

ALCESTER – HUDSON ELEMENTARY SCHOOL

A Great Place to Learn

STUDENT HANDBOOK

2009 - 2010

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Alcester-Hudson Elementary School

Our Mission: *To prepare students to succeed in meeting the challenges of an ever-changing world.*

Philosophy of Alcester-Hudson Community Schools

We believe...

- Students have a natural desire to learn.
- Students should be treated as individuals.
- Students must have opportunity to acquire basic academic, technical or life skills.
- Students must learn to be responsible and to accept the consequences of their decisions.
- Students learn best in a positive and supporting atmosphere.
- Students must be treated with respect and treat others with respect in a setting that provides discipline and guidance.
- Students must be challenged to achieve their maximum potential and learn not to accept mediocrity in their work.

Our Shared Vision

1. **Academic Achievement**

We believe that academic achievement can be defined as mastery of skills and comprehension of concepts in areas of math, reading, and writing. We think Academic Achievement is important because students will need this later in life. They will need the skills to make progress in future years of education. Future jobs will require skills and abilities. Some of these academic skills and concepts will lead to joy and self-fulfillment of the learners.

Our vision for academic achievement at Alcester-Hudson Elementary is that:

Students will perform well on tests, solve problems and express themselves clearly orally and in writing.

Staff members will employ a variety of techniques to bring about the greatest academic achievement.

Parents will support learning at home and school, including the classroom.

Community members will encourage and recognize academic achievement.

2. **Character Development**

We believe that character development can be defined as moral strength and honesty with respect and consideration of self and others. Character development is important for students in school because it develops a safe, non-threatening, and positive learning environment. It also helps student's foster friendships and develops good moral values.

Our vision for character development at Alcester-Hudson Elementary is that:

Students will make wise choices; accept responsibility for their actions. Students will treat others with kindness and respect and solve conflicts appropriately.

Staff members will provide clear expectations that have consistent consequences.

Parents and community will be good role models that support the character development program of the school.

3. Student Motivation

We believe that student motivation can be defined as students who exhibit a desire to learn, sees a purpose for their learning, and tries his/her hardest in whatever they attempt. Student motivation is important because it helps individuals become life long learners that can complete a task, accept a challenge, and learn beyond expectations. Motivated students have a higher self-esteem and excel outside of academic areas.

Our vision for student motivation at Alcester-Hudson Elementary is that:

Students will choose challenging tasks, succeeding without outside rewards and a desire to learn on their own.

Staff members strive to instill self-motivation.

Parents encourage their children to perform to the best of their ability.

Community members recognize and share the accomplishments of students.

Section I – Academic

Attendance

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and individual study in order to reach the goal of maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, lesson instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class is directly related to attendance.

It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class. Furthermore, South Dakota statutes require the local Board of Education to enforce definite standards of attendance with few valid excuses for absence.

Absences (Excused, Truant)

Absentee will be grouped under two main categories:

1. **Excused** – The Alcester-Hudson School will excuse any absence that the student's parent is aware of and approves. However, after the sixth day of absence per semester, all absences will have to be made up unless extenuating circumstances are involved. This means that student must make up the work missed before calculation of the student's grades.

Extenuating circumstances:

1. Any absence for a medical reason will not be counted in the six days as long as the student brings some notification from the doctor that says he/she was seen that day for an appointment.
 2. Time that a student spends in the hospital would not count in the six days as long as notification is received from the attending physician.
 3. Time that a student must spend at home for convalescence. This has to be doctor ordered with the time and/or dates specified.
2. **Truant** – Absent from school without knowledge of parents or the school for an invalid reason. It may also include an absence involving parental neglect. The student is required to make up all work and make up time missed after school.

To ensure that both parents and the school are informed concerning a student's absence or tardiness from school, the following options are offered to parents at the beginning of each school year. Parents can choose to:

- A. Agree to call the Alcester-Hudson Elementary School (934-2171) by 8:15 AM when they know their child will be absent or late. In return, the school agrees to call the parent as soon as possible after 8:20 AM whenever the child does not arrive in school on days the parent did not notify the school.
- B. Send a note explaining the reason for the absence with the child on the day the child returns and not expect to be notified by the school of the child's absence.

