

# McLaughlin Elementary Student Handbook



## 2023-2024

Dr. Lynn Lawson,  
Superintendent

Kyle Henderson, Elementary Principal

**MCLAUGHLIN SCHOOL DISTRICT 15-2**

P.O. Box 880, 601 South Main

McLaughlin, SD 57642

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4484

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Hau Shunwatxogla Thiwahe!

My name is Kyle Henderson and I have the privilege of going into my 6th year as the Elementary Principal here at McLaughlin. This is a job that I love and I have so much appreciation for our families that send their kids to us and trust us to provide the best education for their children.

A quick background of myself and my family. I started my career in education in 2011 working as an HS Social Studies teacher here in McLaughlin. In my 12 years here I have also served as an MS Social Studies Teacher, and Athletic Director. I met my wife here when she arrived in 2013 and we are raising our 3 kids here in McLaughlin. My wife, Brooke, teaches 3<sup>rd</sup> grade; my daughter Jasmine will be in 4<sup>th</sup> grade; Lilly will be in 2<sup>nd</sup> grade and our youngest, Holden will be 3 years old in January, which is scary to see how fast time goes by! I coach wrestling here in McLaughlin as well as play a whole lot of corn hole at our league here in town.

As far as the school year our teachers have been hard at work in so many ways for your students. Here are a few things to expect while your students attend McLaughlin:

- We have almost all our staff trained in a program called Responsive Classroom. This program provides strategies in the following areas: engaging academics, positive community, effective management, and developmentally responsive teaching. You may hear your students talk about morning meetings, take a break spot, roleplaying, and closing meetings. Our goal is to build meaningful relationships between staff and students as well as students to students.
- We believe that Lakota Language and Culture are vital in helping develop our students to build confidence and identity. We will be making a big push in our lessons and incorporating the language in so many of the day-to-day tasks that we do.
- We focus on providing targeted instruction to accelerate your student's learning. During our What I Need (WIN) Time your students will receive lessons and practice at their current level. With effective whole group teaching and targeted learning, studies prove this is the best way to accelerate your students through education.

This is going to be a great year and our doors are always figuratively open, we do have to buzz you in for safety. Please do not hesitate to reach out, we are here for you and your students. Reach me via email at [kyle.henderson@k12.sd.us](mailto:kyle.henderson@k12.sd.us) or 605-823-4484 ext. 1208.

Sincerely,

Kyle Henderson  
Elementary Principal  
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## MCLAUGHLIN PUBLIC SCHOOL DISTRICT 15-2 PHILOSOPHY

McLaughlin Elementary will be a culturally responsive and innovative place where all students and staff strive for excellence in a safe and supportive environment.

## MCLAUGHLIN PUBLIC SCHOOL DISTRICT 15-2 VISION

To guide all learners to their full potential – academically, culturally, emotionally, and physically!

## MCLAUGHLIN PUBLIC SCHOOL DISTRICT 15-2 MISSION

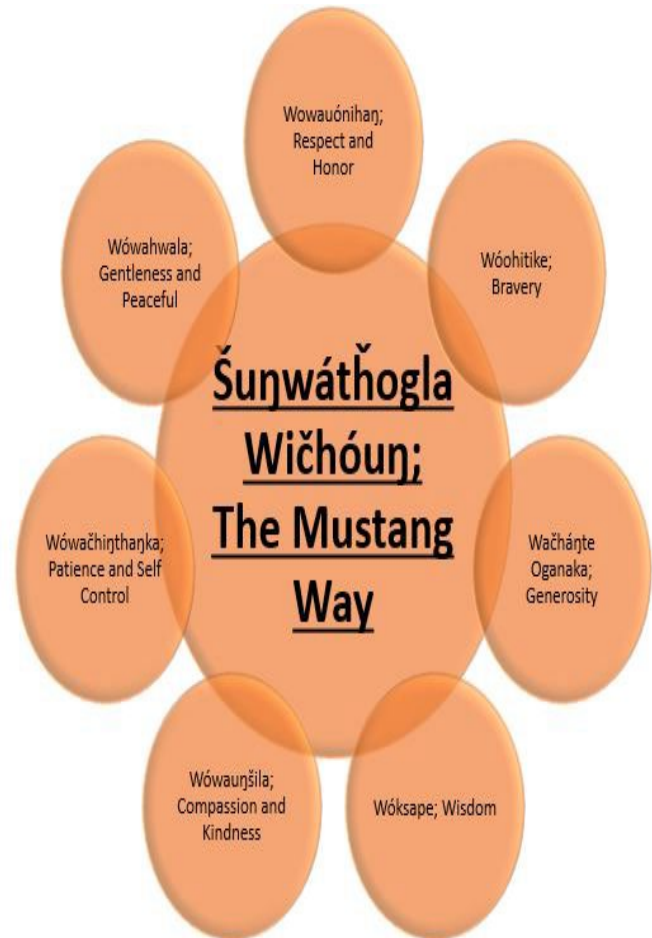
In order to fulfill the fundamental purpose of helping everyone reach their full potential, we are dedicated to creating a school in which...

- 1) Every teacher, parent and student is clear on the knowledge, skills, and attitudes students are expected to acquire in each course, grade level, and unit of instruction.
- 2) All families feel accepted and empowered to combine resources with the school to create productive individuals for society.
- 3) Students are prepared to be successful in life.
- 4) Leadership is dispensed throughout the school structure.
- 5) We are all proud of who we are and where we come from and are expected to go beyond what was thought possible to make a better future for ourselves, our families and our community.
- 6) Teachers act in a professional manner with integrity and honesty and develop relationships characterized by caring and respect – relationships that will lead to a rewarding professional experience.

# Šunwáthogla Wičhóuŋ/The Mustang Way

The 2019-2020 school year we introduce the McLaughlin Elementary School wide expectations. Our students will receive incentives by displaying these expectations in their classrooms and throughout the school. These expectations will connect our students with appropriate behavior and will help build a positive learning environment by living the Mustang Way.

