

Redfield Elementary School Parent and Student Handbook 2014-2015

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Redfield, SD 57469

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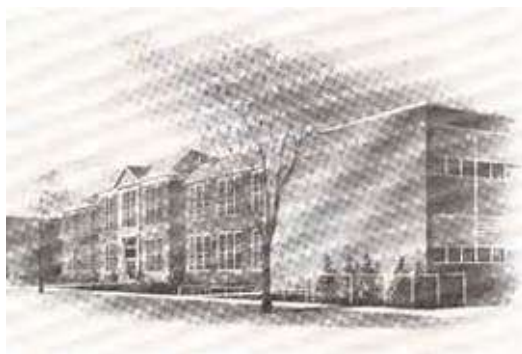


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Welcome to Redfield Elementary School

As your children's primary teacher, you are very important to the success of their educational experience. Because we share a common goal, the education of youth, it is important that we support one another's efforts on behalf of our students. We truly see you as partners with us and encourage your involvement, communication, and presence at Redfield Elementary School.

Our school is said to be a warm, exciting and caring school where students enjoy learning. We are proud of this and also want students and parents to feel this pride! Our major purpose is to give children a strong foundation in the basic subjects along with nurturing their special interests and talents in a caring and safe atmosphere.

All certified and classified teachers and paraprofessionals are highly qualified staff in compliance with federal and state regulations for NCLB.

In the 2011-12 school year our K-12 school adopted the Positive Behavior Instruction and Support program offered to us by the South Dakota Department of Education. Please take time to read the information provided that better describes our mission and expectations.

This handbook contains most of the general information you will need to know about Redfield School. Please take time to read it together as a family. I am looking forward to welcoming new families to our school and getting to know all of you.

Mrs. Stover

Mrs. Stover
Redfield Elementary Principal

*Redfield Elementary School will have an enrollment of approximately 354 students this fall.
Our school mascot is the Pheasant.

MISSION STATEMENT

Empowering students to be R.A.R.E.

RESPECTFUL – Students will demonstrate a positive, accepting, and kind attitude towards themselves, others, and property.

ALWAYS SAFE – Students will make safety everyone's right.

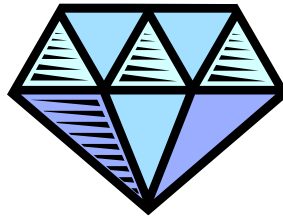
RESPONSIBLE – Students will think and act both independently and cooperatively.

ENGAGED – Students will TRY THEIR BEST!!!

(Revised and Approved by Board 06/09/14)

Redfield Elementary Expectations

“We strive to be the best RARE Gems possible!”



R:

RESPECTFUL - Students will demonstrate a positive, accepting, and kind attitude towards themselves, others, and property.

A:

ALWAYS SAFE- Students will make safety everyone's right.

R:

RESPONSIBLE- Students will think and act both independently and cooperatively.

E:

ENGAGED - Students will TRY THEIR BEST!!!

Arrival, Dismissal, Tardiness, Attendance, and Absences



School Arrival/Dismissal: Students need to arrive as close to 8:10 a.m. as possible as this is the time students come into the building to start class. The playground supervisors will be on duty at 8:00 a.m. to monitor needs of students. During inclement weather, students will be allowed in the warm areas or the auditorium. Prior to 8:00 a.m., students will need to come to the auditorium to be supervised. No students are allowed on the playground before to 8:00 am. School is dismissed at 3:20 p.m.

Breakfast will be served in the lunchroom beginning at 7:50 a.m. (Adjustments will be made for late arrival of buses to allow breakfast to those students participating in the program.)

Tardiness: Pupils are tardy if not in their classroom by 8:25 a.m. Bus children are not counted tardy if the bus is late.

A note to parents will be sent when the student has received four unexcused tardy notices. On the fifth unexcused tardy, another note will be sent to parents informing them of the fifth tardy and a date for detention. The student will have detention at 3:30 p.m. for one half hour on an assigned date. One half hour of detention will be assigned for every tardy after that. The policy is set up on a semester basis.

Being on time is important for everyone and in the event of frequent tardiness, the parents will be contacted to help resolve this problem.

Attendance: Class attendance is necessary for students to gain optimum benefits from their school experience. Much of what students miss during an absence can not be repeated or made up in an appropriate manner. Therefore, we appreciate your serious consideration and efforts in scheduling appointments, vacations, etc. outside of school time. Missing more than twenty minutes either a.m. or p.m. will result in one half day absence.

Attendance Procedure:

In compliance with NCLB, the following procedure will be implemented to insure our expected 94% average daily attendance requirement.

After **10** absences per semester, a student will be referred to the SAT committee consisting of the elementary classroom teachers, school nurse, counselor, and the elementary principal. The committee will meet and review the student's file. Parents/guardians will be notified via a letter keeping the parent/guardian informed of the number of days the student has missed.

After **15** absences per semester, the committee will again review the student's file. A second letter will be sent to the parent/guardian and possibly the Department of Social Services in regard to a truancy concern. The record will also be submitted to the local Truancy Officer.

Absence: If your child is going to be absent from school, or late to school, parents are requested to call the elementary office at 472-4520, extension #1005, between 8:00 a.m. and 9:00 a.m. If a child does not arrive at school, we want to be sure he/she is safe with you. A call from the school will be made if we do not hear from you. **NOTE:** Whenever your child reports to school after 8:25 a.m., please have them check in to the elementary office before going to their classroom. Each student is expected to present a written excuse to the teacher after an absence in order for it to be considered excused.

Excused absences will be allowed for the following reasons consistent with South Dakota Law:

- a. because of physical or mental illness
- b. because of illness in the family
- c. because of a death in the family
- d. because of inclement weather

A student may also be excused for other exceptional reasons with the approval of the school administration. Absences for family trips, vacations, and outings are discouraged. Students who are excused must fulfill school requirements for advancement. Compulsory education laws mandate school attendance. The truancy laws will be enforced for unexcused absence. Please refer to the **Attendance Procedure**.

Sending Children Home: Students will not be allowed to return home for forgotten items: homework, projects, instruments, music, etc. They may call from the office phone and have those items brought from home if possible.

Students needing to leave the school because of sickness, doctor appointment, etc. are to be picked up by a parent, legal guardian, or anyone that the parent/guardian has properly authorized, and/or police and child welfare workers with legal authorization.

Lunch: Students who eat lunch at school will not be allowed to leave the school grounds. If you wish for your child to leave the grounds for any reason, you must send a note with your child. Occasionally, the principal might allow a child to return home if there is a valid reason. The student reports back to the office upon their return.

Building and Playground Behavior



Girls and Boys Town Educational Model: The Redfield staff has adopted the Girls and Boys Town Educational Model. Staff members have undergone training of the model. The focus is on the importance of appropriate social skills in the classroom as well as on the playground and in the hallways. Social skills (such as how to get an individual's attention or how to accept no for an answer) are important life skills.

Each week, one of the social skills will be taught and role-modeled in the classrooms by the school counselor and classroom teacher. Also, Common Sense Parenting classes are available to parents to assist in our unified approach to assure our children successful interpersonal skills development.

Girls and Boys Town Social Skills Education Model

The "Well-Managed Classroom" is a comprehensive, systematic method of teaching prosocial skills to youth. Our goal is to help students learn productive ways of managing their own behavior and interacting with others. It combines the best of skill-based teaching with care and concern, resulting in improvements in students' behavior, self-esteem, and relationships with others.

Positive Behavior Interventions and Support (PBIS)

In conjunction with our "Well-Managed Classroom", Redfield Public School, grades K-12 will be implementing a state sponsored program entitled PBIS. Positive behavioral interventions and supports is comprised of a broad range of systemic school-wide, group, and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. PBIS is not a specific "model" but a compilation of effective practices, interventions and systems change strategies that have been proven to be empirically effective and efficient, PBIS has relevant application to education for all children and youth in schools or other community setting. (Please see www.pbis.org for more detailed information about PBIS.)

