

# Lennox School District 41-4

Serving the communities of Chancellor, Lennox and Worthing

## ELEMENTARY/INTERMEDIATE STUDENT HANDBOOK 2020-2021

### GRADES JR. K-6

*Our mission is to work together to inspire lifelong learners who innovate, persevere, and collaborate to solve the challenges of tomorrow.  
Every Student. Every School. Every Day*

Dear Parent(s),

The Administrative and Teaching Staff of District 41-4 present this handbook in the hope that it will be a door leading to closer relationships between the parents of our children and the schools, and to a better understanding of the purposes and operation of our educational institution. Our fundamental goal is to provide good educational opportunities for every child entrusted to our care. The educational staff believes that the individual growth of each child to his maximum intellectual, emotional and social stature is our primary objective.

This objective can be attained through close cooperation between parents and schools. We welcome your interest and assure you that we will do our best to keep you informed in all matters pertaining to your child.

Lennox and Worthing Elementary along with LWC Intermediate have camera systems in place in public areas to make sure students, staff and visitors are safe on a daily basis. Your actions may be recorded and preserved.

Darin Eich  
Lennox Elementary Principal  
Lennox 647-2203 option 3

Kim Poppenga-Smith  
Worthing Elementary Principal  
Worthing 372-4114

Becky Kuyper  
Lennox Elementary Assistant Principal  
Lennox 647-2203 option 3

## Notice of Non-Discrimination

**Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Lennox School District 41-4 are hereby notified that this school does not discriminate on the basis of race, color, nation origin, ancestry, gender, disability, age, religion, creed, or marital status, in admission or access to or treatment or employment in its programs and activities.**

**Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:**

**Section 504 Coordinator  
Lennox School District 41-4  
PO Box 38  
Lennox, South Dakota 57039  
(605) 647-2202**

**or they may contact:**

**Regional Director  
Department of Education  
Office for Civil Rights  
1244 Spear Blvd. Suite 310  
Denver, CO 80202-3582**

### **NOTICE SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
  2. has a record of such impairment; or
  3. is regarded as having such an impairment.
- In order to fulfill obligations under Section 504,

the Lennox School District 41-4 has the responsibility to avoid discrimination in its policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The school has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they have the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review the student's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report that is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

In conjunction with the No Child Left Behind Act of 2001 (NCLB), the Protection of Pupil Rights Amendment (PPRA) adds additional protection on students' privacy. PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. Complete details on PPRA and FERPA are available in the Principal's office in each building.

If there are any questions, please feel free to contact the Section 504 coordinator for the school district, at phone number 647-2203.

### **Student Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's/guardian

permission. Parents/Guardians may access, request amendments to and copy their child's records during regular office hours.

Parents/Guardians may also file a complaint with the United States Department of Education if they feel their right regarding their child's records have been violated.

### **Medicaid**

The requirements under the Individuals with Disabilities Education Act of 1973, require schools to deliver a broad range of "related services" (e.g., educational, social, and medical services) to students with disabilities that address their diverse needs. These include medical services that may be provided under the Medicaid program, such as physical therapy, occupational therapy, speech therapy and mental health services. Medicaid is a joint state-federal program that offers reimbursement for the provision of some covered medical services within the school setting.

### **TITLE PROGRAMS:**

Please go to the Lennox School District website for information on Title I, McKinney Vento, English Language Learner, and Migrant information, and/or call the Director of Student Services: 647-2203; [Lennox.k12.sd.us](http://Lennox.k12.sd.us)

### **Title I** - Parent Involvement Provisions

If your child is a participant in the Title I program at Lennox Elementary, the following provisions pertain to you:

1. The Title I school will notify each child's parents in a timely manner that the child has been selected to participate in Title I and why the child has been selected.
2. The Title I school will provide a conference time for any parents who want to check on their child's progress. Quarterly progress reports will be sent home when grades go out.
3. The Title I school will provide materials and suggestions to parents to help them promote the education of their children at home.
4. Title I makes-up a committee of teacher and parents that meet 1-2 times per year to discuss services and family engagement.
5. Parents with students in Title I will complete a survey to provide suggestions they may

have in the planning, development, and operation of the program.

### **Special Education**

The Lennox District 41-4 special needs program is committed to making a free and appropriate education program available to each special needs child regardless of the severity of his/her exceptionality. Inherent in this approach is the concept that each child will be educated in the "least restricted environment."

