WEST CENTRAL ELEMENTARY HANDBOOK 2012-2013

Welcome to another school year at West Central. We are pleased to have you as a part of our school system. The West Central Handbook provides information about our school which includes: rules, policies, academic requirements, student privileges and responsibilities. We encourage each student to become familiar with information in the handbook. A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to be.

Dianna Tyler, Hartford Elem. Principal/
K-12 Curriculum Director
Matt Alley, Humboldt Elem. Principal

MISSION STATEMENT

"To prepare all students for learning and living in a changing world"

PERSONNEL DIRECTORY

WEST CENTRAL SCHOOL BOARD

Mr. Steve Dick	Home: 528-3420
Mrs. Lisa Engels	Home: 366-4893
Mr. Joe Krizan	Home: 363-3309
Mr. Tim Matson	Home: 351-2558
Mr. Bryan Skinner	Home: 528-7268

ADMINISTRATION

Dr. Jeff Danielsen, Superintendent	Office: 528-3217
Mrs. Dianna Tyler, Hartford Elem. Principal/K-12 Curriculum Director	Office: 528-3215
Mr. Matt Alley, Humboldt Elem.	Office: 363-3131
Principal	Office: 528-3325
Mrs. Wendy Otheim District Special Needs Coordinator	Office: 528-3210
Mrs. Susan Kurtz, Business Manager	Office: 528-3217
Mrs. Gale Begeman, Adm. Office Sec.	Office: 528-3217
Mrs. Laurie Freemark, Adm. Office Sec.	Office: 528-3217
Mrs. Caryl Nolz, Adm. Off. Sec.	Office: 528-3217
Mrs. Pam Graham, Hartford Elem. Sec.	Office:528-3215
Mrs. Lois Thompson, Humboldt Elem.	Office: 363-3131
Secretary	Office: 528-3325

SHARED STAFF

Miss Amy Hiedeman, Gifted/Technology Integrationist/ Community Education Coordinator
Mrs. Lori Johnson, KARE
Mrs. Sara Jost, Community Education Coordinator
Mrs. Mary Lowry , Reading Recovery/Title I Teacher
Mrs. Connie Lueth, Title I Teacher
Mrs. Ruth Rotert, Physical Therapist
Mrs. Rachel Sehr, School Nurse
Mrs. Stephanie Slaba, Counselor
Mrs. Paige Wettern, Psychologist
Mrs. Julie Wooters, Occupational Therapist

ELEMENTARY TEACHERS –HARTFORD

Ms. Kimberly Godes	Early Childhood
Mrs. Teresa Mattheis	Jr. Kindergarten
Mrs. Lori Cole	Kindergarten
Mrs. Pam Holloway	Kindergarten
Mrs. Sarah Weber	Kindergarten
Mrs. Lesley Wolles	Kindergarten
Mrs. Kyndra Brockmueller	Grade 1
Ms. Brittany Henry	Grade 1
Mrs. Glenda Knuth	Grade 1
Mrs. Lanesha Underberg	Grade 1
Mr. Samuel Jacobs	Grade 2
Mr. Trey Manitz	Grade 2
Mrs. Kathy O'Hara	Grade 2
Mrs. Carolyn Spielmann	Grade 2
Mrs. Kelli Bortnem	Speech Pathologist
Ms. Samantha Hoff	Music
Mr. Barry Matthies	Physical Education
Mrs. Michele Mriden	Reading Recovery
Mrs. Brenda Sosa	Art
Mrs. Kaci Thomas	Special Education

ELEMENTARY TEACHERS – HUMBOLDT

Mrs. Dawn Mielke	Kindergarten
Mrs. Eileen Cypher	Grade 1
Ms. Sara Baldwin	Grade 2
Mrs. Megan Fuller	Grade 2
Ms. Dani Heitkamp	Grade 3
Mrs. Roberta Jacobs	Grade 3
Mrs. Ellen Nester	Grade 3
Mrs. Evie Patterson	Grade 3
Mr. Greg Anderson	Grade 4
Mrs. Amber Eberhard	Grade 4
Mrs. Regina Lebeda	Grade 4
Mrs. Cheryl Prunty	Grade 4
Mrs. Holly Garry/Mrs. Teresa Van Hyfte	Grade 5
Mrs. Ashlie Jacobs	Grade 5
Ms. Erica Krull	Grade 5
Mrs. Amanda Christensen	Grade 5
Mrs. Amy Johnson	PDC Mentor, Grades 2 & 5
Mrs. Jennifer Willson	Vocal Music & Gr. 5 Band
Mrs. Jo McCarthy	Art
Mr. Ryan Walter	Physical Education & Health
Ms. Jennifer Gross	Special Education
Mrs. Julie Odegaard	Title I Teacher
Mr. Kale Wiertzema	Title I/Computer
Mrs. Tyann Nieman	Speech Pathologist

CLASSROOM AIDES

Mrs. Carol Beckstrom	Hartford Elem. Aide
Mrs. LeAnn Fraas	Hartford Elem. Special Ed. Aide
Mrs. Shelly Habben	Humboldt Elem. Special Ed. Aide
Mrs. Laura Johnson	Harford Elem. Special Ed. Aide
Ms. Connie Kaffar	Hartford Early Childhood Aide
Mrs. Lynn Margeson	Hartford Elem. Library Aide
Mrs. Christy Marketon	Humboldt Elem. Library Aide
Ms. Jeena Metzger	Hartford Elem. Special Ed. Aide
Mrs. Renita Nielson	Humboldt Elem. Special Ed. Aide

CUSTODIAL SERVICE

Mr. Allen Blue	Hartford Elem. Custodian
Mr. Dale Carlson	Humboldt Elem. Custodian
Ms. Laura Halvorson	Hartford Elem. Custodian
Mrs. Brenda McCoy	Humboldt Elem. Custodian
Mr. Duane May	Humboldt Elem. Custodian

FOOD SERVICE

TBA	Hartford Elem. Manager
TBA	Humboldt Elem. Manager
Mrs. Darlene Kaffar	Humboldt Elem. Cashier
Mrs. Robin Kleba	Hartford Elem. Cashier
Mrs. Sandy Larson	Hartford Elem. Technician
Mrs. Becky Pressler	Humboldt Elem. Baker
Mrs. Cathy Starnes	Humboldt Elem. Technician
Mrs. Tori Wittrock	Food Service Director

SCHOOL DISTRICT PHILOSOPHY

The West Central School District No. 49-7 will provide a positive, stimulating environment where all students will maximize their potential. Educational opportunities will:

1. Develop communication, comprehension, and critical thinking skills,
2. Develop physical, emotional, and mental health,
3. Develop moral and ethical values,
4. Develop civic responsibility and commitment to participation in the democratic process,
5. Develop an appreciation of the arts,
6. Develop career awareness, and
7. Develop zeal for life-long learning and self-improvement.