Expectations:

These expectations are posted throughout the school and reviewed frequently by all teachers and staff.

Hallway Expectations:

1. Stay lined up on the right side of the hallway.
2. Silence
3. Walk
4. Hands and feet to self.



***Consequences of Inappropriate Behavior:** Adult will instruct the student on appropriate behavior. Students will correct the behavior and comply with school guidelines. A referral will be completed by the supervising staff member and submitted to the elementary office.

Elementary Lunchroom Expectations:

1. Enter quietly and stand in line as designated by the teacher.
2. Sit at the table assigned by the supervisor.
3. Use good table manners and low voices.
4. Food taken from Salad Bar and Seconds Table must be eaten.
5. Clean your eating area when finished. Scrape plates at the assigned area.
6. Do not give or accept food from other students.
7. No food or drink will be taken from the lunchroom.
8. Raise your hand to be dismissed by the supervisor and go directly to your classroom.

***Consequences of Inappropriate Behavior:** Adult will instruct the student on appropriate behavior. Students will correct the behavior and comply with school guidelines. A referral will be completed by the supervising staff member and submitted to the elementary office.

<u>GRADE</u>	<u>ENTER LUNCHROOM</u>	<u>EXIT LUNCHROOM</u>
K	10:45	11:15
1 st	11:05	11:25
2 nd	11:10	11:30
3 rd	11:15	11:35
4 th	11:20	11:40
5 th and 6 th	11:30	11:50

Auditorium Expectations

R- Respect

- Use inside voices

A - Always Safe

- Remain in a chair in your section.

R- Responsibility

- Once you are in, you're in.
- Please clean up after yourself.



E – Engaged (Try you best.)

- Always have something to do in your backpack.



Playground Expectations:

R - Respect

- Line up quickly when whistle is blown and quietly.
- As you enter the door – SILENCE.

A - Always Safe

- Hands and feet to self.
- Once you are out, you are out.
- Balls that are outside fence, need to stay there.



R- Responsibility

- Notify playground supervisor immediately of a problem before lining up.
- Bring everything back into the school you had taken out.

E - Effort – Try your best.

- Play fair and include everyone.

Playground:

1. All students must remain within the defined playground area.
2. No climbing on poles, posts, fences, or trees.
3. When there is snow on the playground, students in grades K-4 must have snow pants and **waterproof** boots. Students in grades 5 and 6 must have **waterproof** boots during the snow season. Students without the above will stand by the wall before the start of school, at recess, and noon hour.
4. Snowballs are strictly forbidden on school property.
5. Hard balls including baseballs, tennis balls, super balls, bats, Frisbees, or other items that may cause serious injury are prohibited.
6. Students must always play safely. Games involving tackling, pushing, wrestling, kicking, "piggyback" riding, etc. are not allowed.
7. Students playing kickball must wear closed-toe, solid back shoes to prevent injury. (No Crocs)
8. No skates, skateboards, or roller blades.
9. Keep balls away from windows.
10. No gum, candy, or food.
11. Students are not allowed to play with dangerous objects or toy weapons.
12. Students will use sportsmanship, courtesy, and fellowship in all activities.

Note: Profane or obscene language is unacceptable and will not be permitted at school. Students using profanity will be sent to the principal's office and asked to call parents.

***Consequences for Inappropriate Playground Behavior:**

1. **Minor Violation:** The student will be removed from the activity. The playground supervisor will instruct the student on the appropriate social skill. A referral will be completed by the supervising staff member and submitted to the elementary office.
2. **Major Violation:** The student will be removed from the activity. The playground supervisor will instruct the student on the appropriate social skill. A note or call will be made to a parent to report the misconduct and inform the parent of the behavior. Consequences will be discussed then. A conference will be scheduled at that time, if requested by either party. A referral will be completed by the supervising staff member and submitted to the elementary office.

Minor/Major Violations:

Please see OFFICE DISCIPLINE REFERRAL FORM located on page 11.

***Consequences of Major Violations:**

- a. Will be dealt with immediately and individually by a team of student, teacher, parent, and principal.
- b. May result in detention and/or suspension. (In-school suspension until meeting takes place.)
- c. In all above cases – class time missed will be made up by the student.

Redfield Public School

OFFICE DISCIPLINE REFERRAL FORM

Student(s) _ Referring Staff Level _ Date _ Time _

Location

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bus loading zone | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Bathroom/restroom | <input type="checkbox"/> Parking lot | |
| <input type="checkbox"/> Commons/common area | <input type="checkbox"/> Gym | <input type="checkbox"/> On bus | |
| <input type="checkbox"/> Hallway/ breezeway | <input type="checkbox"/> Library | <input type="checkbox"/> Special event/assembly/ field trip | |
| <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> North <input type="checkbox"/> South | | | |

Problem Behaviors (check the most intrusive)

- | MINOR | MAJOR | | |
|--|---|---|---|
| <input type="checkbox"/> Inappropriate lang. | <input type="checkbox"/> Abusive lang./ inappropriate language | <input type="checkbox"/> Tardy | <input type="checkbox"/> Off School Location <input type="checkbox"/> |
| <input type="checkbox"/> Physical contact | <input type="checkbox"/> Fighting | <input type="checkbox"/> Skip class | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Defiance/disrespect/ non-compliance | <input type="checkbox"/> Physical aggression | <input type="checkbox"/> Forgery/ theft | <input type="checkbox"/> Property damage |
| <input type="checkbox"/> Disruption | <input type="checkbox"/> Defiance/disrespect/ insubordination/non-compliance | <input type="checkbox"/> Dress code violation | <input type="checkbox"/> Bomb threat |
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Harassment/ tease/ taunt | <input type="checkbox"/> Lying/cheating | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Technology violation | <input type="checkbox"/> ability <input type="checkbox"/> religious <input type="checkbox"/> racial | <input type="checkbox"/> Tobacco | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Property misuse | <input type="checkbox"/> gender <input type="checkbox"/> sexual | <input type="checkbox"/> Alcohol/drugs | <input type="checkbox"/> Other |
| <input type="checkbox"/> Tardy | <input type="checkbox"/> Disruption | <input type="checkbox"/> Combustibles | |
| <input type="checkbox"/> Other | <input type="checkbox"/> Inappropriate Display of Affection | | |
| | <input type="checkbox"/> Technology Violation | | |

Possible Motivation

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Obtain peer attention | <input type="checkbox"/> Avoid tasks/activities | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Avoid peer(s) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Obtain items/ activities | <input type="checkbox"/> Avoid adult(s) | |

Others Involved

☐ None ☐ Peers ☐ Staff ☐ Teacher ☐ Substitute ☐ Unknown ☐ Other _____

Staff/Administrative Decision

- | | | | |
|--|--------------------------------------|---|--|
| <input type="checkbox"/> Time in office | <input type="checkbox"/> Detention | <input type="checkbox"/> Saturday School | <input type="checkbox"/> In-school suspension Days _____ |
| <input type="checkbox"/> Loss of privilege | | <input type="checkbox"/> School suspension Days _____ | <input type="checkbox"/> Individualize |
| <input type="checkbox"/> Conference with student | <input type="checkbox"/> Other _____ | | |

Comments

Definitions:

1. **Violence:** Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, or possessions. Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things.
2. **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lots and school buses.
3. **Harassment:** Teasing, taunting, bullying behavior.
4. **Inappropriate Comments:** Swearing, use of obscene, threatening or flagrantly disrespectful oral or written language, and gestures.
5. **Insubordination:** Refusing to obey, failure to follow instructions or directions of a staff member, defiance, rebelliousness, or lack of cooperation.
6. **Intimidation:** Threatening attitude, words, looks, gestures, and/or sexual harassment of students and teachers.
7. **Threats:** Any words or behavior that indicates the intent to harm.
8. **Vandalism:** Willful or malicious destruction, defacement of public or private property.
9. **Bullying:** Bullying involves words and actions intended to pick on, hurt, and control others. "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. An interpersonal relationship characterized by an imbalance of power."

