

WELCOME TO EPJ

WE ARE THE HUSKIES!

WE ARE GLAD YOU'RE HERE AND WANT TO MAKE YOUR TRANSITION A SMOOTH ONE.

Our website is WWW.EPJ.K12.SD.US On it you will find information about weekly events in addition to the Handbook, Infinite Campus, Plan Book, School Days Calendar, Food Service Account, Lunch Menus and much more.

Our school is linked to technology in many ways. Our technology director is Myles Larsen. He can be contacted at Myles.T.Larsen@k12.sd.us. Please contact him right away for your username and passwords for Infinite Campus.

- **Infinite Campus** gives students and parents 24/7 access to your child's grades, attendance information and meal information. We encourage to check it weekly to keep informed.
- **Plan Book** gives students and parent's access to assignments 24/7 through our website

Enclosed you will find several items regarding the enrollment of your child. All the forms below must be returned PRIOR to the first day of your child's attendance.

- | | |
|--|--|
| <input type="checkbox"/> Enrollment Form/Open Enrollment Forms (if needed) | <input type="checkbox"/> Request for Records |
| <input type="checkbox"/> Copy of Birth Certificate | <input type="checkbox"/> Current Immunizations |
| <input type="checkbox"/> Lunch Money/Free & Reduced Form (if needed) | <input type="checkbox"/> Field Trip Form |
| <input type="checkbox"/> Bus Form (if needed) | <input type="checkbox"/> FERPA Form/ OTC Form |

We are excited to have your child at Elk Point- Jefferson School District. If you have any questions or concerns, please call us at 605-356-5800 (Elementary Office). We will be happy to assist you in any way possible.



ELK POINT- JEFFERSON SCHOOL DIST.
402 S Douglas Ave. PO Box 578 Elk Point SD 57025
605-356-5800 | jaimie.donnely@k12.sd.us
www.epj.k12.sd.us

Elk Point-Jefferson Schools

Enrollment Form

Entering Grade _____

Date _____

Student Name					
Last Name		First Name		Middle Name	Nickname
Birth Date (Month/Day/Year)		Gender M F	Birthplace: City	State	Country
					US Citizen Yes No
Is the Individual Hispanic/Latino? _____ Yes _____ No		Is the individual from one or more of these races? (Please mark all that apply) _____ American Indian/Alaska Native _____ Asian _____ Black or African American _____ Native Hawaiian/Other Pacific Islander _____ White Primary Race _____			
Special Services					
Does your child currently receive Special Education Services? Yes ____ No ____					
Does your child have a current 504 plan? Yes ____ No ____					
Has your child ever participated in: Title I Math ____ Title I Reading ____ Speech ____ Other ____					
Primary Household Information (where student resides)					
Primary Household Parent/Guardian #1 Last Name First Name				Student Lives With: (please circle) 0 – Both Parents 4 – Father/Stepmother 1 – Mother Only 5 – Grandparent(s) 2 – Mother/Stepfather 6 – Guardian(s) 3 – Father Only 7 – Other	
Primary Household Parent/Guardian #2 Last Name First Name					
Resident Address	Street	Apt #	City	State	Zip Code
Mailing Address (If Different)	Street	PO Box #	City	State	Zip Code
Primary Household Parent/Guardian #1 Home Phone: () _____ Cell Phone: () _____ Work Phone: () _____ E-mail Address: _____ Place of Employment: _____			Primary Household Parent/Guardian #2 Home Phone: () _____ Cell Phone: () _____ Work Phone: () _____ E-mail Address: _____ Place of Employment: _____		

HOME LANGUAGE SURVEY:

1. What is the language most frequently spoken at home? _____
2. Which language did your child learn when he/she first began to talk? _____
3. What language does your child most frequently speak at home? _____
4. What language do you most frequently speak to your child? _____

(over)

Is your current living arrangement a result of loss of housing or economic hardship ___ Yes ___ No ___ Unsure
If yes, you will be given a residency questionnaire to complete to determine your eligibility for services under the McKinney-Vento Act.