EARLY CHILDHOOD SUPPLY LIST – don't label

1 large box of Kleenex
1 large container of baby wipes
1 large container of disinfecting wipes (Clorox)
1 bottle Elmers glue
2 glue sticks
4 can-pack of Play Doh brand
1 pkg. of brown lunch sacks
1 set of watercolors
1 backpack
1 change of clothes in a large zip-loc bag (Please label the outside of bag)
Any necessary items if your child isn't toilet trained

ELEMENTARY SUPPLY LIST – Please label

JR KINDERGARTEN –1-16-count Crayola crayons, 1-#2 chubby pencil & 1 regular #2 pencil, 1 large box Kleenex, 1-8oz. Elmer's glue (no gel), 1 glue stick, 1 scissors, 1 set water paints, 4-pack Play Dough, 2 Expo dry erase markers & white sock, 1 school bag

KINDERGARTEN – 1 plastic kindergarten mat or towel (check with teacher), 2 boxes Crayola crayons in 8 basic colors, 2 glue sticks, 2 or 3 dry erase markers, 1 backpack, 1 supply box (5"x8"), 1 box Kleenex (250 count), 4 chubby pencils, 1 scissors (Fiskars for Kids), spiral notebook (wide-rule, 70 pg), 1 black 3-ring binder (vinyl hardcover, 1"wide), 2 composition notebooks

GRADE ONE - 6-#2 pencils(sharpened), 1 eraser, 3 dry erase markers & eraser or sock for white board, 2 pocket folders, 3 spiral notebooks (wide-ruled), watercolor paints - (Hartford only), 1 box Kleenex (250 count), 1 bottle Elmer's white glue (no gel), 2 glue sticks(Hartford only), 1 scissors, 1 box crayons, 1 supply box

GRADE TWO - 1 pkg. colored pencils, 2 black Expo dry-erase markers, 1 box markers, 2 wide-lined spiral notebooks, 1 box Kleenex (250 count), 1 glue stick, 1 scissors, 24 ct. crayons, package of #2 pencils (pre-sharpened & no mechanical pencils), 1 supply box or fabric pencil pouch, 1 school bag or backpack, 2 Ziplog bags- gallon size, 1 sock used for eraser on white board

GRADE THREE - 2 wide-lined spiral notebooks, Crayola markers (classic colors), **fabric** pencil pouch (no plastic, no box),), 2 different colored highlighters, colored pencils, 2 red checking pens, 5 pocket folders(3-hole punched), bag or back pack (no wheels), 1 box Kleenex (250 count), 1 Elmer's 8 oz. white glue bottle or large glue stick, 1 pointed scissors, crayons (24 count), 12-#2 pre-sharpened pencils, eraser, individual pencil sharpener, 4 or 5 dry erase markers and 1 eraser for dry erase board, 1 three-ring binder (1 inch), 1 Gb flash drive for computer, 2 Ziploc bags- gallon size, 1 basic calculator (nothing fancy)

GRADE FOUR - 2 red pens, colored pencils, 1 yellow highlighter, 6 plastic pocket folders, 2 pkgs. 100 lined 3"x5" index cards, 1 pkg. of sticky notes, 1 box markers, 5 or 6 dry erase markers, 1 eraser or sock for dry erase board, 2 spiral wide-lined notebooks, 1 pkg. wide-lined loose-leaf paper, book bag – no wheels, 1 box Kleenex (250 count), 1 bottle Elmer's glue-no gels or sticks, 1 pointed scissors, 1 box crayons, 6-#2 pencils, 1 eraser, 1 fabric pencil pouch, 1 Gb flash drive for computer use

GRADE FIVE – 1 box colored pencils, 1 box markers, 1 yellow highlighter, 3 dry erase markers & 1 dry eraser, 5 plastic pocket folders (1 red,1 green,1 blue,1 yellow,1 other), 4 wide-lined notebooks (1 red,1 green,1 blue, 1 yellow), 4 red pens, 1 book bag - no wheels, 1 basic calculator, 1 fabric pencil pouch, 1 box Kleenex (250), Elmer's white glue bottle-no gels or glue sticks, 1 pointed scissors, crayons (24 count), 12 #2 pre-sharpened pencils & 1 eraser, 1 Gb flash drive, 1 recipe card box & 2 pkgs. 3"x5" index cards, 1 pkg. wide-ruled loose-leaf paper

Elem. PE - Athletic shoes (no fashion tennis shoes including thick-soled, backless or strapback, no sandals or boots) and appropriate clothing for all grade levels

Hartford Elem. Resource Room – 2 boxes Kleenex, 1 container Clorox wipes, 1 box of #2 pencils -no mechanical

Humboldt Resource Room – please label all items, put in a separate sack & give to the resource teacher
2 boxes Kleenex, 1 pkg. #2 pre-sharpened pencils (no mechanical)

SERVICES

Art

Art classes are offered to all elementary students to help students develop an appreciation of artistic production and perception along with the development of creativity, healthy attitudes, and an opportunity to learn leisure time activities. Students in grades K-5 receive art instruction 150 minutes during a two week period.

Band

Students in grade 5 may participate in band. Band lessons are scheduled with small groups throughout the day. Band meets during the week to practice and holds one concert per year. Students participate in some competitions with other schools throughout the year.

Computer Education

Kindergarten through fifth grades utilize computers appropriate for the curriculum, critical thinking, problem solving, or desktop publishing. An individualized computer software program called "SuccessMaker" helps students improve their reading and math skills. Students in grades 3-5 receive computer education instruction 150 minutes during a two week period.