Bothering, Conflict, and Bullying:

It can often be hard for both adults and children alike to discern the difference between bothering, conflict, and bullying. Below you will find some of the characteristics of each of these behaviors. It is important for both adults and children to be able to discern between these three actions as it will help to inform the next steps you take when you have a concern.

Bothering:

Bothersome behaviors may be uncomfortable, but they do not harm to the other person.

Causes a person to become annoyed or irritated but does not cause harm or fear.

Can be inadvertent, done without intent.

Conflict:

Mutually competitive or opposing action or engagement.

Includes disagreements, arguments, and fights.

Variability in roles-negative acts in both directions.

Participants are more equal in power, balance of power.

Can often be resolved with conflict resolution.

Bullying:

Harassment, Intimidation, and Bullying is one-sided.

Involves an imbalance of power between the offender and the recipient

The intent is to physically or emotionally hurt someone.

Discipline Action:

In Or Out of School Suspension: The principal shall have the authority to invoke in-school or out-of-school suspension. A conference involving the student, principal, and parent/guardian shall be held before the student is readmitted.

Student Information



Lower Elementary Homework: Homework is school work done outside of the classroom and consists of daily assignments not finished during class time. Homework is an assignment given in relation to a unit of study and completed over a period of time. Example: Book report on South Dakota during a unit of study on South Dakota.

1. All work is due the next school day. If incomplete, the paper will be graded to reflect the incompleteness. The student may be placed in Homework Help until 4:00 p.m. If the student completes the work before 4:00 p.m., they will remain and work on other assignments. Incomplete work will be completed with a reduced grade.
2. Students will be required to complete the given assignments without modification. There will be no modified assignments unless it is indicated on an IEP, 504 Plan or PEP.
3. Students that are absent due to sickness will be given 24 hours for each day absent to complete assignments. The teacher may choose to extend this time to 48 hours. When students are going to be absent for reasons other than illness, all work should be made up in advance of the absence.
4. Teachers should tailor assignments so that the students have no more than 15 to 30 minutes of school work in a given subject. There should be a maximum of 90 minutes for total work. The amount of homework that students have will vary with the grade level, the teacher, and subjects involved. The primary grades will have very little assigned homework.
5. Assistance can be obtained from the teacher between 8:00 a.m. and 8:20 a.m. or 3:20 p.m. and 4:00 p.m. Teachers are available during this time. At the discretion of the teacher, he or she may extend the time of assignment completion by 24 hours before assigning detention.
6. Each grade level will set their required number of book reports.

5th & 6th Grade Homework: In 5th and 6th grade, late and incomplete homework will result in a minor referral and detention. The fifth referral for late/incomplete homework will be a major referral and a half day in school suspension.

Grading Scale: Report cards will be sent home with all elementary children shortly after the end of the quarter. Kindergarten prepares a report card for each child based on the marks: S (satisfactory) I (improving) N (needs to improve). Grades 1 and 2 use the grades: S (satisfactory) N (needs to improve).

Letter grades as follows are used in **grades 3-6**. These letter grades represent the following percentages:

A+	=	100	C+	=	83-85
A	=	97-99	C	=	80-82
A-	=	94-96	C-	=	78-79
B+	=	92-93	D+	=	75-77
B	=	89-91	D	=	73-74
B-	=	86-88	D-	=	70-72
			F	=	0-69

First and Second grade scale:

S+	=	98-100
S	=	90-97
S-	=	85-89
N	=	0-84

Parents may receive special reports from teacher of special education and Title I.

Student Dress: Students should be encouraged to dress appropriately at all times. All students are required to wear waterproof boots on the playground during wet/winter weather. Kindergarten through 4th grade students are required to wear snow pants on the playground during wet/ winter weather. Students will need a separate pair of shoes to change into when in the building to ensure students' feet remain dry and the building is maintained. No Healeys (shoes with wheels in the bottom) are allowed in school. Since students have similar articles of clothing, such as coats, mittens, and boots, it is recommended these items be labeled with the student's name.

NOTE: Tennis shoes are required for physical education class (**NO black soles!**)

Staying After School: Students who are asked to stay after school by teachers must call home to notify parents that they are staying. If the parent is not home, arrangements will be made by a note from the teacher to stay the next day. Students are not expected to stay after school on Wednesday because of religious classes.

Recess: It is assumed that if students are well enough to be in school, they are usually well enough to participate in recess. School personnel will use their judgment along with consulting with the National Weather Service with regard to taking students outside for recess during winter months. Parents are requested to be aware of weather conditions and to dress their children accordingly.

Valuables Brought to School: At certain times, your child may want to bring an item for show-and-tell that is of significant value. Please do not bring valuable items to school (i.e., cash, iPods, MP3 players, DS, Gameboys, and Nintendo cartridges, etc.). Students are responsible for their own personal items. The school will not be held responsible for items lost, stolen, or damaged.

Reporting To Parents/Parent Involvement



Report Cards: Report cards are sent home with children in grades K-6 at the end of each quarter. Parents may also receive quarterly reports from special education and Title I. DIBELS Progress Reports may also be sent out to parents with kindergarten through third grade students.

Conferences: Parent-Teacher conferences will be held in the fall. A second conference may be arranged in the spring by the teacher or at the parent's request. We are most willing to schedule a conference at other times during the year. Please feel free to call and arrange a time.

Assessments and Achievement Tests: Throughout the year, students are assessed in a variety of ways to determine their level of progress. When applicable, achievement test reports will be sent to the parents.

Newsletter: A PBIS newsletter will be sent home each quarter. This newsletter will include school news, upcoming events, student achievements and short educational articles of interest to parents.

Parent-Teacher Organization: The Parent Teacher Student Association exists to promote the welfare of all children. They sponsor worthwhile experiences for our youngsters, family activities and gifts to the school. Parents are encouraged to join and participate in all activities. Yearly events are outlined and explained at the first PTSA meeting held each fall. Meetings are held the second Monday of every month in the elementary building. Daycare is provided during the meetings. Minutes of each meeting are also available on the Redfield Public School website. <http://redfield.k12.sd.us/elemweb/PTSA/PTSA.html>

Volunteers: We encourage parents and grandparents to volunteer at the school. We value the involvement of those adults who are interested in supporting the learning process and willing to share their time and talents when possible. We genuinely appreciate the large number of moms, dads, and grandparents who help the staff and students each year and volunteer many hundreds of hours to the school. Please contact your child's teacher at the elementary office (472-4520, extension #1005) if you would like to provide this service to the Redfield School community.

Parent Responsibility/School Neutrality: The Redfield 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/visitation and/or student records by submitting a certified copy of the Court Order to the child's school building principal.

Visitors in the Building: Parents are welcome and encouraged to visit the school at any time. We believe that instructional time is extremely important and ask that parents contact teachers, when possible, before visiting classrooms. Doors will be locked. Please press the call button to gain access to the building. All visitors are required to stop in the elementary office first so that we can welcome them and issue them a visitor's pass. This is also a safety precaution for our students as we need to be aware of outside visitors who have no purpose being in the building. Students from other schools or friends of Redfield students may not come to school for any part of the school day. They are welcome for special programs or events.