Staff parents, and/or other professionals may refer a child to be evaluated. Child placement and the development of an individualized education program are done in accordance to guidelines and the decision of a team. Parent(s) or the legal guardians are members of the team. Students with special needs may receive services from birth to 21. Additional information and guidelines can be found in the [Educational Comprehensive Plan](#) or by contacting the Director of Student Services at 647-2203.

### **Preschool/Early Childhood Special Education**

The Lennox School District has a preschool for children 3-5 years of age. The preschool is located in the Lennox Elementary School. Eligibility for Preschool is determined by rules and regulations established by the Individuals with Disabilities Education Act (IDEA). Any parent/guardian requesting more information in the program should contact the Director of Student Services at 647-2203.

### **Lennox Elementary**

All classes begin at 8:20 AM  
\*Students should be in classrooms before 8:25 to prevent tardiness.  
Grades JK /K lunch break 11:00-11:45  
Grades 1 & 3 lunch break 11:30-12:15  
Grades 2 & 4 lunch break 12:00-12:45  
Dismissal will be at 3:30 PM

### **LWC Intermediate**

All classes begin at 8:15 AM  
\*Students should be in classrooms before 8:20 to prevent tardiness.  
Grade 5 lunch break 12:20-12:55  
Grade 6 lunch break 12:00-12:35  
Dismissal will be at 3:30 PM

### **Worthing**

All classes begin at 8:20 AM

\*Students should be in classrooms before 8:25 to prevent tardiness.

Lunch break 11:15-12:00

Dismissal will be at 3:30

### **Entrance Requirements**

Children may enter Kindergarten if they have reached their fifth birthday by September 1 of the current school year. All children enrolling in the Lennox School District must have a certificate of immunization completed and on file with the school nurse. Also a certified copy of your child's birth certificate must be presented at the time of enrollment. A copy will be placed in your child's permanent cum folder at school. Children should have one year of Kindergarten before entering first grade.

### **School Attendance**

Irregularity in school attendance is the most frequent cause for school failures. If students are absent from school, parents should call the school (647-2203 option 3 for LE and option 2 for LWC Intermediate) before 9:00 a.m. Each day of absence needs to be reported unless parents know the duration of the absence. If parents do not contact the school, students must bring a written note explaining the absence upon returning to school. If the student returns to school without a phone call or a note from a parent/guardian, the student will be considered unexcused. This procedure is necessary to avoid legal complications and also to help the school check on students that are not attending their regular classes.

Training in punctuality and regularity of attendance is an important part of school life. Children are expected to be on time. Parents are asked to work closely with the school on the matter of attendance and punctuality. Schools may require verification of absence from a doctor, dentist or other professional as deemed necessary by the principal.

### **Excused Absences**

The administration of each attendance center shall follow the attendance policy established by the Lennox Board of Education (Code 501.10).

### **School Attendance Criteria:**

1. Students missing their 5<sup>th</sup> day of school will be contacted by the building administrator reviewing the student's absences.
2. Students missing their 10<sup>th</sup> day of school will have a letter sent to the parent/guardian reviewing the student's absences. A copy of the letter will be sent to the superintendent. Parent/guardians would be expected to submit to the building principal/assistant principal proper verification from a physician documenting student illness. If proper verification is not submitted, a letter will be sent to the State's Attorney concerning the number of absences.
3. Students missing their 15<sup>th</sup> day of school will have a letter sent to the parents/guardians, the superintendent and the State's Attorney. The building principal/assistant principal will attempt to contact the parents/guardians by telephone.

Elementary schools will establish procedures for addressing tardiness, in consultation with each other to provide consistency of actions.

An excused absence indicates a legal absence from school with parental and school permission. Full credit is given for all work made up. Teachers will have discretion to determine length of time necessary to complete make-up work. To be consistent with activity/unexcused absences, a late grade may be given.

Excused absences include the following:

1. Student illness.
2. Students' immediate family suffers a death or critical illness.
3. Students' family has an emergency.
4. Students have a doctor or dental appointment scheduled during school time that cannot be scheduled at another time.
5. Students accompany their family on trip.

### **Lennox School District 41-4 Illness Policy:**

Children will be temporarily excluded when:

1. The child has a fever with temperature above 100 degrees orally or above 99 degrees axillary (i.e. under the arm). The child should stay home until the temperature is normal for 24 hours, without taking a fever reducing medication (ie. Tylenol, Ibuprofen, etc.), a normal temperature is below 99 degrees orally.