1. Wowauónihaŋ; Respect and Honor
2. Wóohitike; Bravery
3. Wačháŋte Oganaka; Generosity
4. Wóksape; Wisdom
5. Wówaŋšila; Compassion and Kindness
6. Wówačhiŋthaŋka; Patience and Self Control
7. Wówahwala; Gentleness and Peaceful



## McLaughlin School Song

“OUR DIRECTOR”

Oh we are from McLaughlin  
Stand up and cheer  
Our students are  
fighting To win this  
game tonight RAH!  
RAH! RAH!  
We will cheer you on  
Victory is our aim  
Our team will win, win, win  
This game tonight!

V-I-C-T-O-R-Y



### SCHOOL'S RESPONSIBILITY TO THE STUDENT

- 1) THE SCHOOL WILL PROVIDE EACH STUDENT WITH A FREE AND APPROPRIATE EDUCATION.
- 2) THE SCHOOL WILL PROVIDE A SAFE ENVIRONMENT.
- 3) THE SCHOOL WILL NOT VIOLATE THE STUDENT'S RIGHT TO CONFIDENTIALITY OF PRIVATE AND PERSONAL INFORMATION.
- 4) THE SCHOOL WILL ENCOURAGE STUDENTS TO PARTICIPATE IN THE TOTAL EDUCATIONAL PROGRAM.
- 5) THE SCHOOL WILL PERMIT STUDENT REPRESENTATION IN ITS GOVERNANCE THROUGH RECOGNIZED STUDENT COUNCILS.
- 6) THE SCHOOL WILL ACT IN THE BEST INTEREST OF THE INDIVIDUAL AS WELL AS IN THE BEST INTERESTS OF THE ENTIRE STUDENT BODY.
- 7) IT IS THE TEACHER'S RESPONSIBILITY TO HAVE ALL STUDENTS FOLLOW THE RULES AND ENFORCE THEM.

## STUDENT'S RESPONSIBILITY TO THE SCHOOL

- 1) THE STUDENT HAS THE RESPONSIBILITY TO OBTAIN AN EDUCATION. THE STUDENT MUST REGARD THE OPPORTUNITY OF OBTAINING AN EDUCATION AS ONE OF THEIR DUTIES TO THE COMMUNITY. IT IS THEIR RESPONSIBILITY TO ATTEND CLASS REGULARLY AND COMPLETE THEIR ASSIGNMENTS.
- 2) THE STUDENT HAS THE RESPONSIBILITY TO FOLLOW SCHOOL RULES. THE STUDENT MUST OBEY RECOGNIZED LAWS, RULES, AND PROCEDURES DEVELOPED BY THE SCHOOL AND COMMUNITY.
- 3) THE STUDENT HAS THE RESPONSIBILITY TO DEMONSTRATE COURAGE AND INDEPENDENCE, TO PRACTICE SELF-CONTROL. THE STUDENT MUST REFRAIN FROM INFLECTING BODILY HARM ON OTHER INDIVIDUALS AND RESPECT THE PRIVACY OF THEIR PERSON AND PROPERTY.
- 4) THE STUDENT HAS THE RESPONSIBILITY TO DISPLAY GENEROSITY TO SHARE HIS/HER GIFTS AND TALENTS UNSELFISHLY WITH THE SCHOOL COMMUNITY.
- 5) THE STUDENT HAS THE RESPONSIBILITY TO BE IN SCHOOL ON A CONSISTENT AND TIMELY MANNER.

## PARENT'S RESPONSIBILITY TO THE SCHOOL

- 1) ENSURE YOUR CHILD IS IN SCHOOL EVERYDAY.
- 2) HAVE HIGH EXPECTATIONS FOR YOUR CHILD IN SCHOOL.
- 3) COMMUNICATE AND WORK WITH TEACHERS AND SCHOOL STAFF TO SUPPORT AND CHALLENGE YOUR CHILD.
- 4) PROVIDE A TIME AND PLACE FOR HOMEWORK AND MAKE SURE THE WORK IS DONE.
- 5) VOLUNTEER TO OBSERVE AND/OR PARTICIPATE IN STUDENT AND SCHOOL-SPONSORED ACTIVITIES.

## ACADEMICS

### Standards Based Grading and Grading Scale

McLaughlin Elementary will be evaluated on the South Dakota State Standards for each grade and subject area. Evaluation will be based on the following criteria:

- E – Exceeds Expectations, Above Grade
- Level S – Satisfactory, At Grade Level
- P – Progressing, Can do with Prompting
- N – Needs Improvement, Needs Extra Help in this Area

**What is standards-based grading?** Standards-based grading communicates how students are performing on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to pre-established learning targets, as opposed to simply averaging grades/scores over the course of a grading period, which can mask what a student has learned, or not learned, in a specific course.

**How does standards-based grading differ from traditional grading?** Unlike with traditional grading systems, a standards-based grading system measures a student's mastery of grade-level standards by prioritizing the most recent, consistent level of performance. Thus a student who may have struggled at the beginning of a course, when first encountering new material, may still be able to demonstrate mastery of key content/concepts by the end of a grading period.

In a traditional grading system, a student’s performance for an entire quarter is averaged together. Early quiz scores that were low would be averaged together with more proficient performance later in the course, resulting in a lower overall grade than current performance indicates.

Standards-based report cards separate academic performance from work habits and behavior in order to provide parents a more accurate view of a student’s progress in both academic and behavioral areas. Variables such as effort, participation, timeliness, cooperation, attitude and attendance are reported separately, not as an indicator of a student’s academic performance.

## ELEMENTARY CURRICULUM

The core curriculum of McLaughlin Elementary School is supplemented by classes in PE, Culture, Computers, Music, Guidance and Library. Designated individual students will have programs designed to fit their special needs.

All students will have PE at least once a week. For a student to be exempt from physical education for more than one day, a doctor’s note stating a physical education restriction must be on file in the elementary principal’s office. A parent/guardian note is required for a one-day exemption from physical activity. Students must also wear appropriate shoes (tennis shoes) or they will not be allowed to participate in PE classes. Students are encouraged to bring an extra pair of shoes to keep at school to ensure their participation in PE.

## REPORT CARDS

Report cards are completed for every student and are mailed home at the end of each quarter.