The choice is strictly up to the parent, but we need to know which you choose. A form will be provided during registration or upon parental request.

Students will receive an admit slip from the office when they return from an absence. All students K-6 will receive assignments and lesson materials from their teachers. All make-up work must be completed before a student can complete his/her year's work for a particular grade level.

- A. At the end of a marking period, if a student has incomplete work, he/she has five (5) school days in which to complete the work or get a zero.

A student who is too ill to attend school should be too ill to attend an evening school activity. Students missing school on the half-day preceding an activity may not participate in that activity unless special permission is received from the principal or superintendent. Failure to comply with this requirement will result in an unexcused absence for those classes missed.

Students Leaving During the Day

Parents requesting a child to leave the school grounds during the school day **must** notify the office.

Parents picking up children any time during the day prior to normal dismissal time are asked to inform the office in advance and to report to the office. The teacher must be notified before she/he can allow the child to leave the classroom. Children are not to be picked up from the playground area or from the classroom.

Absences for Communicable Diseases

When a child returns to school following a contagious disease, she/he should present a slip from the doctor or have the approval of the school nurse.

Extended Absences

Students who will miss school for extended periods of time in order to accompany their parents on a trip or vacation should contact the principal and explain the circumstances. Excused absences may be granted so that the family may go as a unit if no other time can be arranged. The student should contact the office and the teacher as far in advance as possible so that class work can be made up in advance. The teacher may also require an extra assignment in connection with the trip. Students will be counted absent while away from school.

Attendance at Youth Program Events

An elementary pupil shall be eligible to be counted for school attendance up to five days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value.

Birth Certificates

A certified birth certificate is required for each new student who is to be admitted. SD 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 initial enrollment in a South Dakota school. If a certified copy is not obtainable, the parent may submit an affidavit in lieu of birth certificate as issued by the Department of Health.

It is not necessary of the school to keep this certified copy of the birth certificate. We will copy the certificate for our files and return the original to you. If a birth certificate is not presented at the time of a student's initial registration, the student may be provisionally admitted for a maximum of **ten (10) days**. **If the birth certificate is not provided within ten (10) days of registration, the student will not be able to continue attendance until the birth certificate is presented to the school office.** If you need to obtain a copy of the certificate, the County Register of Deeds may be helpful to you. If you have any questions or need any further information, please contact the school office.

Health

Each child entering the Alcester-Hudson Schools for the first time must provide evidence that she/he has been immunized for (DPT) diphtheria, tetanus, pertussis, polio (MMR) measles mumps rubella, and chicken pox. Records showing evidence of a tuberculin test will be required for all kindergarten students and students entering the school system for the first time from out-of-state.

Aspirin or any other type of medication will not be available for the students in the school office. Should your child require any medication, it must be sent from home, brought to the school office with directions as to amounts to be taken and when the medication should be administered at school (See **Medications** below).

The school nurse will be available on a part-time basis each week. Her schedule will be available at the beginning of the term. If there are health problems that need to be brought to her attention, please call the school office.

Medications

According to new guidelines recommended by the State Department of Health, the following procedures will be implemented. The Alcester-Hudson Schools will use the following guidelines concerning prescription medications, which need to be given during school hours.

1. An order for the prescription medication signed by the physician must be provided at the time the medication is brought to school.
2. A form signed by a parent/guardian consenting to the administration of all medications during the school day must be on file at the respective school.

This form consists of the following:

- a. Student's name
- b. Date
- c. Diagnosis of student's illness or condition, if known
- d. Name of medication to be administered
- e. Amount of medication and the time of administration
- f. Method of administration
- g. Duration of treatment
- h. Precautions/reactions to observe or report

3. A parent/guardian or designated responsible adult should deliver to the school all medications to be administered by school nurse or school secretary. If this medication is to be delivered to the school by another adult, the school must be notified by the parent ahead of time. The school nurse will notify the parent if this has been violated.
4. No more than a thirty (30) school day supply of medications should be stored at the school.
5. Medication provided to the school employee by parent/guardian must be in the original container from the pharmacy.

