

# Hamlin Education Center

“Charger Pride”

Parent and Student Handbook  
(Pre-School – Grade 5)  
2024-2025



**Hamlin Education Center**

44577 188<sup>th</sup> St.

Hayti, South Dakota 57241-5408

(605) 783-3631



Dear Parents and Students:

Welcome back to a new year at Hamlin Education Center! We look forward to assisting your child following Hamlin School District's Mission Statement:

**To prepare and equip our students to become responsible citizens  
so that they can be successful in an ever-changing world.**

The purpose of this Handbook is to provide parents and students pertinent information and as a reference for future guidance. It should be kept in mind that the policies of our school are for the betterment of the physical, social, moral, mental, and educational development of our students. It is our belief that a partnership exists between the school, students, and parents. Preserving this partnership will lead us to successfully fulfilling the school's mission statement as it applies to your child/children. Please take the time to review the Handbook. Specifically, the attendance, consolidation and visitor policies. We look forward to working with you. Please feel free to contact me with any concerns or successes!

Respectfully yours,

Dustin Blaha  
El Principal / Title I Coordinator  
office 605.783.3631

# Hamlin Charger Challenge

## 1. Respect Yourself

- Do your best
- Ask questions, if you don't understand
- Enjoy learning
- Enjoy school

## 2. Respect Others

- Listen to your teachers
- Follow Instructions
- Use appropriate voice, language and actions
- Display positive and productive character

## 3. Respect property

- Take good care of your things, the property of others and school property.
- Ask before you use other's property
- Use property as it is meant to be used
- Help us keep our school safe and a source of pride.

### CHARGER CHALLENGE

Hamlin Elementary School believes all students will have success. "Charger Challenge" is an important part of each student's success by providing an elementary school-wide, classroom, and individual system of expectations and support. The "Charger Challenge" goal, therefore, is to achieve positive elementary school-wide outcomes, which promote social proficiency and academic success.

A key strategy of the "Charger Challenge" process is to acknowledge the positive behaviors for all students who follow our "Charger Challenge" expectations of being SAFE, RESPONSIBLE, and RESPECTFUL. Our "Charger Challenge" team has developed practices, procedures and a documented behavior system that is integrated with our elementary "Behavior Matrix". When a student needs more support, a full continuum is in place to address their needs.

## **ASSUMPTION OF RISK**

The Hamlin School District acknowledges that there is no way to guarantee a totally safe environment from an infectious disease but implementing best practices and following deliberate procedures has proven to significantly reduce the risk and the spread of the coronavirus infection.

## **ATTENDANCE**

### **School Hours:**

School starts at 8:30 am for Elementary and Elementary dismisses at 3:30 pm. High School and Middle School begins at 8:20am and dismisses at 3:20 pm. Pupils who do not ride the bus should not arrive at school before 8:00 am. If you need to pick your child up before dismissal time, please contact the school office so homework can be assigned and the teacher is aware that the student will be leaving early. Any student leaving school before 3:25 pm MUST be signed out. Parent, or person responsible for them, must sign them out at the elementary office before leaving. All students in the elementary riding home with siblings, parents, etc., need to be picked up by the front office doors.

Students gone from...

- 1 minute to 59 minutes are tardy,
- 1 to 3 hours one half day absent, and
- 3 or more hours in a day are one day absent.
- If a student leaves between 12:00 and 2:30 they are ½ day absent.
- If a student comes before 9:30 am, they are tardy.
- If a student leaves after 2:30 pm, they are tardy.

### **School Closings:**

In case school is closed because of bad weather or other reasons, official announcements are made on Infinite Campus, KSDR/KS93 – radio, KWAT – radio, KDLO – TV, KABY – TV, KDLT – TV, and KTTW/KTTM – Huron and Mitchell.

### **Attendance:**

The state law requires that every person having under his control a child of the age of seven years and not exceeding the age of eighteen shall annually cause such child to regularly attend some public or private school. Each child must attend until the child has turned eighteen years of age. Parents choosing to home school should apply before the August board meeting on a yearly basis.

