

Freeman Elementary School Student Handbook

2012 – 2013



Principal – Shane Voss

Superintendent – Don Hotchkiss

Phone: 605-925-4216

Fax: 605-925-4923

PO Box 220

Freeman, SD 57029

Website: www.freeman.k12.sd.us

First Bell: 8:25 a.m.

Classes begin: 8:30 a.m.

Dismissal: 3:33 p.m.

Please call the office by 8:45 if you know your child will be absent or tardy.

Accredited by NCA

(North Central Association Commission on Accreditation and School Improvement)

School Improvement Goals

Reading

Four Step Problem Solving Method

STAFF

Melissa Deckert – Wolf Creek Colony -
Melissa.Deckert@k12.sd.us

Jodie Hendrix – Kindergarten -
Jodie.Hendrix@k12.sd.us

Jane Hermesen – Fourth Grade -
Jane.Hermesen@k12.sd.us

Rory Hermesen – P.E. - Rory.Hermesen@k12.sd.us

Sharon Horning – SPED Para -
Sharon.Horning@k12.sd.us

Britni Johnson – Kindergarten –
Britni.Johnson@k12.sd.us

Jim Kaufman – Computer –
Jim.Kaufman@k12.sd.us

Seth Loofbourrow – Tech Coordinator -
Seth.Loofbourrow@k12.sd.us

Chris Maske – Third Grade –
Chris.Maske@k12.sd.us

Dawn Maske – SPED Teacher –
Dawn.Maske@k12.sd.us

Rachel Mellem-Colony SPED Teacher-
Rachel.Mellem@k12.sd.us

Jenille Neufeld – Title I Para -
Jenille.Neufeld@k12.sd.us

Karen Pidde – Second Grade -
Karen.Pidde@k12.sd.us

Joanne Reiner – Guidance Counselor -
Joanne.Reiner@k12.sd.us

Karla Rupp – First Grade - Karla.Rupp@k12.sd.us

Chris Sayler – 5th/6th SS & Science, Title I –
Chris.Sayler@k12.sd.us

Susan Schamber – Tschetter Colony -
Susan.Schamber@k12.sd.us

Sara Stevicks –Preschool Teacher -
Sara.Stevicks@k12.sd.us

Ruth Strasser – Administrative Assistant -
Ruth.Strasser@k12.sd.us

Lori Tschetter – Speech Therapist -
Lori.Tschetter@k12.sd.us

Gregg Uecker – Custodian –
Gregg.Uecker@k12.sd.us

Holly Unruh – Custodian – Holly.Unruh@k12.sd.us

Rebecca Van Roekel – 5th/6th Math, Title I -
Rebecca.VanRoekel@k12.sd.us

Sherril Vondra – 5th/6th Rdg & LA, Title I -
Sherril.Vondra@k12.sd.us

Shane Voss – Elementary Principal –
Shane.Voss@k12.sd.us

Jan Weier –Vocal Music & Band -
Jan.Weier@k12.sd.us

Larry Wipf - Custodian – Larry.Wipf@k12.sd.us

Paul Wynia – SPED Transportation -
Paul.Wynia@k12.sd.us

Lyn York – Wolf Creek Title I Para -
Lyn.York@k12.sd.us



BUS DRIVERS

Kirby Baltzer 925-7056

Mark Anderson 327-3440

Herb Koerner 925-7558

Charles Duerksen 925-7818

Carolyn Baltzer 925-7056

WELCOME

Welcome to Freeman Elementary School. 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. We want to work closely with you to provide the best education possible for your child. The safety of your child is our number one priority.

FREEMAN SCHOOL DISTRICT

Our Mission: *prepare all students for success in an ever-changing global society.*

ACTIVITY TICKETS

All students attending Freeman School will receive a free activity ticket. It is good for all home football, basketball, wrestling, and volleyball events except tournaments. Adult activity tickets may be purchased for \$55.

ATTENDANCE

SDCL 13-27-1 The State of South Dakota requires that all children attend school regularly until 18 years of age. It also requires that each local school board annually adopt a school calendar of a minimum of 962.5 hours.

The Freeman Board of Education believes that the entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and individual study to obtain a satisfactory level of student achievement. Therefore, in accordance with state law, the Freeman Board of Education requires daily attendance of all students and recognizes that irregularity in attendance may have serious effects on a student's progress.