## ASSESSMENT

*Assessment Guide  
McLaughlin School District  
School Year 2022-2023*

Name of Assessment	Subject Matter Assessed	Grades Administered	Purpose of the test (what is it designed for and how are the results used?)	Source of Requirement	Approximate time Spent taking the test when Administered	Dates Administered (state window and district dates)	Reporting Results
SD Interim Assessment	ELA, Math, Science	K-5th	The test measures student progress. The test is administered 2 times a year to measure student growth.	Computer	90 minutes/test	September, December,	District
SD ELA, Math, Science	ELA, Math, Science	3rd - 5th	The state exam is used to measure student on grade level on the student, grade, school and district levels	Computer	90 minutes/test	March - May	State
SD Interim Assessment	ELA, Math, Science	6th - 8th	The test measures student progress. The test is administered 2 times a year to measure student growth.	Computer	90 minutes/test	September, December,	District
SD ELA, Math, Science	ELA, Math, Science	6th -8th	The state exam is used to measure student on grade level on the student, grade, school and district levels	Computer	90 minutes/test	March - May	State
SD Interim Assessment	ELA, Math, Science	9th - 10th	The test measures student progress. The test is administered 2 times a year to measure student growth.	Computer	90 minutes/test	September, December,	District
SD ELA, Math, Science	ELA, Math, Science	11th	The state exam is used to measure student on grade level on the student, grade, school and district levels	Computer	90 minutes/test	March - May	State
NAEP	Reading, Math	12th	National assessment of what America's students know and	Computer	90 minutes/test	2023	National
SD English Language Proficiency Assessment	Reading, Writing, Speaking, and Listening	13th	language proficiency assessments for grades K-12.		90 minutes/test	January - March	State

## HOMEWORK POLICY

Homework shall be at the discretion of each teacher. Homework will be relevant to the subject and an enhancement to the class. Consideration will be given to the level of students, the activities in progress, and the assignments of other teachers.

## REGISTRATION

Parents/guardians of all students who enroll in McLaughlin School for the first time or transfer to the McLaughlin School must provide the school with a certified copy of the student's BIRTH CERTIFICATE OR AFFIDAVIT IN LIEU OF BIRTH CERTIFICATE as issued by the state department of health in such cases where the original birth certificate is deemed unattainable (SDCL 13-27-3).

Parents/Guardians must provide the school a copy of the child's birth certificate upon enrolling in school. If the certificate is not provided to the school, the student will not be allowed to enroll and attend school. Failure to provide a certified copy of the child's certificate is classified as a Class 2 Misdemeanor. SDCL 13-27-3.1

To be in compliance with the state department of health, a completed CERTIFICATE OF IMMUNIZATION is also required of all students. All immunization records must show the dates the immunizations were given.

The school district also requires a copy of a student's TRIBAL ENROLLMENT VERIFICATION (DEGREE OF INDIAN BLOOD) if applicable and a copy of a student's SOCIAL SECURITY CARD. Students must have a copy of their previous report card for promotion to the next grade. *Enrollment is not complete without the required documentation.*

STUDENTS MAY NOT BE ALLOWED TO ATTEND SCHOOL UNTIL THESE DOCUMENTS ARE ON FILE –

- Birth certificate
- Immunization
- Tribal enrollment

A student who is three or four years old on or before September 1st is eligible to be enrolled in preschool. The student must be potty-trained in order to attend our preschool. A student who is five years old on or before September 1st is eligible to be enrolled in kindergarten. A student who is six years old on or before September 1st is eligible to be enrolled in first grade.

### **SCHOOL WITHDRAWAL/TRANSFER**

To withdraw from McLaughlin school a student must be accompanied by a parent/guardian. Notice must be given to the office, all bills must be paid, and all books handed in before the drop is completed. If the student is under age by either state or tribal law, the appropriate agencies will be notified.

### **TRANSFER STUDENTS**

Any student wishing to transfer to the McLaughlin school must be living within the school district when he/she enrolls and be accompanied by a parent/guardian. The student may not be under suspension or expulsion from another school district.

Any student who open enrolls at another elementary, high school/middle school will not be allowed to transfer back to McLaughlin High School/Middle School or Elementary during the semester and not without written approval of both school boards.

Grade placement will be determined by all school records for returning students.

### **OPEN ENROLLMENT**

Any student who requests to open enroll must have a completed open enrollment form with him/her when he/she registers. Any student who open enrolls before the first day of school is granted eligibility to participate in SDHSAA activities. Any



student who open enrolls after the first day of school must wait 45 days before eligibility is granted per SDHSAA guidelines. Criteria for determining open enrollment acceptance include but are not limited to:

- 1) CAPACITY OF PROGRAM
- 2) CAPACITY OF CLASS
- 3) CAPACITY OF GRADE LEVEL
- 4) CAPACITY OF BUILDINGS
- 5) TEACHER/STUDENT RATIO

### **PROMOTION, CLASSIFICATION, AND RETENTION**

Any teacher considering retention will inform the principal before the end of the first semester. The principal will inform the parent/guardian by letter and request a meeting to discuss the student's progress. The decision to place, promote or retain a student will be made by the teacher, the principal and the parent/guardian.

### **HOME SCHOOL STUDENTS**

K-5 Home School students may attend non-curricular classes: These students may participate in class activities and in out- of-district contests in these areas.

Home School applications must be completed each year and be on file in the business office.

### **TEACHER QUALIFICATION POLICY/PARENTS RIGHT TO KNOW**

To meet the requirements of Title I, the McLaughlin school must provide the following information to parents upon request:

- 1) WHETHER A TEACHER HAS MET STATE QUALIFICATION AND LICENSING CRITERIA FOR THE GRADE LEVELS AND SUBJECT AREAS IN WHICH THE TEACHER PROVIDES INSTRUCTION;
- 2) WHETHER THE TEACHER IS TEACHING UNDER EMERGENCY OR OTHER PROVISIONAL STATUS THROUGH WHICH STATE QUALIFICATION OR LICENSING CRITERIA HAVE BEEN WAIVED;
- 3) THE BACHELOR'S DEGREE MAJOR OF THE TEACHER AND ANY OTHER GRADUATE CERTIFICATION OR DEGREE HELD BY THE TEACHER, AND THE FIELD OF DISCIPLINE OF THE CERTIFICATION OR DEGREE; AND
- 4) WHETHER THE CHILD IS PROVIDED SERVICES BY PARAPROFESSIONALS AND, IF SO, THEIR QUALIFICATIONS.