While it is recognized that some absenteeism is unavoidable, regular student attendance is extremely important and expected. Students who miss school frequently lose confidence and find it difficult to be successful academically and otherwise. Truancy (e.g. skipping school) is a separate issue and will be handled immediately. We encourage participation until the end of the school year.

### **Absence:**

When your child is absent from school, **please contact the school office before 9:00 A.M. (Call – 783-3631)**. Students will not be allowed any more than 10 absences during any given semester. This will include both excused and unexcused absences.

- 5 or more absences parents will receive a written notification
- 5 or more absences parents will receive a second written notification.
- 10 or more absences, parents will be contacted and truancy may be called.

Students gone from 1 minute to 59 minutes are tardy, 1 to 3 hours one half day absent and 3 or more hours in a day are one day absent. If a student leaves between 12:00 and 2:30 they are ½ day absent. If a student comes before 9:30 am, they are tardy. If a student leaves after 2:30 pm, they are tardy.

### **Consolidation of Absences Due to Illness, Medical, or Funeral:**

If a student is absent consecutive days due to an illness or medical appointments, some or all of the absences may be consolidated into one absence provided the student or parent provides a signed doctor's note that fully explains the reason for their absences, including a timeline. Consolidation of absences due to illness, up to five days, is limited to one time per semester.

If your student needs to miss school due to a funeral, please contact the office prior to being absent, so the day(s) are not counted against your student.

### **Consolidation of vacations will no longer be allowed.**

### **Special Exemptions:**

If it is necessary for your child to stay in from recess, or if there are any special instructions for other classes, such as PE, music, etc., a note from the parent is expected each day or your child will participate in all scheduled activities without modification.

### **Visitors:**

Parents are encouraged to visit the rooms of their children often so that they will know the progress of their children and become acquainted with school procedures. Young children are not to visit school unless accompanied by an adult and do not interrupt the educational process in the school. Hamlin Education Center will no longer allow visitors to attend school with students. This is due to safety concerns and liability issues that may arise.

## **ACADEMICS**

It is the right for all students to have access to all programs in this public school. Here are programs currently offered for elementary students.

### **Band:**

Elementary band is available beginning in the fifth grade.

### **Guidance:**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

### **Preschool Program:**

The Hamlin District runs a Title I preschool for four-year-olds. These students are screened by a team of early-childhood specialists and recommendations are made about attending preschool. The dates of the screening are advertised in the local papers and letters are sent to parents of those students that have notified the school about enrollment. If you are interested in Preschool, contact the school principal.

### **Report Cards and Conferences:**

There will be two parent/teacher conferences during the year, one after the first nine weeks and one during the second semester. Parents will be notified of their scheduled times. If you wish to visit school or speak to your child's teacher before that time, please feel free to contact the school and arrangements will be made. Report cards will be sent home at the end of each nine-week period. Each grade has a report card designed for that curriculum.

### **Technology:**

Each classroom at Hamlin Education Center is equipped with a computer or iPad. Computers/iPads are tools to be used for the enhancement of learning. Many writing projects are done on the computer with keyboarding being an important skill. We integrate technology (Internet, Accelerated Reader, Power Point, etc.) into curriculum. Misuse of computers or email will result in the child being denied computer use for a time determined by the principal. If there is damage to a computer/iPad, there will be a fine for the damage. There will be a letter sent to the parents notifying them of the damage amount owed. Unless otherwise notified, your child's pictures, projects, artwork, etc., could be published on the internet. Contact your child's teacher and principal in writing if you do not wish for this to happen.

### **Textbooks:**

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to textbooks, or lost textbooks, will result in fines. This also includes library books.

## **Daily Expectations**

### **Clothing:**

We as a district believe that neat and proper dress contributes to a student's safety as well as encourages beneficial attitudes and behaviors. Parents are responsible to see that the students are dressed in clothing conducive to learning and appropriate. Please help us by sending your child to school with the appropriate clothing. Please take into consideration the temperature and weather conditions. Clothing that has names of alcohol or tobacco products, profanity, gangs, or sexual connotations **is not** acceptable.