Extra-Curricular Activities

Students are encouraged to participate in extra-curricular activities throughout their school experience. Destination Imagination (DI) is open to students in grades 2nd and up.

KARE Program

The West Central KARE Program includes before and after school care for the elementary schools. Services are also provided during the summer months for school-aged children ages 5 to 12 years. The overall goal of the West Central KARE Program is to provide a safe, secure, and enriching environment for students during the out-of-school hours. Before school KARE is provided from 7:00-8:00 AM. After school KARE is provided from 3:30-6:00 PM. Summer KARE is provided during the summer months from 7:00 AM-6:00 PM. Charges for the KARE programs are based on a full-time or part-time weekly fee basis. Additional information and applications for the KARE programs are available in the elementary offices and on the district's website.

Music

Music classes are offered to students at all levels to help foster growth in musical understanding, skills, and knowledge. Students in grades K-5 receive 150 minutes of music instruction every two weeks.

Physical Education

Physical education is taught at all levels to help promote physical fitness and healthy habits throughout life. Students in grades K-5 participate in physical education sessions totaling a minimum of 150 minutes every two weeks. Students with physical limitations are accommodated with an appropriate level of activity. Clean athletic shoes are required at all levels for physical education.

Special Education

Special Education services are provided for eligible children birth through twenty-one years of age in accordance with the child's individual education plan (IEP). Children are identified through a referral and evaluation process and are educated in the general education curriculum and classrooms to the maximum extent possible.

Each school in the district has resource classrooms which are staffed with certified special education teachers and educational assistants. Support services, such as, speech/language therapy, occupational and physical therapy, and adapted physical education are also provided at each school in accordance with the child's individual education plan. Additional information and guidelines can be found in the Educational Comprehensive Plan or by contacting the Director of Special Services at 528-3217, ext. 1017.

Title I

Title I is a federally funded supplemental program for reading and math. West Central offers this program to kindergarten through fifth grade students. Students are given additional help individually or in small groups within the classroom or Title I Room on a regular basis. Students are identified for help through testing, teacher referral, or parent requests.

The Title I Advisory Committee will convene annually having at least one public meeting to which all parents of eligible children must be invited. The purposes of this meeting are to provide information concerning Title I laws, regulations, and instructional programs, inform parents of their rights to consult in the design and implementation of Title I projects, solicit parents' input, and provide parents an opportunity to establish mechanisms for maintaining on-going communication amongst parents, teachers and agency officials.

Other Title I parent involvement activities include the following:

1. Notifying 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. Reporting to each child's parents on the child's grade progress through quarterly and mid-term progress reports,

3. Establishing conferences between individual parents and teacher/aides, and
4. A student-parent-teacher contract is recommended for all Title I participants.

Guidance

A school counselor is a professionally trained specialist with a Master's degree, along with a strong background in the behavioral sciences and human relations. The counselor visits each classroom regularly, performs individual and small group counseling activities, and works with parents and teachers in promoting positive social and emotional student growth. School counselors assist students in the development of those lifelong skills necessary for optimum character development, coping with life's difficulties, and building cohesive relationships.

ATTENDANCE

Education is a state function under the control of the legislature. It is compulsory that all children from age six and not exceeding age 18 regularly attend school for the entire term, until the child reaches the age of eighteen years, unless excused because of physical or mental condition. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected.

Attendance is a part of each student's permanent record. A casual attitude toward regular school attendance extends into adulthood. Attendance is one of the major concerns of an employer.

The school has the responsibility of keeping accurate attendance records of all students. Therefore, it is imperative that school officials know where students are during school hours. Students may be excused for specific purposes only through the principal's office.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

A. Absenteeism is defined as absence from school during regularly scheduled school hours. All school lessons and class discussions assigned during the duration of the absence become the responsibility of the students and parents.

1. Generally, the only absences excused are:
   - Personal illness
   - Family emergency (death, serious illness)
   - Funeral
   - Dental or medical appointments that cannot be made on Saturdays or after school hours.
   - School sponsored activities. Students should notify teachers in advance of absence.
   - Parent's request for other special family events that are approved by the administration. Approval must be granted prior to the student's absence.
   - A written excuse is necessary unless a phone call has been made by the parent.
2. **If a student is absent, parents should notify the school by 9:00 a.m.** If no notification is received by 9:00 a.m., the school will call the home and make every effort to contact a parent to verify the absence.
3. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission. Failure to report to the office shall result in being charged with an unexcused absence or truancy.
4. If a student becomes ill while in school, he/she shall report to the principal's office. Parents/guardians or emergency contact persons will be contacted before a student will be permitted to go home. All families will be asked to list additional people whom the school may call if contact cannot be made with either parent.
5. A student is counted absent for a half day if he/she arrives at school after 10:30. A student is counted absent for a full day if he/she arrives at school after 1:30. If a student leaves school early, he/she will be counted absent for the portion of the day they miss.
6. A student must be in attendance for one half of a school day (3 periods) to practice or participate in an evening activity (unless the student has an excused absence). If a student leaves school ill during the last half of the school day, he/she will not be able to participate in an evening activity.
7. In case of an absence, the student shall be allowed two days to make up school work for each day missed. Completed work shall receive full credit. It is the responsibility of the student to make arrangements with the teacher for assignments and class activities missed. If a grading period falls within the allowed time to make up the work due to an absence, an "incomplete" may be recorded. Late make-up work will receive less credit. Teachers may extend deadlines for unusual circumstances. In the case of a preplanned excused absence, the student is responsible for making up any assignments missed prior to the day(s) of the absence. Arrangements for the make-up work must be made by the student. Exceptions to the expected completion date may be made by the teacher(s) for special circumstances.
8. Whenever a student is absent more than twelve (12) days a semester, or more than twenty four (24) days during the entire school year, a written excuse from a doctor will be required, or the absence will be considered unexcused and a truancy violation will be filed. The parents shall be notified of concerns regarding the student's absentee record. It will be reviewed by the school principal with the possibility that the

student may be referred to the Board of Education with the recommendation that the student repeat the grade.