Parents/guardians may also request information about the level of achievement of their child in each of the state academic assessments including but not limited to the, MAPS, DIBELS, SBA, kindergarten screening and any testing resulting in Special Education Services.

## **SPECIAL SERVICES**

### **GUIDANCE SERVICES**

Individual counseling is available from the school counselor upon student, teacher or parent/guardian request.

Students can receive information and assistance from the counselor in the following areas:

- 1) INDIVIDUAL OR SMALL GROUP COUNSELING REGARDING STUDENT SOCIAL, EMOTIONAL, BEHAVIORAL, ATTITUDINAL, FAMILY AND/OR ATTENDANCE PROBLEMS.
- 2) EFFECTIVE INTERACTION OPTIONS BETWEEN THE SCHOOL AND THE APPROPRIATE SOCIAL SERVICE AGENCIES INCLUDING BUT NOT LIMITED TO PROBATION AND PAROLE, COUNTY SOCIAL SERVICES, TRIBAL SOCIAL SERVICES, CHILD PROTECTION SERVICES, INDIAN HEALTH SERVICES, AND COMMUNITY HEALTH RESOURCES.

## **SPECIAL EDUCATION**

McLaughlin School District offers a comprehensive Special Education Program under the provisions of the Individuals with Disabilities Education Act (IDEA). Identification of students with disabilities is done through the appropriate referral, screening, and evaluation procedures as outlined in the school's SPED Policies and Procedures Handbook.

## **504 SERVICES**

Section 504 applies to persons with disabilities. Basically, it is a civil rights act which prohibits discrimination against individuals with physical or mental disabilities who attend public or private schools funded with public dollars. Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights (OCR). To become eligible for services and protection under Section 504, a student must be determined, because of an evaluation, to have a physical or mental impairment that substantially limits one or more major life activities. All parent, teacher, or administrative initiated referrals to the district's Section 504 Committee must originate at the school the student currently attends. Written requests for Section 504 services shall be made by the school principal or his/her designee and forwarded to the district's Section 504 Coordinator.

## **MCLAUGHLIN INTERVENTION TEAM**

McLaughlin has an established team to help students be identified for special education team. The McLaughlin Intervention Team will help establish classroom interventions for students before their referral to special education. The goal of the MIT is to help teachers implement and monitor instructional interventions for struggling students.

## **INTERVENTION TEACHERS**

Intervention teachers are provided for students in the lower elementary. Students that are slightly below grade level may receive individualized instruction from the intervention teacher to help that student reach grade level. Parent permission is not needed for students to receive instruction from the intervention teacher; however the intervention teacher will communicate with parents as needed.

## **CLASSIFIED STAFF – PARAPROFESSIONALS**

Grades PreK-5 are all staffed with highly qualified paraprofessionals. Our paraprofessionals serve to address the individual needs of all students, but specifically those students that are falling below grade level. Paraprofessionals in grades 3-5 will deliver intervention services at the discretion of the certified teacher to ensure all students are at grade level in the respective subject areas.

## **MCKENNY-VENTO**

Refer to the following link for McKenny-Vento information: <https://4.files.edl.io/7521/09/27/19/135528-e0d8078e-4e56-41de-bcd9-5f74bf6b4c67.pdf>



We are concerned about providing a healthy environment for all of our students. I would like to mention a few ways you can help us keep that healthy environment.

If your child is not feeling well in the morning, please do not send them to school if he/she:

- Has a fever of 100.4 degrees or higher
- Has been vomiting or feels nauseated
- Has symptoms such as:
  - Excessive tiredness or lack of appetite
  - Productive coughing, sneezing
  - Headache, body aches, earache, diarrhea, severe sore throat.

Keep your child home until his/her fever has been gone for 24 hours without medication. Colds can be contagious for at least 48 hours. Returning to school too soon may slow the recovery process and expose others to illness.

Notify the school office when you do keep your child home and the reason why.

We encourage all children to eat breakfast. The school provides breakfast free for all students from 7:30 – 7:55 AM MT. The meals are nutritious and well balanced.

Before sending your child off to school, please check the weather so that your child/children will be clothed properly to be outside for recess.

The following pages are some important health policies that may concern your child at some time during the school year. Please read them.

If you have, any questions concerning your child's health contact the school nurse Monday through Thursday from 7:30 AM – 3:30 PM MT.

#### **NON PRESCRIPTION MEDICATION (over the counter medication)**

It is the position of the school board that the presence of medication on school property must be carefully monitored to prevent the development of harmful situations to the students. Students are encouraged to receive medicine outside school hours whenever possible. If there is a need for non-prescription medication the following procedure is to be followed at the Elementary Level:

- Parent/Guardian will be required to send it with their child in a container, the original when possible, including the student's name, name of the medication, amount to be taken and the time to be taken.
- The medication must be kept in the nurse's office.
- Written permission must be sent with the non-prescription medication requesting it to be given.
- Written permission must also be given for students to take cough drops.
- All permission slips will be given to the school nurse and kept in a file for the school year.

## **PRESCRIPTION MEDICATION (medication prescribed by a physician)**

The school board recognizes the need of some students to receive physician prescribed services during the school day. The board maintains the right to refuse to provide physician prescribed services when it is not in the best interest of the district.

- o Prescription medication must be provided in a bottle labeled by a pharmacy or doctor including the child's name, the amount to be taken, when it is to be taken and the date of the prescription.
- o Prescription medication must be brought to the nurse's office and kept there.
- o Medication **must** be accompanied with written permission from the parent requesting that the medication is to be taken.
- o The school nurse will administer medication. Families requesting assistance in administration of prescribed medication shall be required to sign a parent request and authorization relieving the district from all responsibilities related to the administration of the medication.

## **Lice Protocol**

With a strong light, check your child's head for nits or lice. There are nonprescription treatments that can be purchased. There are also other treatments available which require a prescription. All persons in the household should be examined for the presence of head lice. All infected persons should receive treatment. Follow all instructions that come with the head lice shampoo. Remove all nits and lice. Nits do not fall off the hair shaft after treatment and can be difficult to remove as they are cemented onto the hair shaft. For easier nit removal, use a vinegar and water mixture (one to one). Soak a towel in the mixture and apply to hair for 30 to 60 minutes. There are egg removers that can be purchased also. A metal comb works best for removal of eggs and is re-usable by washing in hot soapy water.