School Services and Activities



Comprehensive Plan for Special Education: Each school district in the state has a comprehensive general plan for the education of students with disabilities between the ages of three and twenty-one who reside in that district. This comprehensive plan for special education may be reviewed at the Redfield Public School's elementary principal's office or the business office. The Redfield Comprehensive Plan is available to all parents and community members. If you wish to review this plan, please make an appointment with the elementary office. We welcome your participation.

Redfield Elementary School offers a comprehensive program for students with special needs, including Early Childhood Intervention Program (ECIP), Elementary Resource Instructors, Life Skills Instructor, elementary school counselor, school psychologist, speech, and occupational and physical therapists. Special Education referrals can be made to the principal by calling 472-4522.

Birth to 3 year-old children can be screened upon request and appointment by contacting the Service Coordinator with Heartland Hands Interagency at 472-4218.

The Early Childhood Intervention Program staff screen for children 3 years of age by appointment on Friday mornings throughout the school year. Please call the elementary office (472-4520, extension #1005) to make an appointment.

Screening is done each spring for all potential kindergarten students. Children must be 5 years old on or before September 1, 2014, to be eligible to attend kindergarten during the 2014-2015 school years.

Hearing screenings are conducted annually for new students to the district, students in kindergarten, grades 2, 4, 6, 8, and 11, or upon failure of a hearing screening the previous two years.

Title I: Title I is the largest federal aid program for our nation's schools. The goal of Title I is a high-quality education for every child, so the program provides extra help to students who need it most. These are children who are the furthest from meeting the standards the state has set for all children. Title I resources are directed to schools with high poverty levels.

Media Center: The Media Center will be open to children at scheduled times throughout the day.

Instrumental Music Programs: Students in sixth grade are eligible to take part in band. Lessons are given once each week at Redfield and students have opportunities to advance at their ability level. Lessons for fifth grade will begin in the spring of 2015 and will continue throughout the summer.

Vocal Music Programs: Music is a part of the educational program of every elementary student. Grading of music is subjective except in the case of seatwork which is done in the classroom periodically. These grades are averaged along with a grade for attitude and participation which is at the discretion of the teacher.

Children in grades 1-6 will be required to attend concert performances each year. Absence at concerts due to illness accompanied by a written note from the parents will be excused.

Guidance and Counseling:

School counseling/guidance services provided:

- K-6 classroom guidance pertaining to Character Counts, Social Skills, Academic/Study Skills, Career Aware
- Short term and immediate individual counseling for social and/or emotional issues
- Information and resources for parents on a variety of issues
- Career/academic planning and preparation
- Referral to other agencies when necessary
 - *School counselors are an advocate for students and an excellent resource; however, they do not provide therapy or long-term counseling (standards of the American School Counseling Association). Referrals to outside agencies will be initiated when appropriate.*

Parent permission for counseling services:

- The main goal of school counseling services is to assist with healthy development in students in the following areas: academic, school, social and emotional.
- The school counselor will seek parental permission before short-term individual counseling services are provided to the student.
- The school counselor will seek parental permission before students are allowed to participate in any group counseling offered by the counselor.
- However, the school counselor reserves the right to provide any classroom guidance activities, teacher referred counseling or crisis intervention services to students without the permission of parents.

Confidentiality between student and school counselor:

- The school counselor has an obligation to the student to keep what is shared in a counseling session confidential unless it falls under one of the following exceptions.
 - If the student reports neglect, physical or sexual abuse of themselves or others.
 - If the student threatens to harm his/herself or someone else.
 - If a parent grants me permission to release my records to another professional.
- By law the situations listed above must be reported to the proper reporting agency or persons.
- In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
- The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.

Field Trips: Permission slips signed by parents are required in order for students to participate in field trips. Teachers are ultimately responsible for student supervision but they may enlist the help of additional chaperones. Good behaviors of students enhance the public image of our school.

Awards: A number of various awards will be presented to the elementary students in the spring of the school year. One of the special awards will be the Presidential Excellence Award which will be presented to students completing the sixth grade who have an overall B+ average and also meet the standard for achievement scores. Special grade level awards will be given by the classroom teachers.

Perfect attendance plaques for each grade level will be presented to students in the fall of the next school year.

Student Assistance Team: The Student Assistance Team (SAT) is a team consisting of teachers, administrators, school counselors, and other support personnel. The purpose of this team is to address the four areas of concern (academics, attendance, behavior, and school health).

The goals of the SAT are to assist young people dealing with at-risk behaviors and provide essential linkages to local and state services, if necessary.

Referrals can be made by parents, members of the community, students, and all school personnel. A referral may be made in person. A locked referral box is available in the elementary office. A student is automatically referred for review by the administration when the student has 5 or more absences per quarter or significant behavior issues.

Following a referral, further information is gathered and a SAT meeting is held to determine an appropriate plan of action. Possible recommendations are: conference with student, parent conference, referral to the school counselor, and providing information on community resources.

School Safety



Bicycles: We encourage students who ride bicycles to use a lock and to register their bicycles with the police department. The school cannot be responsible for stolen or damaged bicycles. Bicycles are to be parked in the bike racks upon arrival. There will be no riding during the school day. All students are to stay away from the bike racks. Upon arrival to the school, the student should dismount at the sidewalk and walk the bike to the rack. **BIKES SHOULD NEVER BE RIDDEN ON THE PLAYGROUND.**

Parents are encouraged to discuss bicycle safety rules with their children.

Safety Rules:

1. Obey all traffic rules and signs.
2. Always ride in single file with only one person on a bike.
3. Keep to the right side of the road.
4. Use a carrier or book bag for your books.
5. **Always walk your bike across busy intersections and on school sidewalks.**
6. Give correct signals before stopping or turning.

Cars: Students should realize that when they are driven to school the driver should let them off on the school side. Stopping on the other side of the street needlessly exposes them to traffic and may encourage students to cross in the middle of the block.

Parking: It is **strongly** suggested/recommended that there will be no double parking along the south and west streets adjacent to the school. This recommendation has gone into effect due to **huge** safety issues. There is ample parking along the two (2) adjacent streets.

Walking: Children should be aware of the safest route to school, understanding never to hitchhike or accept rides from strangers. They should also understand the following rules of pedestrian safety as they are probably the single best protection against accidental injury.

- a. Look both ways before crossing the street, keeping an eye out for cars, especially those turning the corner.
- b. Always obey traffic signals and signs.
- c. Walk on the sidewalk, not in the roadway, and keep away from the curb, especially when the weather is bad.
- d. Cross only at corners or at designated crosswalks. **NEVER CROSS FROM BETWEEN PARKED CARS.**
- e. Be particularly careful when there is rain, snow or fog, or when you are tired or ill.
- f. On streets without sidewalks, always walk on the left side of the street facing oncoming traffic.

School Entrance: Doors will be locked during the school day. Please press the call button to gain access to the building. All visitors are required to stop in the elementary or main office first so that we can welcome them and issue them a visitor's pass.



Bus: Bus transportation to and/or from school on a regular basis is limited to those whose legal residency is outside the city limits of Redfield. Bus routes are established by the school board annually. Any changes must be approved by the board. If you have a change request, contact the bus foreman (472-1699) for information.

Special permission to ride the bus with a friend or to go to a destination other than home will be granted if space is available on the bus and if the destination is on the regular approved route. To receive a special bus permit, the parent should telephone or send a note to the elementary secretary no later than 3:00 p.m. on the day the request to ride is being made.



Bus Rules Expectations:

Respectful:

- " Clean up trash.
 - " Keep hands inside the bus.
 - " Say "thank you" to the bus driver.
- " Close windows when you leave.

Always Safe:

- " Sit down correctly and remain seated.
- " Report any unsafe or inappropriate behavior to supervising adult.

Responsible:

- " Follow all bus driver directions and bus rules.
- " Follow school rules.
- " Call the bus foreman (472-1699) when not riding.