Please put your child's name inside outer clothing and boots. Your child needs an extra pair of shoes for gym class and a pair of mud boots or boots for the winter months and rainy, wet days. Students may wear regular length shorts on hot weather days. We ask that hats not be worn during the school day unless for recess.

### **Discipline:**

Discipline rubric is located on the Hamlin School website. District Information>Elementary Handbook>Leveled Discipline Plan.

### **Money:**

Students are encouraged to leave their personal large sums of money at home. However, students who must bring large sums of money to school are strongly encouraged to bring money to the office when the student arrives in the morning.

When sending money to school with your student (for milk, lunches, etc.), please put it in an envelope marked with the child's name, grade, teacher, monetary amount and purpose for the money being sent to school.

### **Items prohibited in School:**

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, sling shots, knives, hard balls, etc., brought to school as playthings and are undesirable will be impounded and returned to the parents at their request. Consequences for the child will occur upon bringing such things, including any time of weapon. Parents are requested to help children understand the necessity for such regulations.

### **Pets:**

The school district tries very hard to keep student bodies safe. After consulting with professionals certified in public and food safety, pets are not allowed in school.

### **Weather Preparedness:**

Evacuation plans in case of fire, tornado, and other civil defense alerts are posted in each classroom and explained to students.

### **School Phone:**

Students may use the phone for emergency or school-related business. Students must make plans for visiting each other the night before so parents can send a note. Make sure the bus drivers are informed.

## **ENROLLMENT**

### **Birth Certificate:**

The State Law requires that every child who enters a school for the first time must present a certified copy of his/her birth certificate. The 1988 legislature passed Senate Bill 2 which requires a certified copy of a birth certificate for the initial enrollment or excuse from school.

### **Immunizations:**

South Dakota Codified Law (SDCL 13-28-7.1) requires that any pupil entering school shall, prior to admission, be required to present to school authorities certification from a licensed physician that he or she has received, or are in the process of receiving adequate immunizations for childhood diseases. If a parent chooses not to immunize their child, an Immunization Exemption form must be completed by a physician. At a minimum, these requirements are:

1. Four or more doses of DTaP Vaccine (Diphtheria, Tetanus & Pertussis)-at least one dose must be given on or after their 4th birthday.
2. Four or more doses of IPV (poliovirus vaccine)-at least one dose must be given after the 4th birthday.
3. At least two doses of MMR (Measles, Mumps, & Rubella) administered on or after their 1st birthday.
4. One dose of Varicella vaccine (chickenpox) administered after the age of 12 months or history of disease. The additional immunization requirement for Kindergarten entry only is 2 doses of Varicella vaccine. The second dose of Varicella vaccine must be given on or after their 4th birthday. If either record is not presented to the school officials the child will be suspended until records are on file.

## **FOOD**

### **Breakfast/Lunch Program:**

Breakfast each morning will be served from 8:10 a.m. to 8:30 a.m. If your child rides the bus and wishes to participate, he/she should go directly to the cafeteria upon arrival at school. Any student may participate in the breakfast and lunch program. There are several lunch periods lasting forty-five minutes. Twenty-five minutes are spent in the lunchroom followed by a twenty-minute recess. If you wish to apply for free or reduced lunch, you must get a form from the school office or the Hamlin School Website.



### **Fresh Fruit and Vegetable Snack/Milk Break/Birthday Treats:**

Each year, a grant has been written and the district has been awarded money to give each elementary child a free fresh fruit or vegetable as an afternoon snack. Along with this, students, having purchased a milk ticket, can also receive a milk. All food brought into the classroom from home must be prepackaged meaning purchased from a commercial store.

