

Wolsey-Wessington School District 2-6
375 Ash Street SE Wolsey, SD 57384

School Board Meeting Agenda
Monday, August 14, 2023 5:30 PM
Regular Board Meeting; Room 206

1. Call to Order
2. Pledge of Allegiance
3. Community Forum
4. Conflict of Interest Declarations
 - 4.1. Consideration of conflict of interest waivers as presented
5. Adopt agenda
6. Communication and Discussion Items
 - 6.1. Celebrations
 - 6.2. Administrative Reports
 - 6.2.1. Business Manager
 - 6.2.2. Elementary Principal
 - 6.2.3. Secondary Principal
 - 6.3. Mid Central Report
 - 6.4. CORE Cooperative Report
 - 6.5. Committee Reports: Transportation, Building & Grounds, Negotiations, Budget, Policy, and Strategic Planning
7. Approve Consent Agenda
 - 7.1. Approval and/or correction of the minutes from previous board meetings
 - 7.2. Approval of bills
 - 7.3. Approval and/or correction of the financial reports
8. Action Items Pulled From the Consent Agenda
9. Action Items - New and Unfinished Business
 - Fundraising
 - 9.1. Set admission prices for 7-12 athletic events
 - 9.2. Set school lunch prices
 - 9.3. Set substitute teacher pay
 - 9.4. Set officials pay per game
 - 9.5. Old gym
 - 9.6. Playground
 - 9.7. Concrete
 - 9.8. Resignations
 - 9.9. Contracts
 - 9.10. Open enrollments
 - 9.11. Bus Drivers
 - 9.12. Use of school facilities
 - 9.13. First reading of policy GCCAC - FMLA
 - 9.14. Approve handbooks
 - 9.15. Approve authorizing membership in the SDHSAA

10. Executive Session (SD Codified Law 1-25-2
Section 1 personnel
11. Action from Executive session
12. Adjournment

July 10, 2023
Minutes of Wolsey-Wessington School District
School Board Proceedings

The Wolsey-Wessington School District's Board of Education met in regular session on July 10, 2023, at 5:30 PM in the Middle School Science Room with the following members present:

Present: Ashley Dorris, Jamie Flemming, Brooke LeGrand, Mason Moeding, Tara Timm, Jim White. Also present: Lindsay Haider, K-12 Principal, Amy Langbehn, Business Manager.

The meeting was called to order by Chairman Tara Timm.

Pledge of Allegiance was led by Timm.

The board conducted the budget hearing for 2023-2024. No action was taken.

Oath of Office was taken by Mason Moeding.

The Board proceeded with the reorganization of the 2023-24 Board with the Business Manager presiding.

Business Manager called for nominations for Chairman of the board. Timm nominated White. Motion by Doris, second by Flemming, and unanimously carried that nominations cease and that White be the Board Chairman for the 2023-24 school year. Carried.

President White then called for nominations for Vice Chairman of the Board. White nominated Timm. Motion by LeGrand, second by Moeding, and unanimously carried that nominations cease and Timm be the Vice Chairman for the 2023-24 school year. Carried

Committee were appointed and the following are the committees: Building/Grounds-White, Moeding, Flemming, Luce; Transportation-Moeding, Flemming, Luce; Negotiations-White, Timm, Dorris; Strategic-White, Flemming, Timm; Policy-LeGrand, Dorris, Timm; Budget/Technology-Timm, Dorris, LeGrand.

CORE representative will be LeGrand and Timm and Mid Central Coop representative will be Timm.

Motion by Timm, second by Flemming, to approve the adjournment of the 2022-23 school board. Carried.

Motion by Flemming, second by LeGrand, to adopt the agenda with addition of 9.4 Approve supplemental budget for 2022-23 and 13.6 Resignation. Carried.

Administrative reports were given.

Motion by Flemming, second by Timm, to approve the consent agenda that includes the following items: (1) Minutes of June 12, 2023 regular meeting, (2) bills for payment as presented (see attached list), (3) financial statements (as presented below), (4) approves and adopts the following supplemental budgets for 2022-23: General Fund-Appropriation 1111 Elem \$10,000, 1121 Middle School \$6,000, 1131 HS \$5,000, 1273 Title I \$25,000, 2213 Title II \$35,000, 2222

Library \$5,000, 2410 Principal \$1,000, 3500 After School \$5,000, 6200 Female Sports \$5,000 and Means of Finance 4129 ESSER \$56,000 and Cash on hand \$41,000; Capital Outlay-Appropriation 1111 Elem \$40,000, 1221 Special Education \$500, 2321 Supt \$3,500, 2529 Fiscal Services \$5,500, 2559 Transportation \$15,000, 6100 Male Sports \$21,000; and Means of Finance-4129 ESSER \$40,000 and Cash on hand \$45,500; Special Education-appropriation 1221 Programs for Special Education \$5,000, 2113 Social Work \$5,000; 2171 Physical therapy \$1,000, 2736 Multiple Disability \$2,000 and Means of Finance Cash on hand \$13,000; Food Service-Appropriation 2569 Food Service \$15,000 and Means of Finance Cash on hand \$15,000 and Contingency Transfer to 6200 Female Sports \$10,000.

	Bank Balance 6/1/2023	Receipts	Disbursements	Bank Balance 6/30/2023
General Fund	444,170.35	265,890.94	268,395.64	441,665.65
Capital Outlay	3,464,254.16	157,631.72	19,871.26	3,602,014.62
Special Education	759,295.64	\$117,393.51	92,768.87	783,920.28
Food Service	26,696.79	10,372.39	20,343.91	16,725.27
Enterprise Fund	4,164.91	-	3,290.94	873.97
Activity Fund	112,733.34	14,563.71	8,484.91	118,812.14
	4,811,315.19	565,852.27	413,155.53	4,964,011.93

Carried.

Motion by Timm, second by LeGrand, to approve the designation of the following: (1)the second Mon of each month as meeting nights for the Wolsey-Wessington Board of Education and the Board meeting time will be at 5:30 PM in the Wolsey-Wessington School Room 119, (2) designate American Bank & Trust and Heartland State Bank as official bank depository, (3) designate Plainsman as Official School Newspaper, (4) designate Rodney Freeman as School Attorney, (5) designate Amy Langbehn as Business Manager of Wolsey-Wessington School District 2-6 for 2023-24, and as such be authorized to handle all financial transactions on behalf of the district and to handle negotiation of all savings accounts, checking accounts and certificates of deposit, (6) designate Amy Langbehn, Business Manager and Tom Rice, Superintendent as custodians of the Trust and Agency Funds and the Imprest Fund, (7) designate Vice Chairman of the Board of Education may countersign checks drawn by the Business Manager, (8) designate Robert's Rules of Order Newly Revised, as the parliamentary procedure guide to be utilized by the Board, (9) designate annual school board election will be held on the 2nd Tues in April, (10) designate Tom Rice as School Lunch Administrator, (11) designate Amy Langbehn and Tom Rice as purchasing agents for the District, (12) designate Tom Rice as Truancy Officer, (13) designate Amy Langbehn, Lindsay Haider and Tom Rice as representatives of Title I and all Federal Programs including any new programs, (14) designate Tom Rice and Lindsay Haider Title IX representative, (15) designate Amy Langbehn as Public Records Officer, (16) designate Tom Rice as Homeless Liaison, FERPA Privacy Officer, Age Discrimination Act Compliance Office, Rehabilitation Act Section 504 Compliance Officer, American with Disabilities Act Compliance Officer, Asbestos Compliance Officer, (17) authorize Business Manager to electronically transfer funds for specifically authorized purposes and to invest and reinvest funds in institution which serves the greatest advantage to the school district, (18) authorize continuation of existing funds and accounts, (19) authorize Superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent, (20) authorize district to participate

in the Emergency School Bus Mutual Assistance Pact, (21) authorize payment of sport fee dues for all coaches and AD. (22) approve publishing of salaries. The following base salaries: Haley Asimakopoulos \$46,309.42, Angie Bishop \$48,801.69, Jason Bishop \$52,560.74, Andrew Boersma \$51,790.15, Carissa Boomsma, \$53,875.14, Olivia Christensen \$43,300, Becky Dragt \$57,620.89, Rachel Geyer \$54,791.24, Lindsay Haider \$91,523.58, Leah Hofer \$48,537.34, Lexi Hooks \$44,191; Karen Jensen, \$54,553.05, Lori Keleher \$58,315, Austin Kemnitz \$44,191, Amy Langbehn \$78,902.30, Dale Langbehn \$52,850, Darcie Langbehn \$78,658.82, Amy Lindquist \$48,003.25, Kylie Martin \$44,574.06, Bridgett McGillvrey \$47,062.78, Tammy Myers \$66,476.10, Shawna Peterson \$48,921.99, Rechelle Roberts \$48,921.99, Kathy Stevens \$68,735.75, Whitney Swartz \$50,355.72; Megan Tollefson \$55,783.41; Lindy Uttecht \$59,581.65, Russell Uttecht \$61,078.63, Baylee Zemlicka \$44,574.06; Lacey Zerfoss \$43,300; Julie Boomsma \$44,940; Samantha Black \$16/hr, Kayla Black \$19/hr Patti Boomsma \$17.03/hr plus \$500, Bridgett Burke \$16.50/hr, Kimberlie Clouser \$16.50/hr plus \$500, Julie Clarke \$20.58/hr plus \$3500, Shane Finn \$21.24/hr, Desirae French \$19.33/hr plus \$3500, Connie Grayson \$16/hr, Brandee Kelsey \$17.80/hr plus \$500, Carter Langbehn \$16/hr, Shayla Muilenburg \$16/hr, Ralph Newton \$20/hr, Alesha Rearick \$17.23/hr plus \$500; Merry Thelen \$17.03/hr, Lynn Wagner \$24.98/hr plus \$9500, Kerri Zomer \$22.68/hour plus \$1,500; Bus drivers \$43/trip with CDL or \$30/trip non CDL. The following are co-curricular salaries: Jason Bishop \$5,860.98, Andrew Boersma \$2,968.41, Julie Boomsma \$887.63, Julie Clarke \$765.62, Adam Haake \$3,640.22; Kevin Haider \$5,336.56, Leah Hofer \$4,416.60, Hayden Hooks \$8,810.40, Karen Jensen \$6,888.51; Brandee Kelsey \$3,810.40; Austin Kemnitz \$6,415.36, Colton Ketelhut \$1,775.30, Kylie Martin \$2,641.30, Josh McGillvrey \$3,810.40, Jennifer Moeding \$1,775.30, Shayla Muilenburg \$4,416.60; Ralph Newton \$8,285.54; Kathy Stevens \$1,775.30; Lindy Uttecht \$18,974.21, Russ Uttecht \$2,185.27; Lynn Wagner \$1,501.56, Lacey Zerfoss \$765.62, (23) approve insurance plan(Crime section - employee dishonesty)for employee theft and forgery, set at \$50,000 for Business Manager and \$5,000 blanket for all other employees and \$1,000 blanket for forgery, (24) authorize board member compensation at \$50 per regular and special meetings attended and mileage compensation at state rate, (25) authorize travel rates will be equal to approved state rates (mileage \$0.51/mile or \$0.28/mile if personal vehicle is used when district vehicle is available and appropriate), (26) authorize meal reimbursement for travel be at state rates only when overnight travel is required and student meal reimbursement will be \$5 breakfast, \$10.50 lunch and \$16.50 dinner for State events, (27) authorize SD United School Association membership. Carried.

Discussion was held on the old gym and CDL training.

Motion by Timm, second by Flemming, to approve updated Policy BBA School Board Powers and Duties, BCB Baord Officers, and BCD School Board/Superintendent Relationship and Functions. Carried.

Motion by Timm, second by LeGrand, to approve voting for Ryan Rollinger and Adam Shaw on the ballots for SDHSAA representatives. Carried.