Engaged:

- Use appropriate "inside" voice.

Riding the school bus is a privilege, not a right. Misconduct on the bus is a safety hazard and may result in a student losing that privilege.

Principals and his/her designees are authorized to suspend or terminate bus privileges depending on several factors.

- " The severity of the infraction
- " The age of the child
- " The number of existing infractions

Parents and students should check and follow local policies pertaining to infractions and consequences on the school bus.

Parents should read and discuss school bus riding policies with their children and explain that the rules are written for the safety of everyone on the bus.

If a child loses his/her bus riding privilege, the parents assume the responsibility for transportation to and from school.

*Call the bus garage 472-1699, if you are not riding the bus.

General Information



School Supplies: Each grade level requires somewhat different materials. The list for each grade is at the back of this handbook and is also available from the office and posted in many of the local stores each fall.

Cell Phones: All cell phones in the elementary school need to be turned **off** and placed in a school bag. Phones in use during school will be confiscated.

School Parties: Classrooms have three scheduled parties per year. These are planned for Halloween, Christmas, and Valentine's Day. Classroom teachers may enlist the assistance of students and parents for these events. If necessary, teachers will communicate with parents concerning parties.

Treats are allowed for the students' birthdays. Parents are encouraged to keep them simple and easy to distribute as well as healthy and nutritious. Due to many students having allergies to nuts, wheat, or milk, it may be advisable to contact your child's teacher in regard to any classmates' allergies.

{ **NOTE:** Because of the potential for causing "hard feelings" between classmates, we do not allow students to pass out birthday invitations at school. }

Flowers or Balloons: When flowers/balloons/gifts are delivered to the school they will be kept in the office and will be distributed at the end of the day. We recognize that birthdays are special, but we ask that parents not take flowers or balloons to their child in the classroom – please bring them to the office. We also are a latex free school – due to the danger of latex allergic reaction. **PLEASE DO NOT BRING ANY LATEX BALLOONS TO SCHOOL!**

Change of Residence, Telephone Number, or Transfer: If you change your address, telephone number, or parent's work number, please notify the secretary as soon as possible. (Also keep us up to date on any change of emergency phone numbers in order that we may reach you quickly if necessary.)

If you move outside of the Redfield area, please notify the elementary office and sign a release of records form in advance so records can be sent to the new school as soon as possible.

School Phone: The school phone is for business purposes. Children with a legitimate reason may use it with a note from their teacher. Teachers and students will not be called from class to answer the telephone except in the case of an emergency. Telephone messages will be delivered. Please call as early as possible in this case. **BEFORE 3:00 p.m.** please! You are encouraged to arrange after school plans with your children before they leave for school in the morning.



Telephone Numbers:

Superintendent:	472-4520 Extension 1006	Secretary:	472-4520 Extension 1000
Business Manager:	472-4520 Extension 1003	Nurse:	472-4520 Extension 1012
Elementary Principal:	472-4520 Extension 1008	Secondary Principal:	472-4520 Extension 1007
Elementary Secretary:	472-4520 Extension 1005	Secondary Secretary:	472-4520 Extension 1004
Bus Garage:	472-1699		

Student Insurance: An accident insurance policy is made available through the school for those desiring such insurance. The insurance covers a child in case of an accident during school, to and from school, and at school sponsored and supervised activities. Also, there is a 24-hour, 365 day, year-round accident program and dental insurance program available to you. Parents are requested to return the forms whether or not you take the insurance.

Cold Weather Outer Wear: Anyone familiar with South Dakota weather will know that our climate is extremely unpredictable. It is of utmost importance that students are dressed warmly for winter. It is a good policy to send your child to school during the fall and winter with a warm coat even though the morning may not warrant it. Please prepare your child with caps, gloves, coats, snow pants, and boots when the weather is adverse.

Warm Weather Dress: During the warm weather of spring and fall, we ask the parents' cooperation in choosing appropriate dress for their children. Good judgment should be used. We ask that shorts be mid-thigh or knee length, and if bicycle shorts are worn, loose fitting shorts should be worn over the top. No short shorts are acceptable. Halter tops, spaghetti strapped tops, and half shirts are not appropriate. Clothing with improper logos or liquor advertisements will not be acceptable for school wear. Questionable articles of clothing are at the discretion of the teachers and principal. If a student should wear inappropriate clothing, he/she will be asked to either call and obtain clothing from home or locate clothing from the nurse's office. For the children's health and welfare, we suggest that there be no shorts between October 1 and April 15.



School Closing-Inclement Weather: When schedule changes have to be made due to inclement weather, (no school, late start, early dismissal, etc.), the following methods will be used to get out the information:

The Keloland Closeline can be viewed online at www.keloland.com and also on KELOLAND TV. This most likely will be your first notification. Messages and notifications can be posted 24/7 if bad weather should develop.

School Reach: You will also receive confirmation via the automated telephone notification system. Note that there are times when this system is delayed due to high volume of calls, so always check the KELOLAND options, as well.

When used, School Reach calls all telephone numbers in our selected parent/guardian contact lists and delivers a recorded message from a school administrator to a live answer or an answering machine.

Listed are tips to help you access the information on the School Reach System.

1. **Caller ID:** The caller ID will be the school telephone number. The notification is sent from the school and the district telephone number.
2. **Live Answers:** There is a short pause at the beginning of the message. When you say "hello", it activates the message. If you say "hello" multiple times, it will delay the message.
3. **Answering Machines:** The School Reach program will detect that your machine has answered and will play the recording to your answering machine.
4. **Message Repeat:** At the end of the message you will be prompted to press any key to hear the message again.

If your phone numbers have changed, please provide the Redfield School with your current numbers by calling Dawn Waldner at the main office 472-4520.

It is possible that the situation may arise where the students might not be able to be transported home from school because of road or weather conditions. Parents of those students who ride the school buses are required to make arrangements for their children to stay with someone living in the city of Redfield in the event that we could not return them to their homes.



School Breakfast, Lunch, and Milk Program: Breakfast and lunch are provided each day for all students. The breakfast, lunch, and milk/juice tickets are good for 20 days and may be purchased in the Business Office. Milk and orange juice are also available to students on an optional basis during snack.

The Redfield Public School has a policy of providing free and reduced price breakfasts and lunches to those students whose parents meet program requirements. This policy is in compliance with regulations set by the Educational Food Services Division of the S.D. Department of Education and Cultural Affairs.

All students are encouraged to participate in the school meal program. Any parent who wishes to apply for free or reduced priced meals should contact the administrative office of the Redfield Public Schools. Material will be made available to parents upon the registration of their children.

Activity Tickets: Activity tickets for students in grades 1-6 may be purchased from the offices in the fall. This ticket will admit the student to all regular season home athletic events and class plays. Kindergarten students are admitted free. If a student loses his activity ticket a duplicate ticket may be purchased.

Lost and Found: Articles found should be turned into the elementary office. Students should report lost articles as soon as possible. If your child is missing articles of clothing or other items, please check elementary office or the lost and found table.

Health and Medication



Medication Permission Forms: MEDICATION WILL BE GIVEN ONLY BY WRITTEN PARENT PERMISSION AND PRIMARILY DISPENSED FROM THE NURSE'S OFFICE (Room 120) in the southwest corner of the school. A student may carry emergency medication such as an inhaler or epi-pen if they have a Physician's order and a statement that the student is capable of self-administration.

Phone: 472-4520, extension #1012. (Forms are available in the office.)

NOTE: We ask that most prescriptions for common/minor childhood diseases or infections be given at home. If your child is required to take medicine at school, appropriate forms must be filled out and signed by the physician and parent before the school nurse/medication aide can administer the prescription or medication.