Current recommendations from the CDC is that a student diagnosed with either influenza or H1N1 may return to school when they have been temperature free for 24 hours without the use of a fever reducing medication

2. The child has vomited or had diarrhea. The child should stay home for 24 hours after the last episode.

3. The child has a rash with fever or behavioral changes. The child should be examined by a physician.

4. The whites of the child's eyes are pink or red and there is white or yellow eye mucus drainage present. The child may also have matted eyelids after sleep and eye pain, or redness of the eyelids or skin around the eye. These are signs of a bacterial infection (i.e. pinkeye) and the child should not return to school until they have been on medication for 24 hours. For a child diagnosed with viral pink eye the child may return when eyes are no longer matted or tearing.

5. The child has been diagnosed with impetigo, until 24 hours after treatment has been started.

6. The child has been diagnosed with strep throat, until 24 hours after treatment has been started.

7. The child has head lice, until 24 hours after the first treatment. The Lennox School District has a NO NIT policy and the child will not be allowed back in school until all the nits have been removed.

8. The child has been diagnosed with chickenpox, until all lesions have dried or crusted.

### **Health Services:**

Students who become injured or ill should notify their teacher and then report to the nurse or principal's office for first aid.

The School District provides health screenings throughout the school year. These include hearing for grades 1, 3 and 5, and vision, heights, and weights for all grade levels. The heights and weights are submitted to the South Dakota Department of Health for tracking obesity across the state of South Dakota.

### **Arrival at School**

Town students should not arrive on the school playground before 8:00 AM. Please attempt to regulate your children's departure time so they do not arrive at school before 8:00 AM when there is outside supervision. During inclement weather bus students will be permitted to enter the building as soon as they arrive.

### **Emergency School Closing**

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio stations WNAX, KELO, KKLS, KXRB, KIKN, and TV Stations KSFY, KDLT, KELO. The Lennox School District will use Campus Messenger as another method of contacting parents regarding late starts, early dismissals and other pertinent information. Reports in the morning will be between 6:30 a.m. and 8:00 a.m. If no report is heard it can be assumed that school will be in session. When school starts late, no morning Pre-school classes will be held.

### **School Pictures**

School pictures are taken at the District registration day with retakes at the beginning of the school term. All students (including preschool) will be photographed, however, parents are not obligated to purchase these school pictures. Information detailing the date

and purchase price will be available during the District registration day.

### **Homework**

The amount of homework will vary with the grade level, the teacher and subject involved. As a rule, there is very little assigned homework in the primary grades. In grades 4-6 there will at times be assignments which students are required to complete at home. The bringing home of large amounts of schoolwork may mean that the child is not using his/her time in school properly. You are invited to consult the teacher if a problem arises in this matter.

### **Supplies**

Students will be required to furnish their own supplies, such as pencils, paper, glue, etc. A more detailed supply list is posted at the local stores prior to school starting and furnished by the individual teachers. Throughout the year students may be asked to replenish their supplies. We require students in Grades 3-6 to purchase agendas from the school and be responsible for them. Because of important information contained in the agendas, we require that they remain intact for the entire school year. Agendas should not be defaced or contain inappropriate material. Their purpose is for parent communication and keeping track of daily assignments.

### **Books - Lost or Damaged**

If a student loses a book, he must pay for it before he is issued another one. Students may be charged the full price for replacing a book. Students may also be charged for damaged books.

### **Student Lockers, Desks and Storage**

#### **Cabinets:**

Students' lockers, desks, and storage cabinets are the property of the school district. Students shall use the lockers, desks, and storage cabinets assigned to them for storing their school materials and personal items necessary for school. It shall be the responsibility of each student to keep the student's assigned locker, desk, and storage cabinet clean and undamaged. The expenses to repair damage done to a student's locker, desk and storage cabinet are

charged to the student.

A student's locker, desk, storage cabinet, and book bag can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated, and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers, desks, and storage cabinets will be confiscated. Illegal items will be given to law enforcement officials to address through the justice system.

Locker, desk and storage cabinet maintenance inspections may be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers, desks, and storage cabinets are clean and well kept. The inspectors may or may not provide prior notice to the students.

### **Noon Lunch Break**

Students are encouraged to eat a hot lunch or sack lunch in the cafeteria. If the student chooses to eat a sack lunch, the Lennox School District encourages healthy foods. Students bringing a sack lunch SHOULD NOT bring knives to school to cut their fruit, vegetables, etc. This would be a violation of our weapons policy. Parents are strongly encouraged to not bring in fast food to diminish hurt feelings among students.

