

# West Central Elementary



## 2016-2017 Student Handbook

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**WEST CENTRAL ELEMENTARY  
HANDBOOK  
2016-2017**

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.

Jennifer Munger, 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. Craig Habben	Home: 528-3169
Mr. Gordy Haldeman	Home: 528-3997
Mr. Brent Hoffman	Home: 215-7014
Mr. Dennis Husman	Home: 941-8319
Mr. Bryan Skinner	Home: 528-7268

**ADMINISTRATION**

Dr. Jeff Danielsen, Superintendent	Office: 528-3217
Ms. Jennifer Munger, Hartford Elem. Principal/K-12 Curriculum Director	Office: 528-3215
Mr. Matt Alley, Humboldt Elem. Principal	Office: 363-3131 Office: 528-3325
Mrs. Wendy Otheim, District Special Services Director	Office: 528-3210
Mrs. Susan Kurtz, Business Manager	Office: 528-3217
Mrs. Deb Macdonald, Asst. Business Mng.	Office: 528-3217
Mrs. Laurie Freemark, Executive Asst.	Office: 528-3217
Mrs. Caryl Nolz, Executive Asst.	Office: 528-3217
Mrs. Pam Graham, Hartford Elem. Sec.	Office: 528-3215
Mrs. Lois Thompson, Humboldt Elem. Secretary	Office: 363-3131 Office: 528-3325

**SHARED STAFF**

Mr. Tyrone Albers, Resource Officer  
Mrs. Corey DiGiovanni, School Nurse  
Mrs. Lori Johnson, KARE Program Coordinator  
Mrs. Sara Jost, Community Education Coordinator  
Mrs. Mary Lowry, Reading Recovery  
Mrs. Ruth Rotert, Physical Therapist  
Mrs. Sarah Weber, Gifted Program  
Mrs. Paige Wettern, Psychologist  
Mrs. Julie Wooters, Occupational Therapist

**ELEMENTARY TEACHERS –HARTFORD**

Mrs. Brandi Petersen	Early Childhood
Mrs. Kathy O’Hara	Jr. Kindergarten/Title I Teacher
Mrs. Lori Cole	Kindergarten
Ms. Amber Ruda	Kindergarten
Mrs. Nancy Shade	Kindergarten
Mrs. Lesley Wolles	Kindergarten
Mr. Derek Bahrenfuss	Grade 1
Mrs. Kyndra Brockmueller	Grade 1
Mrs. Emily Bunkers	Grade 1
Mrs. Pam Holloway	Grade 1
Ms. Brooke Hermsen	Grade 2
Ms. Ashleigh Johnson	Grade 2
Ms. Whitney Kemink - PDC	Grade 2
Mrs. Carolyn Spielmann	Grade 2
Mrs. Kelli Bortnem	Speech and Language Pathologist
Ms. Sarah Greene	School Counselor
Mrs. Samantha Meirose	Music
Mr. Barry Matthies	Physical Education
Mrs. Michele Mriden	Reading Recovery/Title I Teacher
Mrs. Brenda Sosa	Art
Mrs. Kaci Thomas	Special Education
Mrs. Teresa Van Hyfte	Title I Teacher
Mrs. Sarah Weber	Tech Integrationist

**ELEMENTARY TEACHERS – HUMBOLDT**

Mrs. Dawn Mielke	Kindergarten
Mrs. Kelsey Bellrichard	Grade 1
Mrs. Ellen Nester	Grade 2
Ms. Dani Heitkamp	Grade 3
Ms. Teddie Fincher	Grade 3
Mrs. Kelsey Nincehelter	Grade 3
Ms. Sara Stockman	Grade 3
Mr. Greg Anderson	Grade 4
Mrs. Jessica Friesen	Grade 4
Mrs. Jennifer Peterson	Grade 4
Mrs. Cheryl Prunty	Grade 4
Mr. John Flint	Grade 5
Ms. Rachel Hansen - PDC	Grade 5
Mrs. Heather Hanson	Grade 5
Ms. Samantha Massey	Grade 5
Mrs. Ashlie Jacobs	Computers/Tech Integrationist
Mrs. April Yocius	Vocal Music & Gr. 5 Band
Mrs. Jo McCarthy	Art
Mr. Ryan Walter	Physical Education & Health
Ms. Jennifer Gross	Special Education
Mrs. Amber Eberhard	Special Education
Mrs. Julie Odegaard	Title I Teacher
Mrs. Holly Garry	Title I Teacher
Mrs. Tyann Nieman	Speech Clinician
Mrs. Lindsey Peters	School Counselor