Other Health Issues:

1. Students should not be in school if they have a fever, sore throat, upset stomach, rash, or other indications of illness.
2. All communicable diseases should be reported to the school office.

If your child is injured, the staff will take whatever steps necessary to provide the needed medical attention and care. These steps include but are not limited to the following:

Attempt to contact the parent or guardian listed on the emergency information you provide for us. If we cannot reach you, we will do any or all of the following:

- a. Administer emergency first aid.
- b. Attempt to contact the child's physician.
- c. Have the child taken to an emergency room of the hospital by the ambulance. (The police department will be called in this case.)

Head Lice: Head checks will be done by the school nurse. Students who have lice will be sent home. The following are steps to take if your child comes home with head lice:

1. Check every member of the family.
2. Use an effective head lice treatment (i.e., Nix, Rid, Etc.).
3. Remove all nits (preferably with a nit removal comb).
4. Wash clothes, bed linens, towels, hats, and coats.
5. Soak combs, brushes, etc. in hot water.
6. Vacuum carpets, pillows, mattresses, etc.

Policies



Nondiscrimination/Accessibility: Redfield School District provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, and marital status in regard to public assistance, age or disability.

Persons with inquiries regarding implementation and compliance of Americans with Disabilities Act (Title IX or Section 504) may contact Brenda Stover at 605-472-4520, extension #1008. Additional inquiries may be directed to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

Internet Usage: The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided here so that

you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a teacher student/citizen violates any of these provisions, his or her use may be terminated, future access could be denied, and the school district discipline policy will be applied. The signature(s) at the end of this handbook is legally binding and indicates that the parties who have signed have read and agreed to the terms and conditions and understand its significance.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Redfield School District will take precautions to restrict access to objectionable materials. However, on a global network it is impossible to control all materials and an industrious user may discover objectionable information.

Terms and Conditions:

1. **Acceptable Use** – Electronic Mail/Internet use must be in support of education and research and consistent with the educational objectives of the Redfield School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret, etc. Use of commercial activities by Redfield School District users is not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges** – The use of Email/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district administration will deem what is inappropriate use and its decision is final. The network administrators may cancel privileges at any time as required. The administration, faculty, and staff of the Redfield School District may request the network administration to deny, revoke, or suspend specific user privileges. Staff and student use is subject to review by district personnel and is not considered private or confidential.
3. **Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - 1) Be polite. Use appropriate language. Do not use abusive, vulgar communications with others. No swearing or cursing may be used.
 - 2) Do not give your home address or phone number to others nor share your password with anyone.
 - 3) Electronic mail is not guaranteed to be private. Anonymous messages may not be sent.
 - 4) Do not use the network in a way that would disrupt the network nor interfere with others' use of the Redfield School's network.
 - 5) All communications are the property of the author and can be used only with permission.
 - 6) The network may not be used for any illegal activity nor may it be used for private financial gain.
 - 7) No one may gain unauthorized access to resources or entries on the network for which they are not authorized. The Redfield Schools' network may not be used to invade any other networks.
 - 8) Home pages may be created when authorized by the network administrator. Location for storage of home pages shall be set by network policy.
4. **Warranties** – The Redfield School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Redfield School District will

- not be responsible for any damages a user suffers. This includes loss of data resulting from provider delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at one's own risk. The Redfield School District specifically denies any responsibility for the accuracy or quality of information obtained through Internet or network services.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet or any district network, he/she must notify a network administrator. Do not share or demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a network administrator may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other district networks.
 6. **Vandalism** – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the district's networks, the Internet, Electronic Mail, or other networks that are connected to the district's or Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses and programs designed to gain access to networks via illegal means. Intentional damages to equipment or software and other forms of vandalism may result in the cancellation of computer privileges and the district's discipline policy shall be invoked. Cost of damages will be billed to the user.
 7. **Updating User Information** – Internet may occasionally require new registration and account information from a user to continue the service. A user must notify the building or network administrator of any changes in his/her account information (address, etc.). Currently, there are no user fees for this service.
 8. **Charges** – Redfield School District assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges per minute (unit) surcharges and/or equipment or line costs, incurred by the user. Any disputes or problems regarding phone service are strictly between user and his or her local phone company and/or long distance service provider. Nor does the Redfield School District assume any responsibility for any other charges, credit card charges, automatic billing, or any acceptance of a monetary charge, incurred by the user. Any financial acceptance will be the responsibility of the user.
 9. **Exception of Terms and Condition** – All terms and conditions as stated in this document are applicable to the Redfield School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of South Dakota and the United States of America.

Privacy Act: The Family Educational Rights and Privacy Act (**FERPA**) specify rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.
6. A hearing on the issue if the school refuses to make the amendment.

Effective January 8, 2009, regulations were amended to implement a provision of the USA Patriot Act and the Campus Sex Crimes Prevention Act as well as two US Supreme Court decisions interpreting FERPA, and making necessary changes identified as a result of the Department's experience administering FERPA and the current regulations.

If there are questions, please feel free to contact Stephanie Mach, 504 Coordinator for the school district, at telephone number 472-4520; extension #1037. A copy of the amended Department of Education (34 CFR Part 99) Family Educational Rights and Privacy; Final Rule is on record for review at the Redfield Elementary Office.

Complaints and Grievances Procedures for Students and Parents: The School Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and the community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his/her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he considers unjust or unfair. Such action should be taken within seven days of the incident or occurrence.
2. If the incident remains unresolved, the student or his/her parents or guardian or the teacher may bring the matter to the principals' attention for his/her consideration and action within seven days.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal within seven days.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for his/her consideration within seven days.
5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board for review within seven days. The Board's decision will be final unless an appeal hearing is requested.

Classroom Teacher Request Policy: Parents are asked to refrain from requesting a teacher. Many factors are considered when balancing classes. Classroom placements are based on identified student needs. Our teachers are all highly qualified and skilled educators and take into consideration each child's unique talents, his/her level of performance and maturity, and any social concerns. The students are placed where the students' needs will be best met. Because the focus of our school is meeting student needs and forming well balanced classes in each grade level, we do not honor requests for specific teachers.

Student Retention Policy: Retention of a student in any grade, kindergarten through grade six, shall be determined by a majority agreement of a multi-disciplinary team consisting of the principal, special service personnel, the classroom teacher or teachers, and the parent or guardian. Retention shall be recommended on information provided to the team members by members of the team and by the parent or guardian. Criteria for a retention decision shall be based upon a wide variety of information about the student in order to assist the team in a decision that is educationally and emotionally best for the student.

If parents or guardians wish to challenge the retention decision, they must follow the Complaints and Grievances Procedures for Students and Parents.

Dangerous Weapons Policy: 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. No dangerous weapons are permitted on any school premises, in any school vehicle or a vehicle used for school purposes, or in any other building or premises used for a school function. Exceptions include weapons under the control of law enforcement or the United States Military, starting guns used for athletic events, gun shows, and authorized supervised school training sessions for the use of firearms.

Any weapon taken from a pupil shall be reported to the pupil's parents. Weapons will be confiscated and reported to law enforcement authorities. Appropriate disciplinary action, legal action, or both, shall be pursued by the building principal. Any student bringing a dangerous weapon to school can be expelled for up to twelve months. 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.

A dangerous weapon is defined as any firearm, air gun, knife, or device, instrument, material, or substance, whether animate or inanimate which is calculated or designed to inflict death or serious bodily harm. A "firearm" includes any weapon that is designed to expel a projectile by an explosive action.

CODE ACAA

REDFIELD PUBLIC SCHOOL Sexual Harassment Policy

POLICY

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition: Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Responsibility: School district officers, employees and students are responsible for maintaining a work learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegation of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of this policy will be available at all administrative offices.