All absences, tardies, and trancies become part of a student's permanent record. Absences and tardies are recorded by class period in teachers' grade books and in the official attendance book. Unless they are participating in a pre-approved school activity, students are considered absent when they are not in attendance. It will be assumed that the student and parents have given careful consideration to the conditions causing an absence, and have concluded that the reasons for the absence outweigh the value of school attendance.

A. Excused Absences:

South Dakota Law

State law provides the reasons that a student can be excused from school attendance. It states further that all applications for an excused absence will be submitted in writing prior to the absence, except in the case of a medical emergency. In that case, the application will be delivered the next school day. The statutory reasons for excuse from school are as follows:

- The student is home schooled as provided in SDCL 13-27-3. (Applications for home schooling may be picked up from the superintendent's office.)
- The student is ill or there is serious illness in the immediate family, making a student's presence at home an actual necessity, or his presence at school a menace to the health of other pupils. The school board may require the submission of medical evidence as a condition of granting an excuse pursuant to this section.
- Attendance by the student at a state or national youth program of educational value. These absences are limited to not more than 5 days per school year and will not count against a student's perfect attendance record.

Freeman School Policy

- Requests for students to be excused from school for more than 4 days due to illness require medical evidence to be provided to the district. Any student absent due to illness more than 10 days in any school year will be referred to the district's 504 coordinator.
- Although excused, absences relating to illness will be deemed absences in the determination of perfect attendance.
- In cases related to illness as outlined in the state law (described above), the parent/guardian must phone the school and inform them that the student will not be present. All calls should be made from 8:00 a.m. to 8:45 a.m. The number is 925-4216.
- If a parent does not call the school or send a written note prior to his/her child's absence from school, the absence will be unexcused.

B. Unexcused Absences:

An unexcused absence indicates that a student is absent from school, with or without the consent of the parent, but for a reason that is not acceptable to the school. Parents must verify all student absences within 24 hours of the absence. Absences not verified will be considered unexcused. Student truancy will be reported to the County State's Attorney.

C. Make-up Work

A student will have two days to make up his/her homework for the first day he/she misses due to an illness or extended absence and one day for each day missed, thereafter. Any work, tests, or projects assigned prior to the absence must be turned in or completed on the scheduled date.

D. Tardiness

Being late is an undesirable and habit-forming trait. If a student is late for school or class, the student must obtain a signed pass from the office to be admitted into class.

1. Being delayed by a teacher or the office will be an excused tardy as long as the student is sent to class with a signed pass from the teacher/office.

2. Tardiness due to slowness, oversleeping, unscheduled out-of-school activities, etc. are not excusable, regardless of whether a note is brought from home.
3. Should a trend of unexcused tardiness be detected, the principal will assign a stringent consequence, which may include but not be limited to detention time, in-school suspension, or out-of-school suspension.

E. Other

This is a general policy on attendance. It is impossible to cover all problems and questions that may occur. The school administration is empowered to use its discretion in the enforcement and application of this policy.

This policy may be modified by specific reference in a student's IEP or 504 Plan if required in order for the student to receive an appropriate education.

BIRTH CERTIFICATES

South Dakota State Law 13-27-3.1 through 13-27-3.3 requires the parent or guardian to present a **certified** copy of a child's birth certificate upon the child's initial enrollment in a South Dakota School. If a certified copy is not obtainable, the parent may submit an affidavit in lieu of the birth certificate as issued by the Department of Health. A copy of the certificate will be kept on file. **If a birth certificate is not on file at the beginning of the first day of school, the student may be provisionally admitted for a maximum of ten (10) days. If those ten (10) days pass with no certificate presented to the school office, the student will not be able to continue attending school.**

DISCIPLINE (Progressive) PLAN

Behavioral Expectations

To Show Respect to all People a student will:

- Listen to and follow directions of all staff members;
- Conduct herself/himself with respect for self and others through his/her actions, his/her language, and his/her dress;
- Demonstrate behavior that will reflect favorably on the individual and the school; and,
- Show consideration for others and create a harmonious learning atmosphere.

Rules and Regulations

- Use of profanity or foul language
- Cheating/Plagiarism
- Bullying/Teasing
- Defiance toward school staff
- Inappropriate material in school
- Use of school phone without permission
- Use of bathroom facilities in an inappropriate manner
- Use of cell phones during school hours
- Second violation of dress code

Definition of Consequences

Detention is time spent before/after school. Detention time is assigned as disciplinary action for improper behavior displayed by a student.