In order to insure the safety of all our students, we ask that you cooperate with us in these new guidelines.

The school nurse will provide training to a specific school employee to supervise self-administration of medications in the absence of the school nurse.

The school health nurse as to medication given, by whom, and time given will keep documentation of each prescription medication brought to school and administered through the office on file.

Penalty for having any prescription medication in school that has not been presented to the office as indicated above will be handled appropriately and may result in suspension or expulsion from school.

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 school nurse.

Homework

K – 6 Homework will be frequently necessary to complete class work.

Agendas

Students in grades 3, 4, 5, and 6 will be using school-issued planner/notebooks, which help the student keep track of assignments and other school – related items. These agendas will be sent home each evening with the student and are to be checked and signed **daily** by the parent/guardian so the school and home keep in touch as to the progress of the student.

Late Assignment/Unsigned Agenda Policy

Any student in grades three, four, five, or six who has not completed a class assignment will receive a Late Assignment. This notice will explain which assignments have not been completed and handed in. The notice must be signed by a parent or guardian and returned by 8:15 the following day along with the completed homework. If a late assignment is not finished and accompanied by the signed Late Work Notice, the student will be assigned a 30-minute detention or an amount of time sufficient to finish the assignment that same day (whichever is greater) unless extenuating circumstances exist as shown by parents on the Late Work Notice. Parents will be responsible for travel arrangements after school.

Additional Requirements for Fifth and Sixth Grade Students:

1. Fifth and sixth grade students may receive a reduction in percentage points earned on each late assignment.
2. Percentage reductions for each late assignment may not exceed 10 percentage points per day for each day the assignment is late.
3. These percentage reductions will be subtracted from the percentage score the student achieves when his/her assignment is checked and graded.

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.”

Kindergarten Round Up

Each spring screening and registration is held for those children who are eligible to enter kindergarten in the fall. Exact dates will be published on the school calendar and specific schedules will be sent to parents of prospective kindergarteners prior to Round Up.

Promotion or Retention/Grade Reporting/Conferences

Retention Policy:

1. **Non-Special Education Students:** When the classroom teacher feels a student’s level of maturity and/or academic preparation is not sufficient for potential success in the next grade, the teacher may recommend that the student be retained in the current grade. The teacher will contact the parents to discuss retention. A meeting including the parent(s), classroom teacher, principal, counselor, and any other relevant persons may be held to discuss the retention. If the student is promoted at parent request contrary to the recommendation of school personnel, parents will be required to sign a statement acknowledging that fact.
2. **Special Education:** Students in special education will be retained through the IEP process.

Kindergarten: Student’s achievement is evaluated on the basis of a developmental scale. This scale indicates a child’s level or frequency of exhibiting appropriate performance of a skill or behavior.

A = Almost Always	S = Sometimes	N = Not Yet
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Grading Scale for Grades 1-6

99-100%	A+	90-91%	B+	82-83%	C+
94-98%	A	86-89%	B	78-81%	C
92-93%	A-	86-89%	B-	76-77%	C-
74-75%	D+	68% and Below U (Unsatisfactory)			
70-73%	D				
68-69%	D-				

Art, vocal music, instrumental music, physical education and computer are graded:

S	=	Satisfactory
U	=	Unsatisfactory
N	=	Needs Improvement

Grade Reports/Conferences

Mid-term reports will be given to each student at approximately the end of the fourth week of each marking period showing her/his progress in each subject.

Report cards will be accessible on the Parent Portal at the end of each quarter, unless the parent/guardian has requested in writing to have the report card mailed. The reports give an explanation of the individual child’s work and progress according to the goals the teacher has established for a particular subject.

Parents are encouraged to confer regularly with their child’s teacher(s). It is important that frequent communications be made in order to provide the best education for your child. Conferences are scheduled during twice during the school year. Additional conferences may be requested on an individual, as-needed basis.

School Day

Classes will begin at 8:15 AM each morning. **Students are requested not to arrive at school prior to 8:05 AM at which time they should go directly to their classrooms.**

Dismissal will be at 3:20 PM for the safety of the students; those who do not ride a bus will be dismissed from the classrooms after the buses have left the elementary building. (Parents coming to pick up or deliver children should wait until the buses have departed before taking their children from the building.)