Motion by Dorris, second by Flemming, to approve the resignation of Clint Rainford-7-8th Football coach and Marilyn Moser as Head Cook and thank them for everything they have done for us. Carried.

Motion by Dorris, second by Flemming, to go into executive session at 6:09 pm pursuant to SDCL 1-25-2 Section 1 personnel and section 3 legal. Carried.

Chairman White declared executive session over at 6:46 pm.

Motion by Timm, second by Flemming, to approve the following resolution: Resolved that the Wolsey-Wessington School district consents to move forward and ask the Court to lift the stay of the lawsuit filed by the South Dakota Department of Education in Hughes County. Carried.

Motion by Moeding, second by Timm, to approve Donovan Smith as 7-8th football coach contingent on the interview. Carried.

Motion by Timm, second by Flemming, to approve nominating Dorris to look at personnel files. Carried.

Motion by Flemming, second by LeGrand, to adjourn at 6:49 pm. Carried.

APPROVED: _____, Presiding Officer
James White

_____, Business Manager
Amy Langbehn

Gross Payroll:

Administration	25,706.98
Instruction	93,531.52
Substitutes	0.00
Afterschool	9,899.96
Extracurricular	3,996.39
Custodians	15,448.65
Transportation	0.00
Food Service	1,044.88
Special Ed	35,766.99
	<u>185,395.37</u>

District's Share:

FICA	13,161.76
SD Retirement	10,775.19
Wellmark Health	34,039.50
Delta Dental	3,905.18

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TO THE BOARD OF EDUCATION FOR WOLSEY WESSINGTON SCHOOL DISTRICT #2-6
MONTHLY REPORT OF TRUST & AGENCY ACCOUNTS: July 2023

<u>ACCOUNT</u>	<u>BALANCE</u> <u>July 1, 2023</u>	<u>RECEIPTS</u> <u>Yr-to-date</u>	<u>EXPENDITURES</u> <u>Yr-to-date</u>	<u>BALANCE</u>
Imprest Fund	(\$2,638.88)	\$4,723.90	\$1,944.34	\$140.68
HS Student Council	\$3,529.18			\$3,529.18
Elem/MS Student Council	\$248.46			\$248.46
HS Pop	\$1,730.08			\$1,730.08
Class of '22	\$0.00			\$0.00
Class of '23	\$1,158.60		\$455.00	\$703.60
Class of '24	\$2,162.57			\$2,162.57
Class of '25	\$3,980.45			\$3,980.45
Cheerleaders	(\$283.74)			(\$283.74)
Track	\$4,390.69		\$1,112.55	\$3,278.14
Volleyball	\$22,486.01	\$120.00	\$3,508.51	\$19,097.50
BBB/Football	\$15,097.60	\$840.00	\$5,481.54	\$10,456.06
GBB	\$4,755.52	\$15,765.00	\$2,659.99	\$17,860.53
Clearing Account				
Interest	\$1,070.56	\$243.92		\$1,314.48
Miscellaneous	\$16,849.07			\$16,849.07
FFA	\$20,045.45		\$636.00	\$19,409.45
Music	\$4,636.48			\$4,636.48
National Honor Society	\$568.53			\$568.53
Cross Country	\$2,293.18			\$2,293.18
Medical Careers	\$5,691.94	\$220.00	\$1,511.14	\$4,400.80
Journalism	\$838.34			\$838.34
Drama	\$757.91			\$757.91
WILD	\$324.05			\$324.05
Interact	\$360.28			\$360.28
Wrestling	\$1,937.90			\$1,937.90
Explorer	\$576.92			\$576.92
PTO	\$2,490.40			\$2,490.40
Scholarships	\$3,500.00			\$3,500.00
Snow Queen	\$254.59			\$254.59
	<u>\$118,812.14</u>	<u>\$21,912.82</u>	<u>\$17,309.07</u>	<u>\$123,415.89</u>

Balance per Check Stub	<u>\$123,415.89</u>
Beg. Bal. per Bank Statement	<u>\$133,281.01</u>
Less: Outstanding Checks	<u>\$14,468.87</u>
Plus: Deposits in Transit	<u>\$0.00</u>
Ending Bal. per Bank Statement	<u>\$118,812.14</u>

I hereby certify that to the best of my knowledge the records of the Trust & Agency accounts are accurate and up to date.

Respectfully submitted,

Amy Langbehn
Business Manager

Wolsey Wessington School District 2-6 Financial Statement for July 2022

	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION	PRESCHOOL DRIVERS ED	CANS	TRUST & AGENCY
Balance - June 30, 2023	\$441,665.65	\$3,602,014.62	\$783,920.28	\$873.97	\$16,725.27	\$118,812.14
RECEIPTS:						
Taxes	\$53,145.65	\$11,622.47	\$6,507.18			
Interest Earned	\$215.26					\$243.92
lunch money						
State Aid	\$132,294.00					
State Grant						
Student Activites						\$21,668.90
Fed grants	\$2,219.96					
Medicaid						
Auction						
Other income	\$1,860.25			\$15,000.00		
Total July Revenue	<u>\$189,735.12</u>	<u>\$11,622.47</u>	<u>\$6,507.18</u>	<u>\$15,000.00</u>	<u>\$0.00</u>	<u>\$21,912.82</u>
TOTAL (Beg. Bal. plus Revenue)	\$631,400.77	\$3,613,637.09	\$790,427.46	\$15,873.97	\$16,725.27	\$140,724.96
Less July Disbursements	\$253,221.80	\$55,961.16	\$88,364.20	\$9,080.44	\$2,193.04	\$17,309.07
*CASH BALANCE - July 31, 2023	<u>\$378,178.97</u>	<u>\$3,557,675.93</u>	<u>\$702,063.26</u>	<u>\$6,793.53</u>	<u>\$14,532.23</u>	<u>\$123,415.89</u>
*General Fund Cash Balance includes:						
American Bank and Trust--Wolsey & Heartland State Bank-Wessington	\$377,908.97					
Postage Fund	\$50.00					
Cash Change Fund	\$220.00					
*CANS Cash Balance Includes:						
Cash Change Fund					\$20.00	

2023-2024
WOLSEY-WESSINGTON
ELEMENTARY
PARENT/STUDENT HANDBOOK
EVERY CHILD-EVERY DAY



Website: www.wolsey-wessington.k12.sd.us

375 Ash St. Wolsey, SD 57384

Phone: 605-883-4221

Fax: 605-883-4720



Welcome

Elementary and Middle School Students and Families

Dear Parents,

Welcome to the 2023-2024 school year. This year will be filled with many opportunities for students to learn, make friends, and become involved in a variety of school activities. Wolsey-Wessington students are encouraged to strive for excellence, both in their academic work and in their behavioral choices. The school staff is committed to providing a nurturing learning environment that will enable all students to learn and grow. We believe that children should want to come to school each day to learn new things about themselves and the world around them. We set high expectations and create a caring environment for all of our students. Collaboration with parents and teachers is essential to student success. Our learning community grows stronger with your involvement and support.

This handbook is designed to help acquaint you with our school, answer your questions, and for you to use as a resource guide. Do not hesitate to contact your child's teacher or the office if you have questions, concerns, or suggestions.

Sincerely,

A handwritten signature in blue ink that reads 'Lindsay Haider'. The signature is written in a cursive style.

Lindsay Haider
School Principal

Wolsey-Wessington Elementary School Staff

Administration

Superintendent:	Tom Rice
School Principal:	Lindsay Haider
Business Manager:	Amy Langbehn
Administrative Assistant:	Kerri Zomer
Tech Coordinator/Admin. Assistant:	Brandee Kelsey



Special Areas

School Counselor/Dean of Students:	Kathy Stevens
RTI Interventionist:	Amy Lindquist
ESL/Preschool Teacher:	Becky Dragt
After School Coordinator:	Lacey Zerfoss
Speech/Language:	Darcie Langbehn
Special Education:	Rachel Geyer, Baylee Enander, & Whitney Swartz, Shawn Peterson
School Nurse:	Julie Boomsma
Support Staff:	Lexi Vandehey Desi French Bridget Haider Patti Boomsma Samantha Black
	Julie Clarke Alesha Rearick Kim Clouser Shayla Muilenberg

Teachers

Pre School:	Becky Dragt
Kindergarten:	Rechelle Roberts
1st Grade:	Tammy Myers
2nd Grade:	Bridgett McGillvrey
3rd Grade:	Haley Asimakopoulos
4th Grade:	Angie Bishop & Carissa Boomsma
5th Grade:	Megan Tollefson
6-8 Math & Reading:	Kylie Martin
6-8 Math, Science:	Jason Bishop
6-8 Social Studies & English:	Dale Langbehn
K-12 Music:	Lacey Zerfoss
K-12 Physical Education:	Austin Kemnitz

General Information

Daily Schedules

School Day8:10 a.m.-3:40 p.m.

After-School Program.....3:40 p.m.-5:15 p.m.

- Students should not arrive at school before 7:45 a.m.
- Breakfast is only served from 7:45-8:10. Later only if buses are running behind.

**Please call the office (883-4221)
by 9:00 A.M if your child is absent.**

PHONE CALLS – Teachers will not be called to the telephone during school hours except in case of an emergency. Parents may leave a message to have the teacher call back as soon as possible.

Attendance Procedures

Please make every effort to have your child in school, on time, every day that he/she is in good health.

If the classroom teacher reports your child absent and you have not notified us, the secretary will be calling you. The purpose of this is two-fold:

- to determine and verify absence
- for safety reasons relating to your child on his/her way to school

Students arriving late or leaving early are missing valuable instructional time and interrupting class time. We understand that on rare occasions, appointments, family emergencies, etc. make late arrival and early dismissal unavoidable. It is our hope that appointments be scheduled outside school hours or on non-school days whenever possible and that student learning time be respected. Tardiness is another form of poor attendance that negatively impacts student success. Please help your child by getting them to school on time. Students will be counted as tardy if they arrive before 9:20 or leave after 2:50: one hour following start time and one hour prior to dismissal time. Perfect attendance is when the student has been to school every day, even a ½ day absent will count against perfect attendance, but tardies will not.

- Send a note to your child's teacher if you must take him/her out of school early.
- Go to the office to sign your child out and the office will call the classroom to send down your child. (No parents allowed into classrooms or halls unless volunteering)
- Please inform the classroom teacher or office if your child's end of day routine changes. (Your child's word is not OK) For the safety of your child please inform the school through a note, email or phone call.

Excused absences include medical and dental appointments, court appointments, funerals and illness. A doctor's note is required for an excused absence to not be considered truant.

If you are going on a **family vacation**, please prearrange this with both your child's teacher and the school office.

Unexcused absences occur when the school is not notified of a student absence. You have 24 hours to notify the school office regarding your child's absence.

After School Routine

If your child needs to change their daily routine at the end of the day please send a note to the teacher or call the school office. We will not change the placement of a child based on the child's word, we need parent permission to alter the child's end of the day placement.

Buses

Buses will load and unload students in front of the school on the west end. Students are to follow the bus rules or will face the possibility of losing bus privileges.



Birthdays and Other Special Occasions

Students should not hand out birthday party or other invitations at school, unless ALL classmates of the same sex are invited. If all classmates are not invited, invitations must be MAILED.

Occasionally a delivery will be made to school for a student for a special occasion. Please be advised that the student's classroom teacher will be notified of the delivery and s/he will use his/her discretion as to when the child will receive the delivery. This means that some items may not be given to the student until the END of the day. If having a large item sent to school, consider if your child rides the bus, as it could be awkward taking the item home.