### **CLASSROOM AIDES**

Mrs. LeAnn Fraas      Hartford Elem. Special Ed. Aide  
Mrs. Laura Johnson      Hartford Elem. Special Ed. Aide  
Mrs. Lynn Margeson      Hartford Elem. Library Aide  
Mrs. Marylou Nagel      Humboldt Elem. Library Aide  
Mrs. Renita Nielson      Humboldt Elem. Special Ed. Aide  
Mrs. Laura Nordlund      Humboldt Elem. Special Ed. Aide  
Mrs. Kim Reese      Humboldt Elem. Special Ed. Aide  
Mrs. Amy Sebert      Hartford Early Childhood Aide

### **CUSTODIAL SERVICE**

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

### **FOOD SERVICE**

Mrs. Mary Anderson-Krueger      Hartford Elem. Cashier  
Ms. Pat Beckman      Hartford Elem. Manager  
Mrs. Darlene Kaffar      Humboldt Elem. Cashier  
Mr. Dustin McVay      Humboldt Elem. Manager  
Mrs. Becky Pressler      Humboldt Elem. Baker  
Mrs. Cathy Starnes      Humboldt Elem. Technician  
TBA      Hartford Elem. Technician  
Mrs. Tori Wittrock      Food Service Director

### **EARLY CHILDHOOD SUPPLY LIST – don't label**

2 large containers of Clorox disinfecting wipes, 1 backpack, 1 change of clothes in a large Ziploc bag (Please label the outside of bag with child's name), any necessary items if your child isn't toilet trained

### **ELEMENTARY SUPPLY LIST**

**JR KINDERGARTEN** –1 large box Kleenex, 1-8oz. Elmer's glue, 1 Elmer's glue stick, 2 Expo dry erase markers, 1 box of Ziploc sandwich bags, 1 box of Ziplock gallon size bags, 1 school bag

**KINDERGARTEN** –1 box 24 Crayola crayons, 1 box 8 Crayola crayons, 6 Expo dry erase markers, 1 backpack or bag to carry papers home, 1 supply box (5"x 8"), 1 box Kleenex (250 count), 1 pack of #2 pencils (pre-sharpened), 2 chubby pencils, 1 composition notebook, 1 wide-ruled notebook

**GRADE ONE** - 6-#2 pencils (sharpened) & 1 big eraser, 6 Expo dry erase markers & 1 eraser or sock for white board, 6 glue sticks, 1 Fiskars scissors, 1 box 24 Crayola crayons, 1 supply box, 1 backpack, 1 red & 1 yellow folder, 1 green plastic folder, 2 notebooks, 1 composition notebook, 2 boxes of Kleenex, Boys - quart Ziplock bags, Girls - gallon size Ziplock bags (no other markers or trapper keepers)

**GRADE TWO** - 1 pkg. Crayola colored pencils, 4 black Expo markers for white boards, 1 box Crayola markers, 1 box Kleenex (250 count), 1 Elmers glue stick, 1 Fiskars scissors, 1 box 24 Crayola crayons, 1 pkg. of #2 pencils (have sharpened & no mechanical), 1 supply box or fabric pencil pouch, 1 school bag or backpack, 2 Ziploc bags-gallon size, 1 white board eraser, 3 folders, 3 notebooks (wide rule), 1 Elmers glue bottle

**GRADE THREE (Please note art supplies will be shared. Only label \*items with student's name)** - 1 box markers (classic colors), 1 box colored pencils, 1 box 24 crayons, \*1 pointed scissors, 2 white glue bottles (8 oz.), \*2 different colored highlighters, \*24 #2 pencils (please sharpen or mechanical pencils are fine), 1 school bag or backpack (no wheels), \*5 folders with prongs, \*5 spiral notebooks, 1 box Kleenex (250 count), 2 large erasers, \*5 dark dry erase markers, \*1 sturdy three-ring binder (1 inch), \*1 Gb flash drive for computer use, 1 small pencil pouch