Parents are requested to use the large parking lot at the rear of the building in the bell tower vicinity, to avoid confusion and possible accidents due to buses loading at the front of the building.) Students should leave the school premises as soon as they are dismissed unless they have permission from their teacher or the principal to remain later than the regular dismissal time.

SECTION II – RULES AND REGULATIONS

BEHAVIOR

Self – Discipline

We expect to provide an atmosphere where good learning experiences can occur. To maintain this, we expect each person to have good self-discipline so that she/he may learn at her/his best. We expect good manners in speech and behavior, and appropriate language should be used.

Guidelines for appropriate behavior help students become aware that they have responsibilities to themselves, to classmates, and to other people who are involved with their learning and growing experiences.

Each child has the responsibility to do her/his best. Whether playing outside, going to the restroom, or moving from one area to another, each child will be expected to use her/his best behavior.

Everyone is expected to do her/his utmost to cooperate with all the school people in a reasonable and friendly way. **Each staff member is to be treated with equal respect. Each student should practice respect at home so she/he does not need to be forced to learn it at school. Each student should keep in mind how she/he would like to be treated and practice this behavior.**

Extra – Curricular Activities

Students misbehaving or in other ways making a nuisance of themselves at extra-curricular activities (such as playing on the ball court during intermissions, constantly running in and out to the lobby and restrooms, tearing around and wrestling or fighting, throwing pop bottles, paper airplanes, candy or other objects) will be disciplined by the supervisor. If misbehavior occurs, students will be required to sit with parents during the remainder of the activity. If parents are not present at the activity, they will be called to come and pick up the child (ren). If misbehavior continues, the persons involved will be notified not to attend activities.

Care of School Property

The child is responsible for reasonable care of school property. Any misuse or mutilation will have to be paid for the child responsible or by his/her parents. The child should also exercise respect for other children's property.

The proper care of textbooks and library books is also expected. Pupils are encouraged to carry books to and from school in book bags and keep them out of the way of small children and pets. Books lost or destroyed must be paid for either by the child who is responsible for them or by the parents. If lost, damaged, or destroyed books have not been paid for, report cards will be withheld until payment has been made. Damage to a book will result in a proportionate fine being assessed according to the amount of damage done to the book. Library privileges will be withheld until library books are returned or are paid for.

No one, except those wearing wrestling shoes, should ever walk on the wrestling mat, whether in the practices area or on the gym floor.

Guidelines for Outdoor Recesses

1. General Rules
 - a. Since all students will go outside for recess when the supervisors determine conditions are reasonable, it is important that all children wear clothing appropriate for the weather conditions.
 - i. Cold weather calls for warm coat, hat or hood, as well as gloves or mittens.
 - ii. Extreme cold and/or snow call for snow pants and boots.
 - b. When there is snow on the ground*
 - i. Kindergarten through third grade students will all be expected to wear boots and snow pants outside.
 - ii. Fourth through sixth grade students not wearing boots and snow pants will need to remain on the blacktop and stay on their feet. Sliding on the ice is not permitted.
 - c. The **bell tower itself is off limits.**
 - d. The use of skateboards, roller blades, and roller skates is not allowed during recess.
 - e. Students are expected to use language that is appropriate to school.

