILD LEFT BEHIND**

At the beginning of each school year, any district that receives Title 1 funds must notify the parents of each student attending a Title 1 school that the parents may request information regarding the professional qualifications of the student's classroom teacher. The district will provide a response to the parent's request in a timely manner.

The information must include at a minimum, the following:

- 1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 3) The baccalaureate degree major of the teacher and any other graduate certificate or degree held by the teacher and the field of discipline of the certification or degree.
- 4) Whether the child is provided services by paraprofessional, and, if so, their qualifications.

Parents may also request information on the level of achievement of their child in each of the State academic assessments and timely notice that their child has been assigned or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents must be in an understandable and uniform format and to the extent practicable, provided in a language that the parents can understand.

## **INTERNET POLICY**

### **ACCEPTABLE USE AGREEMENT FOR USE OF THE DISTRICT NETWORKS AND THE INTERNET**

This will only be signed by Kindergarten students and new students to the district.

The purpose of the Canton Public School District's networks and the Internet is to provide additional educational resources and communication for students and teachers. The form will be signed by parents during when the student enrolls in school. This form will follow the student during their time at Lawrence School.

#### **Privileges**

The use of the networks and Internet is a privilege. If you do not use the Internet properly, you will lose your privilege to use it. If you try to damage equipment, software or other user's data, you could lose your computer privileges and be subject to the school district discipline policy or other laws and may be required to compensate the district for any damage.

#### **Rules of Network Use**

When using the Canton School District's networks and its connection to the Internet, you must accept the responsibility to use it in a proper and legal way.

- \* Electronic mail is not allowed during the school day.
- \* Abusive, vulgar communication is not to be used.
- \* Downloading or transmitting inappropriate images and files is prohibited.
- \* Your first and last name, your home address, password or home phone number are not to be given out.
- \* Interfering with others on the network is not allowed.
- \* All communications, pictures and graphics are the property of the author and can be used only with permission.
- \* The network is not to be used for private financial gain.
- \* The use of another person's account is not allowed.
- \* The use of a chat room must be authorized by a teacher.

Your use of the network must be acceptable in agreement with the objectives and in accordance with the rules of student conduct of the Canton Public School District and with the rules of student conduct of the Canton Public School District and

with state and federal regulations.

The Canton Public School District 41-1 will not be responsible for loss of information nor the accuracy or quality of information obtained through its network services.