### **Payment of Delinquent School Lunch Bills:**

The Hamlin School District No. 28.3 Board of Education has established a policy on paying delinquent lunch bills. The policy, effective September 11, 2007, allows only twenty meals to be charged per child. Parents will have the option to pay cash on a daily basis for their child(ren)'s meals if they have charged the maximum number of meals. Once a student has reached 15 charged meals, the parents will then be notified with a letter that the child (ren) will be denied meals in the lunchroom unless the bill is paid in full within five days, or the parents have made arrangements through the Business Manager's Office to take care of the outstanding bill.

### **Mealtime Visitors:**

Parents and adults must purchase a lunch ticket from the front office if they wish to eat lunch with their student. You must contact the office or the Food Service Director at least one day prior to eating with your student.

## **HAMLIN HEALTH CARE GUIDELINES**

### **Guidelines for Keeping your Child at Home:**

The Hamlin School District is concerned with the health and welfare of every child. Sometimes it may be difficult to determine whether to keep your child at home or send them to school when they have been ill. Please follow these guidelines for keeping your child at home. These guidelines are used to reduce the spread of germs to prevent other children from becoming ill.

1. Heavy, persistent, or frequent cough.
2. Nausea, vomiting or diarrhea.
3. Fever - A child should not return to school until he/she has not had a fever over 100 degrees for 24 hours in an unmedicated state (no fever reducing medication). If your child has a fever of 100 degrees or more at school, he/she will be sent home.
4. Communicable Situations – A child diagnosed with communicable diseases should not be sent to school until the doctor allows. Check the school for guidelines.

STUDENT COMMUNICABLE DISEASE GUIDELINES:

DISEASE	RULES FOR SCHOOL ATTENDANCE
Acquired Immune Deficiency Syndrome (AIDS) Disease Policy.	Determination will be made by the advisory committee as outlined in the Communicable Disease Policy.
Chicken Pox.	The student may attend school after all pox are dry and scabbed
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken to prevent contacts with certain immuno-suppressed persons such as those on anti-neoplastic treatment, organ transplants or similar situations, as well as anyone with known or suspected pregnancy. Good hand washing in all cases should eliminate risk of transferring the infection
Fifth Disease (Erythema Infectiosum)	The student may attend school with physician's permission
Giardiasis (Intestinal Protozoan Infection) school if treatment is verified and sores are covered or dry	The student may attend school. Good hand washing in all cases should eliminate risk of transferring the infection.
Impetigo	The student may attend school if treatment is verified and sores are covered or dry.
Infectious Hepatitis Mono (Infectious Mononucleosis, Glandular Fever)	The student may attend school with physician's written permission and if the student has ability to take appropriate personal hygiene precautions.
Pediculosis (lice, "crabs")	The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until the student has been cleared by a medical professional.
Pink Eye (Conjunctivitis)	The student may attend school after the eye is no longer inflamed or under medical management. Generally, 24 hours after treatment student is noninfectious.
Ring Worm	(Scalp, body, athlete's foot) The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from showers
Vaccine Preventable Diseases (Measles, Mumps, Rubella).	The student will be excluded until presenting certification from a licensed physician that the student has been immunized or is in the process of receiving adequate immunization, or if the Exemption for Immunizations form has been signed.
Scabies (7-year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 24 hours after initiating treatment and upon presentation of a physician's written statement verifying date of return.
Tuberculosis	The student may attend school upon presentation of a physician's written statement that he/she is not communicable.
Chinese Virus (Covid-19)	Positive test results in the student being absent for 5 days from positive test date or onset of symptoms. Close contacts can be at school if asymptomatic. Close contacts will be determined on a case by case basis.

### **Health Information:**

Nursing services are available to the students in the Hamlin School District every school day from 8:00AM to 3:30PM. The nurse can be reached by phone at 783-3631 Ext. 1 To ensure complete medical attention to every student, the nurse needs information regarding any health problem your child has or any change in a health care need. It is important for the nurse to know about your child's long term health conditions (asthma, diabetes, seizure disorders, congenital defects, etc.). Equally important, we need to be made aware of any communicable situations that your child has been diagnosed with (chicken pox, strep throat, head lice, etc.) Keeping the nurse informed with health care needs is appreciated and ensures the safety of all students.

