

# Mitchell Public School

## Elementary Student Handbook

### 2021-2022

<p><b>G. B. Rogers Elementary</b> <b><a href="http://gbr.themitchellkernels.com/">http://gbr.themitchellkernels.com/</a></b> <b>Chris Gubbrud, Elementary Principal</b></p>
<p><b>L.B. Williams Elementary</b> <b><a href="http://lbw.themitchellkernels.com/">http://lbw.themitchellkernels.com/</a></b> <b>Becky Roth, Elementary Principal</b></p>
<p><b>Longfellow Elementary</b> <b><a href="https://longfellow.themitchellkernels.com/">https://longfellow.themitchellkernels.com/</a></b> <b>Lisa Heckenlaible, Elementary Principal</b></p>

This handbook is prepared for the students and patrons of the Mitchell Elementary Schools. We hope this handbook will help students understand their school and the policies and regulations that have been established. No set of rules can be completely comprehensive of all types of incidents that may occur. Items not specifically addressed by the rules or special circumstances may be dealt with on a case-by-case basis. That may include penalties greater than those prescribed.

#### OBJECTIVES

1. To ensure that each student develops proficiency in basic academic skills.
2. To ensure that each student develops the capacity to recognize and cope with the problems of an unknown future.
3. To ensure the development of meaningful interpersonal relationships among students, staff and community.
4. To ensure that staff, students and parents are afforded maximum feasible participation in the development and evaluation of programs and policies that meet the educational needs of each community.
5. To ensure maximum efficiency in the allocation of material resources.
6. To ensure maximum efficiency in the allocation of human resources.

## BOARD OF EDUCATION

Board of Education meets on the second Monday in January, February, March, July, September, October, November and December. The Board of Education meets on the second and fourth Monday in April, May, June and August. Special meetings are scheduled as necessary.

### ATTENDANCE POLICY (ELEMENTARY)

#### STUDENT ATTENDANCE

Regular attendance directly relates to a student's ability to achieve in school. When students are absent, they miss class instruction, presentations, discussions, and student-teacher contact; all of which are difficult to make-up after the absence.

In order to encourage regular attendance, the following procedures will be in place:

1. If a student is absent for five days, the parents may receive a letter of concern.
2. If a student is habitually absent from school without extenuating circumstances, a truancy of CHINS (Child In Need of Supervision) may be filed with the State's Attorney per SD 26-8B-2 (1). Parents/Guardians that habitually fail to have a child at school without extenuating circumstances may be cited per SD13-21-11.
3. The principal will monitor absences.
4. After a student is absent 10% of the total number of days in the school year, he or she is to strongly be considered for retention.

Other Notes:

- If a student is more than 30 minutes late in the morning or leaves before 2:45 in the afternoon will be considered absent for one half day.
- The school administrator may require students to make up lost time when the student accumulates excessive tardies beyond five.
- A note from a physician will be required by the school administrator as deemed necessary. Absences due to illness will be exempted with a doctor note.
- Continuous absence for prolonged illness or a series of medical treatments may be counted as one absence. A note from a physician will be required.
- Continuous absence due to bereavement or serious illness of the student's immediate family may be counted as one absence. A note from the parent/guardian or physician will be required.
- Absence for school activities will not count as an absence.
- All other absences, including out-of-school suspensions, will count as an absence.

#### PLANNED ABSENCES

A student who has been absent, upon returning to school, **is required to bring a written** excuse (if telephone contact has not been made) stating the reason for the absence. The student is to get all missed assignments from his/her teacher(s) and make up all work promptly. In all cases, the parent must contact the office by a written note or telephone. The student is to complete the work in advance of a planned absence.

#### ALCOHOL, DRUGS, TOBACCO AND WEAPONS

Students are not to have in their possession, use, or be under the influence of any type of tobacco, drugs, or any beverage containing alcohol in the school building, on school property, or at any school function. Violators will be subject to disciplinary action. State Law and School Board Policy do not allow weapons on school property at any time as directed. Students in violation of the weapons policy may be suspended for one (1) year.