## **RECOMMENDATION and ADVICE**

Parents are responsible for maintaining their child's health. They are also responsible for scheduling and transporting students to all medical, physical, vision, and dental appointments. The classroom teacher is responsible for administering minor first aid. For medical emergencies that require immediate attention, the student will be taken to the nurse's office.

In the event of an emergency situation only, a student may need to be transported to an appropriate medical facility and the parent/guardian will be notified.

The school is not permitted to treat illness or injury other than to give basic first aid. The nurse will be in the building Monday – Thursday from 7:30 – 3:30 MT. A complete Health and Wellness Policy Book is available in the nurse's office, administrative offices and on the school website.

The objectives of the school health services are to:

- 1) APPRAISE THE HEALTH STATUS OF STUDENTS AND SCHOOL STAFF;
- 2) COUNSEL STUDENTS, PARENTS/GUARDIANS, AND OTHERS CONCERNING APPRAISAL FINDINGS;
- 3) PREVENT AND CONTROL DISEASE;
- 4) PROVIDE EMERGENCY SERVICE FOR INJURY OR SUDDEN ILLNESS;
- 5) IMPLEMENT SERVICES AND EDUCATION PROGRAMS WHICH WILL HELP TO PROMOTE THE GOOD HEALTH OF STUDENTS AND SCHOOL STAFF;
- 6) PLAN SERVICES WHICH PROMOTE A HEALTHFUL ENVIRONMENT;
- 7) PROVIDE HEALTH CARE INTERVENTION FOR HANDICAPPED CHILDREN; AND PROMOTE HIGH LEVEL WELLNESS AS AN INTEGRAL COMPONENT OF HEALTH SERVICES

## **HEALTH SCREENING PROGRAMS**

Vision K-12 All students with glasses will be an automatic referral. Scoliosis 5-8

Hearing K-12

Height, Weight and Body Mass Index (BMI) K-

12 Head lice screening PreK-12

Diabetic Screening (A/N) K-

12 Blood Pressure K-12

Dental Health K-12

Immunizations K-12

## **IMMUNIZATION RECORDS**

South Dakota State Law (SDCL 12-28-7.1) requires any pupil entering school or an early childhood program in this state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, pertussis, rubella (measles), rubella, mumps, tetanus, and varicella (chickenpox), according to the recommendation of the State Department of Health.

This law applies to all children entering a South Dakota school district for the first time. This should include children in early intervention programs, pre-school, as well as kindergarten through twelfth grade.

Minimum immunization requirements for kindergarten through twelfth grade are defined as having received at least:

- 1) Four or more doses of diphtheria, pertussis and tetanus containing vaccine, with at least one dose administered on or after age 4. Children 7 and older needing primary series are required to have Td, and only need three doses with at least 6 months between dose two and three. If the child is 11 or older, the first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving more than 6 doses before age 4 do not require and additional doses for school requirements. The maximum a child should receive is six doses.
- 2) Four or more doses of poliovirus vaccine, at least one dose on or after age 4; if four doses are administered prior to age 4 years, a fifth dose should be administered after age 4.
- 3) Two doses of a measles, mumps and rubella vaccine (MMR) or submit a serological evidence of immunity. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
- 4) One dose of varicella vaccine. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature.

NOTE: Additional immunization requirement for kindergarten entry only.

- 1) Two doses of varicella vaccine, the first does administered at 12-15 months of age, and the second dose administered at 4-6 years of age or history of disease. The minimum interval between two doses is 3 months. Only the parent or guardian's signature is allowed when verifying history of disease.

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

A completed immunization record or acceptable evidence of being in the process of receiving the requirements defined above must be submitted to the school upon first time entrance or transfer. If an immunization record is not submitted at the time of registration, the child will not be allowed to enroll and attend school. Failure to obtain required immunizations is basis for excluding a child from attending school until immunizations are complete.

A copy of the completed certificate of immunization for all kindergarten and the first time entrance student to a South Dakota school will be submitted to the State Health Department. This record will be available for inspection by authorized representatives of the State Department of Health.



## ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

### **HEALTH STATEMENT**

Every student before being allowed to participate in interscholastic athletics must have passed a yearly physical examination.

Certification as to the adequacy of a student's health for athletic participation shall be restricted to a duly licensed doctor of medicine, doctor of osteopathy, doctor of chiropractic, physician's assistant or nurse practitioner, on official blanks furnished by the Executive Director of each member school.

### **EXCLUSION from Physical Activity**

Any student being excused from physical activities, such as PE, longer than two weeks must provide a medical statement to the Elementary office.

### **EXTRA-CURRICULAR ELIGIBILITY**

The McLaughlin Public School District believes that co-curricular activities are a vital aspect of a well-balanced educational program. Organized activities provide an additional avenue for positive learning experiences, and all students are encouraged to become active participants.

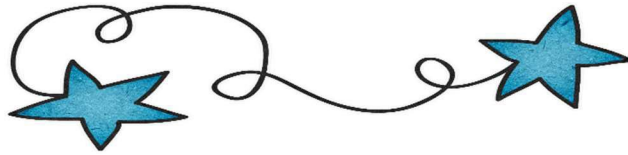
- 1) EACH ATHLETIC PARTICIPANT MUST HAVE A CURRENT PHYSICAL FORM ON FILE PRIOR TO HIS/HER PARTICIPATION IN ANY EVENT IF APPLICABLE.
- 2) EACH ACTIVITY PARTICIPANT MUST BE IN SCHOOL BY 8:00 AM MT THE DAY OF THE EVENT UNLESS ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.

The goal of the McLaughlin fifth grade eligibility policy is to ensure that students are full participants in the academic program as well as in the activity component of the school.

### **ATTENDING SCHOOL SPONSORED ACTIVITIES**

Students in grades Pre-K thru 5 must be accompanied by and sit with their parent/guardian or an approved adult at any school sponsored activity. Any person attending an activity is expected to be respectful and attentive. Security guards will remove anyone displaying inappropriate behavior. Outside authorities will be called if necessary.

# ATTENDANCE POLICY



The McLaughlin School District operates on the philosophy that conventional school attendance and participation is educationally sound and beneficial to the welfare of students. The school attendance policy is established to perpetuate a positive educational environment for all.