Is there a joint custody or parenting plan in effect? ___ Yes ___ No
If yes, please list the name of alternate parent on joint custody/ parenting plan. _____

Address of alternate household: _____

Phone: _____ Email: _____

Is there a restraining order in effect? ___ Yes ___ No If yes:
Date: _____ Reason _____

Daycare/Childcare Provider

Provider Name	Address	City	Phone Number
---------------	---------	------	--------------

Daycare/Childcare provider is authorized to remove student from school ___ Yes ___ No

Emergency Contacts- My Child may be released to the person(s) listed below

Last Name	First Name	Relationship to Child	Phone # 1	Phone #2
			___ Home ___ Work ___ Cell	___ Home ___ Work ___ Cell
			___ Home ___ Work ___ Cell	___ Home ___ Work ___ Cell

Health

If your child has a special health need, appropriate school personnel will be notified. A special need could include one or more of the following (circle any that apply):

- | | | |
|----------------------------|-------------------------------|--------------------|
| 1. Diabetes/Hypoglycemia | 4. Permanent Hearing Problems | 7. Allergies _____ |
| 2. Convulsive Disorder | 5. Orthopedic | 8. Other _____ |
| 3. Vision Problems/Glasses | 6. Cardiac | |

Doctor: _____ Phone: _____

Siblings – Please list other household siblings

Last Name	First Name	Middle Initial	Date of Birth

Verification of Information I verify the above information to be true and accurate.

Legal Parent/Guardian # 1 Signature _____ Date _____

Legal Parent/Guardian # 2 Signature _____ Date _____

GUARDIANSHIP: Any student who resides with a person who is not the student's parent, shall present (1) a Court order appointing the person with whom the student resides as a legal guardian; or (2) other proper documentation from a state or federal agency placing the student with the person with whom they reside.



Elk Point- Jefferson School District

PO Box 578

Elk Point, SD 57025

PH: 605-356-5800 • FAX: 605-356-5802 • Jaimie.Donnelly@k12.sd.us

Supt: Mr. Philip Schonenbaum • JK-5 Principal: Mrs. Laura Throener • Secretary: Mrs. Jaimie Donnely

RELEASE OF INFORMATION

As a parent/ legal guardian of the below named student under 18 years of age, I freely give consent to release information on:

FULL LEGAL NAME OF STUDENT(S)

Students Full Name

Date of Birth

Present Grade

Students Full Name

Date of Birth

Present Grade

PREVIOUS SCHOOLS INFORMATION:

Name of School

Attention

Street Address

City

State

Zip

Phone

Fax

INFORMATION TO BE RELEASED:

- ☐ Transcripts including grades
- ☐ Test Results
- ☐ Health Records
- ☐ Birth Certificate
- ☐ Special Education Records
- ☐ Any other information you may have concerning student

Parent Signature _____ Date _____

JK-5 Student and Parent Information:



We are looking forward to having you here at Elk Point-Jefferson School!

Here is some information for new registrants:

All new students must produce:

- a. A certified copy of birth certificate (hospital copy not accepted)
- b. Current immunization records

School starts at 8:15AM and dismisses at 3:07PM.

A parent must notify the office 605-356-5800 prior to the school day to inform the school of a student's absence (including AM appointments or leaving early).

Parents may drop off and pick up their child(ren) outside the school building. All doors are locked each day at 8:15a.m. Anytime after the start of the day you or your child will use the buzzer to be let in.

Lunch Money- Students in grades JK-5 should bring their lunch money to the elementary office, you can also send check or cash in your child's Husky folder for the teacher to bring to the office or pay online through Infinite Campus.

Lunch Program – The prices for school lunch are \$2.75 for students' grades JK-5 and \$2.90 for students' grades 6-12. If a student gets an additional entrée, the cost is \$1.65. A student may charge up to three meals. After the third charged meal, the student will need to bring a cold lunch until the account balance is paid in full.

Breakfast Program –Price for breakfast is \$1.60, extra breakfast entrée is \$1.25 serving time is 7:30-8:05 a.m.

Bus Zone Parking- Please do not park in the bus drop off/ pick up zone 7:30- 8:25AM or 2:40- 3:25PM. Busses need to be able to get in and out of this area safely and quickly.

Activity Ticket – Activity tickets may be purchased in the high school office. Cost of the activity ticket is \$25 for students and \$45 for adults. Activity tickets will allow students and adults to attend all school activities sponsored by the school district.

Our student handbook is located on our EPJ website. Please take the time to review this with your child. If you need a hard copy or have any questions, please contact the office.

If you have any questions, please contact Jaimie Donnelly in the elementary office at 605-356-5800 or Jaimie.donnelly@k12.sd.us

Field Trip Permission Form

Elk Point- Jefferson School District

In order to help parents, children, and the schools, we are asking for your written consent to take your child on trips in the Elk Point, Jefferson area during the elementary/middle school years. This authorization will eliminate the need for special permission before each trip and will assure each child an opportunity to be included in such excursions. An attempt will be made to inform the parents of the times and the places that the class may visit.