**Weapons:** No student shall carry on his or her person, in any way have in his or her possession, store, keep, leave, place or give to or put in the possession of another student a controlled dangerous or deadly weapon, any destructive device or explosive, any ballistic knife, any stun gun or any firearm or air gun whether such firearm is designed, adapted, used or intended primarily for imitative or noise make purposes or not in or on any school property or premises, in any school vehicle or other vehicle being used for school purposes or function or at which a school related activity is being conducted. Paintball guns or any other item deemed inappropriate or dangerous will be considered a weapon. As per SDCL 13-32-7 any student who has intentionally brought a weapon onto school premises shall be expelled for not less than 12 months. The superintendent may increase or decrease the length of a weapon related expulsion on a case-by-case basis. Any student violating this policy shall also be referred to the criminal justice or juvenile delinquency system.

### **ASBESTOS**

In accordance with EPA regulations, Mitchell School District buildings have been inspected for friable materials that contain asbestos. No friable (sometimes defined as ‘easily crumble-able’) asbestos containing materials are present in Mitchell School District schools buildings. In fact, all asbestos containing materials have been removed from Mitchell School District buildings except for that in floor tile at the Mitchell High School and Mitchell Middle School. All such floor tile has been encapsulated. Records of inspections and locations of asbestos containing materials and a copy of relevant EPA regulations are available at the District Central Office, located at 821 N. Capital, Mitchell, SD 57301

### **BIRTHDAY TREATS**

Birthday treats are always welcome. Due to many allergies with a variety of students, store packaged items are suggested for birthday treats at school. Remember that classrooms are very busy each day. When bringing birthday treats, they must come to school with the students or be dropped off at the office. If you bring treats that require utensils such as napkins or silverware, please include those items with the treats. While we celebrate each child’s birthday it is impossible to have a classroom party for each child, so please plan your child’s celebration with friends outside of the school day.

### **BIRTHDAY INVITATIONS**

To avoid hurt feelings, birthday party invitations should not be handed out in class unless all children or all boys/girls in the class are invited to the party.

### **BULLYING**

Board Policy #111

Persistent bullying can severely inhibit a student’s ability to learn effectively or a member of the staff’s ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

Physical-involves harmful actions against another person’s body

Verbal-involves speaking to a person or about a person in an unkind or hurtful way

Emotional-involves behaviors that upset, exclude, or embarrass a person

Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal or and principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

Building principals or their designee shall annually discuss the school district policy on bully prevention with students and staff. The school district will incorporate information regarding this policy in each school handbook.

Cyberbullying is a form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school, for one or more students or staff. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when kind of threat constitutes a violation of law, it shall be reported to local law officials.

## CIVIL RIGHTS PUBLICATION

The Mitchell School District offers its educational programs, activities, and employment opportunities to all persons without regard to gender, race, color, national origin, age, or disability. Such assurances include School District career and technical education offerings, which are available to all students without qualifying criteria, and include courses in business, welding/manufacturing, construction, auto mechanics, business, health, culinary art, and computers/technology. The Mitchell Schools have appointed MTI Vice-President for Academic Affairs to coordinate its Title IV, Title IX, and Section 504 compliance activities and she may be contacted at 1800 E. Spruce Street, Campus Center, Mitchell Technical Institute, Mitchell, SD 57301 or by phone at (605)995-3023. Additionally, interested persons may contact the Regional Director, U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Phone: (816)268-0550. Fax: (816)823-1404. TDD: (877)521-2172. Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## CIVIL RIGHTS VIOLATION COMPLAINTS

Parents or students who believe their or their students' civil rights have been violated may file a complaint with the appropriate federal regional civil rights regional office by contacting the Office for Civil Rights, Kansas City Office, U.S. Department of Education; Regional Director, U.S. Department of Education, the Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106, Phone: (816) 268-0550, Fax (816) 268-0599; TDD (800) 877-8339, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## COMPLAINTS CONCERNING FEDERALLY FUNDED PROGRAMS

Parents or students who have concerns or complaints about federally funded programs (Special Education, Title I, Migrant, Title III, Homeless, etc.) may refer to Board Policy 118, available in board policy manuals in all school libraries or on the district website at <http://www.mitchell.k12.sd.us> or may file a written complaint directly with the Superintendent of Schools at:

Mitchell Middle School  
800 West Tenth  
Mitchell, SD 57301

Copies of all Board policies can be obtained at the Administration and School Offices as well as the district website which is found at [themitchellkernels.com/board-policies](http://themitchellkernels.com/board-policies)

## COUNSELING SERVICES

The elementary schools provide counseling and guidance services for students. School counselors are professionally trained specialists with a Master's Degree. School counselors are involved with the whole education process.

School counselors help students through a variety of services:

Individual Counseling: Counselors help students develop coping strategies to deal with changes in their lives.