Complaints: Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

If there are questions, please feel free to contact Brenda Stover, Title IX Coordinator for the school district, at telephone number 472-4520; extension 1008.

Legal Reference: South Dakota Executive Order 81-80
Federal-Title IX (1972 Education Amendments)

DISTRICT WIDE PARENTAL INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

The Redfield School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

- [For States where a Parental Information and Resource Center is established] The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The Redfield School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

The elementary principal scheduled and conducted meetings of the Advisory Board on January 8, 2009, and reviewed the template for the parent involvement policy and developed the appropriate materials to meet the state requirements. The draft materials were reviewed by representatives from the PTSA to add further recommendations and changes. Assistance to review the materials was received by the local ESA on January 12, 2009, and SST on January 14, 2009. The School Wide Planning Team met on Tuesday, May 5, 2009, and reviewed and revised the PIP. The

final form for 2009-2010, was submitted to the local school board on June 22, 2009, for approval and then to the state for review.

The School Wide Planning Team met in May, 2014, to review and/or update any changes or recommendations for the 2014-2015 School Wide Plan.

2. The Redfield School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Each spring the Advisory Board which includes parents, school staff and community representatives will meet to review and revise the School Wide Plan. The local ESA representative assists in the professional and parent training throughout the school year. PTSA activities support our School Wide Plan's goals and objectives through volunteerism, classroom support of rewards and special activities, creative and imaginative additions to the curriculum and programming in the classrooms, suggestions and feedback to improve the quality of the education we provide to our students.

3. The Redfield School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

The Redfield School District's Board of Education and administration support the elementary school plan by providing the time, facilities, staff and materials needed to assure the successful planning and implementation of effective parental involvement activities as a part of the school wide plan. The elementary principal will coordinate the meetings with the advisory board, PTSA, ESA and SST required developing and reviewing the school wide plan.

4. The Redfield School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

The Redfield Public School Early Childhood Special Education Program, Rainbow Daycare, Little Lambs Pre-school, home care providers, and the Redfield Head Start Program collaborate to assure educational preschool guidelines are implemented on a consistent basis to provide readiness upon entering kindergarten. Parents will be involved in meetings prior to kindergarten screening in March to discuss the upcoming assessments and requirements for entering kindergarten. Strong components of parent involvement are a part of each of these programs. Common Sense Parenting classes are offered through the Redfield Youth at Risk county program. Training opportunities offered by HS and Redfield Public School Early Childhood will be offered to all childcare providers and families in the Redfield area.

Parents will be involved in meetings prior to kindergarten screening in March to discuss the upcoming assessments and requirements for entering kindergarten.

6. The Redfield School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

A parent evaluation/survey of the plan is conducted during the first parent/teacher conference in the fall of each school year. Parents not attending conference will receive the evaluation/survey through the mail. This evaluation/survey is designed by the Advisory Board and includes questions in regard to the parent's feelings regarding any barriers they see for greater participation and involvement in parent's activities. Findings upon review by the Advisory Board of these evaluations/surveys will be considered for changes needed in parent involvement policy and activities and to develop strategies for more effective parental involvement.

1. The Redfield Public School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
 - *At the beginning of the school year, a school handbook with pertinent school information for all elementary students will be available online. Hard copies will be available upon parent/guardians' request.*
 - *Open house is held in the fall with staff explaining how parents can help educators make the child's school year successful.*
 - *Flyers are sent home regarding academic content standards, as well as Title I rules and regulations.*
 - *Individual planners will be sent home daily for parents to review with students.*

- *Parent/Teacher Conferences are held twice a year; once in the fall and again in the spring. Other conferences may be held upon request. At the first conference, Dakota Step results will be shared as well as other alternative assessment scores such as DIBELS Next, Study Island, and STAR Reading. Parents not attending conferences (2% of the parents) will receive this information by mail.*
- *Quarterly grade reports are sent from the classroom teachers with narrative reports added by special education teachers.*
- *Parental Portals provide parents a way to check student progress at any time online.*
- *Newsletters will be sent home with additional information for parents.*
- *Parents are informed by the school of appropriate parent training opportunities available throughout the school year.*

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

Encouraging parents to participate in Common Sense Parenting Classes offered by Youth at Risk throughout the school year to assist parents in effective communication and parenting skills. Teachers send home materials to assist parents in improving their child's academic achievement. The Parental Portal is a technology tool provided by Redfield School to assist the parent's involvement and updates on a regular basis. Parent newsletters with upcoming activities and suggestions to assist their child's academic achievement are included in these monthly newsletters.

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

In the fall of 2013, plans were implemented and efforts continued in areas of bullying along with Top 20 ideas. In the winter of 2013, all Redfield staff attended a presentation on "Top 20". This training offers the opportunity to gain life changing skills that will make a positive difference in your student's or your child's life. This speaker emphasized the importance of collaboration with parents and their involvement for a successful program PBIS, Positive Behavior Interventions and Support program was implemented, K-12, in the fall of 2011. Continuous training has and will occur throughout the school year and summer months. A spring presentation for staff and parents was

presented by the Title staff. It emphasized the importance of working as equal partners with parents and provided assistance in improving the ties between parents and the school. Also discussed was the Reading Intervention program which has been implemented in grades kindergarten through third. PTSA is a crucial part of our parent involvement in the Redfield School system. This organization initiates and carries out many projects that benefit both the teachers and the students. Parents are encouraged to attend the Parent State Conference provided by South Dakota Parent Network. Information in regard to this conference will be shared with parents through school newsletter, brochures, and the South Dakota PIRC website.

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

The Redfield Early Childhood Special Education program collaborates with the other early childhood programs in Redfield (Rainbow Daycare, Head Start, Library School, and Little Lambs Preschool) to provide educational information for successful transition to kindergarten. The Early Childhood teacher and Special Education Consultant continue to assist the Rainbow Daycare Center in developing educational programming and curriculum for their preschool children. This information is shared with the parents in a monthly newsletter.

- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

All correspondence with parents will be presented in a parent friendly format. Any alternative translations needed, will be provided by the school district. Contact information for teachers and administration will be provided to the parents.

PART IV. ADOPTION

This District Wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Brenda Stover, Elementary Principal.

This policy was adopted by the Redfield School Board of Education on 06/09/14 this policy to all parents of participating Title I, Part A children on or before 08/25/14.

(Signature of Authorized Official)

(Date)

SCHOOL-PARENT COMPACT

The Redfield Public School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2014-2015.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

The Redfield Public School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The Redfield Public School will provide high-quality curriculum and instruction by having highly-qualified staff and by reviewing core curriculum yearly on a rotating basis to make sure curriculum is in align with state standards. Scientifically based materials will also be used to provide high-quality instruction.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

Redfield elementary will hold two parent-teacher conferences, one in the fall and one in the spring. Conferences may also be held at individual times upon request by parents or teachers.

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

At the end of each quarter parents will receive a written report about student achievement from regular classroom teachers, special education and Title I teachers when students are consistently pulled from the classroom. Grades are also available at all times by Parental Portal online.

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Parents will be able to access staff at conferences or by appointment through the elementary office. Teachers are also available before school 8:00 a.m. - 8:20 a.m. and after school from 3:20 p.m. - 4:00 p.m.

- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:

Parents are encouraged to volunteer in elementary classrooms, as well as volunteering to help with class trips. Classroom visitation and volunteering schedule can be made by contacting the elementary office and the classroom teachers.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Establishing a time and location for homework and making sure that homework is completed and reviewed regularly.*
- *Monitoring amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District Wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*
- *Show respect and support for child, teachers and school.*

Student Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 15 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Work cooperatively with my classmates. Show respect for myself, school, parents and others.*
- *Show respect for myself, school, parents and others.*

The Redfield Public School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings. If parents are unable to attend, they can contact the Title teachers for an arranged meeting. All parents with children attending Redfield Public School will be encouraged to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the Dakota Step assessment (grades 3-6) in at least math, language arts, and reading.
8. Provide each parent timely notice when their child has been assigned or has

been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

9. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
10. Work with the LEA to ensure that a copy of the LEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A program is provided to parents of students and to appropriate private school officials or representatives.