Generally, these trips are made during pleasant weather when children can walk. Occasionally, the trip requires transportation and on some occasions circumstances may warrant use of private cars driven by parents. As much care and protection is exercised on the trip as in the classroom or on the playground.

I understand that this event will take place under the supervision of teachers and/or staff of the Elk Point-Jefferson School District and that all school rules and policies in effect during the regular school day will also apply during the event inclusive of travel to and from the event and that any infraction of these rules will be dealt with appropriately by school authorities. I also understand that as a parent/guardian of this child, I remain fully responsible for any legal responsibilities which may result from the personal actions taken by my child.

I give permission for my child _____ to go on school or classroom trips in Elk Point, Jefferson area during the junior kindergarten through eighth grade school years.

Parent Signature

Date Signed

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

***All students are required to have this form on file. Please indicate your choice in each of the three areas, sign and return to the school. Thank you.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law which requires that school districts, with certain exceptions, obtain written consent from a student's parents or guardians prior to the disclosure of personally identifiable information from a student's educational records. However, the school district may disclose appropriately designated "directory information" without written consent, unless a student's parents or guardians have advised the district to the contrary in accordance with district procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, graduation vendors, post-secondary institutions and the military. **The Elk Point-Jefferson School District has designated the following information as directory information: Student's name, address and parent/guardian telephone listing.** If a student's parent or guardian does not want the school district to disclose directory information, the parent or guardian must notify the district in writing.

Directory Information (Student's name, address and parent/guardian telephone listing)

_____ Yes, my child's directory information can be shared

_____ No, please do not share my child's directory information

School Publications

The Elk Point Jefferson School District does provide limited student information on items such as (but not limited to): playbills, annual yearbooks, honor rolls, graduation programs, sports activity programs, school newspaper, school website, social media, etc.

_____ Yes, my child's information and/or picture can be shared in this manner

_____ No, please do not share my child's information and/or picture

South Dakota Board of Regents (Student's name, grade and address)

SDLC 13-28-50: Requires school districts to provide the South Dakota Board of Regents (SDBOR) & each technical institute with a list of students in grades 7-12 along with mailing address. This requirement is to make certain all students are aware of the post-secondary, educational opportunities within the state.

_____ Yes, this information CAN be shared with the SDBOR

_____ No, this information CANNOT be shared with the SDBOR

Students Name (Print) _____

Parent Signature _____ **Date** _____

Parent Authorization for Administration of Unscheduled Medications at School

There may be times when students would benefit from certain medicines at school to treat non-emergency symptoms such as headache, earache, stomachache, or sore throat. These are examples of situations that can make it difficult for a student to do their best work yet are not severe enough for them to go home. This form gives parents the option of allowing school staff who are trained in medication administration to give medications listed below without calling for permission every time.

- Non-pharmacological interventions such as heat, cold, food, fluids, rest, or distraction will be attempted first.
- Parents will be contacted if medications are being given frequently or trends are noted.
- This is not intended to replace parents' responsibility regarding treatment for minor illnesses, but rather an attempt to minimize missed school time and help students do their best while at school.
- Parents will be contacted to pick student up if fever is present.

	Yes	No
Tylenol (dosed according to weight)		
Ibuprofen (dosed according to weight)		
Tums		
Benadryl		

I give permission for my child, _____, to have the above medications at school to treat symptoms such as those listed above.

Parent/Guardian signature _____ Date _____

Nurse Notes

Leslie Allard • PH: 605-356-5807 • FAX: 605-356-5802 • Leslie.Allard@K12.sd.us

To keep students and staff in school, unmasked and as healthy as possible, we ask that you perform a daily health check on your child. If your child is experiencing any of the listed symptoms, please keep them home.

- Fever of 100.0 or greater
(If a fever is present, students need to be fever free, without the use of medication for 24 hours before returning to school.)
- Diarrhea or Vomiting
- Unexplained headache or body aches
- Shortness of breath
- New or worsening cough
- Sore throat
- Congestion or runny nose

Please contact the school by 8AM to inform them of your child's absence.

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Peanut & Tree Nut Allergy

Each year the Elk Point-Jefferson School District has students who have unique health and educational needs that need to be considered in the school setting. We have some students who have a severe allergy to peanuts, tree nuts, peanut oil and any product containing peanuts or tree nuts. We are asking for your assistance and cooperation again in helping the school provide a safe school environment by not sending any products to school which contain peanuts.