## **STUDENT ATTENDANCE:**

McLaughlin School District must meet state standards for attendance. Regular daily attendance is expected. Attendance requirements of South Dakota law:

- Requires compulsory attendance for students from six to eighteen years of age (and those students who are five years of age enrolled in kindergarten).

Attendance requirements of the Standing Rock Sioux Tribal Education Code:

- Mandates that student cannot miss 5 days in a half year or 10 days in a full year.
- Requires all students between six and nineteen years of age (and those students enrolled in kindergarten as 5-year-olds) attend school regularly.

The primary responsibility for regular school attendance of a student rests with the student's parent/guardian. Students are considered absent when they are not in attendance, regardless of the reason. The two exceptions where students will not be considered absent are:

- Participation in a school sponsored activity
- Inclement weather when the school has cancelled school or at the discretion of the superintendent.

Elementary attendance is computed on a daily basis. If a student is absent or will be absent for all or part of the school day, that parent/guardian must notify the elementary office prior to the absence. Any absence without prior notice will result in a telephone call from school personnel as to the reason why a student is absent. Written notification of the absence may be utilized if school personnel are unable to contact the parent/guardian by telephone.

## **ATTENDANCE REGULATIONS**

The following guidelines are to help parents/guardians establish a good attendance record for their child/children:

- Arriving at school after 8:01 and 8:30 AM will result in students being counted as tardy.
- Arriving between 8:31 AM and 11:30 PM will result in student being counted as one-half day absent.
- Students being checked out between 7:30 AM and 11:30 or 11:30 and 3:30 PM will be counted as absent one half (1/2) day.

## **ABSENCES FROM SCHOOL**

The following procedures will be used after the student has been absent a number of times during the year:

**FIVE ABSENCES:** written notification will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney. The letter will include a statement of the parent's/guardian's responsibilities under the Tribal Education Code and South Dakota State Law to cause the child to attend school regularly

**SEVEN ABSENCES:** a certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney regarding the student's absences. The letter will include a conference time for the parent/guardian to meet with the principal to discuss the seriousness of the absences. The parent/guardian will also be notified of future consequences should more absences occur.

**TEN ABSENCES:** a certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney regarding the student's absences. Ten absences will result in a referral to Juvenile or Adult Court for Educational Neglect.

**FIFTEEN NONCONSECUTIVE ABSENCES:** a certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney stating the child has been dropped. The parent/guardian will be required to fill out all paperwork necessary to re-enroll and must attend a parent class in order for the child to return to school. If the parent/guardian deems it necessary to enroll their child in a different school, all absences will follow the child.

### **Excused Absences**

The following reasons for a school absence are considered excuses, but still WILL be counted as absences:

- Student medical appointments (please provide written documentation for the medical provider)
- Death in the family
- Student illness or injury
- Cultural activities (3 days at the discretion of the building principal)

In the case of chronic or irregular attendance due to illness or injury, the administration will request a physician's written statement certifying the necessity for school absence.

State law 1977, CH129.1 13-27-6.1 states: "an elementary and secondary pupil shall be eligible to be counted for school attendance up to five days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the educational value."

When a student has been absent from school without parent/guardian notification, school personnel will make a home/work contact by telephone, home visit or written notification. Classroom instructional time is important and is difficult to make up.

An excused absence includes medical illness and enrollment in a short term group care educational program for up to 90 consecutive school days.



## EARLY DEPARTURE

Any parent/guardian who must take their elementary child out of school early must obtain a slip from the elementary secretary or principal before the child will be permitted to leave the building. No child will be permitted to leave with anyone other than a parent/guardian unless written permission is filed in the office.



## RULES OF STUDENT CONDUCT AND DISCIPLINE

Students attending McLaughlin School are required to conduct themselves with respect for self and others through their actions, language, dress and respect for school property. The building administration reserves the right to assign consequences for any student exhibiting behavior that violates the rules of the school.

Parents shall be informed of incidents that violate school rules. Copies of written disciplinary referrals will be sent to the parent/guardian.

Consequences may include but not limited to a conference, lunch detention, after-school detention, in-school suspension, out of school suspension, or a recommendation for expulsion. If the student is returning from out-of school suspension, a conference will be held with the parent/guardian before the student is allowed back in class. Students may be referred for counseling services as a result of inappropriate behavior.

**BULLYING** - Persistent threatening and aggressive behavior directed toward other people.

This includes name calling and intimidation. Students will be taught how to intervene when they see another student being bullied. Students will also be taught procedures to follow when being bullied. Bully Prevention Rules are as follows:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**REPEATED INTERFERENCE** - Behavior that interferes with the learning process.

Including but not limited to sleeping through class, refusal to participate in classroom assignments/activities, blatantly disrespecting staff members or other students, walking out of class, etc. Students will be given an opportunity to correct their misbehavior. If the detrimental behavior continues and is repeated, the repeated interference will be assigned a consequence.

## **GANGS/GANG RELATED ACTIVITY**

McLaughlin School recognizes gang activity as a disruptive and dangerous influence, which consequently, adversely affects both the home and school environment. This behavior is disruptive to the safe and orderly operation of the educational process and poses a threat to students and staff. This includes the display, use of or possession of paraphernalia associated with gang activity/members as defined by 15:101 sub section B of the Tribal Code which defines “gang member” as an individual who meets two or more of the following criteria:

- Self-proclamation
- Witness testimony/official statement
- Written or electronic correspondence
- Paraphernalia or photographs
- Tattoos
- Clothing or colors
- Any other indication of gang activity

## **SEXUAL HARASSMENT**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a School District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and School District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

## **CLASSROOM/HALLWAY RULES**

Students are to be in their classroom unless given permission to leave. Students must adhere to the following classroom/hallway rules:

- Students must report to their class first. If there is a need to leave the classroom for any approved reason, the student must receive permission from the teacher.
- Students are responsible for bringing all classroom materials to class to minimize hallway traffic.
- Students are not allowed to bring pop, seeds or food items to class. Gum is at the discretion of the classroom teacher.
- I-pods, headphones, toys, skateboards, roller blades, CD players and cell phones will be confiscated at the front door of the school and held by school personnel until parents pick them up.

## **DISCIPLINE POLICY**

The McLaughlin School District operates on the philosophy that conventional student behavior and participation is educationally sound and beneficial to the welfare of students. The school discipline policy is established to perpetuate a positive educational environment for all.