- f. Grabbing, tripping, and shoving are not appropriate behaviors on the playground. This includes tackling or “taking down” in any game or activity.
 - g. Students may play on piles of snow if they do so responsibly.
 - h. Students will not play on the ground between the sidewalks and the building.
 - i. Snowball throwing is not permitted.
 - j. During recess, students must ask permission of a teacher/supervisor for permission to go into the school building.
 - k. When the recess whistle blows, students will **stop playing**.
2. Use of equipment
- a. Swing rules -
 - i. One person to a swing
 - ii. Students are not to swing sideways, upside down, twist **or stand**.
 - iii. Students are not to jump off the swing while the swing is in motion.
 - iv. Students are not to play tag around the swings.
 - b. Slide rules -
 - i. One person at a time goes down feet first.
 - ii. **No going down on stomachs**.
 - iii. Students do not play with balls, ropes, or stones on the slide.
 - iv. Students do not play tag on or around the slide.
 - v. **Students do not walk up or run up the slide**.
 - c. Personal toys and equipment -
 - i. Personal toys and other recreational items should not be brought to school for use on the playground. A possible exception might be baseball gloves.
3. Supervisory responsibility and authority
- a. Should a playground supervisor become aware of a situation (condition or behavior) that she/he considers likely to lead to harm, she/he has a responsibility to act to correct the situation.
 - b. Any student to whom the playground supervisor gives instructions to change behavior is expected to do so immediately with out protest or argument.
4. Consequences of failure to adhere to playground guidelines.
- a. Any violations that occur during recess will be addressed by the supervisor(s).
5. Specific to Indoor Recess
- a. There will be NO kicking of any game balls.

Supervision

It is school board policy that there will be **no** supervision of the playground **except** during recess and noon times on school days. Also – there will be no supervision at other times or on weekends, holidays and during summer. The school district assumes no liability for injuries that occur when school is not in session. Parents should be aware that possible serious injury could occur if students are not properly supervised while at school and while playing on the equipment.

Gum, Candy, Sunflower Seeds, Pop

Chewing gum will not be allowed on the elementary school premises. Candy and other snack items may be eaten only if brought with a lunch or as a snack during milk break. In-the-shell sunflower seeds are not permitted. Pop cannot be consumed in the lunchroom during regularly scheduled lunch times.

Dangerous Weapons in The School

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

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
Improving America's Schools Acts of 1994, P.L. 103-382

Suspension

Threats in any form against another student's or staff member's life are prohibited. Any occurrence of such a threat will cause appropriate disciplinary or legal action or both to be pursued by the building principal. Such actions may include suspension from school and/or referral to law enforcement agencies.

Students will be suspended via the administration only in accordance with SDCL 13-32-4. Students placed on suspension may not attend school functions without permission of the principal.

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 shall not be permitted, because it distracts from the educational process or presents health or safety problems. Clothing that is degrading to oneself or others shall not be permitted. Short shirts, which show bare midriff or short shorts, are not permitted. Shorts must meet the "fingertip test," meaning that the shorts must be at least as long as the ends of the student's fingertips when arms are extended at the student's sides. Wearing hats, caps or bandanas is not permitted in the building except as directed by the principal. Parents may be of assistance with this matter by discussing appropriate appearance with their student(s) and by checking to see that they are following the policies established.

Library Rules

1. Fiction, non-fiction and periodicals must be checked out by the librarian before they are taken to the classroom taken home.
2. Books (fiction and non-fiction) may be checked out for two weeks and renewed once for a two-week period.
3. No more than three books may be checked out during a two-week period. This rule may be waived by the librarian for special research projects or reports.
4. Magazines may be checked out on a limited basis by making arrangements with the librarians.
5. Encyclopedias, certain other reference books and reserve books may be checked out on a limited basis by making arrangements with the librarian. **Under no circumstances are these books to be removed from the library without the Librarian's permission.**
6. Books or magazines, which have been checked out must be returned to the **Book Deposit** or to the librarian.
7. **Lost or overdue books or magazines will result in the loss of checkout privileges until the materials are either returned or paid for.**
8. Fines for damaged or lost books and library materials will be assessed by the librarian and must be paid before library privileges are reinstated. Library personnel will attempt to contact parents personally to inform them of the lost or damaged materials and the resulting fine assessed. Report cards may be withheld until library fines are paid or the materials returned.

Parties/Invitations

1. 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, invitation (either written or verbal) will not be distributed at school.**
2. During each year, 3 parties are held in the classrooms – Halloween, Christmas and Valentine's Day.

Pets

If pets are allowed to run loose on the playground, law enforcement personnel will be contacted to remove them. You are responsible contact the teacher and the principal's office prior to the visit and to receive permission to bring a pet for

the other students to enjoy. You are also responsible to contact the principal's office prior to taking the pet into the classroom area.