Snacks

We encourage students to eat healthy snacks when they are at school. Although everyone's definition of healthy snacks varies, we encourage snacks that are low in sugar; such as fruit, crackers, veggies, etc. When bringing birthday treats, please take into account any special dietary restrictions with classmates if any, your child's teacher will be able to answer those questions for you)

After School Program

We encourage students to attend the after school program. Hours are from 3:40-5:15. Students will follow the same school discipline plan during the after-school hours as well. A handbook will be sent home with students at the beginning of school to register for the program. Snacks will be provided along with homework help. Students will have assistance with their homework and have a snack while working. If they do not have any homework they will be engaging in reading and math activities. The after-school program will provide enrichment for students in reading, math, science, arts and crafts, nature, and physical activity.

Any student who is in ISS or kicked off the bus for behavioral issues CANNOT attend the After School Program on the days they are serving their punishment.



Emergency Procedures

Students will routinely practice drills for emergency situations, including fire and tornado situations. These drills will be held at different times and in several ways to ensure safety for all students & staff.

Lunch Program

Breakfast/Lunch Program

The federal government subsidizes the school lunch program. Free and reduced meals are given on basis of need. Applications may be made through the business manager's office. Lunch balance may be tracked through Infinite Campus, and deposits may be made at lunch checkout or in the office.

Charged breakfast/lunches: Occasionally a child forgets to bring money for his/her lunch. A child will be granted a limit of 5 charged meals.

Children who bring their own lunches:

All children will eat in the all-purpose room. If they want milk, they purchase a milk ala cart. Pop and food from outside restaurants are not allowed during lunch-time.

Use of School Telephone

All students must have permission from their teacher to use the school telephone. Student transportation after school should be arranged before the child leaves for school in the morning. Requests to call for PE clothes will not be granted. Children are encouraged to be responsible and remember their belongings.

Homework

Your child will have homework. It is intended to create good independent study habits. Please work with your child to provide proper study conditions in your home (a comfortable area free from distractions). The time you set aside for homework should be at the same time each day if possible. This develops consistency for your child. Teachers may inform you how you can assist your child at home.

Homework Requests

If you want teachers to prepare homework for a child that is absent, please let us know **right away in the morning**. Then teachers will have time to prepare homework during the day, rather than interrupting class time. We appreciate your cooperation.

When requests for homework are made prior to a planned absence, teachers will honor those requests as best they can. However, lesson plans can change daily and it may be difficult to provide all work prior to the absence. Students may need to complete missed work upon their return if they are not given prior assignments.



Lost and Found

Please label all of your child's clothing including shoes and boots.

When items are left in gyms, the after school program, or anywhere a name and or initials will allow us to return items the owner. Items left after each semester are donated to the Huron Salvation Army. Lost and found items are located near the main entrance. Please check periodically for items that may belong to your child(ren).

K-8 Handbook Medications

Administration of OTC meds and prescription meds will be provided at school when the school administration has determined that it is a necessary and appropriate service for the School District to provide. Appropriate forms need to be completed, signed, and submitted to the school nurse. Medication shall be brought to school staff by parent/guardian in the original properly labeled container. Medications will be stored in a locked location provided for medication storage.

K-8 students may carry and self-administer inhalers or epi-pens with written authorization by medical provider and parent/guardian on the “Prescription Medication Self and Staff Administration Consent Form-for epi pens and inhalers”.

K-5 students may carry and self-administer cough drops only upon authorization on “Annual Student Health Update Form”. Self-administration of OTC meds upon approval of the school nurse.

6-8 students may carry and self-administer prescription medications with written authorization by medical provider and parent/guardian on the “Prescription Medication Self-Administration Consent Form-for meds other than epi pens and inhalers”. The student may only possess number of dose(s) needed for 1 day.

6-8 students may carry and self-administer OTC medications upon authorization on “Annual Student Health Update Form”. Student may only possess number of dose(s) needed for 1 day.

Students are not allowed to give medications to other students.

Please refer to Wolsey-Wessington Medication Administration Guidelines for further details.

Guidelines for School Exclusion

1. The staff determines the child is unwilling or unable to participate in activities due to illness.
2. The staff determines that they cannot care for the sick child without compromising their ability to care for the health and safety of the other children in the group.
3. FEVER (temperature of 100.4 degrees or greater)-exclude until less than 100.4 degrees for 24 hours without fever reducing medication.
4. VOMITING-Must stay home for at least 24 hours after vomiting unless determined to be caused by a non-communicable condition. They must be able to eat and drink before coming back to school.
5. DIARRHEA-Must stay home if cannot self-contain stool.
6. COVID-19-Keep student home for 5 days from start of symptoms.
7. STREP THROAT-May return when they have been on antibiotics for 12-24 hours.
8. RED Eye(s)- May return after starting medication, when eye is clear, or after consultation with healthcare provider/professional.

9. RASH-Keep your child home if they have a rash over a large part of their body, or if the rash is open, oozing, is accompanied by a fever, or it is known to be contagious.

10. COLD,SORE THROAT,COUGH-May go to school with mild cold symptoms but keep them home if:

-has temperature of 100.4 degrees or greater

-does not have enough energy to do school work

-is not able to keep from spreading germs by washing their hands, throwing away used tissues, coughing onto their sleeve, and coughing away from other people. Please refer to <https://doh.sd.gov/diseases/assets/SchoolExclusion.pdf> for a full listing of recommendations from the South Dakota Department of Health

REQUIREMENTS FOR KINDERGARTEN (THROUGH 12TH GRADE) ENTRY

1.Four or more doses of DTaP (diphtheria, pertussis and tetanus) vaccine, at least one dose administered on or after age 4.

2.Four or more doses of POLIO vaccine, at least one dose on or after age 4.

3.Two doses of a measles, mumps, and rubella vaccine (MMR or MMRV). Minimum age for the first dose is 12 months. Second dose routinely at age 4 through 6 years.

4.Two doses of varicella vaccine (Varicella or MMRV). Minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. Second dose routinely at age 4 through 6 years. History of disease is acceptable with parent/guardian signature.

REQUIREMENTS FOR 6TH GRADE (THROUGH 12th GRADE) ENTRY:

1.One dose of Tdap

2.One dose of meningococcal vaccine (MCV4)

NOTE: Hib, Hepatitis A, Hepatitis B, HPV, annual Influenza, and Pneumococcal vaccines are recommended but not required.

Reference

<https://doh.sd.gov/family/childhood/immunization/school.aspx>

Lice in the School Setting

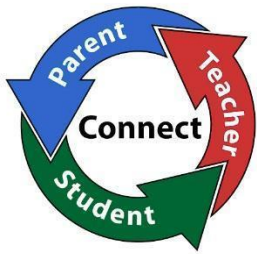
The School Nurse will:

-Check a student's head for lice if he/she is demonstrating symptoms or at the request of parent/guardian.

-If live lice are found, a parent or guardian will be contacted and student will be sent home. Education will be provided. Re-admittance to the classroom may occur after the student has been treated.

-Students with nits only (after student has been treated) will not be sent home from school. They should be monitored for signs of re-infestation. After repeated infestations of the same student, he or she may be excluded until all nits are removed.

-Notification letters will only be sent home to alert parents if a high percentage of children in a classroom are found with lice.



Parent Conferences

A successful school experience is a result of school and home working together. Conferences are scheduled for teachers to discuss each child's progress with parents or guardians on **Thursday, October 12th from 2:00-7:30 pm**. Please contact the school and/or your child's classroom teacher to set up a different date and time if you are unable to make it.

Parent Teacher Communication

It is important to communicate with your child's teacher, because together you are a team and together we can work to help your child be successful. When there are questions or concerns about your child's education, your first point of contact should be with the classroom teacher. Since the teacher is busy with students during the day, the easiest, fastest, and most efficient way to reach any teacher is e-mail. This communication should be to the point and include your issues and questions, along with your preferred method of contact. If you would like to meet with the teacher, please include some dates and times for which you are available. Other ways to find out information is the district website, DDN Campus Parent Portal, Facebook page, newsletters, Seesaw, Class Dojo, and your child. When questioning your child, it is best to use open ended questions, such as "Tell me what happened first." "And then what happened?" "Where did this happen?" "When did this happen?" "How many times has this happened?"

Recess Policy

1. Children are to play outside during recess unless weather conditions are such that it would be detrimental to their health.
2. If your child needs to stay in for recess because of illness, a note, phone call, or email is required. If it is necessary for your child to stay in two or more days because of special health problems, a doctor's excuse may be needed.
3. In winter it is imperative that your child have the necessary outside winter clothing and boots for our extreme cold temperatures. We are outside unless our temperature and/or wind-chill fall below 0 degrees. Students do not have an option of going out or not. Students need a break from the classroom atmosphere to attend to learning when necessary. When temperatures are unsafe for children to be out we have classroom recesses where the students play games, blocks, interact with each other, to still continue a social time with their peers.

Severe Weather

Should severe weather require the closing of school or make it impossible for buses to operate, an announcement to this effect will be made between 6:30 and 7:00 a.m. on: Bright Arrow (our calling system), the local TV channels and websites including Dakota News, KELO.



If school is **dismissed early** due to emergency conditions we will notify parents with our Bright Arrow calling system, which includes phone call, text, & email. It is a good idea to have an “emergency plan” established with your children as to what they should do if school is dismissed early due to severe weather.

Appropriate Dress

The School District of Wolsey-Wessington believes that the responsibility for the appearance of each student rests with the parents or guardians of each student, provided that the attire of the student seeks to enhance an educationally conducive atmosphere in each school building.

Under the assumption that there is a correlation between dress and personal appearance and the way students conduct and feel about themselves, and that a positive self-concept contributes greatly to the educational climate of our building, the following guidelines on student dress and appearance shall apply at Wolsey-Wessington Elementary School.

1. Good personal hygiene and cleanliness of dress are vital not only to the individual but also to those with whom the student shares a classroom or locker room. Students should maintain high dress and hygienic standards at all times.
2. Students should not wear clothing or hair that can be hazardous to them in their various school activities. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose the student to accidents must be avoided.
3. Students are discouraged from wearing dress styles that create or are likely to create a disruption of the learning process within the classroom.
4. Clothing and articles that cause undue school maintenance problems must be avoided, i.e., shoes that cause excessive floor markings, etc.

5. Because the following types of apparel are not conducive to a positive educational environment, students should refrain from wearing:
 - a. Bare midriff or see-through shirts.
 - b. Low arm-pit tank tops, including torn t-shirts.
 - c. Tank tops that reveal undergarments.
 - d. Excessively torn or cut clothing.
 - e. Clothing on which obscene language or pictures exist.
 - f. Clothing making reference to tobacco and/or alcoholic beverages, and/or serving advertisement for an alcohol serving establishment.
 - g. Clothing that refers to illegal drugs in the form of pictures and/or slogans.
 - h. No hats are to be worn in the school building.

Note: Students who do not meet the acceptable standards will be asked to change clothes and/or leave school. Absences due to this type of behavior will be classified as "unexcused."

Student Expectations

Students will learn the appropriate expectations from school staff during the first month of school and will then review these behavioral expectations throughout the school year.

General School Expectations

- Be courteous, considerate and cooperative to EVERYONE at Wolsey-Wessington School.
- Be a good listener.
- Follow directions and complete work on time.
- Keep hands, feet, and objects to yourself.
- Use appropriate language and tone of voice.
- Walk down the halls in a quiet orderly manner.
- Use appropriate manners and gestures at all times.
- No running or playing (water, towels) in bathrooms.
- Respect others privacy (no peeking, pushing doors) in bathrooms.
- WASH hands with soap and water when using the bathrooms.
- No chewing of gum.
- No pop or flavored water in classrooms except for special occasions.

Classroom Expectations

- Respect and obey classroom teachers and paraprofessionals.
- Follow classroom rules.
- Complete homework on time.
- Come to class prepared with proper school materials.
- Take responsibility for keeping classroom clean and orderly
- Respect classroom materials, textbooks, and equipment.
- Come to class on time.