Small Group Counseling: Counselors work with students to assist them in developing social skills to relate to peers and adults in the school setting.

Classroom Guidance: Each grade receives lessons taught by the school counselor. The prepared curriculum strives to develop self-esteem, strong social skills, coping skills, study habits, and career awareness.

Consultation: Counselors consult with parents, administrator, faculty, and support staff to meet the needs of students.

School staff and parents make referrals. If you have a concern about your child, please contact the school office, your child's teacher, or the school counselor directly

## **DIRECTORY INFORMATION**

### Family Education Right and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that the Mitchell School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Mitchell School District may disclose appropriate designated 'directory information' without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mitchell School District to include this type of information from your child's education records in certain school publications. Examples include:

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

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

If you do not want the Mitchell School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of the school year or the first date of the students' enrollment if this occurs after the first day of the school year. The Mitchell School District has designated the following information as directory information: students' name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletics teams, degrees, honors, and awards received including honor roll designations, and the most recent education agency or institution attend.

## **DISCIPLINE**

It is clear that discipline and learning are closely linked. Discipline is necessary in order to facilitate and provide a safe and positive learning environment.

Mitchell Public Schools promote and encourage a positive approach to discipline. Prevention of situations before they occur is a much more productive way to approach problems. When students cannot function in this setting, they must be aware that there are consequences for their actions and be willing to accept those consequences.

The Board, administration and teachers recognize the importance of parents and peers in the social and emotional development of students and their school success. Their cooperation and participation is an important part of this discipline plan in assuring a positive school climate for learning.

Consequences utilized in disciplinary situations must be appropriate to the individual student and the severity of the infraction. They must also be fair and consistent and not applied indiscriminately. Initial offenses are dealt with at the classroom level, while administrative action is reserved for more serious classroom infractions or problems of non-compliance. In a climate of mutual respect and cooperation, the discipline policy only serves to set limits for behavior. It is our hope that this positive approach will become the standard for classroom and general school participation throughout the Mitchell Public Schools.

## DISCIPLINE POLICY

Refer to Board Policy #1031 & 1033

All consequences for all “problems” may result in an appropriate consequence as defined at the end of this section.

### **Rules of Behavior**

### **Problem**

#### **1. Attendance**

- A. Unexcused absence or tardiness from school
  - B. Leaving school without permission
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#### **2. Possessions and/or consumption of illegal substance will not be permitted**

- A. Tobacco in any form
  - B. Use or possession of drugs, drug paraphernalia or alcohol
  - C. Lighters/matches
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#### **3. Possession of illegal or dangerous items will not be permitted**

- A. Possession of a device, weapon or a look alike weapon that through its use is capable of threatening
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#### **4. Bullying**

- A. Being inappropriately physical
  - B. Severe teasing, bullying and intimidation (verbal, physical or written)
  - C. Harassment
  - D. Students who laugh at it, go along with it, or fail to report it become part of the problem
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#### **5. Students will respect others’ rights and property. This includes the school building.**

- A. Vandalism
  - B. Theft of any kind or the finding of lost property and not turning it in immediately
  - C. Breaking or damaging of property and not reporting it immediately
  - D. Cheating
  - E. Lying-forged notes
  - F. Religious, racial, sexual harassment
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#### **6. Non-classroom behavior**

- A. Public display of affection, etc.
- B. Cellular devices, i.e. phones, watches, are not permitted during school hours
- C. Inappropriate language
- D. Being in the wrong area of the building
- E. Inappropriate behavior during lunch - food/drink will be consumed during lunch in the commons
- F. Abusive language
- G. Nuisance items including water balloons, squirt guns, laser pointers

are not permitted unless under direct supervision

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7. **Classroom Behavior**

Each teacher will develop a set of rules for their classroom that will allow them to teach effectively.

No one will prevent teachers from teaching. No one will prevent another person from learning. Behavior that may injure others is not permitted.

A. Sent from classroom or referral to the office.

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8. **Students are expected to follow staff instructions.**

A. Insubordination  
B. Physical/verbal/written attack or threat of a teacher or staff

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9. **School Bus**

A. Violation of rules

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10. **Habitual abuse of rules will not be tolerated.**

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11. **Technology**

A. Inappropriate use of Internet  
B. Inappropriate use of technology other than the Internet  
C. Failure to follow prescribed procedures in labs, etc.