Physical Education

Grades K-3: These students will **not** need to change clothes, as they will not shower after their P.E. classes. Their classes will consist mainly of motor skills and coordination activities that develop their hand and eye coordination as well as their large and small muscular control.

Grades 4-6: Showers after physical activity for student in grades 4-6 are a **must**. Each student will need tennis shoes, socks, towel, shorts and a shirt. **Parents**, please encourage your child to shower after P.E. class. Check with her/him on a regular basis to see that this is being done.

Bus

The bus driver is in control of pupils riding her/his bus. Students will be expected to follow directions given by the driver at all times if they wish to retain the privilege of riding the buses.

Buses will leave the elementary school 5 minutes after dismissal time in the evening. Student not aboard will be expected to find another ride home. We cannot have the whole load of students waiting for one or two who cannot be punctual.

Students will not usually be dismissed from classes until all buses are present. Students are to **WALK** from the classroom to the bus; this includes the hall, steps and sidewalks. A student from each classroom will be designated to notify the staff person on bus duty when all bus students from that class have left the building. Safety is a must – if a bus is moving, students should stand away from the curb until the bus has stopped or has left the loading zone.

Students who do not ride the bus after school will be dismissed from their classrooms after the buses have departed.

Parents who wish to pick up their child(ren) after school are requested to notify personnel in the principals' office and then wait in the Commons Area until the buses have departed and their child(ren) have been dismissed. **For the safety of all students, please do not take your child out of line or wait in the bus loading area to pick up your child.**

Please be sure to read the following bus regulations and policies:

The following regulations for those riding on the buses are designed to enable us to give more efficient, comfortable and safe service to you.

1. Quite often a student who regularly rides the bus may wish to have a guest ride home with them. If a guest is to ride the bus, please observe the following procedures:
 - A. The parent of the host student should check with the driver in advance to be sure there is space on the bus.
 - B. The guest student must bring a note from his/her parent requesting permission to ride to a specific residence on the bus route.
2. Vehicles are by state law not supposed to pass a school bus that is stopped and is loading or unloading passengers. Students should help the bus driver get the license number of those violating this law. The driver of the car will be informed of the law so that he can avoid a similar future incident.
3. As soon as possible, after the beginning of the year, the drivers will set a time for picking up each student. The bus will not leave before that time unless you are aboard nor will it wait after that time unless you are seen coming to the bus.
4. Buses will leave the elementary school at 3:22 pm. Buses will leave the high school in the evening no later than 3:37 pm. Students who miss their bus should call their parents.
5. If the bus driver discovers that a car is coming after the student is off the bus, she/he will use the horn to signal students. Students must always remember that the **Horn means 'DANGER'**.
6. Each passenger must have an assigned seat on the bus. The seating arrangement must be posted at the front of the bus and enforced at all times. A copy of the seating arrangement must be turned in to the Superintendent of Schools by the end of the 5th day of school. Students must remain in their assigned seat for the entire bus trip. Changes in seating assignments must be made on posted copy as well as on copy in the Superintendent's Office.
7. Please observe the following rules of safety:
 - a. **Obey your school bus driver.** The bus driver is the commander of the bus at all times.