- Get assignments completed when absent.
- Respect and support fellow classmates and other Wolsey-Wessington students.



Playground Expectations

- Respect and obey the adults on duty.
- Use basketballs and playground balls in designated areas only.
- Respect each other by not fighting and playing rough.
- Report when another student is in jeopardy of getting hurt or getting picked on.
- It is not ok to be a bystander when another student is being harassed or hurt.
- Enjoy the snow and not throw snowballs.
- Be responsible for their personal property they bring to school.
- Ask permission to leave the playground to get balls, etc.
- Play with equipment appropriately.
- Dress appropriately for the weather.
- Line up quickly when the whistle is blown.
- Help keep the playground clean.

Cafeteria Expectations

- Use inside voices while in line and eating lunch.
- Use table manners.
- Respect and obey the lunchroom supervisors and kitchen staff.
- Be responsible for your table area and lunch utensils.
- Get permission to leave the cafeteria.

Bus Expectations

- Keep hands and feet to self at all times.
- Make good choices when speaking and/or dealing with others.
- Remain seated while bus is in motion.
- Respect the bus and all property on it.
- Keep litter picked up and have food on the bus only with permission.
- Follow the bus driver's directions.

If your student is riding a different bus than normal or will not be riding please contact your bus driver as well as the bus driver of the bus your child will be riding on that day.

Visiting Our School

The safety of our students is of utmost importance. For this reason visitors must use the intercom system to be let into the school and sign in at the office.

At the end of the day, if you come to pick up your child, please wait in the front entrance. This will assist us in allowing the teachers to dismiss students in an orderly fashion from their classrooms, as well as ensure that strangers are not wandering the building.

Valuables, Electronics, Cell Phones, Toys

1. Cell phones, if needed before or after school, must be turned off and kept in the student's backpack throughout the school day. If the cell phone is out of the backpack, it will be held by the teacher and parents will be contacted.
2. Personal items are brought to school at own risk. The teachers are not responsible for lost or stolen items.
3. Scooters, bikes, and skateboards must be walked or carried on school property and cannot be used at school. They must also be placed in the bike rack and we encourage students to lock them.
4. Students may not sell personal items or accept money.

Programs at Wolsey-Wessington Elementary

We are fortunate to be able to offer the following programs at WWS:

RTI (Response to Intervention)

Kindergarten through Grade 5 students are referred based on assessment data to receive interventions to boost reading and math skills in a small group sessions.

Title I Programs – Public Notice (Policy 342.5)

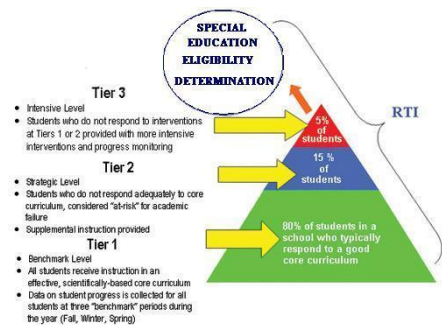
As a School-Wide Title school district receiving federal Title I program funds, we are required to notify parents of the district's parent involvement policy. We are also required to notify parents at the beginning of the school year that they may request information regarding the professional qualifications of their child's classroom teachers, including the following:

- Whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught;
- Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and
- The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

The above notification must be given to the parents of each student attending a school in the district that receives Title I funds, not just to the parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

In addition to the above notifications our school district must:

- Notify parents if their child is assigned to, or taught for four or more consecutive weeks by a teacher(s) who is not "highly qualified". This provision applies to all teachers in a school that receives Title I funds, including substitute teachers, not just those who work in Title I programs.
- Provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken.



Special Education

- Preschool through Grade 6 students will go through a referral process when a teacher assistance team or parent suspects a learning disability or issue. Following the referral process it will be determined if the student meets the criteria for further evaluations. If the student qualifies under the state law and the special education team feels that the student would benefit from special education services to be successful the team would then write up an IEP (Individual Education Plan) for that student.

School-Wide Discipline Plan

PBIS

Positive Behavior and Intervention Support is used at WWS. Our school motto is:

“Show Integrity-Own Our Learning-Accept Responsibility-Respect Self and Others”.

Warbird SOAR tickets are earned by students that display acts of kindness and respect throughout the school year. Those tickets can be used during our SOAR celebrations. SOAR celebrations will be held throughout the school year to honor students that display good character.



STUDENT DISCIPLINE

Rules of Student Conduct and Discipline

Character, citizenship and integrity are an integral part of life at Wolsey-Wessington. Students are expected to be responsible citizens who exhibit these qualities and respect the rules that govern our community. When students fail to follow the rules, they are held accountable for their actions. Students who violate school rules are subject to the penalties outlined in the progressive discipline plan as well as the minor infraction system.

Inappropriate student behavior is that which interferes with the learning environment, safety of others, and the orderly functioning of the school. Any employee has the right to correct and/or write a referral on any student who is not exhibiting proper behavior in school. Students should be aware that substitute teachers and paraprofessionals have the same responsibility for control, or referral to administration, as regular teaching faculty members. Discipline referrals made by substitute teachers or paraprofessionals will carry the same disciplinary consequences as those made by the regular teaching staff.

All of the potential violations apply to any time that school is in session and pertain to incidents occurring in school or on school grounds. Additionally, the same rules apply at any activity after school or away from school under the sponsorship of the school district.

When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

APPLYING THE DISTRICT RULES

The consequences for misbehavior described in this regulation are for misbehaviors resulting in a referral to the principal's office. Consequences are designed to be fair, firm, and consistent for all students in Wolsey-Wessington School District 02-6.

Because it is not possible to list every misbehavior that occurs, the administration and staff reserve the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate District staff. The administration has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.

Progressive Discipline Plan

The progressive discipline plan will be used in conjunction with existing district policy. Copies of the District suspension and expulsion policy JKD are available from the office. Rights and responsibilities of District personnel, parents or guardians, and students are described in this policy. At any time the Wolsey-Wessington Administration has final say in a student's discipline.

Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include but are not limited to: behavior write ups, student conference, parent/guardian notification, parent/guardian conference, fine, restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, conflict resolution training and recommendation to alternative community services.

SUBSTITUTE TEACHER

Any student that misbehaves and is sent out of class by a substitute teacher will be given up to three days of in-school suspension.

Student Harassment

The Wolsey-Wessington Public School District does not tolerate student harassment including sexual harassment, in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the Wolsey-Wessington Public School District to maintain and ensure a learning environment free of any form of harassment or intimidation toward and between students.

Student harassment is behavior towards students based in whole or in part, on sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment and is considered a form of student discrimination according to state law.

Sexual harassment can be by a person, of the same or opposite gender, and is defined as any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic

performance. Sexual harassment can take the form of, but is not limited to any unwanted sexual- or gender-related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats or bribes and subtle or express pressure for sexual activity.

Students who believe they have been subjected to harassment or any parents/guardians who believe their child has been subjected to harassment should report the incident(s) to the building principal/designee.

COMPLAINT POLICY FOR FEDERAL PROGRAMS (District Policy AFF)

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

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

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

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Notification of Rights under Family Educational Rights and Privacy Act (FERPA) Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

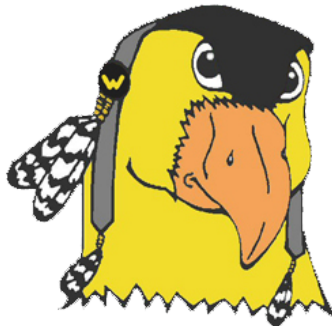
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520



Wolsey-Wessington

Every Child, Every Day



Middle & High School

Handbook

2023-2024

Welcome back, Warbirds! I am excited to get back to school and looking forward to working with all of you again and getting to be part of your educational journey as young men and women. Throughout the past school years SOAR became an important part of our school culture, this year we will bring back our SOAR motto and the many rewards you can earn by showing your best you!

Show integrity; Own our learning; Accept responsibility; Respect self and others.

As the oldest group of students in our school community, you are natural leaders. Our staff looks to you to provide strong examples of SOAR on and off school grounds, and your leadership helps guide our younger students and leads them to be more successful! All of your teachers, administration, and other staff members have high expectations for you and strive to not only teach you the academic skills you need for your future, but also work hard to help instill the characteristics that will help you throughout your life.

Show integrity; do what is right even when no one else is watching. Having integrity includes treating each other fairly, being sincere and honest, and being truthful. Be someone that others can count on; be trustworthy and a good friend to others. If there is an expectation to do a task, have good character and complete the task as expected.

Own your learning. All of the skills you are presented with in high school help prepare you for your future. Whether you go to vocational school, college, the military, or directly into the workforce, owning your learning and doing your very best while in high school will pay off. These traits will help you succeed as an adult.

Accept responsibility. All of us make mistakes every day. The most important part of making mistakes is what happens after the mistake. Learn from what went wrong and work hard to not make the same mistake next time. Don't expect to be perfect because none of us are.

Respect self and others. You need to respect yourself to feel good about yourself. If you are struggling with that, please do not hesitate to talk with a teacher, an adult outside the school, a coach, me, or Mrs. Stevens. Respecting yourself and feeling good about who you are will help you respect others and everything around you. You will find that if you show respect to another person that you will earn his/her respect, and everything else becomes easier to deal with. As I said, do not hesitate to talk with Mrs. Stevens. Our school board and administration feel strongly about mental health. Our counselor is trained to help you through difficult times; please let her.

I am so proud of each and every one of you! Our young students look up to each of you to be a mentor to them. Here's to an amazing 2023-2024 school year! Remember to SOAR every day and to always work hard to make someone's day better!!

Mrs. Haider

Mission:

Our Warbird mission as a learning community is to:

- *Provide a safe atmosphere where everyone is valued**
- *Foster academic success**
- *Prepare our students for a rapidly changing society**
- *Show integrity, responsibility, and respect**
- *Instill loyalty, compassion, and perseverance**

Impacting our world one student at a time.

Warbirds *SOAR*

****Show Integrity***

****Own Our Learning***

****Accept Responsibility***

****Respect Self and Others***

WOLSEY-WESSINGTON SCHOOL

Home of the Warbirds

375 Ash Street SE
Wolsey, SD 57384
Phone: 883-4221
Fax: 883-4720

**PARENT/STUDENT HANDBOOK
2023-2024**

Welcome, Warbirds! At the Wolsey-Wessington School, we look forward to continuing a tradition of excellence that we have worked to establish. This excellence comes from the outstanding staff and students who call Wolsey-Wessington home and shows itself in the academic, artistic, and athletic successes that have become synonymous with Wolsey-Wessington.

At Wolsey-Wessington School, we take pride in maintaining the high standards we have set. Working together with students and parents, the staff at Wolsey-Wessington is committed to providing an outstanding educational experience for each student. We expect your commitment to excellence as well, and we will do whatever it takes to help you achieve the success you deserve.

The information included in this handbook will help you complete a successful experience at Wolsey-Wessington School. The policies and procedures that are outlined here are designed to make your journey more organized and productive. It is your responsibility to review the material in the student handbook. If you have questions on any portion of it, please contact one of the administrators. Have a great 2023-2024 school year!