The school would like to thank you for your cooperation and assistance in providing a safe environment for our students.

ELK POINT-JEFFERSON SCHOOL DISTRICT SUPPLY LIST FOR 2022-23

The elementary school teachers are asking each child to have the following supplies on the first day of school.

Every student is expected to have a full change of clothes and a water bottle.

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME

Jr. Kindergarten

book bag (standard size)	1 1" hard cover binder	1 watercolor paint set (Crayola or Prang)	small blanket
headphones (no ear buds)	2 pencils (fat)	1 box (8) Crayola crayons (classic color)	extra set of clothes
1 boxes of Kleenex (large)	6 Elmer's glue sticks/ 6 in Jan.	1 box Crayola markers (primary colors)	tennis shoes for PE (stay at school)
2 containers of Clorox wipes	1 Elmer's Glue All (white, 4 oz)	1 pencil box (share container)	1 pair of Fiskars scissors
1 package of baby wipes			

Kindergarten

book bag (standard size)	1 box-colored pencils (12ct.)	1 watercolor paint set (Crayola or Prang) 8ct.	small blanket
headphones (no ear buds)	4 pencils	1 box (24) Crayola classic crayons	extra set of clothes
1 eraser (large)	4 Elmer's glue sticks	1 box Crayola markers (classic colors)	tennis shoes for PE (stay at school)
1 pair of Fiskars scissors	1 Elmer's Glue All (white, no gel)	1 package of baby wipes	

First Grade

headphones (no ear buds)	20 pencils (No. 2) Ticonderoga	2 boxes (24) Crayola crayons	2 containers of Clorox Wipes
2 boxes of Kleenex (200 count)	8 Elmer's glue sticks (jumbo)	2 boxes standard Crayola marker (broad tip)	tennis shoes for PE
1 pair of Fiskars scissors	1 Crayola watercolor paint set	1 plastic 3 prong red folder	6 black dry erase Expo markers
2 spiral wide-ruled notebooks	4 jumbo erasers	1 box Crayola color pencils	1-1" binder w/ clear cover sleeve

Second Grade

headphones (no ear buds)	2 box (24) Crayola crayons	1 box Crayola markers	
2 boxes of Kleenex	1 pair of Fiskars scissors	10 black dry erase Expo markers	
12 pencils (No. 2)	8 large glue sticks	1 Crayola watercolor paint set	
2 erasers (jumbo)	2 containers of Clorox wipes	Tennis shoes for PE	

Third Grade

headphones (no ear buds)	2 spiral wide-ruled notebooks	1 box (8) colored pencils	3 glue sticks
2 boxes of Kleenex (200 count)	2 portfolio pocket folders	1 box (16 or 24) crayons	2 Elmer's School glue
20 pencils (No.2)	1 pair of scissors	1 box of markers	tennis shoes for PE
4 Expo markers	1 ruler (metric and English)	1 Crayola watercolor paint set	\$8.00 music recorder
2 highlighters	2 large erasers	2 container of Clorox wipes	

Fourth Grade

headphones (no ear buds)	1 package wide-ruled paper	1 box (24) crayons	2 Elmer's School glue
2 boxes of Kleenex (200 count)	2 folders	1 box of Crayola markers	2 large erasers
20 pencils (No. 2)	1 pair of scissors	4 large glue sticks	zipper pencil pouch (optional)
25 clear plastic page protectors	1 ruler (non-flexible)	PE shorts, shirt, tennis shoes & towel	8 dry erase markers
1 highlighter	1 box-colored pencils	2" ring binder w/ clear plastic cover- 2 nd semester	1 container of Clorox wipes

Fifth Grade

headphones (no ear buds)	1 box-colored pencils	1 folder with prongs	2 highlighters (yellow & pink)
2 boxes of Kleenex (200 count)	1 box crayons	1 composition notebook	Tri- fold board 32-36"- 3 rd Quarter
20 pencils (No. 2)	4 glue sticks (jumbo)	1 box of thick markers	1 large bottle of Elmer's glue
2 erasers	1 package of dry erase markers	2 blue ballpoint pens	Zipper pencil pouch
1 pair of scissors	1 watercolor paint set	2 black Sharpie markers	PE shorts, shirt, tennis shoes & towel
1 ruler (metric and English)	2 folders	1 container of Clorox wipes	