## **STUDENT BEHAVIOR:**

Appropriate and safe daily behavior is expected. The primary responsibility for a student’s appropriate and safe daily behavior rests with the student’s parent/guardian. A student’s behavior is considered inappropriate when their behavior is unsafe and disruptive regardless of the reason. Elementary behavior is computed on a daily basis. If a student exhibits unsafe or disruptive behavior for all or part of the school day, the parent/guardian will be notified by the classroom teacher, Dean of Students or other school personnel. Written notification of the incident may be utilized if school personnel are unable to contact the parent/guardian by telephone.

## **MONITORING MAJOR BEHAVIOR REFERRALS**

The Principal will track and monitor the number of referrals of each student. The following procedures will be used after the student has received a major behavior referral.

**FIVE REFERRALS:** written notification will be sent to the parent/guardian. The letter will include a statement of the parent's/guardian's responsibilities regarding student behavior.

**SEVEN REFERRALS:** a certified letter will be sent to the parent/guardian regarding the student's behavior. The letter will include a conference time for the parent/guardian to meet with the principal to discuss the seriousness of the student's behavior and to develop an initial Behavior Intervention Plan (BIP). The parent/guardian will also be notified of future consequences should more behavioral referrals occur. Parents, teachers, principal and dean of students will all take part in the development of this plan.

**TEN REFERRALS:** a certified letter will be sent to the parent/guardian. Ten referrals will result in a referral to Juvenile or Adult Court regarding a child in need of supervision if the parent has not attended a BIP meeting. A BIP will be reevaluated with the team that helped establish the initial BIP to determine if modifications are needed.

**FIFTEEN REFERRALS:** a certified letter will be sent to the parent/guardian stating the child has been suspended. The parent/guardian must attend a conference with the principal before the student may return to school. The BIP will be modified in a meeting with the parent to ensure appropriate supports are in place. If the parent/guardian deems it necessary to enroll their child in a different school, all referrals will follow the child.

## **SUSPENSION AND EXPULSION**

All suspensions of students (ISS and OSS) will be done through the Principal's office. However, an expulsion requires school board action. Parents/guardians will be notified in writing of any ISS, OSS or expulsion.

ISS is a student behavior management system that is an in-school suspension (ISS) model. Students assigned to ISS will continue with their regular schoolwork. Homework is due at the end of the day. Students may not participate or attend any school sponsored activity the day they serve ISS.

The Principal may suspend students out of school (OSS) up to ten (10) days for various offenses. Before returning to school the suspended student and his/her parent/guardian will be required to meet with the Principal to develop a plan for the improved behavior of the student. Students who have OSS are ineligible to participate in or attend co-curricular or school sponsored activities including practice, games, concerts, pow-wows, and other performances during the suspension.

In cases of serious infractions, suspensions of not more than 90 school days may be assigned by the superintendent. Suspensions by the superintendent may be appealed to the school board.

**Suspensions** exceeding 90 days will be by school board action. The McLaughlin School District will follow South Dakota codified laws to protect the right of all parties involved.

## **PERSONAL ATTIRE AND APPEARANCE**

McLaughlin Elementary encourages students to use sound judgment when considering dress. Appropriate dress is conducive to a positive learning environment. Concerns can arise when dress and grooming become a potential danger to the student or classroom. We are alcohol and tobacco free; therefore, any part of a wardrobe that can be seen to promote the use of alcohol, tobacco, or drugs may not be worn on school property. Also, any part of a wardrobe that promotes any form of sexual harassment, or displays obscene, profane, lewd, vulgar, or sexually

suggestive material is prohibited. Undergarments are to be covered up. No student shall be prevented from attending school or a school-sponsored activity because of appearance of style, fashion, or taste as the sole criteria for such action. The administration will notify students of any dress code rules at school **and take measures to address infractions, such as to require the student to turn an offensive t-shirt inside-out.**



## Parent Involvement

### McLaughlin Elementary Parent Involvement Policy

McLaughlin Elementary School will do the following to integrate parents in the education of their children:

#### Policy Involvement

Convene an annual meeting during the 1<sup>st</sup> quarter of school. All parents will be invited and encouraged to attend. Parents will be informed of McLaughlin Elementary's Title I school wide status and how their student's will be participating. Title I requirements as well as parental rights will also be discussed.

The annual meeting will be held during the 1<sup>st</sup> quarter of school in conjunction with Family Fun Night. The meeting will be held in the school cafeteria and a small meal will be served.

Offer a flexible number of meetings, transportation, child care or home visits as needed.

Parents that are unable to attend Family Fun Night will be provided additional opportunities to receive the Title I information, such as parent/teacher conferences, make and takes, as well as any time they stop by the school.

Involve parents in the planning, review and improvement of programs and improvement of the school parental involvement policy.

Family Fun Night  
School/Parent Compact  
Cultural Activities

Provide parents of all children timely information, descriptions and explanations of the curriculum and opportunities to meet.

Weekly newsletters outlining upcoming events, standards, curriculum and student progress will be sent home by all grade levels and subject areas.

## SCHOOL-PARENT COMPACT

The McLaughlin Elementary School and the parents/guardians of agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2023-2024 School Year.

### School Responsibilities

The McLaughlin Elementary School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards by fully aligning all curriculum to the Common Core State Standards, assessing students on the Common Core State Standards and providing individualized interventions for students not reaching mastery.

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

Provide parents with frequent reports on their children's progress by sending home weekly newsletters that share student progress on the Common Core State Standards and what parents can do at home to help their children reach mastery.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- **Teachers are available for consultation with parents from 7:30 – 8:00 am MT or from 3:15 – 3:30 pm MT Monday – Thursday. Other times can be scheduled by contacting the Elementary Office @ 823-4484 ext. 207.**

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parent, guardians and family members are strongly encouraged to visit classrooms and volunteer. If you are available and interested in volunteering, please let your child's teacher know. You can also let the Elementary Office know. Times will be arranged that are convenient for the volunteer and the teacher.

### Parent Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- Ensuring my child is in school daily and on time.
- Making sure that homework is completed when given.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.

- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on committees or advisory groups (IEB/JOM)

### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Come to school every day on time.
- Participate in class.
- Do what the teacher asks me to do.
- Behave appropriately.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.



## MISCELLANEOUS ITEMS

### **CONDUCT ON BUSES**

Bus drivers are in direct charge of students while riding the bus to and from school as well as to any school activities. Students are expected to abide by all school regulations and rules while riding the bus to school or to activities. Riding the bus is a privilege and if a student abuses that privilege, it may be suspended for a period of time. This includes the late bus.

The school provides a transportation waiver that can be completed by a parent/guardian who requests a student go home with him/her after an activity. However to ensure their safety, students will not be released without a signed waiver.

Once a student boards a bus, they are on school grounds. No one is allowed to get off a bus and leave campus.

### **FOOD SERVICES & CAFETERIA CONDUCT**

All meals for students KG – 5<sup>th</sup> will be served in the cafeteria. This includes breakfast and lunch. Students are expected to exhibit appropriate behavior while eating breakfast and lunch in the cafeteria. Any inappropriate behavior will result in classroom consequences or a referral to the Dean of Students.

### **RECESS GUIDELINES**

The McLaughlin School has a closed lunch period. Elementary students go to the playground before they eat. Recess guidelines for elementary students are:

- Dress appropriately.
- Be respectful of the rights of others.
- Demonstrate appropriate playground behavior.

All employees and/or designated adult supervisors of the McLaughlin School District have the responsibility to maintain a safe environment on the school complex or at any school function. Misbehavior on the playground may result in disciplinary action.

### **GENERAL ASSEMBLY/LYCEUM EXPECTATIONS**

General assemblies or lyceums are held periodically throughout the year. Pep rallies, special recognition, important information, performers and speakers are all included in the schedule for general assemblies.

Students are expected to be respectful and attentive. The standard for regular classroom behavior applies.

### **SCHOOL CLOSING**

Information regarding school closing due to severe weather or unforeseen happenings will be broadcast on:

KLND: FM 89.5

Facebook

A School Messenger call will also be made to the parents/guardians. Please make sure all contact numbers are updated, as necessary. School Messenger calls are voice activated, therefore please respond with a greeting when answering your phone. There will also be a post to our school Facebook Page about weather closings and delays.

## **SCHOOL PROPERTY**

School property belongs to all in the community. The appearance of the school campus is the responsibility of the students who attend and the staff who work in building.

School office equipment and materials are not allowed out of the assigned areas or offices without the prior permissions of the office staff.

All users of the school computers and network are expected to abide by the rules and regulations of the McLaughlin Public School computer and network acceptable use policy for all students. A copy of this policy must be signed by each student and their parent/guardian. This policy includes but is not limited to:

- 1) INTERNET ETIQUETTE,
- 2) INAPPROPRIATE USE,
- 3) VANDALISM,
- 4) SECURITY, AND
- 5) VIOLATION CONSEQUENCES

Any student involved in the unlawful treatment or vandalism of school property will be referred directly to the appropriate law enforcement officials.

## **FIELD TRIPS**

Field trips provide opportunities for instructional experiences outside the regular classroom. The McLaughlin School District encourages participation in field trips to ensure that students receive a well-rounded comprehensive education. Students are held to the same standard of personal appearance, conduct and responsibility as in the regular school setting. Specific criteria and/or rules may apply. All field trip-eligibility agreement forms are binding. A parent/guardian permission form is required to be on file before any student goes on a field trip outside normal school hours.

## **CLASSROOM AND BUILDING USAGE**

Students are not allowed in the building complex evenings or weekends unless **supervised by staff**. Students are not to be in classrooms, locker rooms, NWAS trailer, gym, weight room or cafeteria unless supervised **by staff**.

Posting of posters, notices, displays, etc. must be approved by the building principal.

## **VISITORS AND MESSAGES**

Adult visitors are welcome in the McLaughlin School. All visitors must first report to the main office. No person deemed to be under the influence of drugs or alcohol will be allowed on the school grounds to visit his/her child, or to check his/her child out of school.

Guidelines for the school's cooperation in allowing access to students by non-school personnel including but not limited to law enforcement, social services and health services are found in the school district policy for access to students by non-school personnel (on file in the superintendent's office). Generally, the parent/guardian is notified unless otherwise stipulated.

Messages for students can be left in the appropriate school office and the student will be notified. Students will not be called out of class for a telephone message unless it is an emergency.

Student visitors are not allowed to attend classes with a friend.



**FIRE/DISASTER DRILLS**

South Dakota law requires periodic fire drills and disaster drills, including tornado drills. Each classroom has a diagram of the escape route from the classroom. When the first signal is sounded, it is essential that all students follow the evacuation regulations and clear the building as orderly and quickly as possible.

**LOST AND FOUND ARTICLES**

Found articles are returned to the office and displayed regularly. Parents/guardians are welcome to look through the lost and found box when they are in the school offices. Glasses, watches and other items are kept in the school offices until claimed. Because the school cannot be responsible for lost articles, valuable items should not be stored in desks or lockers. For identification purposes, items should be marked with the student’s name.

**CHAIN OF COMMAND**

If a student or parent has concerns about issues related to a teacher or class, we encourage you to ask questions. There is a chain of command to be followed.

1. Talk to the teacher. They have direct information.
2. Talk to the principal after you have followed the teacher’s recommendations.
3. Talk to the superintendent if things have not been resolved.
4. Notify the superintendent if you want to be put on the School Board meeting agenda and state the purpose.

**PARENT/GUARDIAN AGREEMENT  
MCLAUGHLIN SCHOOL DISTRICT  
HANDBOOK**

I HAVE READ THE MCLAUGHLIN SCHOOL DISTRICT HANDBOOK. I AGREE THAT I WILL ABIDE BY THE RULES AND REGULATIONS.

\_\_\_\_\_  
STUDENT’S SIGNATURE

\_\_\_\_\_  
DATE

I HAVE READ THE MCLAUGHLIN SCHOOL DISTRICT HANDBOOK. I AGREE THAT MY CHILD WILL ABIDE BY THE RULES AND REGULATIONS.

\_\_\_\_\_  
PARENT/GUARDIAN’S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Kyle Henderson, PRINCIPAL

\_\_\_\_\_  
DAT

E MCLAUGHLIN ELEMENTARY SCHOOL