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12. **Others**

A. Behavior which hinders the smooth operation of the school and jeopardizes the welfare of other students and staff members  
B. Other behaviors that a reasonable person would consider to be wrong  
C. Any violation, in a school setting, of any federal, state or local criminal code

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13. **Language, graffiti hate groups, gang-related items/activities symbols, words and/or pictures, etc.**

A. Wearing, displaying or exhibiting negative/dangerous behavior related to any of these items

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**Appropriate consequences may include:**

1. After School Suspension
2. Community Service
3. Confiscation
4. Consequences developed by teacher/administrator/staff member and/or student as appropriate. An emphasis should be on alternatives to suspension as well as to consequences that are appropriate to the offense.
5. Dismissal
6. Expulsion
7. In-School Suspension (ISS)
8. Loss of privileges
9. Lunch Detention
10. Non-School Day Suspension
11. Out-of-School Suspension (OSS)
12. OSS—re-admittance plan/process increase in severity (3-4 step processes to be presented to student and parents/guardian when implemented).
13. Parent/Guardian Notification
14. Parent Involvement: Education, Monitoring
15. Problem-solving, counseling, anger management
16. Report to Law Enforcement for legal action for violations of local, state, or federal law (including truancy)
17. Restitution
18. Saturday Detention

**DRESS CODE**

Refer to Board Policy #1032

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school and the community. There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or be disruptive to the educational environment by detracting from the decency and decorum in school. For safety reasons, on physical education days, each student must bring tennis shoes to participate in class. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

Some examples of inappropriate clothing include:

1. Brief and revealing clothing: Students must recognize that brief and revealing clothing are not appropriate apparel in school. Garments that are "see-through", cut low, halter-tops, spaghetti straps, or expose one's midriff are not acceptable. Tight fitting clothing are not appropriate at school (no biker shorts, no boxer shorts, and no short shorts or skorts).
2. Sagging pants: All pants must fit around the waist and be properly fastened. Undergarments must not be visible.
3. Headgear: Student shall not wear hats, scarves or other headgear in district buildings except for medical or religious purpose.
4. Vulgar, offensive language: Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
5. Clothing which is torn or has parts missing shall not be worn.

Exceptions to the dress code may be made by the building principal or activities director when technical violations occur through a school uniform or costume or when a student is portraying a character in a play or other dramatic production or during special activity days as set by the principal.

## ELASTIC CLAUSE

The student and parent handbooks do not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis.

## ELECTRONIC DEVICES

Personal Electronics are to include, but not limited to cell phones, iPods/iPads, and other electronic devices (eg: internet capable watches).

Bringing personal electronic devices to school is not recommended as they are prohibited during the school day. Students caught breaking the rule will have their item confiscated and parents will be required to pick them up in the school office. The school is not responsible for lost, broken, or damaged devices. The use of headphones is restricted to classroom use as per individual instructor.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violations of the student’s privacy rights under FERPA. Parents of eligible students who wish to ask the school to amend the record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assistant to another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or her professional responsibility. Additionally, upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Mitchell School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

## **IN-SCHOOL SUSPENSION**

The in-school suspension program is an attempt to provide a viable and effective alternative for students who cannot function within the regular classroom. ISS is also intended to provide an alternative educational program that meets both the needs of the student and of the school by using the facilities of the educational institution. The purposes of the in-school suspension program are:

1. To provide a safe, supervised place for students to reconsider their behavior and return to the classroom refocused and ready to work within the classroom structure
2. To help students be more accountable for their behavior

In-school suspension is not the total answer to cure all discipline problems. It is one tool to be used in providing an educational opportunity for all students. Emphasis is on returning the student to the regular classroom setting. Its purpose is re-entry into and successful performance in the educational mainstream.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

Parents wanting more information about Every Student Succeeds Act may be found at the following websites:  
[www.parentcenterhub.org](http://www.parentcenterhub.org); [www.ed.gov](http://www.ed.gov); <http://doe.sd.gov>

## **NON DISCRIMINATION**

It is the policy of the Board of Education of the Mitchell School District that no otherwise qualified person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity on the basis of race, religion, gender, gender identity, sexual orientation, age, national origin, or disability.

## **OPPORTUNITIES AVAILABLE FOR ALL STUDENTS**

The Mitchell School District will make modifications to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The district will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. The district assures that all students will receive an equal opportunity to achieve educational benefits including Career and Technical Education programs.

## **OUT-OF SCHOOL SUSPENSION**

The more severe infractions or problems of non-compliance may result in out-of-school suspension.

