

ELKTON SCHOOL DISTRICT PHILOSOPHY

The Elkton Independent School District 5-3 believes in the worth, dignity, and uniqueness of each individual. We believe the purpose of the educational process is to prepare each student to accept responsibilities for self, family, community, country, and the changing global society, and to empower students with a dedication to lifelong learning.

Therefore, the District will offer a broad curriculum to fit the needs and levels in the intellectual range of all students by providing academic, vocational, and activity programs which give each individual the opportunity to develop his/her potential.

We believe this can be attained through the joint efforts of students, parents, staff, and community.

The following information has been written to acquaint you with facts about our school operations, policies, and procedures.

REGULAR CLASSROOM INSTRUCTION

The Elkton Elementary School consists of kindergarten through sixth grade. The classrooms are self-contained to the extent that each grade has an instructor who teaches core subjects in that room.

PHYSICAL EDUCATION AND MUSIC

The subject areas of physical education and music (vocal and instrumental) are taught by qualified instructors who have specialized in these areas. We feel these are important subject areas, and the instructors are required to evaluate and grade their students in the same manner as regular classroom teachers.

All students are required to participate in physical education classes unless they have a serious illness or injury. A written note from a doctor is required if a child is unable to participate for more than one class period.

Elementary band is started in the fifth grade and continued through high school.

ELEMENTARY GUIDANCE AND COUNSELING

Guidance and counseling is provided in the elementary school through a referral process. Students are referred by a teacher or by a parent. Individualized testing is also provided through the counseling service. The nature of this is also through a referral process. Parents are invited to call or meet with the counselor concerning any problems they feel their children may have.

TITLE I

Students who have difficulty with reading and math may receive additional

instruction from the Title I teachers. Students work in small groups and one on one to improve their skills in reading or math. Referral to Title I services is through scores on standardized achievement tests or teacher and/or parent recommendation.

SPEECH AND LANGUAGE

A qualified speech clinician is on staff two days a week. She works with any child (pre-school-grade 12) who may need speech therapy or help with language development. IF any parent feels his/her child may need help in this area, he/she should contact the school to obtain an evaluation from the speech therapist.

RESOURCE PROGRAM

Special Education services are provided for students who have a specific learning disability. Special educational testing determines what that learning disability is. The Resource teacher works with the student and with the classroom teacher to aid the student by modifying or adapting materials and instruction to fit the individual child's special needs.

Pre-school education is offered to students who are referred and evaluated as being in need of special assistance. Please contact the elementary principal if you know of a student in need of special services.

ARRIVAL AND DISMISSAL

Parents delivering or picking up students at school should NOT park in front of the school during bus times. Students should be picked up at the north end of the building (5th Street). THE FRONT OF THE SCHOOL IS RESERVED FOR BUS TRAFFIC. Bikes should be parked at the north end of the building.

Since supervision is not provided on the playground before and after school. Students are **not** to arrive before 8:10 a.m. and are to leave promptly when school is dismissed.

PLAYGROUND RULES

Use all playground equipment properly and follow these rules:

Swings

1. Swing only forward and backward on the swings. Do not go sideways.
2. One person to a swing.
3. Sit down in the swing.
4. Do not jump from a swing.
5. Do not crawl up swing bars.
6. No underdogs.
7. Do not walk or run too closely to those swinging so that you do not get hit.

Slides

1. Slide down the slide, and walk up the steps.

2. One person down the slide at a time. Do not bunch up together at the end.

Overhead bar

1. Go north to south on bars.
2. No chicken fighting or sitting on top of bars.
3. Tossing ball over/through bars is permissible if no one is using the bars.

General rules for playground and for coming in from the playground

1. Play cooperatively.
2. Stay on the playground, not behind cars on the parking lot or storage building.
3. Do not throw ice, snow, stones, dirt, sticks, or sand.
4. No cussing, swearing, backtalk, or foul or profane language.
5. No wrestling, tackling, fighting, or pushing.
6. No guns, knives, or sticks on the playground.
7. When the whistle is blown to go inside, each class has two minutes to get lined up. Any additional time taken will be deducted from that class's next free time or recess.
8. Line up according to grade behind the leader, if there is one.
9. No pushing, shoving, or cutting in line.
10. Hold all balls, jump ropes, and equipment in your hands.
11. If you take out equipment, you are responsible for bringing it in.
12. Keep hands, feet, and objects to yourself while walking into the school.

DISCIPLINE PLAN

In all attempt to establish general discipline guidelines for students, the following violations will be considered major school offenses:

1. Fighting and/or physical abuse of a student.
2. Defiance of authority.
3. Disrespectful of property.
4. Destruction of property.
5. Continual disruptive behavior.

When a major offense is committed by a student, the school discipline plan will focus the student's attention on the following areas:

1. Define the problem.
2. Solve the problem.
3. Assume responsibility for his/her own actions.

The plan encourages the use of logical and natural consequences for inappropriate behavior at school. The action plan approach attempts to help the student maintain his/her dignity while teaching him/her lifelong behavior skills. Minor offenses will be handled on the spot.

The children are encouraged to remember:

1. I cause my own outcomes.
2. I have more than one choice.
3. I have the power to pick the best one.

CONSEQUENCES FOR MAJOR OFFENSES

Step 1.....First Major Offense

Twenty minutes after school for primary students (K-2) and thirty minutes for third through fifth grade students with a staff member. The students in grades 3-5 will complete an action plan during that time. Students in grades K-2 will take the plan home and complete it with parents. Parents will be notified. The plan will go home to be signed by the parents and then returned to the teacher. (Some major offenses may be considered serious enough to warrant suspension from the classroom for a more extended period or time.)