### **Cafeteria**

Good healthy meals are an important part of each day. It is a proven fact that a student who has had a good breakfast and lunch perform better in the classroom. Breakfast and lunch are served at the elementary school. If there is a late start, no breakfast is served.

All students in JK-6 are served an entrée, fruit, vegetable, bread and milk for each main meal.

### **Lunch Accounts**

The schools in the Lennox School District are on a computer system for keeping records of cafeteria purchases. All students in the family are under one family account. However, each student has their own lunch ID number. This number is used as they go through the lunch line to purchase their meal. A photo of the student shows on the screen as their number is entered to assure the identity of the student.

You can check your students lunch account and make a payment at the school website – [lennox.k12.sd.us](http://lennox.k12.sd.us) – click on Food Service, and then on Check Lunch Account. Put in your family ID number (which is your account number) and your PIN number (which is the last four digits of your telephone number). The system is a pre-payment program-not a credit program. It is the parent's responsibility to maintain a positive balance in their child's account at all times. Low balance notices are also sent out each day by email. If your balance reaches a negative \$10, your students will no longer be allowed to charge meals at school until a deposit is made into your account. Upon request, a refund of account balances will be given if the family is leaving the district.

### **Free or Reduced Prices**

Free or reduced priced breakfasts and lunches are available for families who need assistance. You can pick a Free and Reduced Form up at any of the school offices or print the form off at the school website. **If you qualified for free or reduced prices the previous year, you must re-apply again each school year BEFORE October 1<sup>st</sup> or your account will switch back to full price.** You can apply at any time during the school year if your income or family size changes. To qualify as a free or reduced meal, your student must take THREE of the five food group items. If you qualify for either status, only the main meal is at a free or reduced price. Any double entrees, extra milk or a la carte items remain at full price.

### **Telephone Calls and Messages**

Teachers and pupils are not to be called from class to answer the phone except in case of emergency. Important calls in the form of messages will be delivered to the proper person.

Students may use the office phone for valid reasons. No student will be permitted to use a telephone without permission of the teacher or principal.

### **Leaving School Early**

For the protection of your children, no student is permitted to leave the school at any time during the school hours without permission from the office. Students that check out early are to be picked up at the school's office and will be released only to parents, guardians, or other authorized persons.

Students that become ill or injured during the day will not leave the school until the parents or the emergency contact person has been contacted by the school nurse, Principal, or Assistant Principal.

### **School Visitation**

Children are eager to share their school experiences. We encourage parents to show an interest in their school life, be enthusiastic about their school activities and become acquainted with their child's teacher.

We cordially invite parents to attend the special activities. Some of the annual activities are an Open House in the fall, parent-teacher conferences in the fall and winter, and Christmas and spring musical programs.

Parents are also encouraged to visit the classrooms. To ensure security in the buildings we ask that you check in at the office before going to the classrooms. There are times during the year when achievement tests, intelligence tests and other standardized tests are being given. To be certain that it would be convenient to have visitors in a particular classroom, a phone call or note to your child's teacher in advance would be appreciated. We ask that you limit your visit according to the classroom's needs.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are held twice each year (see the calendar). Special conferences may be arranged by calling the school, or by sending a note to the teacher. Parents who come to the school for an unscheduled conference may find that the teacher is unable to meet with them.

We encourage parents to consult with the teacher if they have concerns regarding their child's progress or behavior. The Principal/Assistant Principal will attend any conference at the request of the parent or teacher.

### **Reporting Student Progress**

The school hopes to adequately inform the parent of your child's academic, social, physical, and emotional growth through report cards and the above mentioned Parent-Teacher Conferences. Four times during the school year, parents will receive reports of pupil progress through the use of report cards.

The grading scale for Grades 4-6 is as follows:

A+ 100-99	A 98-96	A- 95-94
B+ 93-92	B 91-89	B-88-87
C+ 86-85	C 84-82	C-81-79
D+ 78-76	D 75-73	D-72-70
F 69 and Below		

Grades K-3 use a different reporting system. An explanation will be given by the teachers at the first conference.

### **Honor Roll**

All subjects using a letter grade in grades 5 and 6 will be used to calculate honor roll achievement. Students receiving a GPA of 10.0-12.0 will be on the "A" Honor Roll, and those students receiving a 7.0-9.9 GPA will be on the "B" Honor Roll. Any student receiving an "F" in any of their course work will be ineligible for either honor roll.