ELK POINT-JEFFERSON SCHOOL DISTRICT
2022-23 SCHOOL CALENDAR
Board Approved 4/11/22

AUGUST 2022 (S10-T12)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022 (S21-T21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022 (S19-T19)						
S	M	T	W	T	F	S
2	3	4	5	6	7	8/1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022 (S18-T19)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022 (S14-T14)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Parent/Teacher Conferences: 2
 Oct. 24 Teacher Comp. Day: Oct. 29
 Mar. 15: Teacher Comp. Day: Mar. 16

Teacher In-Service Days: 4.5

Student Contact Days

First Quarter: 40 days
 Second Quarter: 42 days
 Third Quarter: 45 days
 Fourth Quarter: 47 days

AUGUST:

11: New Teacher In-Service
 15-16: All Teacher In-Service
 16: Open House/6th Grade Orientation
 18: FIRST DAY OF SCHOOL

SEPTEMBER:

5: NO SCHOOL – Labor Day
 21: Teacher In-Service – 1:30 pm Dismissal

OCTOBER:

10: NO SCHOOL – Native American Day
 12: Teacher In-Service – 1:30 pm Dismissal
 14: End of 1st Quarter
 24: Parent – Teacher Conf. (1-8pm)
 Students dismissed at 12:30 pm
 28: NO SCHOOL – Comp Day for PT Conf.

NOVEMBER:

7: NO SCHOOL – Teacher In-Service
 23-25: NO SCHOOL – Thanksgiving Break

DECEMBER:

20: End of 2nd Quarter/1st Semester
 Early Dismissal @ 1:30 pm

JANUARY:

3: Teacher In-Service
 4: Classes Resume
 16: NO SCHOOL – Martin L. King Day
 25: Teacher In-Service – 1:30 pm Dismissal

FEBRUARY:

15: Teacher In-Service – 1:30 pm Dismissal
 20: NO SCHOOL – President's Day
 24: NO SCHOOL

MARCH:

10: End of 3rd Quarter
 15: NO SCHOOL – Teacher In-service (8am-12pm) Parent/Teacher Conf. (1:00-8:00)
 16: NO SCHOOL – Comp Day for PT Conf
 17: NO SCHOOL – Spring Break
 29: Teacher In-Service – 1:30 pm Dismissal

APRIL:

6: Early Dismissal @ 1:30 pm
 7-10: NO SCHOOL – Easter Break
 26: Teacher In-Service – 1:30 pm Dismissal

MAY:

20: Graduation Day @ 2:00 pm
 23: End of 4th Quarter/ Last Day of School
 12:45 pm Dismissal






JANUARY 2023 (S19-T20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023 (S18-T18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023 (S20-T21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023 (S18-T18)						
S	M	T	W	T	F	S
2	3	4	5	6	7	8/1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023 (S17-T17)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Graduation
	No School
	P/T Conferences
	Staff In-Service
	Start/End Dates

JK-2 Trimester Dates: Nov. 11, Feb. 16, May 23

NOTE: Days may be added to the end of this calendar.

Emergency Early Out Instructions

On occasion, the EPJ school district experiences weather or other situations that requires us to dismiss school early for the safety of our students. When school is dismissing early you will be notified with an email from the school, a text message and it will be posted on the front page of our website. On these rare occasions, it is important to us that your child gets to where they need to be safely. We are asking that you give specific instructions as to where your child should go in these situations.

We will follow the below instructions and it will be your responsibility to contact the office if plans happen to change.

Students Name _____

What my child is to do in case of an emergency early dismissal.

Remember to list bus number, location to where they go or who is picking them up.

EX: Bus 3 to daycare- name of daycare

EX: Walk home with sister

Parents Signature _____ **Phone Number** _____



EPJ WEEKEND BACKPACK

The EPJ Weekend Backpack works with school staff and community organizations to provide a free supply of meals and snacks to students who may need an additional food resource over the weekends during the school year. The food is given to the children before they leave school on Friday (or, in case of holiday, the last day before the break). This service is provided as discreetly as possible, and at no charge.

If you feel that your child would benefit from this program, you can register him/her below. Any child enrolled at Elk Point-Jefferson School may register. This information will be kept confidential. Please communicate with your child the need to bring the bags home, so they do not go to waste.

If this program is not something your family needs but you would like to make a monetary donation, checks can be made out to EPJ Weekend Backpack, and returned to either EPJ office. Thank you in advance.

Family Name: _____

_____ YES, register my child/children for EPJ Weekend Backpack.

Students names wanting to receive from the program:

Name _____	Grade _____
Name _____	Grade _____
Name _____	Grade _____
Name _____	Grade _____
Name _____	Grade _____

SIGNATURE: _____