Administration

Superintendent.....Tom Rice
School Principal.....Lindsay Haider
Business MangerAmy Langbehn
CounselorKathy Stevens

School Board

Jim White, Brooke LeGrand, Mason Moeding, Jeff Luce,
Jamie Flemming, Tara Hochhalter, Ashley Dorris

High School Staff

Lindy Uttecht9th-12th Social Sciences
Austin Kemnitz.....AD, Physical Education, Health Electives
Andrew BoersmaAg, FFA
Leah Hofer.....Ag, FCCLA, and Business CTE
Olivia Cole.....HS/MS English
Karen Jensen.....HS/MS English, Spanish, Yearbook
Lori Keheler.....HS Math
Lexi Hooks.....HS Science
Russ UttechtSpecial Education
Lacey Zerfoss.....Choir
Becky Dragt.....ESL/ELL
Kerri ZomerAdministrative Assistant
Brandee Kelsey.....Administrative Assistant/Tech Assistant

Middle School Staff

Jason Bishop.....6-8 Science, HS Algebra I
Dale Langbehn.....HS Art History, MS Social Studies, Writing
Kylie Martin.....6-8 Mathematics, Writing, 6 English
Whitney Swartz.....MS/HS Special Education
Shawna PetersonMS/HS Title & Special Education
Baylee Zemlicka.....MS Special Education

School Hours

School hours are 8:10-3:40 (Monday-Thursday).

Regular Schedule

1 st Period:	8:10-9:05
2 nd Period:	9:08-10:03
3 rd Period:	10:06-11:01
4 th Period:	11:04-11:59
MSLunch/HSSstudy Hall:	12:02-12:24
HSLunch/MSstudy Hall:	12:24-12:46
5 th Period:	12:49-1:44
6 th Period:	1:47-2:42
7 th Period:	2:45-3:40

LATE START/EARLY DISMISSAL

9:10 Schedule (busses 1 hour late)

1 st Period:	9:10-9:56
2 nd Period:	9:59-10:45
3 rd Period:	10:48-11:34
4 th Period:	11:37-12:23
MSLunch/HSSstudy Hall:	12:26-12:48
MSLunch/HSSstudy Hall:	12:48-1:12
5 th Period:	1:15-2:01
6 th Period:	2:04-2:50
7 th Period:	2:53-3:40

10:10 Schedule (busses 2 hours late)

1 st Period:	10:10-10:48
2 nd Period:	10:51-11:29
3 rd Period:	11:32-12:10
MSLunch/HSSstudy Hall:	12:13-12:35
HSLunch/MSstudy Hall:	12:35-12:57
4 th Period:	1:00-1:38
5 th Period:	1:41-2:17
6 th Period:	2:20-2:58
7 th Period:	3:01-3:40

1:30 Dismissal Schedule

1 st Period:	8:10-8:44
2 nd Period:	8:47-9:23
3 rd Period:	9:26-10:00
4 th Period:	10:03-10:38
5 th Period:	10:41-11:16
6 th Period:	11:19-11:53
MSLunch/HSSstudy Hall:	11:56-12:18
MSLunch/HSSstudy Hall:	12:18 -12:40
7 th Period:	12:43-1:30

INCLEMENT WEATHER

Announcements pertaining to closing of school for any reason (weather, etc.) will be made via the district's mass contact system, Social Media and on the following media outlets KELO, KSFY, KDLT.

Semester Exams

Semester exams will be given in the fall and spring. Every class will have a semester exam given by the instructor. Semester exams will be taken by all students. It is up to each individual instructor to give the test/project of their choosing. The tests will be given the last full week of each semester and during the regularly scheduled class period. Semester exams will count for 20% of the students' final semester grade. Each quarter grade will be calculated as 40% of the semester grade.

Office Hours

The school office will be open from 7:45 a.m. to 4:00 p.m. daily on days when school is in session.

Change of address, phone number or email It is vitally important that you keep the office informed of any change in your address or telephone number. In case of emergency, the office needs an accurate address and telephone number so parents or guardians can be contacted.

Late and Missing Assignments

Students are expected to turn in work promptly, when it is due. Assignments that are turned in late will be deducted 10% per day until the 4th day. On the 4th day it will turn into a "0." It's a students' responsibility to turn in their homework when it is due.

ACADEMIC PROCEDURES

DDN Campus

DDN campus is a website that parents and students can use to track grades, attendance and behavior. Usernames and passwords can be obtained from the administration office.

Definition of Credit

A class that meets for a full period for a semester earns $\frac{1}{2}$ credit. Credits are accumulated and recorded on a semester basis.

Grade Classifications

A student's grade classification will be determined by the number of earned credits at the beginning of the school year. This classification will remain for the entire school year, except for those students who earn 16 credits by the beginning of the second semester. These students will be reclassified as seniors.

Freshman	Less than 5 credits
Sophomore	5, but less than 11 credits
Junior	11, but less than 16 credits
Senior	more than 16 credits

Graduation Requirements

The graduation requirement is 24 credits, including 4 English credits, 3 math credits, 3 science credits, 3 social studies credits, 0.5 personal finance credits, 1 fine arts credit, 0.5 physical education credits, 0.5 health credits, plus elective credits. Seniors must successfully complete all 24 credits before graduation in order to receive a diploma at the graduation ceremony. Students who must take semester exams may be allowed to participate in graduation exercises with administrative approval, but will not receive a diploma until all coursework is complete and 24 credits have been earned.

Dual Credit Courses

Juniors will be allowed to take dual credit courses after successful completion of Junior Composition Class (earning a B or higher). They must also have a GPA of 3.5 or higher. Seniors may take dual credit courses if they either earned an ACT composite score of 21 or have a cumulative GPA of 3.25 or higher.

Standards for Passing Middle School Grades 6-8

Students must have a passing final average grade in 4 of the following subjects to be promoted to high school: Mathematics, Language, Science, and Social Studies.

Schedule Changes

Students are expected to follow their final registration schedule and attend all classes listed unless a schedule change has been made. Students have five days before the semester ends and three days into the new semester to make schedule changes. Students should see the counselor if they feel their schedule contains an error.

Grading/Report Cards

Wolsey-Wessington School utilizes the A-F grading system.

A	90-100%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	59.9% and below

GPA

The cumulative GPA (computed at the end of each semester) is an average of all grades received by a student. Students receive quarter report cards at the end of each quarter.

Honor Roll

W-W High School publishes a quarterly Honor Roll. For a student to qualify for the Honor Roll a 3.0 or better GPA must be maintained. All grades are averaged except non-academic subjects. Recognition will be designated as Highest (4.00 and above), Highest Honors (3.75-3.99), Honors (3.5 – 3.74).

Academic Dishonesty

Students will be expected to follow classroom instructions relating to academic integrity. When the teacher believes that a student or students have chosen to cheat and/or plagiarize, the teacher will conference with the student(s) to discuss the circumstances.

If it is determined the academic dishonesty has occurred,

- The teacher will contact the administration and the parent/guardian.
- The student(s) will receive a “0” on the specific assignment, e.g. homework, quiz test, paper or project
- The second violation will result in administrative discipline and a zero on the assigned task.

If it is determined that a student(s) contributed towards the actions of Academic Dishonesty for the benefit of another student(s), they will be given disciplinary action per the school discipline plan.

Incomplete Grades

The deadline for students to clear up an incomplete grade will be two weeks after the end of the grading period. If this is not done, the grade becomes an F. If an incomplete becomes an F, there is still an opportunity for the student to get a passing grade if arrangements are made with the teacher to satisfy the course requirements.

Failing Grades

Students who are not doing well in their classes should take advantage of opportunities to receive extra assistance at WWS. Some options include:

1. Make arrangements with the **teacher** of the class to come in before or after school to get extra help.
2. Make arrangements to come in for Friday school from 10:00 a.m.-noon.

If a problem exists, it is much easier to tackle it in the early stages. We want students to be successful and will do whatever is necessary to make sure they are.

ATTENDANCE PROCEDURES

Absences

Parent(s)/guardian(s) are expected to notify the school regarding a student’s absence on the day of the absence. An absence must be reported either by note, email, or phone call to the office (883-4221) before 8:30 AM.

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent and a signature of the parent/guardian. The district may require

verification of absence from a doctor, dentist or other professional as deemed necessary by the principal.

Six (6) or more absences in a semester is considered to be excessive by the School District.

After attendance is collected each morning, the administrative office will contact parents/guardians who have not notified the school regarding a student’s absence. Student safety is the main concern and this procedure provides another check on a student’s absence.

Absences that do not count toward that limit are those for which the student has documentation from a medical provider (this includes dentists and orthodontists). This documentation must be turned in to the office. It is recommended that each time your child has a medical/dental appointment, he/she gets a note from the provider to turn in at the school. The second exception falls under Administrative Approval. An example would be when a student is sent home by the office due to illness. The third exception is when students are absent due to attending a school activity (sports, FFA, fine arts, etc.)

Assessments

Various state and local assessments are used throughout the school year to determine your child’s level of achievement, as well as their progress. These assessments include- MAP/NWEA-grades 6-11 in the fall and spring, State Assessment for ELA and Math-grades 6-8 and 11, WIDA/Access-English Language Learners

Make-up Work

District policy provides students with two days (up to a maximum of six days) to make up any work missed due to excused absence. It is the student’s responsibility to determine make-up work with their individual teachers.

W-WS follows a general policy for students who have been or will be absent for three or more days:

1. Parents must call the office to request assignments that students have missed.
2. Teachers require one-day notice in order to compile assignments.

If a student does not have work made up within the time constraint, he/she will attend school on Friday and daily from 3:35-4:00 p.m. or make other arrangements with the instructors to stay after school or come in before school.

Tardiness

Tardiness is defined as a student's initial appearance in an assigned area at any time after the designated starting time. If a student is more than 10 minutes late to class he/she will be counted absent. A student who arrives late to school should report to the office. After three tardies per quarter, time will be made up after school during detention.

Excessive tardiness will be dealt with according to Policy/Regulation JK – Student Discipline.

Truancy

South Dakota has a mandatory attendance law that requires students less than 18 years of age to have regular attendance in school. We know that poor attendance leads to other problems in school. The W-WS attendance committee meets monthly to monitor attendance concerns. Interventions for poor attendance may include letters sent home, meetings with counselor or principal, being put on an attendance contract, or having a truancy petition filed with the court system.

Permission to Leave School

Wolsey-Wessington is a closed-campus school. If a student becomes ill or must leave, they must first check out at the office and permission/notification from a parent/guardian must be made. Students returning to school during the school day must report to the office before returning to class. **Students leaving school without checking out will be considered unexcused and skipping, and the District's Discipline Plan will apply.** Efforts should be made to schedule all appointments before or after the school day or Friday.

Open Campus for Seniors

Seniors will be allowed to have open campus as long as all grades are passing, there is no missing work,

and no behavioral issues. Seniors will lose privileges if grades are failing, student has missing work or has discipline referrals. Open campus will be re-instated at the discretion of administration or when a new quarter begins.

GENERAL SCHOOL PROCEDURES

Student Identification Cards

Each student will be provided an ID card at the beginning of the school year.

1. Students are encouraged to carry their ID at all times.
2. Students need their ID badge to eat lunch, check materials out of the library, access the copy machines, and gain access to buildings on the school campus.
3. Students are to notify the office immediately if they lose their ID so it can be deactivated. **Replacement ID's are provided for a \$10.00 fee.**

Do not leave your ID card unattended. Avoid putting the card in your pocket as bending the card can result in the breaking of the electronic wires and components embedded in the card.

Personal Property

- You must assume sole responsibility for loss or damage to any property belonging to you, such as garments, electronic equipment or musical instruments. Wolsey-Wessington School District is not responsible for any lost, stolen, damaged or missing items. **Authorized school personnel may search personal property with reasonable suspicion.**

Cell Phone & Personally Owned Technology

Students shall not possess or use personal computers, tablets, etc. while on school property from 8:10AM through 3:40PM. Special circumstances require the permission of the technology coordinator and an administrator. This policy continues during the after school program.

Students may have cell phones at school, but they must have sound turned off and turned into their last period class. Students will be expected to hand their phones in to a designated area each morning and will get them back at the end of the school day.

If a student uses their cell phone without permission, the phone will be confiscated and given to administration. Confiscated personal technologies are subject to search. **The District's Discipline Plan will apply.**

Students may be given permission by administration and instructors to use cell phones during lunch/class on a limited basis.

Harassment

The Wolsey-Wessington School District will not tolerate harassment by staff or students. All persons are to be treated with respect and dignity.

- Students should report complaints of harassment to the principal.
- If a student prefers, the complaint may be addressed with the school counselor first. The counselor will then refer the complaint to a principal.
- Parents/guardians are encouraged to call the principal if they are concerned about harassment or intimidation issues.
- A principal will investigate all complaints and determine an appropriate course of action.
- Anyone who retaliates against a student who reports alleged harassment will be disciplined.
- Charges found to be intentionally dishonest or made with malicious intent are subject to discipline.
- Infractions will be dealt with according to policy JICK and by using the progressive discipline policy.

Pass/Transfer Policy

A lanyard with the instructor/staff member's name or a hall pass will be in possession of a student when moving in the buildings. Students will be expected to return to the classroom within a reasonable time.

Textbooks

Most textbooks for high school students are available on the student laptop. Students and parents may request paper copies of books if they are preferred. Students will return texts immediately when courses are completed or dropped and are also responsible for replacement costs of lost books and repair costs of damaged books.

Lockers

Lockers are the property of the school and are provided for student use. All lockers are subject to inspection for cleanliness, and may be entered by a principal or his/her representative any time it might be suspected of containing alcohol, drugs, explosives, firearms or any item considered potentially harmful to the building or persons in the building. Locker combinations should not be given to peers nor should lockers be shared with others unless special arrangements are made through the office. Students are encouraged to keep their lockers locked; this includes PE and athletic lockers.

Backpacks

Students will be able to carry backpacks to each classroom to help eliminate trips to lockers. However, if the backpack becomes a nuisance the problem will be reported to administration. Students may lose the privilege of having their backpacks in the classroom if problems occur.

Drink and snack Policy

Drinks and snacks are not allowed in classrooms during instructional time. On special occasions students may be allowed to have a snack or drink with the teacher's permission.

Vending Machines

Vending machines are located in the high school commons area and are open all day. Water and healthy snacks are available.

Parking / Driving

In order to provide safety for our students, we ask that students drive safely in the parking lot and wait when the busses are entering and leaving the drop-off area.

Dress Code

Students in Wolsey/Wessington School should be suitably dressed at school and at any school related activities. The general appearance of all students should be clean and neatly dressed.

Students should not wear clothing or hairstyles that does interfere with the educational process or can be hazardous to them in their school activities such as shop, lab work and physical education.

Dress shall be considered inappropriate, anytime it causes a distraction from the primary purposes of education.

1. Clothing that displays derogatory, obscene, or suggestive messages or advertises-promotes alcohol, tobacco, or drug use.

2. Low riding jeans, pants, or shorts that permit undergarments or skin to show. Even when a shirt is used to cover the top of jeans, it is unacceptable to wear jeans with the waist below bottom of the tailbone. The inseam of shorts, skirts, dresses, and pants with holes needs to be at least 3 inches in length.

3. Undergarments should not be seen (bra strap, bralette, boxer shorts, for example)

4. Tops or shirts that do not touch the top of the jeans or skirt. No top that is too low, tight, or revealing. A student should be able to raise his/her hands without midriff showing.

5. Hats-caps-bandanas in the building from 7:00 a.m. until the end of the academic day.

Students wearing inappropriate clothing to school will be subject to the school district's progressive discipline policy. In all cases students at a minimum will be asked to change, or turn their t-shirt inside out if appropriate.

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Visitors

Any student wishing to bring a visitor to the Wolsey-Wessington School must notify the administrator in writing 24 hours before the visitor comes to the school. Student visitors are limited to a half-day visitation. Full day visitations are deemed too distracting to the learning environment.

All visitors and parents are requested to report to the office upon entering the building. Please use the visitor parking by the main entrance.

It is not advisable to visit at these times:

- when the regular teacher is absent,
- when a student teacher is teaching the class,
- the day before or after a vacation period,
- the first and last weeks of school.

Nursing Services

A school nurse is available to meet with students who are injured or become sick during the school day. The nurse may contact you about your child's visit and send the student home if needed. Each year, an Annual Student Health Update will need to be filled out by a parent or guardian to be kept on file in the nurse's office.

School Exclusion Health Guidelines

1. The staff determines the child is unwilling or unable to participate in activities due to illness.
2. The staff determines that they cannot care for the sick child without compromising their ability to care for the health and safety of the other children in the group.
3. **FEVER** (temperature of 100.4 degrees or greater)-exclude until less than 100.4 degrees for 24 hours without fever reducing medication.
4. **VOMITING**-Must stay home for at least 24 hours after vomiting unless determined to be caused by a non-communicable condition. They must be able to eat and drink before coming back to school.
5. **DIARRHEA**-Must stay home if cannot self-contain stool.
6. **COVID-19**-Keep student home for 5 days from start of symptoms.
7. **STREP THROAT**-May return when they have been on antibiotics for 12-24 hours.
8. **RED Eye(s)**- May return after starting medication, when eye is clear, or after consultation with healthcare provider/professional.
9. **RASH**-Keep your child home if they have a rash over a large part of their body, or if the rash is open, oozing, is accompanied by a fever, or it is known to be contagious.
10. **COLD, SORE THROAT, COUGH**-May go to school with mild cold symptoms but keep them home if:
 - has temperature of 100.4 degrees or greater
 - does not have enough energy to do school work
 - is not able to keep from spreading germs by washing their hands,

throwing away used tissues, coughing onto their sleeve, and coughing away from other people.

Please refer to

<https://doh.sd.gov/diseases/assets/SchoolExclusion.pdf> for a full listing of recommendations from the South Dakota Department of Health

Medications

Administration of OTC meds and prescription meds will be provided at school when the school administration has determined that it is a necessary and appropriate service for the School District to provide. Appropriate forms need to be completed, signed, and submitted to the school nurse. Medication shall be brought to school staff by parent/guardian in the original properly labeled container. Medications will be stored in a locked location provided for medication storage.

9-12 students may carry and self-administer inhalers or epi-pens with written authorization by medical provider and parent/guardian on the **“Prescription Medication Self and Staff Administration Consent Form-for epi pens and inhalers”**.

9-12 students may carry and self-administer prescription medications with written authorization by medical provider and parent/guardian on the **“Prescription Medication Self-Administration Consent Form-for meds other than epi pens and inhalers”**. The student may only possess number of dose(s) needed for 1 day.

9-12 students may carry and self-administer OTC medications upon authorization on **“Annual Student Health Update Form”**. Student may only possess number of dose(s) needed for 1 day.

Students are not allowed to give medications to other students. Please refer to Wolsey-Wessington Medication Administration Guidelines for further details.

Lice in the School Setting

The School Nurse will:

-Check a student's head for lice if he/she is demonstrating symptoms or at the request of parent/guardian.

-If **live lice** are found, a parent or guardian will be contacted and student will be sent home. Education will be provided. Re-admittance to the classroom may occur after the student has been treated.

-Students with **nits only** (after student has been treated) will not be sent home from school. They should be monitored for signs of re-infestation. After repeated infestations of the same student, he or she may be excluded until all nits are removed.

-Notification letters will only be sent home to alert parents if a high percentage of children in a classroom are found with lice.

Vaccination Requirements

REQUIREMENTS FOR KINDERGARTEN (THROUGH 12TH GRADE) ENTRY

1. Four or more doses of **DTaP** (diphtheria, pertussis and tetanus) vaccine, at least one dose administered on or after age 4.

2. Four or more doses of **POLIO** vaccine, at least one dose on or after age 4.

3. Two doses of a measles, mumps, and rubella vaccine (**MMR or MMRV**). Minimum age for the first dose is 12 months. Second dose routinely at age 4 through 6 years.

4. Two doses of varicella vaccine (**Varicella or MMRV**). Minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. Second dose routinely at age 4 through 6 years. History of disease is acceptable with parent/guardian signature.

REQUIREMENTS FOR 6TH GRADE (THROUGH 12TH GRADE) ENTRY:

1. One dose of **Tdap**

2. One dose of **meningococcal vaccine** (MCV4)

NOTE: Hib, Hepatitis A, Hepatitis B, HPV, annual Influenza, and Pneumococcal vaccines are recommended but not required.

Reference

<https://doh.sd.gov/family/childhood/immunization/school.aspx>

Counseling Services

The counselor is a person to whom you can talk to about school, outside of school situations, or any other matters of concern. When you wish to see the counselor, stop by her office to make an appointment or send her an email. Your mental health is very important to all of the WWHS staff.

Drug and Alcohol Free Environment

The Wolsey-Wessington School District is a DRUG FREE district (this includes alcohol and tobacco/e-cigarette/e-vapor products). By working cooperatively on the problem, we believe it will make a better environment in and about our school.

Using or possessing or being under the influence of any drug, alcohol, or tobacco/e-cigarette/e-vapor product in the school building, on the school grounds, or at school activities (home or away) is prohibited. Students violating this rule will be disciplined according to the progressive discipline policy. Staff will also abide by the drug-free policy or be subject to disciplinary actions.

Zero Tolerance for Weapons

The Wolsey-Wessington School District has a zero tolerance policy concerning weapons. A student shall be suspended or expelled for violating this policy;

Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on school grounds or at a school function. If a student intentionally brings a firearm onto school premises, the expulsion may not be for less than twelve months. However, the Superintendent may increase or decrease the length of a firearm suspension on a case-by-case basis.

Substitute Teachers/Para-Professionals

Students should be aware that a substitute teacher or para-professional has the same responsibility for control as regular teaching faculty members. The same level of respect and cooperation is expected toward substitute teachers and para-professionals as is expected toward the regular classroom teacher. Discipline referrals made by substitute teachers or para-professional will carry the same disciplinary consequences as those made by the regular teaching staff.

Sportsmanship at Athletic Events

WWHS students are asked to regulate their actions at all times in order to be an asset to the team they are supporting. Students and adults should show respect for all players, cheerleaders, coaches, officials, and other spectators attending the event.

School Records

The school has on file student grades, attendance, and standardized test scores. Students and/or parents/guardians may see the contents of these records by making an appointment with the principal, counselor, or superintendent. Students and parents may have copies made of school records.

Student records cannot be transferred, in writing or orally, to any other place (college, university vocational school, prospective employer, etc.) without student or parent/guardian written consent.

FIELD TRIPS

Field trips constitute an educational experience that requires transportation from the school. Field trips would include contests and/or visitations to sites that would provide enrichment experiences for the student.

Field trips shall be approved by administration.

No field trip shall supersede an already approved field trip on a scheduled day.

Breakfast/Lunch Program

The federal government subsidizes the school lunch program. Free and reduced meals are given on basis of need. Applications may be made through the business manager's office. Lunch balance may be tracked through Infinite Campus, and deposits may be made at lunch checkout or in the office.

Charged breakfast/lunches: A student will be granted a limit of 5 charged meals.

Children who bring their own lunches:

All children will eat in the commons. If they want milk, they purchase a milk ala cart. **Pop and food from outside restaurants are not allowed during lunch-time.**

Use of School Telephone

All students must have permission from their teacher to use the school telephone. Student transportation after school should be arranged before the child leaves for school in the morning. Students are

encouraged to be responsible and remember their belongings.

Bus Rules & Regulations

In order to maintain a safe, orderly environment on the bus and at the bus stop, students are expected to observe the following School Bus Safety Rules:

1. Follow the driver's instructions
2. Stay out of the danger zone
3. Remain seated, facing forward
4. Keep hands, feet and objects to yourself
5. Be polite and talk quietly
6. No eating, drinking, or gum unless allowed by the driver

Riding Bus Other Than Assigned Bus

Students desiring to ride a bus other than their own bus should contact the driver of the bus on which they wish to ride. We like to know where pupils are and that they are safe. We ask your assistance in letting the bus driver know where your child is going.