### **Avera eCare School Health:**

School health services are designed to promote and improve the health and wellness of students. Providing school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen with our society. The eCare eSchool program assists Hamlin School District in providing basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for students with special needs; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better," professional school nurses address the physical, mental, emotional, and social health needs of our students on a daily basis and work with parents and community partners to best serve those needs.

For more information about school health services, call the Hamlin School District at 605-783-3631 Ext. 1 or the Avera eCare School Health office at 605-322-2386.

### **Cleanliness and Health:**

It is our responsibility as parents and educators to teach children to keep themselves clean. This is important, both for health reasons and social acceptance.

### **Medication at School:**

1. Prescription medications will be administered only with an order from a licensed physician.
2. Prescription medications must be delivered in the original container labeled with the name of the student, the name and strength of the medication, the name of the physician, the date of the original prescription and the directions for use.
3. Over-the-counter medications must be delivered in the original container with a signed note from the parent stating how much to give and when to give the medication.
4. All medications must be brought to the school nurse and will be stored in the nurse's office.
5. All medication must be brought home the last day of school or it will be destroyed.

**Accidents:**

In the event of a serious accident at school, the parents will be called, or the emergency number listed on the child's enrollment card will be contacted in case parental contact is not made at home or work numbers listed. If no contact can be made with either, primary, or back-up numbers, school authorities will attempt to take the necessary steps to assure the welfare and safety of your child. In the meantime we will continue our efforts to contact you!

**Student Accident Insurance:**

An individual Student Accident Insurance Policy may be taken out by parents on each student. Each teacher will supply the students with the general information concerning this program. This insurance includes any type of accident that occurs from the time the student leaves his/her home until he/she returns, providing it is a school day and the student proceeds directly to and from his/her home. However, this insurance does not include breakage of glasses or replacement of false teeth. The parent is cautioned to retain information that is sent home from school concerning this program so that the operation of the program is completely understood.

# RULES

## Bathroom Rules:

1. Put your towel, when used, in the wastebasket
2. Avoid spilling soap and water on the floor
3. Keep toilet stools flushed clean
4. Report any vandalism to your teacher
5. Do not litter or loiter in the restroom

## Gymnasium Rules:

1. The gymnasium is open to students only when a supervisor or teacher is present
2. Play only safe games that are allowed by the supervisor or teacher
3. Do not climb on the bleachers
4. ALL students must have a separate pair of shoes that are used only for physical education class and need to be ones that do not leave black skid marks.

## Hallway Rules:

1. Always walk in the hallways.
2. Movement in the elementary halls must be quiet and orderly at ALL times.
3. When meeting in the halls, keep to the right.
4. Classes should walk in single file or two abreast to help with traffic.
5. When standing in line at the drinking fountain, remain quiet and keep lines so other classes may pass freely down the hall. Use the drinking fountain closest to your room.
6. Teachers should correct their students or give instruction to students away from other classrooms so as not to disturb the classroom.
7. No gum chewing or candy in the halls unless you have permission from the teacher.
8. Shoes with rollers or wheels are not allowed in the school building.
9. Cell phones and pagers may not be used during the school hours and will be confiscated

## Playground Rules:

1. No climbing on the very top of any equipment
2. No tackling in any play...including football
3. No sliding on the ice
4. No pushing, shoving, wrestling on snow piles or "tunneling" into the snow piles
5. No throwing snowballs, rocks, or sand
6. No activity that could easily lead to injury
7. Obey the adults in charge
8. No bullying of any nature
9. Dress for the weather and conditions. Boots are required when there is snow or wet conditions. These boots may not be ones they wear while inside. Students without boots will be on the sidewalk, unless the ground is dry. Snow pants are required to play in the snow. Only those with snow pants and boots will be allowed off of the sidewalk. Coats must be worn if the real feel temperature is 32 or below.
10. Students must stay where they can be seen
11. If the fog horn blows, all students must line up IMMEDIATELY! The fog horn is an indication of a special emergency and necessitates the playground be cleared.
12. Do not bring excess mud or snow in the building
13. Do not throw balls against the building or use recess equipment on or around the playground play systems
14. Play away from the windows
15. Line up right away when the whistle blows or bell rings.