**GRADE FOUR (No trapper keepers)** - 2 red ink pens, 1 box colored pencils, 2 yellow highlighters, 2 pkgs. 3"x5" index cards with one side lined, 1 pkg. of sticky notes, 1 box markers, 6 dry erase markers (blue or black), 1 eraser or sock for dry erase board, 1 book bag – no wheels, 1 box Kleenex (250 count), 1 bottle Elmers white glue-no gels or sticks, 1 pointed scissors, 1 box crayons-24 count, 24 pencils (#2 lead), 1 pkg. pencil top erasers, 1 fabric pencil pouch (not plastic), 1 Gb flash drive for computer use, 4 spiral wide-rule notebooks, 6 poly folders-colors red, blue, green, purple, orange and black

**GRADE FIVE** – 1 box colored pencils, 1 box markers, 1 yellow highlighter, 5 dry erase markers (dark colors) & 1 dry board eraser, 1 red pen, 1 book bag - no wheels, 1 calculator, 1 pencil pouch, 1 large tissue box (250 count), 1 bottle glue, 1 pointed scissors, 1 crayon box, 24 #2 pencils (please have sharpened), 1 pkg. pencil top erasers, 1 Gb flash drive for computer use, 5 spiral notebooks, 5 folders

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

**Hartford & Humboldt Elementary Resource Rooms (Please label all items, place in separate sack and give to resource teacher)** – 2 large (250 count) tissue boxes, 1 container Clorox wipes, 1 box of #2 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 in 30 minute sessions.

### **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. Students in grades 3-5 receive computer education instruction in 30 minute sessions.

### **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. In 4th and 5th grade, students are encouraged to participate in student government by running for elementary student council positions.

### **West Central Community Education**

Lifelong learning in action! Opportunities are provided for students and residents of the West Central School District, and surrounding areas! Director: Sara Jost, 528-3799 x1200 or [sara.jost@k12.sd.us](mailto:sara.jost@k12.sd.us).

### **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.

### **Library**

Students in grades K-5 are provided the opportunity to check out books from their school's library. Classroom library time is scheduled for each classroom. Students are

issued a Siouxland Library card, if the card is lost there is a replacement fee.

### **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 in 30 minute sessions.

### **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 in 30 minute sessions. 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 federal program for reading and math. West Central offers this program to kindergarten through fifth grade students. Students are identified for help through benchmark screening, testing, teacher referral, or parent requests. Students are given additional help individually or in small groups within the classroom or Title I Room on a regular basis.

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 tardy until 9:00am, then absent if he/she arrives at school after 9:00am. If a student leaves school early, he/she will be counted absent for the hours 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 8:35 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.

### **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 as it is served in the lunchroom from 7:45-8:25 daily. Since shuttle buses leave at 8:10 a.m., shuttle bus students **should not** arrive at their busing center before 8:00 a.m. 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 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 set state standards.

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 and prices are set by the West Central School Board based on Federal Guidelines.

### **Parties**

Students in grades K-5 will have three parties in their homerooms each year. These parties will include the following times: Fall, Winter, 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**

### **Some Infectious Diseases Affecting School Attendance**

**Fever** – Any child noted to have a fever above 100.4 degrees during the school day, will be sent home due to contagiousness. Parents will be expected to pick up their child as soon as possible. Children should be fever free (without fever reducing medication) for 24 hours before returning to school. A child may also be sent home by the school nurse or office staff, regardless of fever, if exhibited symptomatology deems this action appropriate.

**Common Cold** - Children with fevers above 100.4 degrees, severe coughs, severe nasal drainage, or fatigue making them unable to complete the normal classroom tasks, should not attend school until symptoms have resolved.

**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 and until fever and behavior changes are no longer 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 pustules (crusted sores 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. 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.

**Shingles (Herpes zoster)** - shingles is the reactivation of the chickenpox virus already present in the body, which is characterized by a painful skin rash with blisters, typically in a limited area on one side of the body, often in a stripe. No exclusion is necessary if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.

**Diarrheal Disease** - exclude while symptomatic only if person is unable to practice independent hygiene.

**Methicillin-resistant Staphylococcus aureus (MRSA) and other antibiotic resistant bacteria infections** - exclude only if confirmed MRSA or other antibiotic resistant bacteria is present from a wound in which drainage is occurring and cannot be covered and contained.