Fire and Disaster Drills

Fire and disaster drills are held in compliance with state regulations in order that all students and faculty members will know what to do in the event of an actual fire or emergency. The aim is to vacate the building or report to emergency locations safely and orderly in the least possible time. Order is essential as is speed.

Student Council

Wolsey-Wessington School District has an active student council. The purpose of student council is to promote scholarship, citizenship, human relations, leadership, culture, and school values.

National Honor Society

NHS is an organization for the purpose of giving recognition to students who excel academically, demonstrate high moral character, are highly involved in community service, and demonstrate positive leadership.

Successful appointment to membership in the NHS is dependent upon the following things:

1. Grade point average (must equal or exceed 3.5).
2. Recommendation by least 80% of the Wolsey-Wessington teaching staff.
3. Expression of interest on the part of the student in membership in the NHS.
4. Completion of all parts of the National Honor Society Application
5. Favorable recommendation for membership as determined by majority vote of the faculty.

The National Honor Society was founded "as a concrete way to promote high school academic standards, a means of ensuring the continuation of democracy, and an instrument for the betterment of the individual and the school" (NHS Handbook, 1992). The NHS promotes the development and exhibition of positive leadership qualities, encourages service involvement in the community, and promotes the development and manifestation of character.

Student Clubs/Organizations & Advisors

- FFA- Andrew Boersma
- FCCLA-Leah Hofer
- HOSA – Julie Boomsma/Lexi Hooks
- HS Student Council –
Tom Rice/Lindsay Haider
- NHS – Kathy Stevens
- Newspaper – Karen Jensen
- Yearbook – Karen Jensen
- One-Act Play –
- Oral Interp –

Extra-Curricular Eligibility Policy

This is abridged, the full policy is JJI.

Current Semester-The student shall attend a minimum of twenty hours of high school work per week during the current semester and be passing all classes for which academic units of credits earned are used in the issuance of a diploma. Online or dual credit courses approved in advance by the high school principal for which units of credit earned are used in the issuance of a high school diploma may count towards the twenty hour academic eligibility requirement. Seventh and eighth grade students participating at the high school level must be full-time students.

- For students in grades 6-12: Grades will be compiled on a weekly basis by the athletic director and the eligibility of students will be determined on the first school day of the week. Students will be deemed ineligible for any school associated activity if he or she is failing one or more classes. Students who are ineligible at this time will not be eligible beginning that first school day of the week until the next eligibility report is processed.

Students who are academically ineligible based upon semester grades at the end of the semester will not be eligible for 7 calendar days following the end of the semester.

Eligibility will begin after the first two weeks of a quarter. A posted quarter grade from the previous quarter will be counted during the first week of a new quarter.

If a student is in ISS or OSS, they will not be allowed to practice or compete on the day(s) of suspension. All ISS and OSS obligations must be completed prior to participation in any practice, competition, performance, or activity.

In order to practice or compete on a given day, participants must be present in school by 12:00 pm or at the discretion of the principal.

Students on I.E.P's (Individual Education Plans) may be considered on an individual basis in regard to the eligibility policy.

Co-Curricular Transportation

All students riding the bus on school-sponsored activities may ride home only with their parents with written or verbal request given to the coach. The only exception to this rule will be if prior arrangements have been made with the coach. Arrangements must be made prior to the event in writing by the student's parent/guardian or in person. If a parent takes his/her child home, that parent must sign a document provided by a coach before leaving the facility.

Discrimination

The Wolsey-Wessington School District does not discriminate in its policies and programs on the basis of race, color, national origin, age, gender, disability, creed, or religion. The superintendent has been designated to handle inquiries regarding the nondiscrimination policies:

Title II (discrimination based on disability), Title VI (discrimination based on national origin or race), Title IX (discrimination based on gender), or Title X, Part C (McKinney-Vento Homeless Education Assistance Improvements Act of 2001), and Section 504 (discrimination based on disability).

Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires school districts to notify parents/guardians and obtain consent or allow parents/guardians to opt their children out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privilege relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

When a protected information activity is scheduled during the school year, the district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Notice of Non-Discrimination

In an effort to provide a safe, respectful educational environment, the District prohibits discrimination in its policies, employment practices and programs on the basis of race, color, creed, religion, age, gender, sexual orientation, disability, national origin or ancestry. In addition, the District shall not discriminate in the opportunities for students on the basis of parental status, marital status, or pregnancy, nor shall such students be excluded from any program or activity. Prohibited acts of discrimination include racial, sexual, ethnic or other

types of slurs, insults, intimidation, harassment and other conduct directed toward another person in accordance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (discrimination based on disability); Title VI of the Civil Rights Act of 1964 (discrimination based on national origin or race); Title IX of the Education Amendments of 1972 (discrimination based on gender); and the Age Discrimination Act of 1975 (discrimination based on age.)

Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the grievance informally by working with the administrator most directly involved in the situation. If resolution is not achieved, the following persons have been designated to handle inquires and formal complaints regarding the application of non-discrimination policies: Superintendent, 375 Ash Street SE, Wolsey, SD 57384, 605-883-4221

In the event resolution of discrimination issues has not been addressed by the District, inquiries may be referred to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. (816) 268-0550; FAX# (816) 823-1404, email OCR.KansasCity@ed.gov

SECTION 504 OF THE REHABILITATION ACT 1973

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance so the student can be afforded access for appropriate education services. The Wolsey-Wessington School District must identify and evaluate students who may be eligible due to the following conditions:

1. A physical or mental impairment that substantially limits one or more major life activities (i.e. caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working) or
2. A record or having an impairment that substantially limits one or more major life activities, or
3. An impairment that substantially limits one or more major life activities.

If you think your child might be eligible for a Section 504 plan and in need of accommodations to access education services, please contact the principal.

If parents/guardians disagree with the Section 504 services for their child, contact the principal and if not resolved, contact the superintendent

Policy and Regulations AC, ACA, and ACA-R outline specific policy and grievance procedures.

In the event resolution of discrimination issues has not been addressed by the District, inquiries may be referred to the Kansas City Office, Office of Civil Rights, and US Dept. Of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. (816) 268-0550; FAX (816) 823-1404, email OCR.KansasCity@ed.gov

Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally

identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Family Educational Rights and Privacy Act (FERPA)

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Wolsey-Wessington School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Wolsey-Wessington School District may disclose appropriately designated "directory information" without written consent, unless you have advised the

District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wolsey-Wessington School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, football, basketball showing weight and/or height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Wolsey-Wessington School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2017, the Wolsey-Wessington School District has designated the following information as directory information:

- Student's name
- Dates of attendance
- Address
- Grade level
- Telephone listing
- Participation in officially recognized activities and sports
- Electronic mail address
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Complaint Policy for Federal Programs (District Policy AFF)

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

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

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

STUDENT DISCIPLINE

Rules of Student Conduct and Discipline

Character, citizenship and integrity are an integral part of life at Wolsey-Wessington. Students are expected to be responsible citizens who exhibit these qualities and respect the rules that govern our community. When students fail to follow the rules, they are held accountable for their actions. Students who violate school rules are subject to the penalties outlined in the progressive discipline plan as well as the minor infraction system.

Inappropriate student behavior is that which interferes with the learning environment, safety of others, and the orderly functioning of the school. Any employee has the right to correct and/or write a referral on any student who is not exhibiting proper behavior in school. Students should be aware that substitute teachers and paraprofessionals have the same responsibility for control, or referral to administration, as regular teaching faculty members. Discipline referrals made by substitute teachers or paraprofessionals will carry the same disciplinary consequences as those made by the regular teaching staff.

All of the potential violations apply to any time that school is in session and pertain to incidents occurring in school or on school grounds. Additionally, the same rules apply at any activity after school or away from school under the sponsorship of the school district.

When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

Applying the District Rules

The consequences for misbehavior described in this regulation are for misbehavior resulting in a referral to the principal's office. Consequences are designed to be fair, firm, and consistent for all students in Wolsey-Wessington School District 02-6.

Because it is not possible to list every misbehavior that occurs, the administration and staff reserve the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate District staff. The administration has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.

PBIS

Positive Behavior and Intervention Support is used at WWS. Our school motto is “*Show Integrity-Own Our Learning-Accept Responsibility-Respect Self and Others*”.

Warbird SOAR tickets/Open Campus Lunch Passes are earned by students that display acts of kindness and respect throughout the school year.

Friday School

There are times when students will be expected to be at school on Friday during student/teacher timer. If a student has missing work, needs to redo assignments, or is in need of extra help to understand a concept that student is expected to attend school on a Teacher Friday.

If a teacher requests a student to meet on Friday during student/teacher time, that student is expected to attend in order to become more successful in school. W-W teachers are available and want to help students understand material to the best of their abilities, and Fridays are a perfect time to work with a teacher to get assistance.

Progressive Discipline Plan

The progressive discipline plan will be used in conjunction with existing district policy and the Minor Infractions system. Complete copies of the District suspension and expulsion policy JKD are available from the office. Rights and responsibilities of District personnel, parents or guardians, and students are described in this policy.

Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include but are not limited to: minor infraction, student conference, parent/guardian notification, p a r e n t / guardian conference, fine,

restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, conflict resolution training and recommendation to alternative community services.

A copy of the District Rules and Discipline Plan can be found in this handbook.

IN SCHOOL AND OUT OF SCHOOL SUSPENSION

In School Suspension

In school suspension is the temporary isolation of a student from one or more classes. The superintendent/principal or person in charge shall supervise the discipline. No personal technology devices will be used while in ISS. Students serving an in-school suspension will not be allowed to participate in school activities, (music, sports, etc.) for the day(s) of suspension.

Grades for the day or period of in-school suspension will result in a 10% grade reduction. In-school suspension shall result in immediate written notification of the incident and resulting action being sent to the parent or guardian.

Out of School Suspension

Suspension is the removal of a student from the school environment. A student may be suspended for up to ten days by the superintendent/principal or other person in charge.

A student may be suspended when his/her presence in the school environment interferes with the maintenance of the educational environment or the normal operation of the school. Once a student is suspended from school, he/she will not be permitted to return unless for a meeting with the superintendent/principal. Example - a student suspended on October 10 will not be allowed to participate in school activities that day or that evening. He/she will not be permitted to participate until the suspension is lifted.

Students are expected to make up the work that they missed during the suspension. Students will have 2 days for every day suspended not to exceed 5 days to make up the work missed. All worked assigned during the suspension period will result in a 15% grade reduction.

WOLSEY-WESSINGTON
Middle School and High School
Discipline Matrix
(2023-2024)



***Students who serve ISS or OSS may not participate in any school activities on those days. If ISS or OSS is in effect at the end of the week and continues into the next week the student may not participate in any weekend activities.

***Students serving detention will be late to practice and detention will be scheduled to not interfere with after school competitions of any sort.

Any student who does not show up to serve their detention will then owe 2X the days they owed for detention. (ex. 2 days detention would turn to 4 days detention) If it happens again the student will be given OSS for 1-3 days.