9. Perfect attendance recognition is given to students who were not absent during the school year. Outstanding attendance recognition is given to students with no more than three days absence.

B. Tardiness: Failure to be in homeroom or the classroom by 8:30 a.m. Students who arrive late to school, need to report to the office.

C. Truancy: Excessive absences from school or two or more classes without permission. Any student missing two or more classes will be issued a "truancy" violation.

BUILDING PRACTICES AND PROCEDURES

Textbooks-Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students they are issued to. Should the textbook get lost or receive excessive damage, a fine will be levied against the student it was issued to. Fines will be determined by the teacher and the principal. The fine will be determined by the actual cost of replacement of the book.

Library Books - Library books may be borrowed by all West Central students. It is the responsibility of students to return library books back to the library on time and in good condition. Overdue fines will be issued to students who fail to return a library book in a timely fashion. Cost of replacement for a book will be issued to students who lose a library book or return it in a damaged state.

Bookmobile Books - The Minnehaha Bookmobile visits West Central each month so that students may check out books not contained in our own library. Overdue fines and replacement fines for Bookmobile books will be handled in a similar fashion as West Central library books.

Building Hours

Regular building hours are 8:00 a.m.-4:00 p.m. Elementary students SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:00 a.m. Students must be at school at 8:30 a.m. Classes will be held from 8:30 a.m.-3:30 p.m. Non shuttle bus students should not be in the building or on school grounds before 8:00 a.m. unless arrangements have been made with the building principal or teacher. Supervision in the recess area does not start until 8:00 a.m.

One exception is breakfast is served in the lunchroom from 7:45-8:25 daily. Since shuttle buses leave at 8:10AM, shuttle bus students **should not** arrive at their busing center before 8:00AM unless eating breakfast.

No student should be in the school building or on school property after 3:50 p.m. unless they are under the supervision of the principal or a teacher. Students need to leave the school premises after 3:30 p.m. unless waiting for a bus or a ride home.

Busing

The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the bus expectations/rules.

Violation of bus expectations/rules can mean an office referral that is given to the building principal. The student may have a loss of school privileges that may include removal from the bus. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

The loss of bus privileges on one bus means loss of privileges on all buses.

The buses will transport children only on the basis of home to school, school to school, and school to home during the school day. Any exception will be made only by action of the school board.

The bus expectations/rules are as follows:

Be Safe

- Walk
- Sit with back against seat/feet on the floor
- Remain seated until bus is stopped
- Keep aisle clear

Be Responsible

- Keep belongings to yourself
- Keep a clean bus
- Sit in assigned seat

Be Respectful

- Use inside voices
- Keep hands/feet/objects to self
- Exit in order (orderly fashion)
- Follow directions

******Students may not eat or drink while riding on West Central School District buses.*******

Code of Conduct at School Sponsored Activities

Any student attending a West Central event (at home or away) is expected to follow guidelines regarding appropriate behavior according to the West Central Elementary handbook. Violations may result in a conference with the parent/guardian and the student to address the problem and to choose an appropriate consequence which may include suspensions from future activities.

Dress Code

In the interests of cleanliness, decency, and good taste, West Central reserves the right to place restrictions on a student's dress and grooming as necessary when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school.

Excursions/Field Trips

Excursions or field trips may be planned by teachers during the school day as the planned culmination of a class or an enrichment to a subject or topic. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles provided. Students on field trips are expected to behave respectfully. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. Parent chaperones may be permitted to drive their own vehicles. **Parents are asked to not bring younger children with them during field trips**. The privilege of attending a field trip may be restricted by the principal due to disciplinary problems at school or lack of academic effort.

Family Night

In keeping with Board Policy, there are to be no school activities scheduled on Wednesday evening after 6:00 p.m. and no formal practices or rehearsals will be regularly scheduled on Sundays or other legal holidays. Any deviation from this standard procedure must be cleared through the principal's office. Teachers will also make an attempt to keep homework assignments to a minimum on Wednesday nights.

Gum, Candy, & Sunflower Seeds

Pop, gum, candy, snacks, or sunflower seeds are not allowed in the school building. However, they are permissible during special occasions such as class parties, birthday celebrations, etc.

Grading Policy

The grading system will evaluate and record student progress. The grading system will be uniform district wide K-2, 3-12.

Students in grades K-2 will be rated according to their achievement and effort using letters and numbers indicated on their report card legend. Those marks will be determined by comparing the student's performance with the student's ability and not by comparing the student with another student.

Students in grades 3-12 will receive the following marks or grades:

A+ 98-100	A 95-97	A- 92-94
B+ 89-91	B 86-88	B- 83-85
C+ 80-82	C 77-79	C- 74-76
D+ 71-73	D 68-70	D- 65-67
F 64 - below		

An incomplete grade will be given to a student if he/she has not satisfactorily completed his/her work on time. A student who receives an incomplete grade at the end of a nine week grading period will have two weeks to make up the work. Failure to complete the work will mean that the grade will be changed from incomplete to failure.

Students in grades 3-5 may also receive an effort grade. The effort grade will be in the following form: S - Satisfactory effort has been shown by the student; N - The student's effort needs improvement; U - Unsatisfactory, the student's effort is unacceptable.

Homework

The homework will vary with the grade level, teacher, and subject involved. As a rule, there is very little assigned homework in the primary (K-3) grades. In the intermediate (4-5) grades, there will be times when students are required to complete assignments at home. Assignments are expected to be completed neatly and fully by the designated due date. Exceptions to the completion date will only be made for students who have had an excused illness or absence. Late work will result in a student receiving less credit.

Injuries

Students are encouraged to play safely and avoid injuries, but if injured the student should report injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance documentation. An accident report form will be completed for injuries which require medical attention.

Insurance

Student accident insurance is available to all students. This is a service to the students. Application forms are sent home with students in the fall of the year. The school does not carry accident insurance.

Lost and Found

A lost and found box will be maintained in the school in a designated area. Lost articles should be reported and found articles turned into the office.