In-School Suspension (ISS) is the temporary isolation of a student from classes for the day while under proper supervision.

Out-of- School Suspension (OSS) is that period of time not to exceed ten (10) school days that a student is sent home from school for any breach of discipline as covered in this handbook. A suspended student shall be given the opportunity to make up work although they will receive a 0% for all daily grades given during their OSS.

Progressive Discipline Consequences

Number of Offences	Grades K-2/ Discipline Action
Step---1	* Warning
Step---2	* Loss of one recess
Step---3	* Loss of two recesses
Step---4	* Loss of three recesses
Step---5	* Half hour of after-school detention
Step---6	* One day of in-school suspension
Step---7	* Two days of in-school suspension
Step---8	* Out-of-school suspension/ Time out of school will be at the discretion of the superintendent.

Severe Behavior: The following behaviors will result in immediate enforcement of step 6 for grades K-2 as stated above.

- Physical fight
- Intentional destruction of property
- Use of tobacco
- Sexual harassment
- Profanity directed towards staff

Number of Offences	Grades 3-6/ Discipline Action
Step---1	* Loss of one recess
Step---2	* One hour of after-school detention
Step---3	* One day of in-school suspension
Step---4	* Two days of in-school suspension
Step---5	* Three days of in-school suspension
Step---6	* Out-of-school suspension/ Time out of school will be at the discretion of the superintendent.

Severe Behavior: The following actions will result in immediate enforcement of step 3 for grades 3-6 as stated above.

- Physical fight
- Intentional destruction of property
- Use of tobacco or alcohol
- Sexual harassment
- Profanity directed towards staff

After a student serves his/her punishment for one of the steps previously listed, he/she can remove that step from his/her discipline records by serving six (6) hours of community service to the school.

The Progressive Discipline Policy will be used in conjunction with existing policy in an effort to make consequences firm, fair and consistent for all students. Because it is impossible to list every misbehavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in the policy.

DRESS CODE

Students must appear at school dressed appropriately for the day. Dress and appearance must not present health or safety problems or cause disruption. This includes clothing that displays obscene or suggestive material including alcohol or tobacco advertisements.

ENTRANCE AGE

The State Law provided that “no child shall be admitted to school for the year immediately preceding the first grade unless she/he is five years of age on or before the first of September of the current school year.”

GRADING SCALE

A+	100%	C+	85% -83%
A	99% -96%	C	82%-80%
A-	95%-94%	C-	79%-77%
B+	93%-92%	D+	76% -75%
B	91% - 89%	D	74%-72%
B-	88%-86%	D-	71%-70%

ILLNESS

The health and safety of your child while he/she is at school is important to the administration and staff at the Freeman Elementary School. If your child becomes sick or injured while at school, the office personnel will evaluate each situation and notify parents when necessary.

Please keep your child at home when he/she is ill. These guidelines need to be followed when deciding when the child may return to school -

- **Influenza** - Go by recommendation of your health care provider;
- **Strep throat** - 24 hours after diagnosis and the start of medication-providing temperature is down;
- **Stomach flu/diarrhea** - 24 hours after the last incidence of vomiting or diarrhea;
- **Fever**- 24 hours after temperature has not exceeded 100 degrees;
- **Pink eye/eye infection** - 24 hours after diagnosis and treatment has been started;
- **Ringworm** - May attend school if the area is under treatment and covered;
- **Mononucleosis** - May attend school with the physician's permission; and,
- **Head Lice** - This seems to be a recurring problem that is very difficult to control. Therefore, we are asking for parental assistance. Please check your child's hair on a regular basis, treat the problem if present, and inform the school. There will be random checks of children's hair at school on a regular basis. If we find nits

or lice in a child's hair while he/she is at school, we will call a parent/guardian to come and pick up the child immediately. The child will not be allowed to return to school until his/her hair has been treated with the proper shampoo and the nits combed out. We appreciate your cooperation in this matter. Information on appropriate products and procedures is available from the office .

IMMUNIZATIONS

All students entering the Freeman school must comply with South Dakota State Law (SDCL 13-28-7.1) (Rev. 2000). This law requires any pupil entering school or an early childhood program in the state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, diphtheria, pertussis, rubella (measles), rubella, mumps, tetanus, and Varicella (chickenpox), according to the recommendations of the State Department of Health or provides their certificate of immunization indicating medical or religious exemption to the immunization law. This law applies to all children entering a South Dakota school district for the first time.