The following grade scale will be used:

<b><u>Grade</u></b>	<b><u>Points</u></b>
A+	12
A	11
A-	10
B+	9
B	8
B-	7
C+	6
C	5
C-	4
D+	3
D	2
D-	1
F	0

Parents may check the academic progress of their child(ren) by logging on to the district's website at <http://www.lennox.k12.sd.us/>. If an account is not already set up, you may request a "user name" and "password" by clicking on DDN and request an account. You may also contact the technology coordinator by email at [jeremy.luden@k12.sd.us](mailto:jeremy.luden@k12.sd.us) or Dawn Timmerman by email at [dawn.timmerman@k12.sd.us](mailto:dawn.timmerman@k12.sd.us).

### **Appropriate Dress**

Elementary children should be dressed appropriately for current weather conditions. Students need to wear boots during rainy weather or if there is snow on the ground. We feel that it is very important to the health of the child as well as a great help in keeping the building clean. Students who do not wear boots will be restricted to designated areas outside before school and at recess. An extra pair of outside shoes would also be appreciated.

To assist the children in locating their clothing and as an aide in recovering lost items, we would appreciate it if your child's clothes are labeled. Items to label would include caps, mittens, jackets/coats and boots.

Students are permitted to wear shorts in the fall and spring. The last day in the fall for shorts is Oct. 18, and the first day in the spring will be April 20. Principals may alter the dates if warm weather conditions exist.

### **Wearing Apparel Policy**

It is not the intention of the school to dictate what clothing students must wear. Cleanliness, neatness, and non-disruption of the learning process are our primary concern.

Out of concern for health and safety, footwear must be worn in the building at all times. Students' footwear that leaves excessive black marks on the floors will not be tolerated. Students will be asked to not wear short shorts or short skirts, halter tops, half shirts or clothes that allows any undergarment to show during the school day. The tops should have, at a minimum, a 2" strap and should be long enough to cover the midriff. A rule of thumb for shorts and skirts is that they should extend to the fingertips when arms are extended to the student's side. Sagging and bagging of jeans or

shorts is prohibited along with clothing that has excessive rips, tears or holes. Appropriate dress will be left to the principal's discretion. Hats, caps, and sunglasses must be removed while inside the building.

Use of markers, etc., for body drawings will be deemed inappropriate.

Students attending any of the schools in Lennox School District 41-4 will not be allowed to wear any articles of clothing which convey any message of profanity, drugs or alcohol, or are sexually suggestive. Clothing which conveys acts of violence or displays racial slurs will not be allowed. Chains on clothes will be prohibited. Rules for appropriate clothing also apply to after school activities (ex. school dances, concerts).

### **Pets**

Animals and other pets are not permitted to be brought to school except for use in Science classes or special permission by the Principal and teacher.

Safety precautions and the allergies of some children make this rule necessary.

### **Playground Rules**

Rules are established for the safety of children. Each elementary school will establish agreed upon rules appropriate for their play equipment. These rules will be taught at the beginning of the school year and reviewed periodically. Students not abiding by the rules may lose recess privileges. Hard baseballs and tackle games will not be permitted. Only soft balls will be permitted on the school grounds. There is no throwing of snowballs on the school grounds.

### **Recess Weather Guidelines**

Students will stay indoors for recess when temperatures reach -11 wind chill or -1 regular temp. If a student has a health-related illness that requires them to stay indoors, we will need a doctor's note stating this. The guidelines for lightweight apparel when temperatures get warmer are as follows:

49 degrees and lower – coat

50-59 degrees – light jacket/sweatshirt

60 degrees and above – short sleeves

Apparel guidelines may be altered at teacher's/principal's discretion.

### **Personal Items/Communication and Electronic Devices Not Directly Used in the Classroom:**

Students may not bring their personal items to school such as radios, toys, electronic games and devices, scooters, roller blades, skateboards, etc., unless special permission has been given by the teacher or Principal. Items such as trading cards should not be brought to school, and absolutely no trading of items will be allowed.

Students may possess communication devices, which includes any device that has phone capabilities while on school property. Devices may not be visible during a student's school day. Unauthorized use of devices during the school day will result in the device being confiscated. Confiscated devices will be returned to the parent of the offender upon the request of the parent on the first offense. Subsequent violations will result in the device being retained by the school for a minimum of two weeks. Repeated violations could result in a suspension of the offender on grounds of insubordination. Communication devices must be turned off when entering the school building. When a communication device is taken from a student, the parent or guardian will be allowed to reclaim the device from the principal's office. Teachers may use their discretion in deciding if the electronic device is deemed a disruption.