Lunch and Lunchroom Policies

Lunch and breakfast is offered for all West Central students. Students will not be permitted to leave school for lunch unless accompanied by a parent or guardian. Students may choose from one of three alternatives regarding lunch:

1. Eat school lunch.
2. Eat a sack lunch from home. No soft drinks are permitted at lunch time.
3. Do not eat. However, a signed note from the parent must be presented to the principal explaining the reason for not eating lunch.

The lunchroom should be an enjoyable place to eat. Students are expected to be safe, respectful, and responsible during lunchtime but certain rules must be followed.

Lunch accounts are computerized and students have an identification number for their account. It is preferred that students bring money for lunch/breakfast/ classroom milk breaks in advance. Money may be deposited in any amount. Parents have the option of paying online through MyNutrikids.com. Look for the link on the

West Central Home page. You may register so you can look at your child's meal activity. Contact the Food Service Office or building secretary for the 9 digit number needed to register. A convenience charge is applied only when making a deposit. West Central School does not profit from this program. Prices are subject to change before the start of each school year.

Lunch Prices:	K-5	$2.15/meal
	Adults	$3.05/meal
	Milk	$ .30 per carton
Breakfast Prices:	K-5	$ 1.25/meal

Parties

Students in grades K-5 will have three parties in their homerooms each year. These parties will include the following times: Fall, Christmas, and Valentine's Day. Students not wanting to participate due to a religious affiliation will be allowed to engage in alternative activities.

Party Invitations

Parents are encouraged to send invitations to birthday parties through the mail or by calling parents. When invitations are distributed at school, it can be a disruption to the educational process because of the hurt feelings it can cause. We appreciate your cooperation in this matter.

Playground Promises

1. Students should go to their assigned area immediately after the bell rings and proceed quietly to their classrooms, when directed by their supervisors.
2. Students will be expected to follow the instructions of the playground supervisor(s) at all times. Our playground promises are:

Be Safe
- Using equipment safely
- Keeping hands, feet, and objects to myself

Be Responsible
- Bringing in what I took out

Be Respectful
- Following game rules
- Using polite words
- Using polite tone of voice

3. Boots are generally worn when there is snow and/or mud on the playground.
4. The school is not responsible for personal toys that have been lost or broken at school.

Student Progress Reports

Student progress reports may be sent home to parents anytime during a nine week period and/or school year. The purpose of the progress report is to keep parents informed of their child's school performance.

Reports may include both positive information and/or cite areas that need improvement. Parents will be expected to work closely with the teachers and the school so that the child's deficient area(s) improve.

Report Cards

Report cards will be issued to the students at the end of each quarter. The report cards do not have to be returned to school. If the student has any outstanding debts from unpaid lunches, overdue books, fines from books lost or damaged, or unreturned equipment that belongs to the school, their report card will be held until payment is made or items have been returned.

School Closing

In the event of severe 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 the School Reach Service and also the following TV and radio stations: KSFY, KDLT, KELO TV and KSOO, WSN/KRRO, KXRB/KKLS/ KIKN, KELO radio. If no report is heard it can be assumed that school will be in session.

Students will be given inclement weather forms to indicate the family's plan for the return home or child care in the event of an early dismissal. Teachers will check these and follow the plan indicated by parents/guardians.

Visitors

All adults/visitors need to report in at the school office and receive a visitor's pass.

HEALTH POLICIES

AIDS

AIDS (Acquired Immune Deficiency Syndrome) is a disease that breaks down the body's immune system. This leaves a person with AIDS vulnerable to life threatening illnesses that do not affect people with normal immunity.

Long term studies of family members of both adults and children with AIDS have shown that AIDS is not known to be transmitted in a school setting. AIDS is not spread through the kind of normal contact children have with each other such as touching, hugging, eating together or sharing bathroom facilities.

AIDS is a blood born disease, most often spread through sexual contact or sharing infected intravenous drug needles, or transmitted from infected mother to unborn or newborn infant. AIDS is spread in the following ways:

- Sexual contact in which blood or body fluid (semen, urine, feces, vaginal secretions) are transmitted from an infected person to an uninfected person.
- Sharing drug needles contaminated with AIDS virus. People who inject illicit drugs and share needles risk infection.
- Perinatal transmission. An infected woman can pass the virus to her child before, during, or shortly after birth.

- Transfusion of blood or blood components contaminated with the AIDS virus.
- The risk of infection through transfusion is extremely small due to testing of blood.

Admission and Continued Enrollment of Students with AIDS

Students with AIDS enrolled or seeking enrollment in grades K-12 shall be permitted to attend school and will inform the school nurse of the diagnosis. Students identified with AIDS shall not be excluded from attending school for reasons of the infection unless the following exceptional conditions are evident as determined by the student's physician, parent(s) or legal guardian(s) or the appropriate school administrator(s):

1. The student is not toilet trained or is incontinent, or is unable to control drooling,
2. The student is unusually physically aggressive with a documented history of biting or harming others.

Cases shall be referred to the superintendent of schools when disagreement on the existence of the excluding conditions prevents the student's physician, parent(s) or legal guardian(s), the appropriate school administrator(s) from reaching a decision on admission or continued enrollment.

Exclusion

A student with AIDS who is excluded from school shall be provided with appropriate alternative educational programs.

Confidentiality

The identity of a student with AIDS and all health records and related files shall be kept confidential in accordance with the Family Rights and Privacy Act.

Some Infectious Diseases Affecting School Attendance

Fever – Any child noted to have a fever above 99.5 degrees orally during the school day, will be sent home due to contagiousness. Parents will be expected to pick up child as soon as possible. ***If a child's symptoms, regardless of any fever, prevents the child from participating appropriately in the classroom, or compromises the teacher's ability to care for and teach the other children, the child will also be sent home.***

Common Cold - Children with fevers above 99.5 orally, severe coughs, severe nasal drainage, or fatigue should not attend school until symptoms have resolved***. Children should be fever-free without medication (Tylenol or other fever reducing medications) for 24 hours before returning to school.***

Influenza – This is a respiratory disease with symptoms of sudden onset of fever, headache, chills, muscle aches and pains, sore throat, cough, fatigue, stomach ache, and occasional vomiting and diarrhea. The child is contagious one day before symptoms start, and for 5-7 days after onset of symptoms. The child will be excluded from school for at least 5 days, unless fever or behavior changes are still present.

Chicken Pox - Rash begins as red bumps that develop into blisters. The blisters then dry and form a scab. Cases must be excluded from school until all scabs are dry and there have been no new pox for 2 days, (this is usually 5-6 days).

Impetigo - A disease characterized by pustule (crusted sore with oozing) appearing on face, neck and hands - occasionally on body. Exclude from school as long as lesions are draining and until treated with an appropriate topical antibiotic for at least 24 hours.

Pink Eye - Redness of the eye together with itching are present. The most obvious symptom is a discharge of pus. Once on antibiotic eye drops, children may return to school the next day.

Ring Worm - Ring worm usually begins with a small red scaly patch and gradually increases in size. Exclude from school until area is under treatment with appropriate fungicide. Infected area should be covered when child is in school. Inspection of all contacts should be made.

Strep Throat, Scarlet Fever, Scarletina, Scarlet Rash- Children having strep infections may return to school 24 hours after treatment is initiated.

Head Lice

Anyone can get lice. Head lice is found on the hair of the head, especially behind the ears and at the nape of the neck. They attach each egg (nit) to a hair shaft with a gluey substance. Head lice are communicable by direct contact, and sharing personal items such as combs, brushes, or towels. Symptoms include itching, the presence of lice or nits, or a secondary infection. Exclude child from school if live lice are present. Student may attend if nits are present but will be sent home if lice are present. All contacts should be inspected.

ADMINISTERING MEDICINES TO STUDENTS

Definitions

A. Definition of assistance with self-administration of medications: The term "assistance with self-administration of medications" means helping a client with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the client of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage.

B. Administration of medications: The administration of medications is a nursing function. Medications need to stay in labeled containers. The secretary, or designated personnel, will assist with giving the individual dose to the client for

which it is prescribed and promptly record the dose and time given.

The licensed nurse may delegate the following tasks:

1. Administration of scheduled medications by oral, rectal, or topical route;
2. Measuring of a prescribed amount of liquid medication or crushing a tablet for administration if the licensed nurse has calculated the dose; and
3. Administration of schedule II controlled substances listed in SDCL 34-20B-16 and 34-20B-17 which have been prescribed and labeled in a container for a specific client.

Medication administration may be delegated only to those individuals who have successfully completed a training program approved by the board pursuant to 20:48:04.01:14.

The training curriculum must include 16 hours of classroom instruction. The training instructor must be a Registered Nurse with at least 2 years of clinical experience. The training may include alternative methods such as videos, self-study modules, computerized learning, etc. An additional 4 hours of clinical or laboratory instruction must be included in the curriculum. Tests are developed for each unit in the curriculum, including a final test. A skills performance evaluation must be conducted.

After training, supervision of medication administration must be provided by a licensed nurse as outlined in 20:48:04.01:02.

ASSISTANCE WITH SELF-ADMINISTRATION

A student may be responsible for taking his/her own medication with or without assistance after school personnel have determined that the following requirements are met:

A. the student, school personnel and parent/guardian enter into an agreement which specifies the conditions under which medication may be taken.
B. the students should be able to identify the appropriate medication, knows the frequency and time of day for which medication should be taken.
C. school personnel follow a procedure for documentation of self administration of medication.
D. school personnel establish a policy for the safe storage of self-administered medication, while providing accessibility if the student's health needs require it. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication should be readily available.
E. school personnel should establish policies for reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was or was not taken.
F. with parental/guardian and student permission, as appropriate, school personnel may inform appropriate teachers and administrators that the student is taking a medication.

HANDLING, STORAGE, AND DISPOSAL

A parent/guardian or dsignated responsible adult deliver to the school all medications to be administered by school personnel or to be taken by self medicating students.

- The medication must be in a pharmacy or manufacturer labeled container, with student's name, dosage and frequency noted on the container
- School personnel receiving the medication should document the quantity of medication delivered. The parent verifies the quantity by his/her signature.
- In extenuating circumstances, the medication may be delivered by another person; provided that school personnel are notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

All medications should be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates should be checked.

All medication to be supervised by school personnel should be kept in a securely locked cabinet. Access to stored medications should be limited to persons authorized to supervise medications. Access to keys and knowledge of the location of keys should be restricted to the maximum extent possible.

Parents/Guardians may retrieve the medication from the school personnel at any time. Where possible, all unused, discontinued or outdated medications should be returned to the parent or guardian and appropriately documented. All medications should be returned at the end of the school year.

DOCUMENTATION AND RECORD-KEEPING

Each school that assists students with the self-administration of medications should maintain a medication record for each student.

- At a minimum, the record should include a daily log and a parental authorization to assist with self-administration form.
- The daily log should contain:
  - the dose or amount of medication
  - the date and time that medication was taken, or omitted, including reason for omission.
  - The full signature of the school personnel assisting with self-

administration. If the medication is taken more than once in a school day, the personnel assisting the student may initial the record, subsequent to signing a full signature.

- All documentation should be recorded in ink and should not be altered.
- The completed medication record and records pertinent to self-administration are filed in the student's cumulative records.

REPORTING AND DOCUMENTATION OF MEDICATION RECORDS

A medication error includes any failure for a particular student to take a medication as noted on the parent/guardian authorization form. This includes:

- failure to take the correct medication;
- within the appropriate time frames;
- in the correct dosage;
- to the correct student;
- by the correct route.

In the event of a medication error, school personnel should notify the parent or guardian immediately, and should document the effort to reach the parent or guardian. The parent or guardian should be responsible for contacting the physician, if necessary.

Medication errors should be documented by school personnel on the medication error report. These reports should be maintained in a designated location or in the student's health record.

School personnel should review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

SELF-ADMINISTRATION

A student may be responsible for taking his/her own oral medication without assistance from school personnel. Prior to each school year and upon parent request, a "Request & Authorization for Medication" form must be completed by the parent choosing option II. If the medication is not a prescription or is not taken for an ongoing condition, a physician's signature is not required. (i.e. cough drops, Tylenol as needed, etc.). With option II the student may have one day's dosage in his/her possession each school day. The medication is to be kept in the original pharmacy labeled container.

ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

Over-the-counter (OTC) medications, like any other medications, are potentially hazardous to the health of students, based on the quantity given, potential side effects, interactions with other medications, and untoward reaction. Recent studies linking aspirin to Reye's Syndrome in the young child have shown the potential danger, demonstrating that there are areas of drug reactions in children for which we have little information. OTC's do have their place, but they should not be taken casually.

Furthermore, society is increasingly relying on OTC medications for conditions that, if investigated, might have a simple resolution of a problem (e.g., if the child does not eat and gets hypoglycemia, a headache may result). Mere dispensing of an OTC medication will not help the underlying cause.

Students will not be permitted to take medication at school, whether self-administered or assisted self-administered, without parent/guardian previously completing the Request & Authorization for medication form. Prescription medication (including antibiotics, cough/cold medications) and over the counter drugs should as much as possible be administered to students outside of school hours. Exception to this policy are medications that are taken at particular times during the day for ongoing medical or behavioral conditions. Over-the-counter medications should be provided by the parent and accompany the appropriate authorization form.

OUT OF SCHOOL ACTIVITIES

All attempts should be made to assist a student to take an authorized medication prior to a planned field trip or activity outside of the school. If a medication must be taken while a student is outside of the school, the same procedures should be followed, as thought the student is in the school. A designated adult should be responsible for safe storage, handling and assistance with the medication, in accordance with the parental/guardian authorization form.

File: JHCD-R
Approved 5-12-97
Revised 6-11-12

Screening Tests

The following screening programs are conducted yearly by our school nurse:

1. Vision and hearing screening for children entering kindergarten
2. Hearing screening in grades 1st, 3rd, and 5th
3. Scoliosis (curvature of the spine) screening per referral
4. Basic health assessment assessing height, weight, visual acuity, ears, mouth & throat, heart, lungs, speech for grades 1-5

Any of the following tests can be done on students throughout the school year upon a parent's or teacher's request, suspecting a problem. We encourage parents to inform the principal or teacher of any health problem their child may have.

If a screening alerts us to some potential problems, the school nurse will send out a letter recommending further intervention by the parents.

If you have any questions regarding the health program or policies, please call the school.

Special Dietary Needs

Students who have special dietary needs should arrange with their teacher/school to accommodate these needs as recommended by a specialist/doctor. A special form for dietary needs will need to be completed and signed by the doctor for special dietary needs. Please obtain this form from the school nurse or at http://wcnurse.wikispaces.com/Forms.

Compulsory Student Immunization

Each student shall provide proof pursuant to SDCL 13-28-7.1 that he or she has been immunized in accordance with the school immunization law. Transfer students shall produce evidence pursuant to SDCL 13-28-7.1 of immunization prior to enrollment.
Adopted 10-24-77
Revised 11-14-11

Student Health: Concussions

Physical activity is an integral part of a school environment including, but not limited to, recess, physical education classes, or participation in sports. Physical activity carries with it an inherent risk of injury, and concussions are a common and potentially serious injury that students may experience. In the interest of keeping West Central students safe from serious injury, the following will be the policy of the West Central School District on concussions.

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be "knocked out") to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion:

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays or lines
- Unsure of game, score, opponent or situation
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms reported by a player indicative of a possilbe concussion:

- Headache, nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, foggy or groggy
- Concentration or memory problems, confusion

Students who exhibit behavior or signs indicative of a concussion shall be immediately removed from the activity and examined by an appropriate health-care professional. An appropriate health-care professional shall be defined as a medical doctor and/or certified athletic trainer. A student who exhibits behavior or signs indicative of a concussion may only resume the activity if both the appropriate health-care professional and the student's parent/guardian sign a Return to Activity Permission form. If no appropriate health-care professional is available or if the appropriate health-care professional does not grant permission for the student to resume the activity, the student shall not return to the activity until permission is granted.
Adopted 7-11-11

DISCIPLINE PROCEDURES

At West Central Elementary Schools, we practice Positive Behavioral Interventions and Supports (PBIS). We teach our children at all levels to be:

1. Responsible
2. Respectful
3. Safe

Procedures for handling minor behavioral violations vary between grade levels and attendance centers. Generally, however, teachers notify parents if minor behavioral offenses occur. Major behavioral violations (as specified on the "Discipline Consequence Chart") are referred to the principal's office.

All disciplinary action taken is subject to the Principal's discretion.

Cheating

A student is considered to be cheating if he/she has acted dishonestly in regard to a homework assignment, quiz, or test. Copying, using "crib notes", plagiarizing, etc. will be considered examples of cheating.

Dangerous and Nuisance Items

Dangerous Items - Any object or weapon that could endanger students' well-being will be considered dangerous. Examples may include: pocket knives, sharp objects, guns, fireworks, cigarette lighters, laser pointers, etc. Parents and local law enforcement will be contacted for any student in violation of this policy. Because it is our goal of keeping our school violence-free, anything that resembles a dangerous item, although artificial in nature (toy gun, fake knives, etc.) may result in a consequence under "dangerous item."

Nuisance Items - Objects brought to school which create a disturbance or unnecessary mess on school property will be considered a nuisance item. Examples may include: water balloons, confetti, computerized games, trading cards, MP3 players, pagers, etc. Parents/Guardians will be contacted and the nuisance item will be removed

from the student's possession. The item will be returned only to the parent/guardian.

Drinking/Drugs

No student shall possess, use, sell, or dispense any over the counter medication, controlled or mind altering substance or drug paraphernalia including, but not limited to: glue for inhaling, marijuana, drugs, alcoholic liquor, wine, beer, etc., at a school activity or on school property, which includes buildings, grounds, parking lots, and school buses. Any student who reports to school or an activity with evidence of having used the above substances, shall be subject to the disciplinary action. Because it is our goal to keep our school drug-free, anything that resembles a drug (although artificial in means) that a student shall possess, use, sell, or dispense may result in a consequence under "drinking/drug policy."

Expulsion

Shall mean denial of a student to participate in any instructional and/or school activity for a period of time as determined by the school board.

Forgery

Students committing forgery will result in an office referral. Parents will be notified in all instances.