Step 2.....Second Major Offense within 30 School Days of First Offense

Twenty minutes after school for primary students (K-2) and thirty minutes after school for third through fifth grade students with a staff member. The student will complete an action plan during that time. The parents will be notified. The parents will receive an in-school suspension (I.S.S.) contract and the action plan to be signed and returned to school. A conference will be held, if necessary, with the parents, pertinent staff, and the principal.

Step 3.....Third Major Offense within 60 Days of Contract

One full day in-school suspension. Parents will be notified. Plans will be reviewed and developed for the improvement of student's behavior. Behavior contract will be extended 60 days.

Step 4

If improved behavior is not achieved through the above steps, individual discipline programs will be developed for the student by the appropriate staff and the parent. If the student displays appropriate behavior at school for thirty days following a major offense, the student will be congratulated by the principal.

CARE OF SCHOOL PROPERTY AND RESPECT OF SCHOOL

Students who maliciously or carelessly damage school property shall be required to reimburse the school district for the cost of replacing or repairing the property and shall be disciplined accordingly. No student shall be permitted to litter in the school building or on the school premises. Students are expected to walk in the halls and, at the same time, refrain from yelling or talking loudly. All school property shall be treated with care.

SUSPENSION

Suspensions from school are given by the principal for infractions of school rules and policy. Suspensions cannot be given by teachers. If your child is suspended, you are required to meet with the principal before reinstatement can take place. Suspensions are given only as a last resort. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment. Reinstatement will not be granted until the principal and student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

BEHAVIOR AT SCHOOL EVENTS

Athletic games, school plays, and musical activities often attract many elementary students outside of school hours. If a child does not plan to watch an event, he/she should stay home. **Parents** are responsible for their children at these events. However, if a parent is not taking that responsibility, the administration or any teacher may remove the child from the event, if his/her behavior is unacceptable. Misconduct at such events reflects on parents, students, and the school.

BUS CONDUCT

Students who ride the bus are subject to rules and regulations designed to provide safe transportation to and from school. Rules are posted in the front of all buses. Any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Constant trouble-makers and creators of misbehavior will be forbidden to ride on the bus. **Bus drivers** will have the full authority to quell any disturbances that may arise while the bus is en route. Violation of school bus rules could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

EMERGENCY DISMISSAL

In case of bad weather, an announcement will be given over the radio stations if school will be closed, started late, or dismissed early. Please listen to the radio (KBRK Brookings, KV91 Volga, KLOH Pipestone). Each child should know where to go if an emergency arises and school is dismissed early. If time allows, check your local TV stations.

LABELING

All outside clothing, gym clothing, overshoes, and tote bags should be labeled with your child's name.

If your child brings money to school for lunch or other purposes, please put it into an envelope and write on the envelope his/her name, teacher's name, and the purpose for which the money is being sent.

CAUTION TO STUDENT

Students are urged not to leave money, jewelry, or anything of value in jacket pockets. Neither is it advisable to leave valuables in your desk or locker at any time. If you do so, it is at your own risk, and the school will not be responsible if such items disappear. Articles left in school at the end of the school year and not reclaimed by July 1 will be donated to the Salvation Army or Goodwill.

The school is not responsible for personal toys that have been lost or broken at school.

MILK PROGRAM

The school sponsors a milk program that is open to all elementary students. The cost is \$.20 per day. You will be billed at the end of each semester for your child's morning or afternoon milk break. This milk break program is **not** covered by government special assistance if you receive free or reduced lunch. Any child who receives extra milk will be billed at the regular price.

MEDICATIONS

If your child must bring medication to school, the following requirements must be met:

PRESCRIPTION MEDICATIONS

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
6. The permission note will be filed in the child's permanent cumulative record.
7. Refrigeration is available.
8. Medication will be given by school personnel.

NON-PRESCRIPTION MEDICATIONS (includes aspirin and Tylenol)

1. Must be in the original container (aspirin bottle, cough medicine bottle, etc.)
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

Sample:

Please give (child's name) one teaspoonful (teaspoon provided) of (brand name) cough medicine at 10:00 a.m. and 2:00 p.m.

signature _____ Parent's

Date _____

FIELD TRIPS

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms at the beginning of the school year. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

Students must have the permission slip signed by parents or guardians if they wish to attend the field trip event. If you do not wish to have your child participate, please return the form and arrangements will be made for the child to maintain a work schedule at school.

SCHOOL PARTIES

Birthday treats are allowed if sent for the entire class. A treat that is easy to serve is best. **No invitations to private parties should be given out at school**, please, unless the entire class is invited. This will avoid much unhappiness. Room parents will be in charge of regular school parties at Halloween, Christmas, and Valentine's Day. You will be contacted about furnishing for these specific parties.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

If a child is absent due to illness, he/she should not be brought to participate in a school event such as spelling contest, declam, ball games, etc.

VISITORS

We maintain an open-door policy for adult visitations. There are no restrictions as to time, but we suggest that you do not visit the first two weeks of school or the last two weeks. The first weeks of school are for getting organized and review; the last few weeks of school, much time is devoted to testing, evaluating, and completing units. The principal should be notified before any visitation and visitors should report to the office the day of the visit.

Visiting children who live elsewhere should **not** be sent to school with enrolled children before you have contacted and cleared it with the principal and the classroom teacher. **All** visitors should check in at the office first.

Parents are encouraged to visit the school. We want you to be an active partner in your child's education.