### **School Parties**

Classroom parties for preschool -4<sup>th</sup> grade are scheduled the last hour of the day on or near Halloween, Christmas, and Valentines. Parents may be asked to provide treats or assist in the classroom for the parties. (Children who do not wish to participate may be excused or enjoy a supervised activity in the library.)

Students that wish to share treats on their birthday may bring treats to be passed out at the end of the day. The Lennox School District encourages students to bring healthy snack foods. Due to the number of food allergies, prepackaged treats are preferred.

### **Party Invitation Rule**

Please parents, DO NOT send party invitations to school to be passed out. There are some very hurt children when they are not invited to classmates' parties. It would be better for all if

parents would make invitations by phone or mail rather than at school. When identified, invitations sent to school will be returned home for alternate methods of distribution.

### **Keeping Children After School**

Teachers may occasionally keep children after school to give them special help, or they may be kept after school for disciplinary reasons. In any case, an attempt will be made to have the child notify his parents. We remind you that children will be kept after school whether they ride the bus or not, if it is deemed necessary.

### **Discipline**

Disciplinary action on a student may be taken by any staff member or the Principal. Parents will be advised of disciplinary action when the Principal or teacher feels it is necessary.

Parents can assist in promoting good behavior by:

1. Supporting the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of students.
2. Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
3. Check both sides of the story before taking action.

### **Suspension and Expulsion**

The program of education must be sequential and as free from intrusions and interruptions as is feasible in the school environment. Maintaining control and discipline are necessary if this program is to be effective.

Suspension and/or expulsion may be imposed if the offense is one which is greatly prejudicial to the discipline and operation of the school, or potentially dangerous to the well-being of the school's students and personnel (the bringing of knives, firearms, ammunition, firecrackers, etc. to school are items interpreted to be potentially dangerous), or gravely improper in the circumstances.

After consultation with the parents and appropriate professional personnel, pupils who are determined by the administration to be incapable of adjusting to school environment will be removed from the environment until their presence would no longer be disruptive to the school program. This action is considered only after other alternatives have failed as solutions to the problem.

### **Bullying**

Bullying is an unacceptable practice at Lennox Elementary, Worthing Elementary, and LWC Intermediate. Bullying defined means when someone repeatedly and on purpose says or does hurtful things to another person who has a hard time defending himself or herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, and sending nasty messages on a cell phone or over the Internet. Bullying is a Class 4 violation of student conduct. Punishment ranges from verbal reprimand to suspension. The full bullying policy can be found in the Section 502.13 of the Lennox School District Policy Book.

### **Weapons Policy**

Students bringing weapons such as guns, (as defined in Section 921 of Title 18 of the United States Code), knives, and martial arts weapons on school property shall be expelled from school by the board of education for a period not less than one year. The Superintendent of Schools may modify the one-year expulsion on a case-by-case basis. Repeat offenders shall be expelled from school for not less than one year. Students who use weapons to commit a crime on school property or endanger the safety of other persons shall be expelled for not less than one year.

Any student who violates this policy shall be referred to the criminal justice or juvenile delinquency system immediately upon verification that said policy has been violated. (rev. 5/13/96)

### **Violence Policy**

The intentional disruption of the educational process through boisterous conduct, acts of

violence, or threatening language that prevents a teacher from performing duties will not be allowed. The board of education shall support disciplinary action which may include suspension and/or expulsion of guilty students. The board may seek prosecution of perpetrators of violent acts in school situations at no cost to the employee.

**NARCOTICS, ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, DRUG PARAPHERNALIA, AND STIMULANT DRUGS**

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, or intoxicant of any kind.

- (1) on the school grounds during and immediately before or immediately after school hours,
- (2) on the school grounds at any other time when the school is being used by any school group, or
- (3) off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Violators will fall under the rules of Suspension and Expulsion.

**PASSIVE ALCOHOL SENSOR (PAS) ADMINISTRATOR GUIDELINES**

The Passive Alcohol Sensor (PAS) is a device used to check for breath alcohol and can be used with or without a subject's participation. There may be times when the PAS will be used passively. It can detect alcohol in open containers or in enclosed spaces such as rooms, cars, or lockers. The PAS may also be used to actively test for alcohol by the subject blowing directly into the mouthpiece or intake port.