- b. **Get to the school bus on time.** Avoid having to run to catch the bus. You could stumble and fall under the wheels of the school bus, if it should be leaving as you run to catch it.
 - c. **When waiting for the bus, stay off the road.** Stay back to allow the bus to enter the loading zone. Don't risk being struck by passing vehicles.
 - d. **Always use the handrails when getting on or off the bus.** Keep one hand on the handrail in case you slip or trip. Be especially careful to do this when slippery conditions exist because of bad weather.
 - e. **Greet your bus driver cheerfully.** Your bus driver is only human. If you make him/her angry or annoyed, he/she could get involved in an accident easier. A happy driver is usually a safer driver.
 - f. **Remain seated when the bus is in motion.** Pupils must not move about inside the bus or try to get on or off while the bus is in motion.
 - g. **Take your seat quickly.** You could be injured while moving around in the bus while it is in motion. If the seats are taken and you must stand, use the handhold to hold onto and stay put.
 - h. **Keep the aisle clear.** Don't pile books, musical instruments, lunch pails or other belongings in the aisle. If you do carry personal belongings with you, hold them on your lap or store them under your seat. Keep your feet and legs out of the aisle.
 - i. **Don't open the windows without permission.** Ask your bus driver for permission to open the windows.
 - j. **Don't put hands, arms, or head out of the bus windows.** Buses are wide vehicles and passing another wide vehicle such as a truck could result in serious injury.
 - k. **Keep your bus clean.** Pupils should assist the driver in keeping the bus in orderly condition. Pupils must not throw waste paper or rubbish on the floor or out of the windows of the bus.
 - l. **Don't be loud or boisterous.** If your noise drowns out warning signals, other driver's horns or traffic directions from officers or other persons, your driver could be handicapped into an accident.
 - m. **Don't converse with the driver. Pupils must refrain from unnecessary conversation with the driver.** Her/his job requires her/his full attention.
 - n. **Absolutely no horseplay on a school bus.** Horseplay on a school bus leads to many accident-producing situations; it distracts the driver and could cause injury to you and your fellow passengers.
 - o. **Complete silence at railroad crossings.** Your driver stops the bus for the purpose of listening for a train that might be hidden from view.
 - p. **Don't cross immediately in front of the bus.** Why risk being hit by your own driver? Wait for a signal from your driver before crossing the road, and then cross promptly. Walk at least ten feet in front of the bus to give him/her a chance to see you.
 - q. **Use care when leaving your bus stop.** Always use the same precautions when leaving your bus stop as you do when approaching the bus stop. Keep away from the side of the bus as it pulls away. You could slip and fall under the wheels.
 - r. **Leave the bus only at your regular stop.** Pupils desiring to leave the bus at other than their designated bus stop must present the driver with written permission from their parents.
 - s. **Bus route change policy.** This policy will allow students to be picked up and dropped off at a residence other than that of their parents provided the parent's request such arrangement in writing. Said request shall be considered and approved if the request is a permanent nature, pickup and drop off is at the same residence, does not result in a substantial modification of the bus route, and is consistent with the safety considerations of the students of the bus route.
 - t. **Any damage to the bus shall be paid for by the rider inflicting the damage.**
 - u. **Students boarding the bus,** at the high school to ride to the elementary school must stay at least six feet from the curb (**behind the yellow line**) until the bus comes to a complete stop and the doors open.
 - v. **Do not leave the bus through the back door** unless there is a drill or an emergency.
8. The buses do not have CB radios. They are equipped with FM radios and can usually reach another bus. Federal law will not allow us to give routine messages. If the child will not be riding, please call the bus driver or another student ahead of you on the route.
9. Discipline for misconduct on buses will be according to the policies adopted by the contracting bus company (American Bus Company). The district board of education and administration support these discipline policies.

Fire Drills

Fire drills will be conducted twice each semester. Signals and exit routes will be explained shortly after the school term begins. File out quickly in an orderly fashion and assemble where instructed so roll can be taken.

Disasters/Tornado Drills

Two disaster/tornado drills will be conducted annually with instructions given at that time. Disaster/tornado drills will always be announced using the Watch and Warning Guidelines recommended by the SD Emergency and Disaster Services.

School Closing

'Late Start', 'No School', and 'Early Dismissal' announcements will be given over the new Parent Notification System. If you requested not to receive any message the announcements will be on the following TV and radio stations: WNAX, KELO TV, KSFY, KDLT, KTIV, KSOO, and Channel 45.

Tobacco Usage or Possession

Student use or possession of tobacco products is not allowed in any of the school buildings or on school premises at any time. This rule applies at any school function whether it is a home event or away event. Possession or use of tobacco will result in suspension and notification of the police. By State Law, any conviction for possession or use of tobacco will result in a \$200 fine and/or seven days in jail.

Visitations

In order to avoid interrupting the order and management of the school and to keep parents informed on a student's legal affairs, it shall be the policy of the Alcester-Hudson School System to **not** allow insurance agents, investigators, or salesmen to talk with students during school time unless a parent or guardian is present or has given written permission.

Police or social workers are by state law exempt from the above rule. They may talk to the child at any time while they are in their official capacity. It will be up to the discretion of the administration whether or not the parents are notified.

Parents of students are welcomed and encouraged to visit school. **Parents and all visitors are requested to stop at the principal's office to pick up a visitor's pass prior to entering the classroom area.**

A telephone call the day prior to the visit helps the teacher and parent to coordinate the visit and to plan for an interesting and beneficial experience for students and parents.

Visits by elementary-age or younger children are discouraged.

SECTION III – STUDENT SERVICES

Band Lessons

Lessons are available for interested youngsters from grade 5 and up. These will be arranged after school has begun. The School Board is charging a rental fee of **\$50.00** per year for school-owned instruments. **The rental fee must be paid in advance** to the office, and the student will receive a receipt. The office will notify the band instructor of payment before the student receives the instrument.

Home School Students' participation in extra curricular activities provided they attend & pass 2 classes at Alcester – Hudson School, provide proof of academic progress in 2 home school classes, and meet the extra curricular eligibility requirements of Alcester – Hudson School with the policy to be reviewed annually.

Lunch and Milk Program

Noon lunch menus for the lunch program are published monthly in the **School Newsletter** and are posted strategically in each building. A lunch count is taken prior to the start of first period classes. Food service personnel prepare quantities of food according to the number of persons indicating they will eat school lunch that day.

Milk will be available to students during morning and afternoon breaks and a snack will be served with the kindergarten milk break. Tickets for the milk program are to be purchased during the first days of school.

Refunds will be granted to those who pay on a semester basis if \$.50 or more is due based on attendance records and if the parent makes an application. Refunds will not be given for days the child did not drink milk while she/he was in attendance at school.

Lunch Cards

Lunch cards need to be paid for in advance. When a student's account no longer has a positive balance, we will allow him/her to eat a maximum of three times. After that, there will need to be additional lunch money deposited in the student's account or we will not be able to serve lunch to him/her.

Due to state regulations concerning free and reduced meals, there cannot be any trading, loaning or borrowing of lunch cards. Each student will need to have her/his own card or the cash to purchase each meal.

Telephone Calls

Except in cases in emergency, **pupils or teachers are not called to the telephone during the time of classroom instruction.** In case of necessity, please call before 8:15 AM, during the noon hour, or leave a message at the office and the secretary will convey the message.

To reduce the number of pupils using the telephone during the day, pupils are requested to make arrangements for rides or visits to other students' homes prior to coming to schools.

A pay phone is located in the Commons Area for the convenience of students. Local calls cost \$.25.

SECTION IV – CO-CURRICULAR

Activity Tickets

This ticket is purchased at the beginning of the school term. The ticket entitles the holder to attend the school functions except tournaments and the high school musical. **Kindergarteners are admitted free of charge to school activities. Students who do not present an activity ticket will be required to pay the admission fee for that event. If an activity ticket is lost, a replacement is available for \$2.00.**

Church Activities

No School activities either mandatory or voluntary for students may be held on Sundays. Exceptions are allowed when students need to attend a state or national event. School activities are not scheduled for any students on Wednesday after 6:00 PM. Practice or rehearsal prior to 6:00 PM is allowed for grades 9-12 on Wednesday's, but is not allowed for grade 8 or below unless a 7th or 8th grade student is a member of a high school team/squad and has parental permission to practice.

Interscholastic Activities

A new state rule – 24:03:06:02 states: "Elementary student activities: A well-balanced activity program for both boys and girls applicable to their age group which provides opportunity for participation by all students must be maintained. Elementary athletic activity programs must place emphasis on intramural programs involving broad pupil participation and the teaching of basic athletic skills. School sponsored interschool athletic competition is discouraged where intramural programs can provide for participation needs."

Sixth grade students are eligible to participate in Junior High sporting activities, pending approval from the school board per the request of the coaches per sport. If the school board approves the participation of 6th grade students in a specific sporting event, the students need to follow the rules of the Junior High/High School participation and the academic eligibility policy. The coach from the sport will be contacting them and letting them know what forms they will need to have filled out, signed and returned to the office, before participating.