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

Class 1 Offense (per semester)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience, 4 or more offenses
Cell Phone Violation	Phone in the office for the remainder of day	Parent must pick up the phone, student must keep their phone in the office for 4 days	Parent must pick up the phone, student must keep their phone in the office for 8 days and serve detention 1 day	Parent must pick up the phone from the office, student-turn phone into office for the remainder of the semester and serve detention 2 days
Classroom, Library, Lunchroom, Disruption	Conference with the student, detention when appropriate	Student and parent conference; detention when appropriate	Student and Parent conference; detention 2 days	-4 days of detention, Parent and student conference
Tardy to school or class	Warning	Warning	Detention -make up time after school during detention	Detention/Community Service -make up time after school during detention
Dress Code Violation	Change Clothing conference with student	Change Clothing, Conference with the student and parents, Detention 1day	Change Clothing, Detention 2 days, Conference with the student, Parent Contact	Conference with the student, Parent Contact
Class 2 Offense (per semester)				
Academic Dishonesty	Conference with the student and Parent, Detention 1day, receive a "0" on assignment	Conference with the student and Parent, Detention 2 days, receive a "0" on assignment	Conference with the student and Parent, Detention 1week, receive a "0" on assignment	Conference with the student and Parent, Student earns an F for the course
Bus Incident	Conference with the student and Parent, 1 day off the bus	Conference with the student and Parent, 1 week off the bus, counselor referral when appropriate	Conference with the student and Parent, 2 weeks off the bus, counselor referral when appropriate	Conference with the student and Parent, Loss of bus privileges for the year
Parking Lot Violation	Conference with the student and Parent, Detention 1day	Conference with the student and Parent, Detention -13 days, community service	Conference with the student and Parent, Detention 1day, 1week, community service	Conference with the student and Parent, OSS (13 days)
Open Campus Violation	Conference with the student, parent contact Detention 1day	Contact, community service	ISS (3-5 days) parent contact, community service	Conference with the student and Parent, OSS (13 days)
Skipping Class	Conference with the student, parent contact Detention 1day	3 days detention, parent contact, counselor referral when appropriate/community service	1week of detention, parent contact, counselor referral when appropriate/community service.	Conference with the student and Parent, OSS (13 days)
Class 3 Offense (per year)				
Insubordination	Detention 1week, parent Contact, Counselor referral, community service, student must complete tobacco education program	OSS (13 days), parent conference, counselor referral, community service student must complete tobacco education program	OSS (3 days), student and parent conference, counselor referral, community service, student must complete tobacco education program	OSS (Up to 10 days), counselor referral, community service, student must complete tobacco education program
Disrespectful/Obscene Language or Actions directed towards an individual or group of individuals	" "	" "	" "	" "
Tobacco/E-Cigarette/Vapes	" "	" "	" "	" "
Class 4 Offense (per year)				
Violence/Fighting	OSS (3-5 days), student conference, parent notification, restitution and police referral when appropriate. Reduced suspension if student participates in counseling.	OSS (5-10 days), student/parent conference, restitution and police referral when appropriate. Reduced suspension if student participates in counseling.	Long Term Suspension or Expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before the student returns to school. Transition plan used to integrate student back into the classroom and school activities.	Long Term Suspension or Expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before the student returns to school. Transition plan used to integrate student back into the classroom and school activities.
Physical Bullying	" "	" "	" "	" "
Hazing	" "	" "	" "	" "
Theft	" "	" "	" "	" "
Destructions of Property	" "	" "	" "	" "
Harassment	" "	" "	" "	" "
Sexual Misconduct	" "	" "	" "	" "
Pornographic Materials	" "	" "	" "	" "
Class 5 Offense (per career)				
Drugs and/or Alcohol	OSS (5-10 days), parent conference, counselor referral. Reduced suspension if student and parent participate in drug/alcohol evaluation and counseling. Transition plan used to integrate student back into the classroom and school activities.		Long Term Suspension or Expulsion, police referral. Reduced suspension drug/alcohol evaluation and counseling before student returns to school. Transition plan used to integrate student back into the classroom and school activities.	Long Term Suspension or Expulsion, police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school. Transition plan used to integrate student back into the classroom and school activities.
Class 6 Offense (per career)				
Weapons-No Intent	1Day OSS	5Days OSS	10 Days OSS	Long Term Suspension
Weapons				
		Parent Conference, long term suspension pending expulsion, notification of law enforcement		

Wolsey-Wessington Birds' Nest Preschool

375 Ash St.

Wolsey, SD 57384

Phone: 605-883-4221 Fax: 605-883-4720

www.wolsey-wessington.k12.sd.us

**Parent Handbook
&
Registration Information**

**2023-2024
Preschool Programs
Ages 3-5**



We are looking forward to providing a fun-filled program for your child. We will provide a safe and respectful environment where your children can play, learn and make new friends.

GENERAL INFORMATION



1. Children in the program must be age appropriate by September 1st.
2. CHILDREN MUST BE COMPLETELY POTTY TRAINED (indicating they need to use the bathroom) and diaper free.
3. Our program follows the Wolsey-Wessington School District calendar/vacations. If inclement weather, the Preschool program will also be closed. We will send out a School Reach phone call to each family.
4. Parents are expected to bring their children in/out of the building.
5. Please make us aware of others, such as grandparents, car-pooling parents, baby sitters, etc., who will drop off or pick up your child.
6. All payments should be made at the Wolsey-Wessington Administrative Office.
7. We would appreciate a phone call, text or email when your child is sick or unable to attend.

About the 3-4 Year-Old Program



Our 3-year-olds will enjoy a socialization time, practice-sharing “using their words” in interactions and learning how to be a friend. The children are introduced to recognizing their names, shapes, colors, numbers, letters and counting. The children participate in songs, finger plays, games and hear a story each day. Routines are established through directed free play and circle time activities. A theme related project is planned for each class.



About the 4-5 Year-Old Program

Readiness for Kindergarten is the main goal of this program. It is our hope that the children in our class will enjoy being part of a class where we will make new friends, be able to try new things and learn about the world through a variety of themes. The children will be involved in free play, circle and project times.

The children will be introduced to:

- Alphabet letters, sounds and Sign Language for each letter
- Numbers and counting
- Cutting, gluing, etc.
- Many small motor activities to strengthen finger muscles
- Writing/recognizing name
- Addresses and phone numbers
- Parent Conferences held in fall or by appointment at any time

Day and Time of Pre-School

The 3-4 year old program will have one group. This group will meet Tuesdays and Thursdays from 8:30 – 10:30.

The 4-5 year old program will meet Monday, Tuesday, Wednesday, and Thursday afternoons from 12:35-3:35.

Preschool follows the same general schedule as our elementary school. Please access the school calendar if you have questions.

www.wolsey-wessington.k12.sd.us



Fees for Pre-School

4 Days a Week, Fee: \$75.00 per month.

2 Days a Week, Fee: \$40.00 per month.

Fees are non-refundable and due on or before the first of each month. There is no refund given due to illness. The payment is considered late if not paid by the first Friday of each month.

The tuition is the same every month regardless of the number of holidays in that month. If for some reason you cannot pay by then or your child will not be coming back to pre-school, please let us know so we can fill the space from our waiting list.

If you cannot financially afford tuition, please contact Lindsay Haider, Principal of the Wolsey-Wessington School District. We have different avenues that we are exploring to help families in need.

List of Items Your Child Will Need

Crayons-1 box of Eight, regular size (CLASSIC COLORS)

1 classic water colors

2 containers of playdoh

2 large glue sticks (more as needed)

1 bottle of school glue (more as needed)

Scissors (Fiskars recommended)

1 package of washable markers (Crayola preferred)

2 dry erase Expo markers (any color)

1 regular size school bag

1 large box of Kleenex

2 containers of Clorox wipes

1 folder

Tennis shoes to be kept at the school

Water bottle to be kept at the school

****Please label all items****

Eligibility...Wolsey-Wessington Pre-School is offered to boys and girls who are toilet trained and are 3, 4, 5 years of age. At times we may need to cap the classes due to high numbers of students. We will admit students on a first come first serve basis, unless they are receiving special education services. Students receiving special education services will have priority over other students who are not receiving special education services.

On Time...Please bring your child to school on time and pick your child up on time.

Morning Pre-School begins at 8:30 a.m. and ends at 10:30 a.m.

Afternoon Preschool begins at 12:35 p.m. and ends at 3:35 p.m.

If there is a problem and you are going to be late, please call the School at 883-4221.

Medication.....Medication can only be administered to your child if:

- Approved by the school nurse
- Please call the school if your child is sick

Allergies... Please make us aware of any allergies or sensitivities your child may have; such as animals, foods (juice, dye, nuts, etc) or environmental.



Illness Policies...Since our young friends are just beginning to learn the importance of using tissues, washing hands, and covering one's mouth when coughing and sneezing, we find that any illness spreads very rapidly throughout

this group. Even when children cover their noses/mouths, germs spread quickly as the children are sharing toys. In the interest of keeping the spread of germs to a minimum, we ask that you follow these guidelines for keeping your child at home: Make sure **all symptoms** of the illness(vomiting, diarrhea, fever, lethargy, severe or constant coughing) have **subsided for at least 24 hours**. This is not only to protect the other children; your child may be vulnerable to picking up other germs during this time period too.

Admission Procedures...Parents are required to furnish a copy of the child's **birth certificate** and a copy of their **immunization record** upon registration. An enrollment participant application is required by parent/guardian.

Transportation...It is the responsibility of the parent or guardian to bring and pick up children from preschool. If another person will be picking your child up, please have their name listed on the registration form.

Parent Participation...On occasion, we ask parents to assist in the classroom for special activities/programs. You are welcome to visit the school at any time by making an appointment with the teacher. If you have an interesting vocation, hobby or a particular talent that you could share with a group of Preschoolers, please let us know.

Discipline...Reminders and re-direction are typical ways of handling disciplinary situations. Occasionally, a child will be placed in time-out for a few minutes for aggressive or repeated difficulties. We will keep parents informed of situations that arise.

Curriculum...Throughout the year, we will be learning:

1. Colors and Shapes
2. Sharing
3. Listening
4. Counting and Writing (to ten or more)
5. Cutting with Scissors

6. Gluing
7. Pledge of Allegiance
8. Alphabet and Sounds
9. Writing Name
10. Rhyming sounds



Please help your child learn his/her:

1. Birthday
2. Address
3. Phone Number

4-5 year old group*Snack** Each week a child will be chosen to be the snack helper, the snack helper can bring healthy snacks for the week. We would encourage the snack to go with the letter for the week. The snack helper will be announced in the weekly newsletter that will go home every Thursday.

Book Orders...Once a month you will receive several book order forms from Scholastic Book Clubs. The book orders have excellent specials on books. Although you don't have to order any books, whenever you order it helps the Pre-School obtain books. You may go to Scholastic.com and order from that website.

Library... Every week the 4-5 year old group will get the opportunity to go to the school library and check one book to be returned the following week.

Birthdays... A birthday is a very special day for a child of this age. He/she is our special person for the day. If you wish to send a treat for all to share, please consult with your child's teacher a few days ahead. We will remind you of any food allergy concerns.

Holidays...We try to make each holiday very special. There are usually parties or special activities for each holiday (prior to or on the day). These include Valentine's Day, etc.

Newsletters...Newsletters outlining your children's activities and monthly themes and field trips will be distributed at Pre-School.

Field Trips/Special Events...Our field trips are a very good learning experience for the children. They learn best when they are having fun. We have gone to places

such as the museums, farms, etc. A parent or guardian is expected to accompany your child.

Parades... Every year the preschoolers join in the homecoming day festivities, including the parade. Each child will need an adult to accompany them throughout the entire parade. There will be information noted in your weekly newsletter as the Homecoming date nears.

Indoor Play Time... Allows the children time for their choice of activities while playing with other children. The classrooms are filled with toys, play equipment, dress ups, etc., designed to stimulate a child's imagination and natural curiosity.

Outdoor Time... The children will be going outside frequently during the school year. Please make sure your child has the appropriate clothing each day. You are always welcome to enjoy the playground with your child.

Fundraisers... Every year the school partakes in fun fundraising opportunities to offset some of our running costs and to purchase fun things for the preschool. We also volunteer our time at various concession stands and the proceeds go to the preschool program. There will be a sign up sheet outside the preschool door. If you would like to volunteer please contact Mrs. Dragt, 883-4221 or by email becky.dragt@k12.sd.us.