The Passive Alcohol Sensor may be used at the discretion of school staff or administration if there is reasonable suspicion of alcohol consumption by the subject. The subject will be questioned about alcohol consumption activities

and given an opportunity to respond. The subject may be requested to speak or exhale across the intake port of the PAS. The subject will be informed of the determination by the device. If it is indicated by the PAS that the subject has consumed alcohol, the subject will be requested to take a Breathalyzer test conducted by the local police department to refute or confirm alcohol consumption.

Any student of the Lennox School District present on any Lennox School District property or in attendance at any Lennox School District activity, wherever held, will be considered to have given consent to submit to analysis by the PAS and a Breathalyzer. If a student refuses to submit, he or she will be subject to those disciplinary measures authorized by the Lennox School District Student Handbook for consumption of alcohol and be referred to the local police department.

**Harassment Policy**

The Lennox School District in its commitment to non-discrimination shall provide for and maintain a learning and working environment which is free from sexual harassment. No student, employee, or visitor shall be subjected to sexual harassment. This policy applies to all District property and to all District sponsored, approved, or related activities at any location.

Sexual harassment is a form of misconduct, which interferes with the integrity of the learning and working environment. It refers to behavior that is not welcome, that is personally offensive, that is detrimental to morale, and which, therefore, interferes with the learning and work effectiveness of its victims.

Legal References: Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

South Dakota Executive

Order

81-08

Harassment of any form is unacceptable. Appropriate action will be taken to protect the integrity of the learning and working environment.

See Discipline Matrix.

### **Physical Education Uniforms**

Students in grades 5 and 6 are expected to wear proper attire for physical education classes. Proper attire is defined as a plain t-shirt and gym shorts that are not shorter than four inches above the knee. Students not appearing in proper attire may be subject to grade reduction penalties.

### **Public Complaints (code 902.4)**

The board believes that complaints and grievances are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the board. Therefore, the proper channeling of complaints involving instruction, discipline or leaning materials will be as follows:

1. Teachers
2. Principal
3. Superintendent
4. Board of Education

Proper channeling of complaints concerning Federal Programs will be as follows:

1. Superintendent
2. Board of Education

### **Guidance**

The main goal of school counseling is to foster healthy development in all students in the following areas: academic, school, social and emotional. The comprehensive developmental school counseling program provides education, prevention, and intervention services to kindergarten through eighth grade.

Developmental guidance includes the following topics: academic support, career awareness, education on understanding self and others, peer relationships, communication, problem-solving and conflict resolution, substance abuse education and multicultural/diversity awareness.

Individual counseling is available to students. Referrals for counseling come from students, parents and staff. If you would like to visit with the counselor, please feel free to do so by calling the elementary counselor at 647-2203.

### **Medication Administration Policy**

December 1, 1994, a Medication Administration

Policy was adopted by the school board. This policy was revised in 2015.

### **Prescription Drugs and Non-Prescription Drugs**

Prescription drugs and non-prescription drugs will be administered by the school nurse or someone trained by the nurse. No other school personnel will administer prescription medication or over the counter medication. The parent must provide all medication. The school does not stock Tylenol or Ibuprofen.

Parents must complete a consent form giving the school authorization to administer medication to their children. The form must be completed in its entirety. Copies of the form are in the handbook or can be obtained on the school's website or from the school secretary.

### **Administration of Prescription Drugs & Non-Prescription Drugs**

We encourage medication hours be arranged outside of school hours, if possible. All medication will be given before lunch or at noon. We encourage medication to given outside of school hours, if possible. Antibiotics that are to be given three (3) times a day can be given BEFORE and AFTER school, and then at BEDTIME. If there is a change in medication, you must come to the school and fill out another form.

Medication Permission forms must be completed before school personnel can distribute ANY MEDICATION. The form requires a physician signature for both prescription and over the counter medications.

The school district requires an adult to bring the medication to school when more is needed. We do not want medication sent to school in the student's backpack. This is for safety of all students.

All medication will be counted and recorded by two staff when brought into the school. It will then be stored in a locked medicine cabinet.

Prescription medication shall be provided in a bottle showing the name of the pharmacy, student's name, physician's name, and the dosage and time of the medication to be given. Over the counter medication must be in the manufacturer's original container. We cannot

accept medication placed in zip lock bags. No medication can be brought to school without a medication permission form completed with signature. It is the responsibility of the child to come to the office to take his/her medication.

### **Meal Substitutions for Medical or Special Dietary Reasons**

If a child is unable to consume a food item because of medical or other special dietary need, he/she may receive a substitute food item. The form 'Special Diet Prescription for Meals' must be filled out and signed by a medical authority such as a physician, physician assistant, nurse practitioner, or other professional specified by the State Agency. Forms can be picked up from the school nurse or at any school office.