### **Head Lice**

Anyone can get lice. Head lice are 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.

## **MEDICATION ADMINISTRATION POLICY**

### **HANDLING, STORAGE, AND DISPOSAL**

The parent/guardian must deliver the medication to the school and to a qualified staff member. Medication must be in the original and properly labeled container.

- All medication; prescription and non-prescription, must be in the ORIGINAL bottle. For prescription medications, please ask your pharmacist for a duplicate bottle, so one can be kept at home and one at school. Both bottles should contain the name and phone number of the pharmacy, student's name, physician's name, medication name, and instructions with dosage for administration.
- School personnel receiving the medication should document the quantity of medication delivered. The parent verifies the quantity by his/her signature, if needed designated school personnel may be the second verifying 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 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. Parents/Guardians are responsible to pick up unused medication when a student is finished or within one week of the last day of school. If medication is not picked up within one week after school is out, it will be destroyed.

### **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 taken.
  - 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.

## ADMINISTRATION OF MEDICATION

### 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 and Authorization for Medication in School 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. 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 container.

### Staff Administration

The ***Request and Authorization for Medication in School form*** should be completed by a parent/guardian. This form is required for all medications, whether prescription or over-the-counter, including cough drops and homeopathic medications. If the medication to be given is prescription medication, the form must also be completed by a physician. This includes long-term medication, such as ADHD medications, and short-term medication, such as antibiotics. Homeopathic medications will also require a physician order and signature prior to administration. Over-the-counter medications may be administered by qualified staff member, but will need to be supplied by the parent/guardian and a ***Request and Authorization for Medication in School form***.

Prescription and over-the-counter medications will be given to student as per the written instructions on the Request and Authorization for Medication in School form by the school nurse or designated personnel.

## OUT OF SCHOOL ACTIVITIES

In the event of a school sponsored field trip, the student's medication will be sent with designated personnel in the amount to be administered during the activity unless otherwise specified by a parent/guardian, this includes rescue inhalers and EpiPens.

Approved 5-12-97

Revised 6-11-12

Revised 5-9-16

WEST CENTRAL SCHOOL DISTRICT

### 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, for grades 1-5
5. Height, weight, and BMI on 1-12th graders as needed for an ongoing SD obesity study.

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://wc nurse.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 possible 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:

1. **Be Responsible**
2. **Be Respectful**
3. **Be Safe**

At our elementary schools, we strive to see positive behavior in all of our students. We believe that positive recognition for those behaviors result in continual practice.

There are many ways in which we recognize our students for such behavior and choices.

1. **Verbal Recognition**: All teachers and staff at both buildings work hard to identify positive behavior and give the student verbal recognition for that behavior. Also, we encourage students to give other students such recognition.

2. **Incentive Programs**: Both buildings will work to develop an incentive program to recognize positive behavior of classes and individual students. These programs will be flexible in order to meet the interest of students. These programs may include; quarterly challenges in the form of reward parties or class rewards such as extra recess. Individual student recognition will be earned in the form of notes home an example of this could be Trojan Tributes, calls home, emails home, etc.

3. **Public Area Promises**: In each of the common areas of the school (hallways, bathrooms, playground, lunchroom, locker area), there is a poster reminding students of the Be Safe, Be Responsible, Be Respectful specific behavior for that area.

4. **Trojan Pride Pledge**: Each morning, students recite the Bully Pledge to remind themselves of the importance of a safe school

Procedures for handling minor behavioral violations vary between grade levels and attendance centers. Generally, however, teachers notify parents if minor behavioral offenses occur. Notification of incidents (both major and minor) are made with our discipline referral forms; parents are required to sign and return those forms to the student’s teacher. Major behavioral violations (as specified on the “Discipline Grid”) 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.

### **Telephone, Cell Phones, Portable Gaming Units, iPads, and Electronic Devices**

Students will not be called from their classes to answer the telephone, except in emergencies. The telephones in the office and classrooms are not for student use. Cell phones, portable gaming units, iPads, Nooks and other electronic devices such as MP3 players are to be turned off and

preferably left in the students locker or backpack during the school day. See Discipline Grid for consequences for violations of this policy.

### **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 phone line. 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 employment 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 Activities Director can be reached at:**

West Central School District  
705 E. 2<sup>nd</sup> 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](mailto: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