In order to comply with the above state law, all students entering the district at the start of the school year will be required to present records of up to date immunizations or will not be allowed to attend school until such time the necessary immunizations have been scheduled.

For all transfer students throughout the year, complete immunization records must be produced within 45 days of admission.

All students must have the following immunizations (dosage) before they enter Kindergarten.

DTaP: 4 doses of DTaP serum (4th dose given after fourth birthday).

Polio: 3 doses of Trivalent oral polio or 4 doses of inactivated poliomyelitis vaccine (one dose must be given after fourth birthday).

MMR: 2 doses of MMR (measles/mumps/rubella) serum.

Varicella: 2 doses of Varicella (Chickenpox).

LUNCH

School Lunch is \$2.40 for K-6, milk included with meal. Free & reduced price meals will be available to those who apply & qualify. We require lunches to be paid in advance. Menu can be seen at www.freeman.k12.sd.us.

PARTIES/INVITATIONS

When planning an out-of-school social event to which classmates are invited, you are asked to be aware of the feelings of others. If you are not inviting the entire class or all the boys or all the girls, invitations (either written or verbal) will not be distributed at school.

POLICE AND SOCIAL SERVICES STUDENT INTERVIEW

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students and parents as well as to authorities such as law enforcement and the Department of Social Services. This policy balances the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is, therefore, the policy of the District that:

- Should a law enforcement officer wish to talk with a student under the age of 18 while the student is at school and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present during the interview should permission be granted by parents for law enforcement officer to talk with the student.
- Should the Department of Social Services (DSS) or a law enforcement officer (LEO) be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18 while the student is in school, the request to talk with a student shall be in writing and given to the school. The DDS/LEO written request shall include the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.
- Upon the student reaching the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or Department of Social Services.

SCHOOL CLOSING

School closing due to inclement weather will be announced on KELO, KSFY, & KDLT TV stations. It will also be heard on WNAX 570 AM, KELO 1320 AM, KELO 92.5 FM, Hot 104.7, KIKN 100.5 FM, MIX 97.3 FM, KXRB 1000 AM, B-102.7 FM, KSOO 1140 AM radio stations, and online at <http://www.keloland.com/Weather/Closeline.cfm>

SEPARATED/DIVORCED PARENTS POLICY

School Neutrality/Parent Responsibility: The Freeman Elementary School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order

affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

Student Contact/Student Visitation During School Hours: Unless a parent gives notification pursuant to paragraph 1, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation must specifically restrict the right. A general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

Release of Student to Noncustodial Parent: The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a copy of the Court Order granting custody pursuant to paragraph 1.

Release of Student Records: Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting release of confidential student records to a parent is to be submitted to the District pursuant to paragraph 1.

TITLE I POLICY

The Freeman Public School Title I Program has developed a written policy in order to provide parents of Title I participants an opportunity to be involved in the design and implementation of the program. We want to establish partnerships with parents and with the community to help all students succeed. Each participant's parents/guardians will be notified that their child has been selected to participate in the Title I program and has the right to know the qualifications of his/her child's teacher. Parents will also be notified of student progress through quarterly reports and at fall and spring conferences. A public meeting will be held annually in the fall of the year in which parents of Title I students, faculty, administration, and members of the community are invited to attend. At or near the time of the annual meeting, each Title I family will be provided with a Title I informational booklet that includes the School-Parent Compact, district-wide and school parental involvement policies, the district complaint policy and a copy of the Title I Parent Permission Letter.

VISITORS

We encourage parents to visit their children's classrooms and the school lunch program. The school is open to all parents at all times. However, we ask that parents check into the office when arriving at school. Parent and community volunteers are encouraged to participate in our school program.

WEAPONS IN THE SCHOOL

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or 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.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Knives, arrows or other sharp toys or instruments will not be allowed on school premises.

Legal Ref.: SDCL 13-32-4.2; 13-32-7; 22-1-2

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

I have received, read, and discussed with my child the expectations and guidelines for Freeman Elementary School students as outlined in this handbook.

I understand the procedures for school and extra-curricular activities, and district policies.

Student's Signature _____

Date _____

Parent/Guardian's Signature _____

Date _____

This page will be kept on file during the school year to indicate that you understand the policies and procedures of the Freeman Elementary School.

Thank you.