## **SCHOOL Partnerships and Policy**

### **Community/School Partnership:**

School is big business! We trust that you, as a parent, will help us in our trusted endeavor to provide a most profitable educational program to our youth. If you would like to help at school, please contact your child's teacher or the principal. Let us know what you feel you could be helpful with and the times that you have available. The doors to the Hamlin Education Center will always be open for parents and community members who want to help better the education of Hamlin students.

### **No Bullying Policy:**

The Hamlin School District is committed to making Hamlin a safe and caring place for all students. We will treat each other with respect and we will refuse to tolerate bullying of any kind at our school. Students, parents, and teachers are encouraged to report incidents of bullying to administration or counseling staff. Bullying is teasing, taunting, coercive behavior, humiliation, inappropriate comments or similar conduct that occurs repeatedly over time and constitutes interference with an individual's rights or school purposes.

### **Title IX--Sexual Harassment Policy:**

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated: No employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy. For more information, consult the school website for Title IX information or contact the Hamlin School District's Title IX Coordinator.

### **Hamlin School District Parents Right to Know**

Parents Right to Know ESEA Statute (Section 1112)(e)(1)(B)(ii) Section 1112 (e)

#### **INFORMATION FOR PARENTS**

1. The Hamlin School District shall notify the parents that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (i) Whether the student's teacher—
    - (I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (III) is teaching in the field of discipline of the certification of the teacher.
  - (ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
2. In addition to the information that parents may request under subparagraph 1, the Hamlin School District shall provide to each individual parent of a child who is a student in such school, with respect to such student—
  - (i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and

- (ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

#### TESTING TRANSPARENCY

- 3. At the beginning of each school year, the Hamlin School District shall notify the parents that they may request, and the Hamlin School District will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, February 2018 which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 4. The Hamlin School District shall make widely available through public means (including by posting in a clear and easily accessible manner on the Hamlin School District's website information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—
  - (i) the subject matter assessed;
  - (ii) the purpose for which the assessment is designed and used;
  - (iii) the source of the requirement for the assessment; and
  - (iv) where such information is available—
    - (I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
    - (II) the time and format for disseminating results.

#### LANGUAGE INSTRUCTION

- 5. The Hamlin School District shall, not later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating

## Title I Schoolwide Program

Hamlin Elementary is considered a School-Wide Title I Program.

### Hamlin Elementary School---“Parent Involvement Plan—Section 1116”:

To educate a student, a 3-way partnership exists between the school, the student, and the parents. It is vital to the development of a beneficial education program in a student’s life to have the parents involved as much as possible. The Hamlin Elementary staff recognizes this partnership and promotes it through a number of ways. An annual meeting is held in the fall of each year at Hamlin Education Center in which students, staff, parents, and other stakeholders are invited to participate in the explanation of the district, elementary, middle school and high school, school report cards under No Child Left Behind regulations. At that time, all are also invited and encouraged to give input in this Parent Involvement Plan and on 12 the Student/Parent/Staff Compact. Both are reviewed and explained that this meeting. For those who cannot attend, these documents are available on the Hamlin School District’s website, or upon request from school officials. Because of the diversified needs, the Hamlin School District will do as much as possible to assist parents of all children served by our school in understanding educational topics, such as the South Dakota state standards, how those standards are measured, how to monitor your own child’s progress and how to work with educators in order to improve the achievement of your child. This can include, but is not limited to, extra time with an educator, explanations of homework to the parent by the educator, extra communication with parents, etc. At times, the staff at Hamlin Education Center will be educated on how better to assist parents in being more involved in their child’s education. That education has/will include(d) how to better reach out to, communicate with, and work with parents as equal partners. It has/will include(d) using the Parent Resource Network, Human Service Agency, and Head Start/ICAP Agency personnel in order to educate staff and implement and coordinate parent programs in order to build ties between parents and the school. Parents have been/will continue to be notified of any workshops, classes, and seminars that are available to parents in order to educate them on parenting issues and school-related issues. The Hamlin School District understands the importance of communication with parents and notification of events pertaining to the educational life of students. Therefore, parents will be informed of related school and parent programs, meetings, and other activities in a way, and to the extent practicable, in a language the parents can understand. The Hamlin School District uses various means in order to communicate these events. They include, but are not limited to, Alert Now phone notifications, Hamlin School District’s website, letters home with students, newsletters, pamphlets sent home, newspaper articles, radio advertisements, etc. The Hamlin School District also feels that families need to find the school to be a place to be together and enjoy a time as a Hamlin School District family. The Title I program, along with the Parent/Teacher Organization, will host an annual Spring Family Fun Night. This is typically a night in which families can enjoy an evening of entertainment in a family-type setting at Hamlin Education Center. Because the Hamlin School District believes that all students need to be involved, to the extent practicable, the district commits itself to provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand. That includes, but is not limited to, providing pamphlets and Alert Now phone notifications in a language the parents can understand and providing an interpreter for the family. Assistance for parents and parental organizations in ideas for parental involvement within the school district can contact: <http://www.sdpirc.org> or phone: 1-800-219-6247.