### **Grievance Procedure Policy for Discrimination**

A grievance procedure is a means of inviting communication on matters of concern to the school and students; short of their having to engage in disruptive behavior in order to be noticed and to have a grievance redressed. In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students.

A grievance is defined as a complaint lodged by a student with a member of the staff of administration alleging one or more of the following unfair practices: (1) that a school rule is unfair, (2) that a school rule or regulation discriminates against or between students, (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are addressed through three steps: (1) compliance officer; (2) the school principal; (3) the superintendent, in that order. On all three levels an informal conference is to be held within five days of the date of filing of the complaint so that no complaint shall consume more than 15 days' time in all. The burden of proof is upon the grievant to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has occurred. Administrative resolution of the grievance is to be in writing at the superintendent level and designed to provide the grievant with a basis for resolution of the problem as originally stated in the complaint. Whenever the decision of a

hearing officer substantially affects board policy, the matter will be referred to the board of education for final resolution.

### **Grievance Procedure:**

Grievance forms are available in the Principal's office. Forms should be filled out and presented in writing to:

Level 1: The compliance officer who should schedule with the grievant for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The compliance officer must hold a conference within five school days' time of the date of filing.

Level 2: If a grievant is not satisfied with the resolution made at level one, the grievant may appeal in writing to the school principal for an informal conference and discussion of said grievance.

Level 3: If a grievant is not satisfied with the resolution made at level two, the grievant may appeal to the Superintendent for an informal conference and discussion of said grievance. The grievant may be represented at the conference with the Superintendent by any adult, but the grievant must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school unless extenuating circumstances make it impossible for the grievant to appear.

### **Buses**

The bus drivers are responsible for the buses and discipline on the buses.

Students may be refused transportation on the buses if they do not follow the rules and regulations.

**Appendix A** Please read the following rules and discuss them with your children. We ask for your cooperation in enforcing these rules. The safety of our students, your children depends upon it.

The driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same level as that of a teacher in the classroom. Bus transportation for students is not entirely a right but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. **THE SAFETY OF THE BUS AND ITS PASSENGERS** demands complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The administrator may find it necessary to withhold the privilege of riding on the bus from those students who fail to cooperate accordingly. (See Bus Discipline Policy)

### **Bus Discipline Policy**

#### **Level 1**

Bus drivers will give students two verbal warnings for inappropriate behavior. The third warning will result in the lost bus riding privileges for one day. Parents and bus drivers will discuss the situation before riding privileges are suspended.

#### **Level 2**

If the disciplinary action described in the first incident is not sufficient to encourage proper student conduct, the driver will involve the principal. The principal may suspend some student privileges or assign detention. Parents, driver, student, and principal will become involved.

#### **Level 3**

If further disciplinary action is required, students will lose riding privileges for ten (10) days without exception. A meeting will be held with student, parents, driver, and principal.

#### **Level 4**

The final disciplinary action taken by the school will be loss of riding privileges for the remainder of the year.

Serious disciplinary problems may result in loss of riding privileges immediately.

1. Students shall obey all instruction from the school bus driver and/or authorized student monitors.
2. Students **MUST** ride on assigned buses and

- MUST** occupy the seat assigned to them if seats are assigned.
3. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is **NOT PERMITTED**.
4. Students must refrain from unnecessary conversation with the driver. His/her job requires his/her full attention.
5. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students. If more than one child from each family rides, they should all be on time, and not come out of the house one at a time.
6. Students will assist the bus driver in keeping the interior of the bus clean sanitary and in orderly condition. Students must not throw waste paper or rubbish on the floor or out the windows of the bus.
7. Students will not open or close the windows without the permission of the driver.
8. Students must not, at any time, put hands, arms, or heads out of the bus windows.
9. Students must not move about inside the bus or try to get on or off while the bus is in motion.
10. Students will immediately report to the driver any damage occurring to the bus. Students responsible for any damage will naturally be held liable for payment.
11. Students must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway.
12. Students must await the signal from the driver to cross a road or highway, then cross promptly. The crossing should be made approximately ten (10) feet in front of the bus, in full view of the driver.
13. Student desiring to leave the bus at other than their designated bus stop must present the driver with written permission to do so from their parents.
14. Students will be courteous to the driver, fellow students, and the general public.

**Procedures for Students Who Are Transferring to Another School or School District:**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents/Guardians notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parents/Guardians consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