School

Parent(s)

Student

Date

Date

Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)

REDFIELD PUBLIC SCHOOL COMPLAINT POLICY FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. **(Consult SD Department of Education Complaint Procedure)**

**Parents' Right to Know
Qualifications of Educators
Redfield School District Information**

Dear Parent/Guardian:

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within seven (7) days.

Sincerely,

Brenda Stover, Elementary Principal
Redfield Public School

REDFIELD ELEMENTARY SCHOOL
Supplies needed for the 2014-2015 school year
First day of school August 25, 2014

- **Students in all grades need to have an extra pair of clean tennis shoes with non-marking soles for PE*****
(Please note: tennis shoes with Velcro works great for the lower grade students)
- PTSA will be providing student **folders** for Grades K – 2 and Planners for Grades 3-6
- The PTSA folders will be **available** to purchase in the office for **\$1.00 each**
- Art supplies for Grades 1-6 are listed on the back.

KINDERGARTEN

Scissors – Child size **metal Fiskars**
2 boxes of crayons (24 in box)
1 large box facial tissues
2 – 4 oz. white bottles **Elmer's** Glue (No Ross or gel)
12 - #2 pencils
Eraser – pink or green
1 box Prang paints
School Box
2 boxes of Crayola broad line markers – (**8 or 10** markers that contain the black marker)
Old adult T-Shirt for painting
Beach towel for nap time (Please no blankets due to limited storage space)
PE shoes – Velcro or slip on
1 backpack/book bag (no wheels)
10 glue sticks
1 container of baby wipes – **Girls**
1 container of disinfecting wipes -- **Boys**

GRADE 1

*2 boxes of Crayola Crayons (24 in box)
*1 box of Crayola colored pencils (12 in a box)
*Small, covered pencil sharpener
6 regular size Elmer's Glue Sticks
1 package pencil-top erasers
Scissors – child size, Fiskars, please
1 box facial tissues (not family size)
*1 box **Prang** paints (found at Office Max or order from Mrs. Van Vleet at school)
2 boxes Classic **Crayola** markers (with black)
2 yellow highlighters
Book Bag or Backpack
1 large container of Clorox or Lysol disinfecting wipes
2 boxes of 100 count zip top snack bags (please no sandwich or fold over bags)
1 box gallon size zip top bags
\$13.00 for the purchase of a school box, 3 folders, 2 binders, 2 markers, and sheet protectors.
****Please do not label any of the supplies. Labels will be provided at the open house.**

GRADE 2

Art Box from 1st Grade
2 containers disinfecting wipes
Book bag
*Crayons – 1 box of any size and 1 box of 24 (for later in the year)
*1 – 4 oz. bottle Elmer's Glue
4 - Elmer's Glue Sticks
*10 - #2 pencils PLAIN – these will be class pencils
4 - Wide **Lined** spiral notebook – 70 pages
1 **large** box facial tissues
*Pointed Metal Scissors
2 Pocket Folders – Please **NO** Trapper Keepers
*2 boxes **8** Crayola Classic-wide line washable markers (one for later in the year)
2 **large** erasers – pink or green
*1 box **Prang** paints
2 Highlighters
4 Different colored pens
Marker Board Markers Blue or Black only
Old sock
1 Composition Book
\$5.00 to purchase binder, flash cards, and flash card pouch

GRADE 3

- 1 container disinfecting wipes
- *Crayons (24 in box)
- 3 wide-lined spiral notebooks
- *2 – 4 oz. bottles **Elmer's Glue**
- *Scissors
- *1 box **Prang** paints
- 10 - #2 Pencils – **no** mechanical pencils
- 2 highlighters
- Eraser
- Erasers that fit on a pencil
- 2 **large** boxes facial tissues
- 2 folders with pockets
- 2 boxes wide line markers (**Classic**)
- 3 dry-erase **Expo** markers
- *1 box colored pencils with pencil sharpener
- 1 deck of cards
- 1 roll of paper towels
- Art supply box from 2nd grade
- Book Bag
- 3 glue sticks

GRADE 4

- 1 container disinfecting wipes
- *1 box Crayons (24 in box)
- *25-- #2 lead pencils
- 2 -- **Plastic** folders with pockets
- 1 package of wide lined notebook filler paper
- *Scissors (child size **Fiskars**)
- *8 oz. bottle **Elmer's Glue**
- 2 **Red Pens**
- 2 **Dry Erase Markers**
- *1 box colored pencils --
(**basic colors**) with pencil sharpener
- 2 **large** boxes facial tissues
- Multiplication Flash Cards
- Division Flash Cards
- *1 box **Prang** paints
- *8 **Crayola** Washable Markers – variety wide line
- 4 glue sticks
- 1 highlighter
- Ruler
- 3 ring binder (for SD Book) No Trapper Keeper, please!
- Small Zipper pencil **bag**
- \$2.00 to purchase art supply container and journal
- Deodorant and comb
- Last names: **A-F** Quart sized ziplock baggies
- G-L** Napkins
- M-R** Paper towels
- S-Z** Sandwich sized ziplock baggies
- 50 Sheet protectors for SD book (optional)

*****Supplies that will be needed for Art:**

*** Items do not have to be duplicated.**

- Prang paints
- Colored pencils and pencil sharpener
- #2 pencils – NO MECHANICAL
- Box of crayons
- Scissors
- Elmer's glue bottle
- Crayola markers that contain the black marker

GRADE 5

Wide lined loose leaf notebook paper
*20 -- #2 pencils
12" ruler with centimeters and inches
*4 oz. bottle **Elmer's Glue** or glue sticks
*Crayons (at least 16 in box)
2 whiteboard markers
Eraser
Red Pen or pencil
*1box **Prang** paints
2 large boxes of facial tissues
*Scissors
***Crayola** water color markers
Protractor – clear/transparent
2 composition notebooks (9 ¾" x 7 ½")
1 spiral notebook
1 -- 2 inch 3 ring binder (**no trapper keepers or folders**)
4 highlighters (1 yellow, 1 orange, 1 green, 1 blue)
*Colored Pencils with pencil sharpener
Ice-cream pail
PE bag for shoes
Deodorant for after P.E.
1 container disinfecting wipes
Backpack
\$5.00 for dividers (organize binder)

GRADE 6

1 -- 2 inch 3 ring binder (**no trapper keepers or folders**)
Paper -- loose leaf
1 composition/journal book
1 spiral notebook
Large zippered pencil case
*20 **plain** #2 wooden lead pencils
4 pens in assorted colors
Ice cream pail for art supplies (may reuse from 5th grade)
*1 box **Prang** paints and brush
*1 box of Crayons (24 or more)
*1-- 8 oz. bottle of Elmer's glue
*Scissors
*1 box colored pencils (24 or more) with pencil sharpener
*1 box **Crayola** markers
4 highlighters (1 yellow, 1 orange, 1 green, 1 blue)
2 White Board Markers (Black Fine Point)
2 **large** boxes facial tissues
1 container disinfecting wipes
Deodorant for after P.E.
12" ruler with centimeters and inches
Protractor clear/transparent
Backpack
\$5.00 for dividers (organize binder)

Recommended supplies for GRADE 7

Binder – not a trapper keeper
Loose leaf paper
Pens
Pencils
Red pens
"Texas Instrument" scientific calculator
Jump drive
For PE (a trimester class): towel, soap,
shampoo, deodorant, PE shoes, shorts, t-shirt