## **Citizen Concerns School Board Policy:**

The School Board of Hamlin School District No. 28-3 welcomes constructive criticism of the schools through whatever medium when it is motivated by a sincere desire to improve the quality of the educational program. The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints. The Board also recognizes their obligation to identify responsible and valid criticism and channel it to productive uses. The Board understands that people have a right to question their public officials and to level criticism whenever they see fit. Criticism is vital to the democratic process. The educational system, as does any other social institution, needs and is nourished by constant criticism and evaluation. Criticism of the schools, even when ill-informed and/or ill-advised, is an expression of free speech. No aspect of education can properly be hidden or put beyond the range of examination or disagreement. If the concern or suggestion pertains to a student related classroom activity or incident, citizens are directed to first contact the teacher, or the building principal if unable to reach the teacher. Matters involving building procedures, auxiliary programs, or activity programs should be directed to the person directly responsible for the activity supervisor. In the event that the citizen is not satisfied with the action of the teacher, supervisor, or principal, the superintendent shall be contacted next regarding the concern. An opportunity for the citizen to be heard by the school board is then available to the person if he/she so desires. Board members, when contacted by the public about problems, are requested to use the above procedure unless circumstances dictate that the concern be directed to the superintendent. The superintendent will then process the complaint using the above described process. In the event that a parent, student, employee, or district stakeholder who has a concern regarding the use of and/or funding of any federal program and is unable to solve the issue, may address the concern in writing to the district's superintendent. An opportunity for the citizen to be heard by the school board is then available to the person if he/she so desires. In the event that the citizen is not satisfied with the action of the superintendent and school board, an opportunity for the citizen to be heard by the South Dakota Department of Education is then available to the person if he/she so desires. 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 the 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.

## **Rights of Homeless Students Board Policy:**

Rights of Homeless Students: Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth Hamlin School District Board Policy May 13, 2011  
The Hamlin School District shall implement the McKinney-Vento Homeless Education Assistance Act to ensure that children and youth in transition are provided with equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths in the district. Children and youths in transition shall have equal opportunity to meet state and district academic achievement standards, and are free from discrimination, segregation and harassment. By doing this, it is the intent of the Hamlin School District to ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth. The Hamlin School District's Policy is to ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured. This includes records such as academic records, medical records, proof of residency, or other documentation. It is also the policy of the Hamlin School District to keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian. The Hamlin School District's intent is to provide children or youth experiencing homelessness with services comparable to services offered to other students in the school district. Thus, services offered to other students would be offered to students experiencing homelessness. Those services would include such things as transportation services, vocational and technical education, gifted and talented programs, and school nutrition programs. It would also include educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency. Information regarding this policy will be distributed to all students upon enrollment. The information will be available in the district office, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies.