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Dear Beresford Elementary Families,

It is with great pleasure that I extend a warm welcome to you on behalf of the Beresford Elementary School faculty and staff. We hope that you will find this handbook to be useful and informative and that it provides all the answers to your questions about our school.

Beresford Elementary serves children in JK - 5th grade with an enrollment over 300 students. Our school has an excellent reputation and we strive to maintain a level of excellence but yet make each child’s journey personalized.

We are extremely proud of our dedicated and experienced teachers, outstanding students and supportive families. Beresford Elementary is known for its high expectations for all; its safe, caring and nurturing environment; and its program of academic excellence. Together, we continue to provide Beresford students with the best education possible. It is important to have good communication between home and school. This handbook is one more way to communicate with you.

Thank you for using our handbook and visitors are always welcome to contact us for more information about our school!

Sincerely,

Troy James
Elementary Principal

BOARD OF EDUCATION MEMBERS, 2018-2019
Deb Bergland, President
Chris Savey, Vice President
Dan Erickson
Russell Johnson
Ashley Sharpe

BOARD OF EDUCATION MISSION/PHILOSOPHY

- MISSION –

“Together We Aspire, Act, and Achieve”

- PHILOSOPHY –

The philosophy of the Beresford School District is to provide a positive environment in which all children can and will succeed. Our children are the reason for our school’s existence, and worthy of our best efforts.

Therefore, we believe...

1. It is essential to provide all students’ academic, physical, and social assistance and support.
2. It is essential to encourage all students to participate in school and community activities in a safe environment.
3. It is essential that our community and its families be important educational resources. Together we will be a strong force in character development of our youth through positive role modeling.
4. It is essential to promote lifelong learning for all employees and school board members.
5. It is essential to provide educational opportunities and experiences for students to develop toward responsible citizenship, including roles of leadership and group participation.
6. It is essential to provide a learning environment for students to acquire knowledge and skills to enhance their own physical and mental health, enabling them to accept in themselves and others the importance of feelings, dignity, and self-worth.

DISTRICT ADMINISTRATION

District Administration
301 W. Maple Street
Beresford, SD 57004
Phone: (605) 763-4293
Fax: (605) 763-5305
Web: http://beresford.k12.sd.us

Superintendent – Brian Field 763-4293
Business Manager – Jared Olson 763-4293
Elementary Principal – Troy James 763-5012
Beresford Parks, Recreation & Community Education Director – Scott Klungseth 763-2094
Staff Directory

Troy James, Elementary Principal (763-5012)
Judy Travis, Administrative Assistant

Junior Kindergarten
Marysa VanVoorst 107

Kindergarten
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Mary VanderLaan 125
Jessica Jorgensen 125

Special Education Assistants
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Alicia Cahoon
Becky Cook
Kaye Gylfe
Lois Savey
Angie Twedt
Pam Vik
Kathy Ward

Speech Language Pathologist
Candace Zweifel 127

Title I - Susan Jensen 137
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Jill Boden, Director 145
Kelsey Turner 145
Lisa Ringling 145
Sharon Akland
General Information

After School Activities

4th and 5th Grade Choir (Becky Sanderson, director)
World Music Drumming for grades 5th & 6th (Becky Sanderson, director)

Attendance

Please call the Beresford Elementary School whenever your child will be absent from school or late. You may call 763-5012 twenty-four hours a day. We also ask that you try to call by 8:00 a.m. We will continue the policy of calling every parent whose child is absent if the parent has not called the school. For elementary school students, a half-day absence is recorded when students arrive after 10:00 AM or leave before 2:00 PM. Questions about the school’s policy can be directed to the principal. With your help and cooperation, only a limited number of calls will need to be made by our school personnel.

Students are expected to attend every day unless they are ill. The Beresford School District has established a priority goal regarding student attendance. All students will attend school at or above 94% of the days in the school year. At this rate, no more than 11 days of school are missed counting both excused and unexcused days. To qualify for an outstanding attendance award a student must have 3 or less days absent and 4 or less times tardy/early release.

There is a powerful link between attendance and academic success in school. To give students the best opportunity possible to reach their potential both academically and socially, they must attend regularly. When students are tardy or absent, they miss out on valuable learning and social experiences that cannot be recovered.

A significant number of absences will require the school to initiate procedures outlined by South Dakota State Statutes and school district policy regarding attendance. The following attendance regulations apply to all Beresford students, unless otherwise specified.

Excused Absences

A student may be legally excused from school if s/he is not physically or emotionally able to attend school. The following are examples of excusable absences from school:
1. Illness of pupil, medical and dental appointments;
2. Serious illness of a member of the immediate family, when the student is definitely needed at home;
3. Wedding in the immediate family.
4. Death in the immediate family.
5. Planned absence. If it is necessary for a student to be gone from school for one day or more (other than for the listed above), the student (or parent/legal guardian) must obtain a Request for Excuse of Absence form (see Appendix A). The form must be to the principal for approval prior to the absence, and arrangements made with the teacher for completion of school work. It should be noted that not all requests are approved.
6. Inclement weather. Parents/guardians may choose to keep their children home during extreme weather conditions, when a concern for safety is a factor.

Unexcused Absences

A student’s absence will be recorded as unexcused if:
1. The school has not received a verbal or written notification
2. The absence is not due to illness, family emergency, or good cause.

The school principal is responsible for confirming the reasons for absences of more than three school days attributed to illness or for absences that appear to have an unusual pattern. The principal and/or office staff may seek to obtain information related to student absences. The principal may ask for documentation from a medical or dental provider for illness and/or appointments that occur during the school day stating the time and length of the appointment.

If a parent/legal guardian fails to cooperate with a school’s request for specific information about an absence, the absence may be recorded as unexcused or changed from excused to unexcused.
**Habitual Truancy**

The district truancy officer will be responsible for enforcing the compulsory attendance laws which require regular attendance, provide for penalties if parents and guardians do not carry out their responsibilities, and establish procedures for referral of a truant student to juvenile authorities.

The district truancy officer shall make and file truancy complaints, and any teacher, school officer or any citizen may make and file a truancy complaint before proper legal authorities.

**Tardy**

Students must be in their classrooms at the established starting time for the school day. Students who arrive after the start of the school day are marked tardy for that day. Patterns of tardiness call for intervention by the teacher, the principal, and/or other school staff.

Morning – Tardy before 10:00 a.m. One half day absent at 10:00 a.m.

**Tardy to School**

1st Offense
- Note home or call from teacher.

2nd Offense
- Record

3rd Offense
- Student conference with principal or guidance counselor
- Principal or guidance counselor contacts parents
- Principal, guidance counselor, or teacher write contract with student

Four or more Offenses
- Principal, guidance counselor, and teacher meet with student and parents
- Contract reviewed and corrective actions taken

**Withdrawal and Transfer**

If you are moving out of the district, the school needs to be notified at least a day in advance so the proper transfer of records can be prepared and the child’s records completed for the transfer. A signed permit slip from the parent or guardian is needed to transfer the pupil’s records to the new school. These forms may be obtained from the office. All school property, including library books, must be returned and lunch bills paid in full before records will be transferred.

**Church and Family Night**

Wednesday night is reserved for church and family functions. School events are not to be scheduled for that night and homework will not be assigned on Wednesday and expected to be done on Thursday.

**Child Care**

Beresford Parks, Rec. & Community Education (PRCE) - **Kids Konnection Daycare** is a State licensed Out of School Time daycare program for children grades K-5. Attendance for the program is fee based.

- The program is staffed based on a 15 to 1 staff to child ratio. Staff education is continual and meets all state guidelines.
- Kids Konnection prides itself in providing an environment that allows not just security and peace of mind for working parents, but opportunities for the children to grow.
- Outdoor Play - refines a child’s gross motor skills and provides an opportunity for socialization and exploration of a different environment.
- Snack - during this time, children are learning social and self-help skills.
- Free Play - Allows the child the freedom to choose among many different activities, interact with their peers in play settings, and learn new ways to express themselves.

Contact: Scott Klungseth, Beresford Parks, Recreation & Community Education Director at 605-763-2094 or comed@bmtc.net
Directory Information

The Beresford School District designates the following personally identifiable information contained in a student’s education record as “directory information”:  
1. The student’s name, address, and telephone number;  
2. The names of the student’s parents;  
3. The student’s date and place of birth;  
4. The student’s major field of study and class designation (i.e., first grade, sixth grade, etc.);  
5. The student’s extracurricular participation;  
6. The student’s achievement awards or honors;  
7. The student’s weight and height if a member of an athletic team;  
8. The student’s photograph;  
9. The student’s electronic mail address;  
10. The student’s dates of attendance; and  
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

NOTE: A district may designate all, some, or none of this information as directory information.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student’s parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent’s office) of any or all of the items they refuse to permit the district to disclose as directory information about the student.

Change Of Address/Phone

For your child’s safety, please inform the school whenever you have a phone or address change or if your alternative emergency contacts change. This information is very important, since it is the only way for school personnel to locate a student’s parent/legal guardian or alternative contact person in the case of illness or emergency. Please inform us if you will be out of town and your child will be staying with someone else.

Family Information

The Beresford School District believes that it is important for both parents/legal guardians to be informed about a student’s progress. If your child does not live with both parents/legal guardians, we strongly urge you to provide the names of all persons with legal rights to information to the school so that we can communicate with them.

Pictures

School pictures are taken at the beginning of the school term. All students will be photographed; however, parents are not obligated to purchase these school pictures.

Student pictures and identifying names will be printed in the local news media on those occasions that warrant it. However, any parent may request that their child’s picture not be published in the media or school publications. Such requests must be made in writing to the building principal. **This does not cover pictures taken by the news media at school events.**

Student Records

All student records maintained by the Beresford School District are confidential, as required by federal and state law.

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who school officials are. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so.

Requests by parents/legal guardians to review student records must be cleared through the elementary principal, who will help to arrange a time when parents/legal guardians can review the records which they wish to see.

Questions or concerns about access to student records should be addressed to the elementary principal.

Fees

**Activity Tickets.** Student activity tickets may be purchased in the elementary office. Holders of tickets may attend all home high school athletic events by presenting the ticket to the ticket taker. Elementary tickets cost $10.00.

**Damage or Loss of School Property.** If school property such as desks, books, and walls are intentionally damaged by a child, the family of the child must pay the approximate cost of repair or replacement.

**Field Trips.** Students are given a permission slip for field trips in kindergarten and to new students entering the district. This permission slip is kept in the cumulative file and is used throughout your child’s attendance at Beresford. If you would like to revoke the field trip permission, please make your wishes known in writing to the principal's office.

**Food Service.**

The goal of our food service department is to serve nutritious meals to our students. **State and federal guidelines prohibit soft drinks in the lunchroom. We ask you to refrain from bringing in fast food and pop to your child. If you wish to take your child out for this kind of lunch, please feel free to do so during your child’s lunch time.**

Breakfast serving time will be from 7:45 to 8:15 each morning that school is in session. Parents and other special people are always welcome to join their child for school lunch. Please call the school by 8:45 on the morning you plan to visit, so we can include you in our lunch count.

Children who qualify under the U.S. Department of Agriculture guidelines may get meals free or at a reduced price. Please contact the school business manager’s office for current qualifying guidelines.

Students in kindergarten and first grade also have an additional milk time. There is a 45¢ charge per day for snack milk that is taken from your child’s lunch account. **Snack milk is not covered under the U.S. Department of Agriculture free and reduced lunch program. Students who qualify for free meals will have to deposit money in their lunch account for snack milk.**

**Medical Statement Required.**

If your child has certain dietary restrictions, such as milk allergies, etc., a written doctor’s statement must be kept on file. Forms are available in the office or online. This procedure is established as part of the Federal Compliance Review for the school food service program. Food Service for the Beresford School District is provided by **thrive Nutrition Services. (Trevor R. Pasch, (605)228-9520, trevor.pasch@cbmmanagedservices.com)**
Help With A Concern

Please use the following flow chart when dealing with concerns with the Beresford Elementary.

Kindergarten/Entrance Requirements

Kindergarten Entrance
South Dakota law states that a child who becomes five years of age on or before September 1 may enroll in kindergarten. The Beresford District implemented everyday kindergarten during the 1999-2000 school year. Children are encouraged have one year of kindergarten before entering first grade. Parents who have concerns about school readiness should contact the school principal.
Requirements
All children enrolling in the Beresford School District must have:

- A certificate of immunization completed and on file with the principal.
- A certified copy of your child’s birth certificate must be presented at the time of enrollment. A copy will be placed in your student’s permanent, cumulative folder at school.

Leadership Academy
The Beresford Elementary Leadership Academy is open to all students in grades 4-5 and is intended to develop skills associated with the Servant Leadership Pillar. Students participate throughout the school year in activities and seminars that develop both service and leadership skills.

Parent Organization - PEERS
PARENTS ENRICHING and ENHANCING RELATIONSHIPS with STUDENTS (PEERS)

PEERS is an acronym for Parents Enriching and Enhancing Relationships with Students. The purpose of the PEERS organization is to support our elementary school children’s total learning experience by offering fun and flexible opportunities for parent involvement. Broad categories that have been identified by PEERS include Academic and Classroom Support, Fitness Activities, Parenting Support, Community Projects, Issue Awareness, and Liberal Arts.

PEERS recognizes that parents are busy and often stretched for extra time. PEERS hopes to provide a solution to that quandary by providing an overall structure of various activities in which parents can participate without necessarily committing an unmanageable amount of time. Parents can choose to participate in just one activity, or several, depending upon their interests and time constraints. PEERS’ guiding principle is that all parent involvement, be it a little or a lot, enriches and enhances their children’s learning process, and strengthens the parent-child-school relationship.

Parent/Teacher Communications
Good communication between families and the school is essential to the success of everyone. The teacher may send notes home, write notes in the planner, use email, and/or communicate via his/her web page.

Parent Portal
The Beresford School District has developed the Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The Portal is available to every parent or guardian of a student enrolled in the Beresford School District. The Portal allows parents to view their own child’s school records on any computer with internet access. Parents will have access to the following data about their child: Attendance (updated daily); Grades for 2nd, 3rd, and 4th grade current classes (updates vary from class to class); Class Schedules for students in grades 6-12; and Report Cards. A form needs to be completed to register for the Parent Portal.

Party Invitations
Because being excluded from a classmate’s party can be devastating for a child, it is strongly discouraged to send party invitations to school when invitations are not given to all class members. Please send invitations through the mail or make contact by phone.
Scheduled Parent/Teacher Conferences
Parents/legal guardians receive formal reports on their children’s progress in the fall and spring of the school year. Beresford Elementary schedules parent/teacher conferences to give parents/legal guardians and teachers an opportunity to share information about the child.

When parents are divorced or separated both parents/legal guardians have the right to receive information about their child’s school progress, unless the court has ruled otherwise. Please stop at the school office to confirm if duplicate information is needed.

It is vital that parents/legal guardians and teachers be in communication with each other frequently so that the child understands that everyone is working together. If you have any questions about your child’s progress or educational program, do not hesitate to call or email your child’s teacher or the school principal.

Pets at School
Pets may be brought to school if accompanied by the child’s parent and have been approved by the classroom teacher. Parents will take the pet home when they leave. Pets will not be permitted on the bus.

Solicitations
Outside solicitations for private gain are not permitted at school. The principal must approve other types of solicitations such as those made by the Girl Scouts, Boy Scouts and other service organizations.

Start Time/ Schedule

School Starting Time  8:20

Morning Recess
Grades K-1  9:40-9:55
Grades 2-3  10:00-10:15

Lunch Recess  Lunch
4 & 5 – 11:00-11:30  4 & 5 – 11:30-12:00
K & 1 – 11:30-12:00  K & 1 – 12:00-12:30
2 & 3 – 12:00-12:30  2 & 3 – 12:30-1:00

Afternoon Recess
Grades K-1  1:55-2:10
Grades 2-4  2:15-2:30

School Ends (bus)  3:23
School Ends (non-bus)  3:28

School Staff Supervision
Elementary staff members are responsible for playground supervision 20 minutes before classes convene. Staff will be on duty on the playground: 8:00 a.m. until 8:20 a.m. Therefore, PARENTS ARE ADVISED NOT TO SEND THEIR CHILDREN TO SCHOOL PRIOR TO 8:00 AM. When weather is inclement, students should make every effort to arrive at school as close as possible to the start of school (8:20 AM).
Pupils shall go home immediately upon dismissal, except in cases where special activities under teacher supervision are conducted after school. Parents granting children permission to play on an unsupervised playground do so at their own risk.

**School Office Schedule**
The school business hours are from 8:00 AM to 4:00 PM. If you wish to meet with a staff member outside of business hours please make arrangements by calling 763-5012.

**Student Services**

**Accidents**
The school makes every possible effort to provide an environment in which the student will be safe from accidents. When accidents occur, first aid is administered. If necessary, the parent will be notified. Further decisions and actions are the responsibility of the parent. The school requests that the parent list at least one other person to be called in case of emergency. (A place for this information is located on the registration form.)

**Accident Insurance**
The school system will make available a student accident insurance program. Coverage under this program is made available under group rates. A dental insurance program is also available for those families desiring it.

**Counseling**
An elementary school counselor is available on a part-time basis at all elementary schools. The counselor provides: individual and group counseling to help students solve problems, support for students concerned about grades or other issues, behavior modification, assistance when a crisis occurs at school or home, mental health assistance referrals and information about educational programs to meet the educational needs of students.

**Behavior Counselor**
The Beresford Behavior Program also known as ABC- Attitude, Behavior, Choice strives to provide a safe, structured and positive educational environment for those students who have special behavioral and/or emotional needs. The Behavior Program is designed to use creative and alternative strategies in assisting the student in their educational endeavors.

**Teacher Candidates**
The Beresford School District welcomes student teachers from area colleges and universities. Helping to train future teachers is part of the District’s responsibility to the educational community. Teachers and other staff members work closely with student teachers in order to provide appropriate supervision and to ensure that the best instructional procedures and practices are maintained. Student teachers, in return, bring new ideas, enthusiasm and vitality to our schools.

**Telephone Usage**
Students are permitted to use the telephone in the classroom ONLY for school-related needs. In case of an emergency, a staff member will call a parent/legal guardian. Parents/legal guardians are urged to help their children make arrangements in advance for after-school activities. Emergency or last-minute messages to students should be called in to the school office before 3:00 PM. Students may bring cell phones to school to use after school hours but they need to be turned off and stored in the student’s locker.
Teachers may be reached before school (8:00-8:20 a.m.) or after school (3:30-4:00 p.m.) Teachers will not be called to the phone during class time unless an emergency exists. Messages can be left for teachers through the school voice mail system. Also teachers may be contacted via their email on the school web page.

**Transportation**

**Bikes**
Bikes are to be parked in the racks upon arrival at school. Roller blades, wagons, skateboards, etc., should not be brought to school. Parents are encouraged to register their children's bikes through the Beresford Police Department.

**Bus Transportation - Student Rules, Responsibility & Discipline**
Bus transportation is provided for all elementary students who live outside the city limits or who are on a hazardous route, as determined by the city, county, or school officials. Bus transportation to and from school is part of the school day. Parents and students must assume that bus transportation is a privilege to the student, not a right. Pupils who do not conform to the rules relating to safe transportation will not be allowed to ride the bus.

**Volunteers/Visits**

**Volunteering Opportunities**
There are many opportunities for adult family/community members to volunteer at Beresford. Volunteering is fun and rewarding for the volunteer. Volunteers get to know staff members and help children to learn. Volunteers are needed on both a regular basis, such as in classrooms, and on an occasional basis. Volunteers need to schedule their visits ahead of time with teachers. All staff and volunteer cell phones should be turned off during the school day.
If you are interested in volunteering, contact our office or your child's teacher.

**Visitations to School or Classrooms**
Parent involvement in his/her child’s educational experience is encouraged. Visits must be prearranged with the school and if necessary identification may be required. As a general rule, unaccompanied children (cousins, friends, etc.) are not permitted to visit classrooms. No other children will be permitted to accompany the parent during the visit. All visitors must sign in at the main office.
Health/Safety/Security
**Building Security**

All outside building doors will be open in the morning from 8:00 AM to 8:25 AM. All exterior doors will be locked after the tardy bell rings at 8:25 with the exception of the office door in the southeast corner of the building. During the school day all visitors must enter the building through the office and sign in at the office. We encourage parents to wait for their children in the commons area at the end of the day.

**Emergency Situations**

**Fire and Tornado Drills**
Fire drills are conducted four times a year, and a tornado drill is conducted in the Spring.

**Building Evacuation**
In case of a building evacuation, all elementary students will be relocated to the Emmanuel Lutheran Church, 101 S. 5th Street, until it has been deemed safe to return to the elementary building.

**Building Lockdown**
In the event that the building needs to be locked down, an announcement will be made over the intercom directing students and staff to:

A) Soft Lockdown, all outside doors will be locked and normal procedures will happen inside. No one is allowed outside. (No immediate danger)

B) Hard Lockdown, staff and students will lock all classroom doors. Staff will implement ALICE methods for student safety. (Immediate danger)

**Severe Weather**
In the event of inclement weather, the superintendent has the authority to cancel, delay, or close school early. When school is to be cancelled, delayed, or closed early, parents will be contacted by telephone through the automated phone notification system and the announcement will be made on radio and television. The Beresford School District contacts the following television stations: KDLT, KELO, KSFY, and local cable channel 8; and the following radio stations: KELO (am), KSOO, KVHT, and WNAX. If no report is heard, it can be assumed that school will be in session. (See Appendix D – Winter Storm/Inclement Weather Procedures)

**Illness**

**Is Your Child Well Enough To Go To School?**
It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities.

Here are some guidelines that might help in a parent's decision-making:

1. Fever: A fever of 99.5 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home until the fever is gone and he/she is feeling better.
2. Vomiting, Diarrhea or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
3. Infectious Diseases: Diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor's examination and prescription for medication. Contacting the doctor and using the medicine as directed for the full recommended length of time are necessary.
Once medication has been taken for 24 hours and the child is feeling well, he/she may return to school.

4. Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).

5. Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving.

6. Injuries: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a doctor's excuse is required.

7. Absence: If a student is absent for three or more consecutive days, a doctor's note is required and to be given to the school secretary.

See Appendix F regarding head lice. See Appendix G for Recommendations for Temporary Exclusion from a School Setting due to communicable disease.

**Medication**

**Medication Policy**

1. If a child needs to have medication administered at school during the school day the following must be in place:
   a. Consent for Prescription Medication Administration must be completed by physician and parent.
   b. Medication must be brought to the school, by an adult, in its original bottle or package.

2. Student will have the medication at the designated time administered by an authorized school personnel.

3. All medication administered at school will be stored in a locked drawer, cabinet or file.

4. Parents/legal guardians must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is changed, a new order must be received from the practitioner.

5. No aspirin or other over-the-counter medication will be administered to students unless Consent for Over the Counter Medication Administration has been completed.

6. Each school year, a new consent form will need to be completed whether it be for a prescription or over the counter medication.

7. Medication MUST be brought to school by an adult.

8. Those students that will be carrying and/or administering their own Anaphylaxis and Asthma Inhalers must have completed the Authorization for Asthma or Anaphylaxis Self-Administered form. All forms mentioned above are available in the office or online.

**Medical Insurance**

The Beresford School District does not carry student medical insurance. Parents/legal guardians are, therefore, responsible for medical expenses for pupils injured on school premises. Even with the best safety precautions, there is an element of risk to children during normal school activities such as recess and physical education. Parents/legal guardians are encouraged to consider the adequacy of their medical insurance.

South Dakota school district for the first time, including transfer students. Minimum immunization requirements are defined as having received at least:
Screenings

Screening Tests
The following screening programs are conducted yearly or upon request:

1. Vision-Grades K, 2, & 4
2. Hearing-Grades K, 1, 2, & 3
3. Speech-Grades K, 1, 2, & 3
4. Dental – Grades K-5 (USD Dental School) with parent consent
5. Height, Weight, & BMI – K-5
6. Scoliosis- 5 (Girls)

Student Release During the Day

RELEASING CHILDREN FROM SCHOOL DURING THE DAY
If it is necessary for you or someone authorized by you to take your child out of school during the instructional day (after school has started and before the end of the day), we ask that you follow the procedures below:

1. You or the authorized adult must complete the sign out sheet in the office and record the reason for requesting the release of your child.

2. The adult must have the authority to pick up the child, either
   • he or she is the legal guardian or parent
   • he/she is verified as the emergency contact listed on the official registration form or
   • your child has brought a note signed by a legal guardian or parent to the office saying that this adult has authority to pick up your child.

3. If the office staff does not know the adult, then
   • identification matching the parent's note must be secured or
   • the child's parents or someone listed on the official enrollment form must be called to verify the person's identity and their authority to pick up the child.
   • your child will not be released if appropriate identification or verification of authority cannot be obtained.

4. Your child’s teacher will be notified by the office to send your child to the office. To ensure the safety of your child, we will ask that any authorized adult (including parents) picking up a child will do so in the school office under the supervision of an office staff person.

Traffic Safety

School Safety Patrol
The elementary school has a safety patrol program, wherein 5th graders assist younger students at street crossings. Patrols are stationed before and after school at street intersections and at school building doors in order to help students get to and from school safely.

School safety patrols will be located at the intersections of:

1. Oak and South 4th
2. Elm and South 4th

See Appendix E for instructions on picking up and dropping off children at school.
Visitation by Department of Social Services or Law Enforcement

Upon receipt of a report pursuant to possible child abuse or neglect, the Department of Social Services or law enforcement officers shall investigate. Investigate personnel may personally interview a child out of the presence of the child’s parents, guardian, or custodian without advance notice or consent (South Dakota codified law 26-8A-9).
District Policies and Guidelines
**Controversial Issues**

The study of and teaching of controversial issues shall be in an academic atmosphere as free as possible from bias and prejudice. In the teaching of controversial issues, a teacher must, among other things, respect and withhold the expression of his/her personal opinions unless asked by a direct question, develop a classroom atmosphere in which pupils feel free to express opinions and to challenge ideas; and choose suitable instructional materials presenting data on varying points of view on issues being discussed.

A citizen of the school community may register a protest with the principal and request that he/she change the way in which a controversial issue is being handled.

**Discrimination/Harassment Complaint Procedures**

It is the policy of the Beresford School District not to discriminate in its educational programs, related activities and employment practices. If you believe that you have been discriminated against, you may make a claim that your rights have been denied. You can obtain a copy of the public complaint procedure and receive assistance in filing a complaint by contacting the Title IX Officer.

**Electronic Devices/Watches**

Cell phones and other electronic devices, this includes cell phones, electronics and other mobile devices, are to be off and kept in the students' locker during the school day. The school is not responsible for lost, stolen, or damaged electronic devices.

**Personal Belongings**

Students are discouraged from bringing personal items from home. If an item is brought to school to show the class, it should be returned home the same day. The school is not responsible for lost, stolen, or damaged items. **Elementary lockers are not locked!**

**Student Rights/Responsibilities**

**THE RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Students and parents have rights that schools must observe, but they must also understand that personal responsibilities accompany individual rights. Furthermore, the rights of students must be viewed in relationship to the safety and welfare of the majority of students in the schools. Above all, schools must maintain adequate discipline to conduct a quality educational program.

**IT IS THE STUDENT'S RIGHT TO:**

1. Attend school free of charge.
2. Attend school until age 21 or graduation from high school at public expense including free textbooks and instructional materials.
3. Expect that the school will be a safe place for all students to gain an education.
4. Expect that the school will provide an educational program that meets his or her special needs, abilities and talents and also meets or exceeds standards established for all schools by the state legislature and the South Dakota Board of Education.
5. Exercise freedom of speech, press and expression of views.
7. Receive due process and equal protection under the laws.
8. Dress in such a way as to express individual personality.
**IT IS THE STUDENT’S RESPONSIBILITY TO:**
1. Attend school daily, except when excused or ill, and to be on time at all classes. Protect and show respect for public property.
2. Attend school regularly and pay only costs that are of a personal nature or for participation in voluntary activities.
3. Obey all restrictions on students in accordance with board rules and regulations.
4. Be aware of all rules and regulations for student behavior and act in accordance with them.
5. Participate in and take advantage of the educational opportunities provided by the school.
6. Respect the human dignity and worth of all other individuals. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
7. Refrain from disobedience, misconduct or behavior that disrupts the educational process.
8. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the schools and at school-sponsored activities.
9. Dress and appear so as to meet fair standards of propriety, safety, health and good taste.
10. Take an active part in student government by running for office, or voting for the best candidates; make problems known to the school staff through student representatives.
11. Assume that until a rule is waived, altered or repealed, that it is in full effect.

**IT IS THE PARENT’S RESPONSIBILITY TO:**
1. Support school officials in their efforts to develop and maintain well-disciplined schools.
2. Teach the child socially acceptable standards of behavior.
3. Teach the child to have respect for law, authority, and the rights and property of others.
4. Teach the child to be accountable for his/her own actions and help the child to grow and develop into a self-controlled, self-disciplined citizen.
5. Share the responsibility for student conduct with the school.
6. Maintain an active interest in the student's schoolwork and activities.
7. Advocate for quality education for the child.
8. Require prompt and regular attendance at school.

**Student Code of Conduct**

Schools must be places where effective learning can occur. Schools must maintain standards of conduct and discipline because students and school personnel have a right to a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors which are illegal, life or health threatening, or which impede the orderly operation of the classroom or school. Prompt and effective disciplinary action must be taken to correct these behaviors.

Students in the elementary grades need to be taught proper behavior and rules. A clear set of classroom rules will be posted in each classroom at the beginning of each school year. Beresford enforces a “hands-off” policy. Students are to refrain from inappropriate contact with other students.

Any time a student is removed from a routine, such as a class, other activity, lunchroom, or recess, the student, with the assistance of the teacher or supervisor, will send a note home to parents explaining what took place and what measures if needed have been taken. Parents will be called by the teacher following any additional removals.

Disciplinary infractions that include tardy infractions, classroom disruptions, inappropriate dress, playground violations, and physical aggression, insubordination, and disrespect/obscene
language can have consequences ranging from a note home to parents to in-school suspension or out-of-school suspension, depending on the severity of the infraction or the number of times the infraction has happened during each school year.

Disciplinary infractions such as violence, fighting, intimidation, tobacco use, theft, destruction of property, sexual harassment, drug and alcohol use, weapons, bomb threat, fires, and endangering the life of others can have consequences ranging from in-school suspension or out-of-school suspension to long term suspension, expulsion, and referral to authorities—depending on the severity of the infraction or the number of times the infraction has happened during each school year.

Fairness requires that all students be treated in a consistent, objective, and non-discriminatory manner. However, the student's grade, maturity, performance in school, and his/her contrition, as well as the gravity of the offense, prior infractions, deterrence, protection of the school community, effectiveness of prior disciplinary intervention strategies, etc., may be factors that are considered that could warrant the use of a certain option including the penalty for a particular offense. Depending upon the above referenced factors and other factors, the minimum penalties for certain offenses set forth in this plan may be exceeded.

Disciplinary actions which may be used by local schools to correct misbehavior include, but are not limited to: verbal reprimand, special assignments (constructive), notifying parent by phone or letter of student's misbehavior, student mediation, contracts, detention, conference with student and/or parents, loss of class or school privileges, restitution and merits/demerits (See Appendix B).

Definition of Discipline Options:
1. Time Out - Including Detention: (Temporary removal of the student from the classroom to another supervised setting within the school.)
2. In-School Suspension: (Reassignment of the student from the classroom to in-house suspension.)
3. Program Adjustment: a) Reduction/revision of schedule; b) Homebound instruction, etc.
4. Out-of-School Suspension: (Removal of a student from school for a period of up to five days, except that if an expulsion hearing has been scheduled, the suspension may be extended up to an additional 10 days. While the student is suspended from school, homework assignments may be completed for credit.
5. Expulsion: (Removal of a student from school for a period of one day up to permanent expulsion. Generally, an expulsion results in loss of educational services for the period of expulsion.)
6. ABC Program placement

Beresford's Code of Conduct
1. I will behave in a way that allows myself and others to learn in all environments.
2. I will treat everyone with courtesy and respect. I will not hurt others with my body or my words.
3. I will treat personal and school property with respect.

Anti-Bullying Policy

Policy Statement: We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. It is essential to provide all students social and emotional assistance. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with
promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

**Definition of Bullying**: When someone with MORE power unfairly hurts someone with LESS power over and over again. Power may be physical strength, social interaction, verbal ability, or another advantage.

**Is it Bullying?**
- When someone says or does something *unintentionally* hurtful and they do it once, that's RUDE.
- When someone says or does something *intentionally* hurtful and they do it once, that's MEAN.
- When someone says or does something *intentionally* hurtful and they *keep doing it* – even when you tell them to stop or show them that you're upset – that's BULLYING.

**Direct or Indirect Bullying can be:**
- Emotional - being unfriendly, excluding, tormenting (threatening gestures, hiding books)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumors, teasing
- Cyber - all areas of internet, such as email, chat rooms, mobile threats, misuse of technology, camera and video facilities

**Characteristics of Bullies:**
- Are excited by their bullying behavior
- Thrive on feelings of dominance and power
- Have low empathy and low compassion
- Enjoy causing pain
- Are very calm with a flat affect
- Are impulsive
- Blame the victims
- Interpret ambiguous acts as hostile
- In general, are average students
- Are not anxious or insecure
- Contrary to common belief - Do not have low self esteems
- Usually have a small network of friends
- Are successful at hiding their behavior
- Are excited by reactions of their victims (such as fighting back)

**Characteristics of Passive Victims**
- Have a lot of affect
- Rarely tell they are being bullied because they think it will make matters worse and they don’t think adults can help
- May carry weapons as self-protection from bullies
- Don’t invite attack
- Are sensitive and cry easily
- Are pushovers
- Lack social skills
- Are chosen last
Characteristics of Provocative Victims
- Pester and irritate others repeatedly
- Quick-tempered and will fight back
- Get others charged up
- Can look like a bully but always a victim in the end
- May be clumsy, immature, restless
- Provoke attacks
- Are isolated
- Are friendless
- Overly dependent on adults
- Are distressed
- May be learning disabled
- Often diagnosed with ADD or ADHD
- Are bullied repeatedly

Statement of Purpose:
- All administrators, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All administrators, teaching and non-teaching staff, should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously, bullying will not be tolerated.

Providing Strategies:
Parents:
- Inform parents of our school policy regarding bullying
- Provide materials and educational forums regarding bullying
- The school will inform parents of any bullying incidents that their child may have been a part of (victim or instigator)

Students:
- Inform students of our school policy regarding bullying
- Classroom instruction of bullying information provided by the guidance counselor (i.e.: how to report bullying, definition of bullying, role-playing etc.)
- Perform regular bullying surveys to determine any areas of great concern
- Students learn about bullying/violence and how to become part of the solution
- Have student’s sign an anti-bullying pledge

Teachers:
- Inform teachers of our school policy regarding bullying
- Provide informational book studies, workshops, etc. regarding bullying
- On-going assessment/input of bullying policy to be addressed during monthly staff meetings
- Perform regular bullying surveys to determine any areas of great concern
- Provide set of class rules about bullying

Administrators and non-teaching staff:
- Inform all staff of our school policy regarding bullying

Guidelines for reporting:
Students:
- If a student is involved in (or was a bystander) in a bullying incident, it should always be reported to an adult immediately
● If a bullying incident occurs on the playground, report should be made to the playground supervisor.
● If a bullying incident occurs on the bus, report should be made to the bus driver.
● Bullying behavior is reported by using a simple reporting form. (gold discipline notice)
● Students with bullying behaviors are referred to the principal, school counselor or behavior specialist.
● Information should be entered into Infinite Campus.

Parents:
● Make a written documentation of the incident and report to the school principal or responsible staff member or teacher.
● Encourage children to tell you or other adults when bullying occurs.
● Do not promise to keep the incident a secret. Explain that this protects the bully who is counting on the child to remain silent.

Monitoring and Evaluating:
● Behavior rubrics will be used to determine consequences to the bullying student.
● Consequences will coordinate with our school wide discipline policy.
● Periodic student and teacher surveys to determine effectiveness of bullying policy.
● After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Classroom Rules:
Each teacher will post classroom rules.

Playground Rules:
1. Follow directions.
   a. Students are to respect each other and the playground supervisors at all times.
2. Play only in designated areas.
   a. The area of the playground east of the basketball court is a no-ball zone.
   b. Students are to stay away from building windows while on the playground.
   c. Students are not to leave the playground or enter the building without permission from a playground supervisor.
   d. Roofed equipment will be retrieved at the convenience of the building custodian.
   e. Students are not to use school issued balls, jump ropes, and other equipment after school on the playground.
3. Line up quickly and quietly at sound of the bell.
   a. Students are to stop play when the bells ring and move immediately in an orderly fashion into the building to their classroom. Students should help to make sure that all balls, jump ropes and other equipment are retrieved and brought into the building.
4. No dangerous activities such as throwing snowballs, stones, or woodchips; sliding on ice; or tackle games.
5. Respect rights of others by not hitting, pushing, play fighting, kicking or using bad language or gestures.
6. Use equipment appropriately.
   a. Students are to use the playground equipment sensibly and safely.
b. School issued playground balls, jump ropes, and other equipment should not be taken to the classroom, but should be stored in the playground equipment bins.

If a Student Chooses to Break a Rule:
1st Time: Warning.
2nd Time: Time out for rest of recess sitting alone near building.
3rd Time: Miss recess.
Students who frequently disrupt will be referred to the principal. The teacher/principal and student will contact the parent.

Severe Disruption: School suspension.

Lunchroom Rules:
1. Conversation voices only.
2. Out of seat only with permission of supervisors.
3. Raise hand to get permission to use the restroom or to be dismissed.
4. No throwing food.
5. Respect rights of others.
6. Clean up for yourself.
7. Leave coats and hats in designated areas.

If a Student Chooses to Break a Rule:
1st Time: Warning.
2nd Time: Stay inside for rest of lunch period or move to a different table until all students are dismissed.
Students who disrupt frequently will be referred to the principal. Student and principal will contact parent. Continued disruption will result in loss of lunchroom privilege.

Severe Disruption: School suspension.

Hall Rules:
1. NO RUNNING!
2. No throwing or bouncing balls in the hall.
3. Walk quietly.
4. No loitering.
5. Respect the rights of others by not hitting, pushing, kicking or using bad language.
6. Use appropriate behavior at water fountain.

If a Student Chooses to Break a Rule: Classroom consequences will apply.

Bathroom Rules:
1. Follow directions.
2. No loud voices or screaming.
3. No loitering.
4. Respect rights of others.
5. No writing, defacing walls, etc.
6. Use sanitary practices.
7. No crawling on stalls.
8. No locking stall doors.

If a Student Chooses to Break a Rule: Classroom consequences will apply.
**Bus Rules:**

The following actions are justification for refusing a pupil the privilege of riding a school bus:

1. Yelling, cursing, obscene language;
2. Throwing objects within the vehicle or out of the windows;
3. Extending head, arms or hands out of the windows;
4. Fighting, scuffling, smoking in the vehicle;
5. Moving about in the vehicle while it is in motion;
6. Damaging property;
7. Any other conduct which might jeopardize the health, safety, welfare or rights of other people.

Guidelines for disciplinary action to be taken if a student violates the rules for safe bus riding are as follows:

1. First Incident--Discuss appropriate behavior with student and forward a copy of incident report to parent/guardian;
2. Second Incident--Confer with parent(s) or legal guardian(s) and student(s). Students may be refused transportation for one day.
3. Third Incident--Student may be suspended from transportation for a period three days.

Severity of offense may dictate acceleration of progression outlined above. Parents/legal guardians may appeal this decision to the Superintendent for the area involved. However, students whose bus riding privileges have been suspended are required to attend school, and parents must assume responsibility for alternate means of transportation. Continued refusal to abide by established rules may result in suspension of bus riding privileges for the remainder of the school year.

**Keeping Children After School**

Teachers may occasionally keep children after school to give them special help. Students may also be kept after school for disciplinary reasons. In any case, parents/guardians will be notified if their child is kept after school.

**Dress Code**

Although Beresford Elementary School does not have a formal dress code, students should dress and appear so as to meet fair standards of propriety, safety, health and good taste. Students should be dressed appropriately for the current weather conditions. Hats and hoods are not allowed to be worn during the school day unless given special permission. Please have your clothing and boots plainly marked with your name. Lost articles will be kept in the Lost and Found.

Clothing that displays tobacco, alcohol, excessive violence, or obscene material will not be allowed in the school.
Instruction and Academics
Achievement Reporting/Standards

Customized Learning is a learner-based system of instruction in grades 2-5 at Beresford Elementary that meets every learner at his or her learning level. It provides learning opportunities that sync with the learner’s most effective learning styles and at a rate that allows learners to advance as far as time and motivation allows. Customized Learning is not a new curriculum but uses a Learning Management System which allows students, teachers and parents to better track the progress of a child’s learning. Customized Learning also builds learner agency though Habits of Mind. To learn more about Customized Learning follow the links on this page or contact Beresford Elementary School.

Note: Beresford Elementary School’s involvement in Customized Learning is funded by a grant through TIE (Technology and Innovation in Education) through the Bush Foundation. The Beresford School Board approved the TIE grant and the elementary staff started professional development in the fall of 2016. The grant is good for three years which allows for the bulk of training and implementation to take place during that time period. Beresford Elementary is in the third year of the implementation.

Links:
TIE - https://www.tie.net
Learning Management System (LMS) – https://empowerlearning.net

The primary purpose of grades is to provide feedback about academic achievement. Grades must be meaningful, accurate, consistent, and supportive of learning. Academic achievement includes specific subject-matter content, thinking and reasoning skills, and general communication skills. Grades reflect learning standards identified in the South Dakota Content Standards. In addition to academic achievement, it is appropriate to communicate a student’s effort in the classroom. Teachers are to compute grades on Infinite Campus so that parents can accurately keep track of their child’s progress online. Student grades for first through fifth grade are available on the Parent Portal of Infinite Campus. Report cards are posted at the end of each quarter on Infinite Campus. Parents who do not have Internet access may request a copy of report cards from the office.

A standards-based grading system for all students in Beresford Elementary has been designed to accurately report student achievement of academic standards. This system provides consistency in grading practices across schools and classrooms, and aligns grading and reporting with standards-based instruction and graduation requirements. It also supports student learning, providing the most meaningful, accurate, and consistent communication of a student has learned so far.

The school can choose whatever curriculum he or she finds appropriate to help the students meet the standards. Standards are the WHAT of education while curriculum and instruction are the HOW.

Grading and Reporting Standards of Practice

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards.
- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work.
- Term grades will be determined in a manner that accurately represents students’ attainment of the standards and promotes student learning.
• Teachers will involve students in the assessment and grading process throughout the learning cycle in an age-appropriate manner.

Student achievement will be organized on each report card according to reporting standards (which are based on state content standards and benchmarks) using the following marking codes and descriptions:

<table>
<thead>
<tr>
<th>Marking Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Exceeds Grade Level Standards: Demonstrates understanding beyond grade level standards consistently and independently. A student performing at this level applies/extends learning in ways that go beyond grade level standards</td>
</tr>
<tr>
<td>3</td>
<td>Meets Grade Level Standards: Demonstrates understanding of grade level standards consistently and independently. A student performing at this level is on track with grade level standards</td>
</tr>
<tr>
<td>2</td>
<td>Partially Meets Grade Level Standards: Demonstrates partial understanding of grade level standards with or without support</td>
</tr>
<tr>
<td>1</td>
<td>Does Not Meet Grade Level Standards: Demonstrates minimal understanding and does not meet grade level standards even with support</td>
</tr>
</tbody>
</table>

**Effort Grades**

All students in Beresford Elementary will be assessed in effort. The following areas are assessed:
- Punctuality/Attendance
- Listens
- Talks at appropriate times
- Follows directions
- Completes and turns in work on time
- Demonstrates persistence and effort
- Demonstrates organizational skills
- Manages time in the classroom
- Works well with others (collaboration)
- Respects self, people and property
- Interacts appropriately in a social setting

For more specific aspects of how grading is conducted in your child’s classroom please contact your child’s teacher.

**Achievement Tests**

Each year achievement tests are given in March and April. All students in grades three through five are tested. It is very important for all children to be present when achievement tests are administered. Test results are sent home to parents and guardians.

**Character Counts**

CHARACTER COUNTS! is a nonprofit, nonpartisan, nonsectarian character-education framework that teaches the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring
citizenship. The CHARACTER COUNTS! Coalition includes thousands of schools, communities and nonprofit organizations. The Beresford Elementary School uses Character Counts as a core of its character education curriculum.

The traits are as follows:

**Trustworthiness:** Be honest • Don’t deceive, cheat or steal • Be reliable — do what you say you’ll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

**Respect:** Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don’t threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

**Responsibility:** Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

**Fairness:** Play by the rules • Take turns and share • Be open-minded; listen to others • Don’t take advantage of others • Don’t blame others carelessly

**Caring:** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

**Citizenship:** Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

**Cross Peer Age Tutoring**
CPAT stands for cross peer age tutoring. This is open to seniors who wish to mentor younger children. The students will work with the elementary staff where they will perform a variety of duties such as copying, cutting, sorting, listening to children read, making bulletin boards, helping with recess, playing games and whatever is appropriate for the age level.

**Enrichment Program**
“WIN” or “What I Need” Time is part of the district’s goal for customizing student learning. During this time students work in small groups specifically relating to a learning need. If they already understand the concept, they will work with the district’s enrichment teacher. Areas include: 21st Century Skills, thinking skills, knowledge of self, research skills and technology.

**Library**
There are hundreds of books available for students in grades K-5 to check out and enjoy. Each class meets in the library once a week for a chance to check out books. Students in Grades 3-5 are encouraged to have a library card for the Beresford Public Library located downtown Beresford. Classes will frequent that library also.

**Reading Recovery**
Reading Recovery is an early intervention program designed to supplement the district's reading program in the first grade classroom. The focus is on the strategies and operations needed to become an effective reader and writer. A Reading Recovery session is a one teacher to one student setting with emphasis placed on a student’s strengths. Reading Recovery is funded through the Title I Program.
Special Education
The Beresford School District provides special education services to all children, birth through ages 21, who qualify for services. Students suspected of having a disability may be referred by teachers, parents, or others for evaluation to determine eligibility for special services. A placement committee including parents will determine eligibility, specific needs, and appropriate services. The Beresford School District follows all state and national rules and regulations regarding special education and is committed to serving identified students in the most appropriate environment.

The Beresford School District is a member of the Southeast Area Educational Cooperative which provides related services to the district. Further details regarding special education may be found in the Special Education Comprehensive Plan, which is available in the superintendent’s office.

Speech and Language Services
Students experiencing difficulties with speech and language may be referred for a speech and language evaluation by their parents or teacher. Students may also be identified for evaluation through the school’s speech and language screening. A placement committee including parents will determine eligibility, specific needs, and appropriate services. If any parent feels their child may need help in the area of speech/language development, they should contact the school to see about obtaining an evaluation from the speech therapist.

Title I Services
Title I is a federally funded program that provides extra help for students who are at risk of not meeting the educational standards of the state. Beresford’s Title I students receive assistance in the classroom, individual or small group tutoring, Reading Recovery, and/or Literacy Groups. (for Parental Involvement Policy see Appendix H)
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PLANNED ABSENCE FORM

This form is to be used when a parent/guardian knows in advance that their child will be absent from school. Please read, complete, and return this form to the school office prior to the day your child will be absent.

If this form is completed prior to the absence and if all make-up work is turned in on time, it will be counted as an Excused Absence (EA). If a form is not completed and/or the make-up work is not completed on time, the absences will be recorded as an unexcused absence in your child’s attendance record. A student whose absence is not excused shall experience the natural consequences of his/her absence. A student’s grade may be affected if a graded activity or assignment occurs or when class attendance is specifically related to the grade during the period of time when the student is absent without an excuse.

It is the responsibility of the parent/guardian to obtain from their child’s teacher(s) the make-up work prior to or following the absence.

STUDENT’S NAME: ____________________________________________ GRADE ______

TEACHER’S NAME: ________________________________________________

Reason for absence: _________________________________________________

DATES: FROM __________ THROUGH __________ TOTAL DAYS _________
<table>
<thead>
<tr>
<th>Beresford Elementary</th>
<th>Student’s Name:</th>
<th>Class: Grade:</th>
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<td></td>
<td>Teacher’s Signature:</td>
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<td></td>
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Beresford School District
Parent Portal Acceptable Use Policy
(new application only)

Beresford School District has developed the Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The Portal allows parents to view their own child’s school records anywhere at any time. In response for the privilege of accessing the Beresford School District Parent Portal, every parent is expected to act in a responsible, ethical and legal manner. The Portal is available to every parent or guardian of a student enrolled in the Beresford School District. Parents are required to adhere to the following guidelines.

1. Parent will not share their passwords with anyone, including their children.
2. Parents will not attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet.
3. Parents will not use the portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who identify a security problem with the Parent Portal must notify the district office immediately, without demonstrating the problem to anyone else.
6. Parents who are identified as a security risk to the Parent Portal will be denied access to the Parent Portal.

Only by signing and returning the agreement will you receive access to the Parent Portal. If you were on the parent portal last year, you do not have to reapply.

Beresford School District
301 West Maple
Beresford, SD  57004

Return this form to the address above.

Please fill in all blanks (Print)

Parent Name: __________________________________________________

Email Address: _________________________________________________

Please select your log-in information:

User Name (at least 6 characters long):______________________________

User Password (at least 8 characters long): ___________________________

(Passwords are case sensitive, must contain letters AND numbers or special characters, and should not contain any part of your user name.)

Children Information

Name:_________________________________________________  Grade: __________

Name:_________________________________________________  Grade: __________

I have read the Parent Portal Acceptable Use Policy and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy that I may lose my privilege to use the Parent Portal, and may be liable for civil and/or criminal consequences.

Signature: _________________________________________    Date: ______________
Beresford School District

Parent Portal User Guidelines and System Requirements

Your Parent Portal account will become active as soon as we receive your signed copy of the Acceptable Use Policy/User Guidelines. Your instructions will arrive by e-mail from the Beresford School District Technology Office. If you do not receive an e-mail within two weeks of the date you sent in your signed acceptable use policy, please contact the District Technology Office. Contact information is listed below.

1. Parents will have access to the following data about their child:
   a. Schedule including grades for current classes-updates vary from class to class
   b. Attendance – updated daily
   c. Behavior – updated as events occur
   d. Health – immunization records
   e. Fees
   f. Reports – report cards, schedule, missing assignments
   g. Food Service information

2. Parents will not share their password with anyone.

3. System recommendations for home computers to access the Parent Portal:
   a. Internet connection – 56kmodem speed or greater
   b. Browser – Internet Explorer 5.5 or higher, Mac or Windows
   c. Monitor resolution of at least 800x600

4. Security features of the Parent Portal:
   a. Three unsuccessful login attempts will disable the Parent Portal account.
      In order to use the Portal again, parents will need to contact the district office to have the account reactivated.
   b. You will be automatically logged off if you leave the Parent Portal web browser open and inactive for more than 15 minutes.
   c. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.

5. For technical support or questions:
   a. If you are having technical difficulties logging onto the system, e-mail Renee.james@K12.sd.us and explain the problem in as much detail as possible. Also include your name and username.
   b. If you have questions about your child’s information contact: Middle & High School - Shellie.Pratt@k12.sd.us (guidance counselor)
      Elementary School – Judy.Travis@k12.sd.us (administrative assistant)
Blizzards, blocked roads and other hazardous conditions may prevent the busses from proceeding with normal operations. In the event of inclement weather, the superintendent has the authority to cancel, delay, or close school early. When school is to be cancelled, delayed, or closed early, the announcement will be made on radio and television. The Beresford School District contacts the following television stations: KDLT, KELO, KSFY, and local cable Channel 8; and the following radio stations: KELO (am), KSOO, KVHT, and WNAX.

On days of bad weather, parents will have to use their own discretion in sending their children to school. Parents’ decisions about sending children to school or getting children from school during inclement weather will be honored at all times.

When school is in session and is to be dismissed early because of weather, students should depart for home immediately upon dismissal. If parents call the school and request that their children be excused early because of the weather, students will be required to check-out in the office so there would be record as to when they left school.

Those students who ride the school bus or live in the country, families should plan in advance and make arrangements for a family that your child could stay with in town should weather conditions take an immediate turn for the worse and students would be unable to get home.

No co-curricular activities or practices may be made mandatory on days of school cancellation and early dismissal due to weather.

The three most common situations and procedures are:

1. School will be closed because of a storm and busses will not go out on routes that day. No classes will be held.
   - Announcements will be made on radio and television that school will be closed and busses will not operate.
   - Students and staff will not report to school.

2. School will be delayed in opening due to various factors. The announcement will indicate that school will start either one or two hours later than normal. If there is a 9:30 a.m. start, staff will report at 9:00 a.m. If there is a 10:30 start, staff will report at 10:00 a.m.

3. Storms occur after children are in school:
   - Announcements will be made over radio and television prior to sending busses out on their routes.
   - City children will be sent to their homes before conditions become too difficult.
   - Bus children will be sent home on the busses early, if conditions warrant.
   - If conditions are too severe to send children home on the busses, announcements will be made over radio and television that children will remain in Beresford and “Operation Blizzard” will go into effect. “Operation Blizzard” is a plan where rural students are
designated a place to stay in town when bus service is suspended due to hazardous conditions.

- In the event of an early dismissal, teachers need to stay in their buildings until all students are accounted for.

*Operation Blizzard forms are distributed in the early fall to all bus students.

Appendix E

Picking Up and Dropping Off Children

A. The south side of Oak Street is designated for parents picking up or dropping off children.

B. The west side of 4th Street is **strictly** for school buses while buses are present. Parents may pull forward from Oak Street after the school buses have left.

C. **Because students would be forced to walk between school buses or dodge cars**, we ask parents NOT to park on the east side of 4th Street, the north side of Oak Street, and the south side of Elm Street to pick up or drop off children. These areas are marked below.

D. The parking stalls on the northside of Elm Street are for school staff and for parents and other guests visiting during the school day.

E. The parking lot to the south of the elementary campus is for school staff and for parents and other guests visiting during the school day. It also may be used by parents meeting their children in the elementary commons area at the end of the day.
Instructions for the Treatment of Head Lice  (CDC Guidelines)

General Guidelines

Treatment for head lice is recommended for persons diagnosed with an active infestation. All household members and other close contacts should be checked; those persons with evidence of an active infestation should be treated. Some experts believe prophylactic treatment is prudent for persons who share the same bed with actively-infested individuals. All infested persons (household members and close contacts) and their bedmates should be treated at the same time.

Some pediculicides (medicines that kill lice) have an ovicidal effect (kill eggs). For pediculicides that are only weakly ovicidal or not ovicidal, routine retreatment is recommended. For those that are more strongly ovicidal, retreatment is recommended only if live (crawling) lice are still present several days after treatment (see recommendation for each medication). To be most effective, retreatment should occur after all eggs have hatched but before new eggs are produced.

When treating head lice, supplemental measures can be combined with recommended medicine (pharmacologic treatment); however, such additional (non-pharmacologic) measures generally are not required to eliminate a head lice infestation. For example, hats, scarves, pillow cases, bedding, clothing, and towels worn or used by the infested person in the 2-day period just before treatment is started can be machine washed and dried using the hot water and hot air cycles because lice and eggs are killed by exposure for 5 minutes to temperatures greater than 53.5°C (128.3°F). Items that cannot be laundered may be dry-cleaned or sealed in a plastic bag for two weeks. Items such as hats, grooming aids, and towels that come in contact with the hair of an infested person should not be shared. Vacuuming furniture and floors can remove an infested person’s hairs that might have viable nits attached.

Treat the infested person(s): Requires using an Over-the-counter (OTC) or prescription medication. Follow these treatment steps:

Before applying treatment, it may be helpful to remove clothing that can become wet or stained during treatment.

Apply lice medicine, also called pediculicide, according to the instructions contained in the box or printed on the label. If the infested person has very long hair (longer than shoulder length), it may be necessary to use a second bottle. Pay special attention to instructions on the label or in the box regarding how long the medication should be left on the hair and how it should be washed out.
WARNING:
Do not use a combination shampoo/conditioner, or conditioner before using lice medicine. Do not re-wash the hair for 1–2 days after the lice medicine is removed.

Have the infested person put on clean clothing after treatment.
If a few live lice are still found 8–12 hours after treatment, but are moving more slowly than before, do not retreat. The medicine may take longer to kill all the lice. Combs dead and any remaining live lice out of the hair using a fine-toothed nit comb.
If, after 8–12 hours of treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. Do not retreat until speaking with your health care provider; a different pediculicide may be necessary. If your health care provider recommends a different pediculicide, carefully follow the treatment instructions contained in the box or printed on the label.
Nit (head lice egg) combs, often found in lice medicine packages, should be used to comb nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.
After each treatment, checking the hair and combing with a nit comb to remove nits and lice every 2–3 days may decrease the chance of self-reinfestation. Continue to check for 2–3 weeks to be sure all lice and nits are gone. Nit removal is not needed when treating with spinosad topical suspension.
Retreatment is meant to kill any surviving hatched lice before they produce new eggs. For some drugs, retreatment is recommended routinely about a week after the first treatment (7–9 days, depending on the drug) and for others only if crawling lice are seen during this period. Retreatment with lindane shampoo is not recommended.
Supplemental Measures: Head lice do not survive long if they fall off a person and cannot feed. You don’t need to spend a lot of time or money on housecleaning activities. Follow these steps to help avoid re-infestation by lice that have recently fallen off the hair or crawled onto clothing or furniture.

Machine wash and dry clothing, bed linens, and other items that the infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned
OR
sealed in a plastic bag and stored for 2 weeks.

Soak combs and brushes in hot water (at least 130°F) for 5–10 minutes. Vacuum the floor and furniture, particularly where the infested person sat or lay. However, the risk of getting infested by a louse that has fallen onto a rug or carpet or furniture is very small. Head lice survive less than 1–2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the human scalp.
much time and money on housecleaning activities is not necessary to avoid reinestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing. Do not use fumigant sprays; they can be toxic if inhaled or absorbed through the skin.

**Over-the-counter Medications**

Many head lice medications are available “Over-the-counter” without a prescription at a local drug store or pharmacy. Each Over-the-counter product approved by the FDA for the treatment of head lice contains one of the following active ingredients. If crawling lice are still seen after a full course of treatment contact your health care provider.

*Pyrethrins combined with piperonyl butoxide;*  
**Brand name products:** A–200*, Pronto*, R&C*, Rid*, Triple X*.