Insubordination

Insubordination refers to an event where a student refuses to obey, fails to follow instructions or directions of a staff member, becomes defiant, or shows rebelliousness.

Physical or Verbal Aggression & Fighting

The West Central School District wishes to maintain a learning and working environment that is free from violent words and actions. Any form of violence is strictly prohibited.

Physical or Verbal Aggression: Refers to the use of force, coercion, threats, intimidation or similar conduct from a student(s) toward another person(s) that constitutes interference with school purposes.

Fighting: Refers to physical violence between two or more students in an angry or quarrelsome manner with intent to harm or to disrupt the process of education while on school property or at a school function.

Physical or Verbal Aggression Toward West Central Staff

A student who interferes with the educational climate by willfully displaying verbal or physical aggression to a staff member or to their personal property may be subject to suspension, expulsion, and/or referral to law enforcement.

Profanity/Inappropriate Gestures & Messages

West Central expects students to use language that is not offensive at all times. Gestures or messages that have inappropriate or offensive meanings are prohibited. Besides the obvious profane words, there are words that are "gray" and will be considered offensive and may result in an office referral.

Property Searches

Student lockers and the parking lots are property of the West Central School District and are subject to random searches without prior notification.

Smoking

Use and/or possession of any tobacco product and/or smoking materials by a student on or in any school property, including buildings, grounds, parking lot and buses, is prohibited.

Stealing

Theft of property while at school or at any school activity may result in an office referral. To avoid loss of personal property, students are encouraged to:

1. Use common sense and do not leave purses and other personal belongings in classrooms and gym. Do not bring unnecessary amounts of money to school.
2. Check valuable items in with the classroom teacher or the office if they must be brought to school on any given day.
3. Accept responsibility for belongings and valuables used each day in the classroom or on school activities.
4. Please mark all personal items.

Suspension

Shall mean temporary denial to a student to participate in any instructional and/or school activity for a period of time. A school principal shall have authority to invoke a short or long term suspension.

1. Short term suspension - shall mean a suspension for a period of five (5) school days or less.
2. Long term suspension - shall mean a suspension for a period of up to ten days at the discretion of the Administration.

Work completed during a suspension will be given full credit if it is completed upon return to regular classes. Any student receiving out-of-school suspension may have to make up the day(s) after school is dismissed for the summer.

Vandalism

West Central students are expected to respect the property of the public and private individuals. Vandalism is described as the willful or malicious destruction or defacement of public or private property.

211 HELP!Line

The 211 HELP!Line is a comprehensive information and referral and crisis phoneline. The 211 phone line answers a wide variety of calls requesting

information or assistance with community information, crisis intervention, financial assistance, donation information, volunteer opportunities, child care, disasters, basic needs, mental health and other areas. The 211 phone number is identified nationwide as the number for health and human services.

DIRECTORY INFORMATION

West Central School District designates the following personally identifiable information regarding its students as Directory Information:

1. Name
2. Address and phone number
3. Date of birth
4. School attending
5. Dates of attendance
6. Parents or guardian of student
7. Participation in school-recognized activities
8. Weight, height, age and grade of members of athletic team
9. Awards received
10. Individual and group photographs pertaining to school activities
11. Similar information which denotes accomplishment or achievement

RIGHT OF PARENT, GUARDIAN OR STUDENT TO PROHIBIT RELEASE OF INFORMATION

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the Directory Information by notifying the principal of the student's school in writing, stating which of the above Directory Information may not be released in respect to the particular student. Such notification may be made at any time.

File: JFJ Adopted 4-10-06; Revised 6-8-09

BULLYING:PREVENTION AND EDUCATION

The West Central School Board supports a secure school climate conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written, verbal or electronic expression, physical act or gesture or a pattern thereof, which is intended to cause distress upon any person in the school environment. For purposes of this policy the school environment includes school buildings, grounds, vehicles, buses, bus stops and all school-sponsored activities and events.

A person who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

The Superintendent, or designee, shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following objectives:

1. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of people engaged in bullying behavior.
4. To initiate efforts to change the behavior of people engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by counseling.
7. To help develop peer support networks, social skills and confidence for all people.
8. To recognize and praise positive on a regular basis.

File: AC-E

NONDISCRIMINATION STATEMENT

The West Central School District #49-7 does not discriminate in its emplyment policies and practices, or in its educational programs (including career and technical education programs) on the basis of race, color, creed, religion, age, sex, disability, sexual orientation, national origin, ancestry or other human differences.

Requirement for admission to the Career and Technical Education courses is completion of prerequisite coursework of each area.

CAREER AND TECHNICAL EDUCATION OFFERED AT THE WEST CENTRAL SCHOOL DISTRICT

Agriculture – Floriculture, Horticulture, Animal Science, Natural Resources, Bio-Technology, and Agriculture Leadership
Architecture and Construction – Introduction to Technology, Production Technology, Computer-Aided Drafting, Carpentry and Building Trades
Food and Tourism Classes - Independent Living, Food Management, and Family Relations
Technology – Multi-media, Web Design, Animation, Computer I, and 3-D Programming

Inquiries concerning the application of Title VI, Title IX, or section 504 may be referred to:

Title VI (discrimination based on national origin/race)	**Special Services Director**
Title IX (discrimination based on gender)	**Activities Director**
Section 504 (discrimination based on disability)	**Special Services Director**

Both Special Services and Acitivities Director can be reached at:
West Central School District
705 E. 2nd St.
Hartford, SD 57033
605-528-3217

Or

Kansas City Office:
U.S. Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Phone: (816)268-0550
Fax: (816)823-1404; TDD: (877)521-2172
E-mail: OCR.KansasCity@ed.gov

Please note: This is a "public notice" announcement published prior to the beginning of each school year in the school newsletter.

Adopted 2-27-89
Amended 7-28-97
Revised 7-12-10

WEST CENTRAL SCHOOL DISTRICT

Parents:

After having read this handbook carefully, please sign your name below, remove this page, and have your son or daughter return it to the Principal's office by ***August 27, 2012***. Your comments and/or recommendations for the improvement of our school and/or student handbook are welcome. Thank you!

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Student's Name and Grade Parent's Signature