Pyrethrins are naturally occurring pyrethroid extracts from the chrysanthemum flower. Pyrethrins are safe and effective when used as directed. Pyrethrins can only kill live lice, not unhatched eggs (nits). A second treatment is recommended 9 to 10 days after the first treatment to kill any newly hatched lice before they can produce new eggs. Pyrethrins generally should not be used by persons who are allergic to chrysanthemums or ragweed. Pyrethrin is approved for use on children 2 years of age and older.

*Permethrin lotion, 1%;*  
**Brand name product:** Nix*.

Permethrin is a synthetic pyrethroid similar to naturally occurring pyrethrins. Permethrin lotion 1% is approved by the FDA for the treatment of head lice. Permethrin is safe and effective when used as directed. Permethrin kills live lice but not unhatched eggs. Permethrin may continue to kill newly hatched lice for several days after treatment. A second treatment often is necessary on day 9 to kill any newly hatched lice before they can produce new eggs. Permethrin is approved for use on children 2 months of age and older.

**Prescription Medications**

The following medications, in alphabetical order, approved by the U.S. Food and Drug Administration (FDA) for the treatment of head lice are available only by prescription. If crawling lice are still seen after a full course of treatment, contact your health care provider.
Benzyl alcohol lotion, 5%;
Brand name product: Ulesfia lotion*

Benzyl alcohol is an aromatic alcohol. Benzyl alcohol lotion, 5% has been approved by the FDA for the treatment of head lice and is considered safe and effective when used as directed. It kills lice but it is not ovicidal. A second treatment is needed 7 days after the first treatment to kill any newly hatched lice before they can produce new eggs. Benzyl alcohol lotion is intended for use on persons who are 6 months of age and older and its safety in persons aged more 60 years has not been established. It can be irritating to the skin.

Ivermectin lotion, 0.5%;
Brand name product: Sklice*

Ivermectin lotion, 0.5% was approved by the FDA in 2012 for treatment of head lice in persons 6 months of age and older. It is not ovicidal, but appears to prevent nymphs (newly hatched lice) from surviving. It is effective in most patients when given as a single application on dry hair without nit combing. It should not be used for retreatment without talking to a healthcare provider.

Given as a tablet in mass drug administrations, oral ivermectin has been used extensively and safely for over two decades in many countries to treat filarial worm infections. Although not FDA-approved for the treatment of lice, ivermectin tablets given in a single oral dose of 200 micrograms/kg or 400 micrograms/kg repeated in 9-10 days has been shown effective against head lice. It should not be used in children weighing less than 15 kg or in pregnant women.

Malathion lotion, 0.5%;
Brand name product: Ovide*

Malathion is an organophosphate. The formulation of malathion approved in the United States for the treatment of head lice is a lotion that is safe and effective when used as directed. Malathion is pediculicidal (kills live lice) and partially ovicidal (kills some lice eggs). A second treatment is recommended if live lice still are present 7–9 days after treatment. Malathion is intended for use on persons 6 years of age and older. Malathion can be irritating to the skin. Malathion lotion is flammable; do not smoke or use electrical heat sources, including hair dryers, curlers, and curling or flat irons, when applying malathion lotion and while the hair is wet.

More on: Malathion

Spinosad 0.9% topical suspension;
Brand name product: Natroba*
Spinosad is derived from soil bacteria. Spinosad topical suspension, 0.9%, was approved by the FDA in 2011. Since it kills live lice as well as unhatched eggs, retreatment is usually not needed. Nit combing is not required. Spinosad topical suspension is approved for the treatment of children 6 months of age and older. It is safe and effective when used as directed. Repeat treatment should be given only if live (crawling) lice are seen 7 days after the first treatment.

For second–line treatment only:

Lindane shampoo 1%;
Brand name products: None available

Lindane is an organochloride. The American Academy of Pediatrics (AAP) no longer recommends it as a pediculocide. Although lindane shampoo 1% is approved by the FDA for the treatment of head lice, it is not recommended as a first–line treatment. Overuse, misuse, or accidentally swallowing lindane can be toxic to the brain and other parts of the nervous system; its use should be restricted to patients for whom prior treatments have failed or who cannot tolerate other medications that pose less risk. Lindane should not be used to treat premature infants, persons with HIV, a seizure disorder, women who are pregnant or breast–feeding, persons who have very irritated skin or sores where the lindane will be applied, infants, children, the elderly, and persons who weigh less than 110 pounds. Retreatment should be avoided.

When treating head lice

Do not use extra amounts of any lice medication unless instructed to do so by your physician and pharmacist. The drugs used to treat lice are insecticides and can be dangerous if they are misused or overused.
All the medications listed above should be kept out of the eyes. If they get onto the eyes, they should be immediately flushed away.
Do not treat an infested person more than 2–3 times with the same medication if it does not seem to be working. This may be caused by using the medicine incorrectly or by resistance to the medicine. Always seek the advice of your health care provider if this should happen. He/she may recommend an alternative medication.
Do not use different head lice drugs at the same time unless instructed to do so by your physician and pharmacist.

Appendix G

Recommendations for Temporary Exclusion from a School Setting
## Communicable Disease Guidelines

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<th>Disease and Incubation* Period</th>
<th>Rules for School Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired Immune Deficiency Syndrome (AIDS) 6 months - 5 years</td>
<td>Determination will be made by the Advisory Committee as outlined in the Communicable Disease policy.</td>
</tr>
<tr>
<td>Chicken Pox 14-21 days</td>
<td>The student may attend school after all pox are dry and scabbred.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV) Salivary Gland Viruses</td>
<td>The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ/transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.</td>
</tr>
<tr>
<td>Fifth Disease (Erythema Infectiosum) 6-14 days</td>
<td>The student may attend school with physician's permission.</td>
</tr>
<tr>
<td>Giardiasis (Intestinal Protozoan Infection) 5-25 days or longer</td>
<td>The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.</td>
</tr>
<tr>
<td>Herpes Simplex 2-12 days</td>
<td>The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions and the area of lesion is covered.</td>
</tr>
<tr>
<td>Impetigo variable (4-10 days)</td>
<td>The student may attend school if treatment is verified and area is covered or dry.</td>
</tr>
<tr>
<td>Infectious Hepatitis 15-40 days (average 25 days)</td>
<td>The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.</td>
</tr>
<tr>
<td>Measles (Red, Hard, Rubeola, 7 Day) 8-14 days</td>
<td>The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunizations are up to date.</td>
</tr>
<tr>
<td>Mono (Infectious Mononucleosis, Glandular Fever) 2-6 weeks</td>
<td>The student may attend school with physician's permission. The student may need adjusted school days and activities.</td>
</tr>
<tr>
<td>Disease and Incubation* Period</td>
<td>Rules for School Attendance</td>
</tr>
<tr>
<td>Disease</td>
<td>Duration</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Mumps</td>
<td>12-21 days</td>
</tr>
<tr>
<td>Pediculosis (lice)</td>
<td></td>
</tr>
<tr>
<td>Pink Eye (conjunctivitis)</td>
<td>5-12 days</td>
</tr>
<tr>
<td>Plantars Warts</td>
<td></td>
</tr>
<tr>
<td>Ring Worm (scalp, body, athlete's foot)</td>
<td></td>
</tr>
<tr>
<td>Rubella (German, 3-day measles)</td>
<td>14-21 days</td>
</tr>
<tr>
<td>Scabies</td>
<td></td>
</tr>
<tr>
<td>Streptococcal Infections (Scarlet Fever, Scarlatina, Strep Throat)</td>
<td>1-3 days</td>
</tr>
</tbody>
</table>

All communicable and chronic disease should be reported to Health Services. Reference: Control of Communicable Diseases in Man, 14th Ed., 1985 - Abram S. Benenson, Editor. *Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.*

[August 1992] [Reviewed June 2004] [May 2014]
TITLE I SEC. 1118

1. Establish a District Parent Advisory Council which meets at least two times annually to plan, review, and improve the program.

   a. The PAC membership shall consist of the Federal Programs Coordinator, Title I teacher, and Title I parents who represent each one of the Title I programs in the district.

   b. The purpose of the PAC shall include:
      1. Involve parents in the joint development of the annual Consolidated Plan under section 1112, and the process of school review and improvement under section 1116.
      2. Provide coordination, technical assistance and other support necessary to assist participating programs in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
      3. Coordinate and integrate parental involvement strategies with other programs such as the Head Start Program and early reading programs.
      4. Build the schools’ and parents’ capacity for strong parental involvement.
      5. Provide all parents the opportunity to annually conduct an evaluation of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation by parents in activities authorized in this section.