1. A copy of all letters involving more than one day of suspension and all letters concerning use of outside agencies will be forwarded to the office of the Superintendent of Schools.
2. Students on out-of-school suspension are not allowed to ride district buses, be on school campus, and be spectators or participants during the period of suspension.
3. Prior to being readmitted to Mitchell Public Schools, the student and parents/guardians will make a commitment to proper and acceptable conduct while in school. Much emphasis will be placed on the decision making process.
4. Students on out-of-school suspension will be responsible to make up lost time after school. All work missed must be made up.
5. Students may be required at the discretion of the Principal to make up OSS time after school or during holiday time.

## **PARENTS RIGHT TO KNOW**

The federal education law put in place by President Obama called Every Student Succeeds Act (ESSA), requires that all parents be notified and given the opportunity to request information about the professional qualification of classroom teachers instructing their child. If you are interested in this information, you may contact your building principal or the superintendent of schools who will provide a written response to the parent with a copy going to the teacher.

## **SCHOOL TRANSPORTATION**

The Mitchell School District will provide student transportation to and from school and/or between regular or special academic programs in accordance with the guidelines established by the school board.

Bus transportation for students is not a right but a privilege, conditioned upon courteous behavior and obedience to the established rules. Bus safety requires the cooperation of all involved. The following rules are required of all students riding the bus:

- The bus driver may assign seats.
- Remain seated at all times
- Be courteous
- No profanity or obscene language
- Eating and/or drinking on the bus are prohibited.
- Physical endangerment/violence is prohibited.
- No smoking.
- Keep hands and head inside the bus.
- Do not destroy property.
- For your own safety, do not distract the driver through misbehavior.

### MITCHELL ELEMENTARY SCHOOL Building Rules & Regulations

1. Students are expected to treat themselves, others and property with respect.
2. Students are expected to enter the classroom area at 8:15 a.m. when the first bell rings. Classes begin at 8:15 a.m. Any student not in their classroom at 8:15 a.m. is considered tardy. Students eating breakfast can do so according to the building schedule.
3. Students are expected to leave the school building at 3:15 p.m. Students remaining in the school building after regular school hours are to be there ONLY by teacher direction. Students who remain after school will need to be supervised and will wait in the office area.
4. Except for the rare emergency, students are not to be taken out of school before 3:15 p.m.
5. Student drop off and pick up may never occur in the bus loading zone.
6. Students are expected to demonstrate a code of conduct while in school, on the bus or on the playground. This code of conduct includes but is not limited to:

**\*Non-aggressive play:**

No fighting, arguing, teasing or name calling, no snowball or rock throwing, no tackle football or piggybacking, no hard baseball

**\*Respecting property:**

No sitting on desks or tables, no marking walls with shoes, pencils or other objects, any gum or candy in the school is at teacher discretion and should be disposed of properly.

**\*Safe traveling:**

No running in halls or on sidewalks

**\*Respecting others:**

Stay out of other's desks or things, no name-calling, no back talk, no use of swear words or vulgar comments

### DISMISSAL PLANS

If a child's **typical** after school plans are changed, the school office needs to be notified **in advance** (preferably in writing). For example, if the child is going home with someone else on a different bus, is walking to a different destination or is being picked up by someone at school. **If the school has no communication that something different is to happen, the child will be placed on their regular bus or be expected to use the usual route home.**

### EARLY ARRIVALS

If your child needs to arrive at school before 7:30 am, please check with the building principal for the procedure your child will need to follow.

### EMERGENCY PROCEDURES

If a child is injured or becomes ill while at school, the school nurse or other school personnel will contact the parents/guardians at home or work. **It is essential that an emergency number be recorded with the school office.** If a child needs to be transported to the clinic or hospital for emergency treatment and the parent/guardian cannot be located, an ambulance will be called.

## EVALUATION - CONFERENCE

Evaluation is a daily process and one in which teachers, parents, and students work together cooperatively. There will be four (4) formal reporting periods during the school year with a report card. There will be two (2) days scheduled for parent-teacher conferences during the year. Parents/guardians are encouraged to contact their child's teacher if additional meetings are desired.

## FINES

If there has been wear or vandalism to textbooks, workbooks, library books or any school property, students will be assessed the cost of repair or replacement. Students will be charged for lost or damaged school property.

## HARASSMENT/SEXUAL HARASSMENT

Actions that are meant to intimidate and embarrass others are very harmful in a school environment because they often result in harm to a student's educational experience. It is a type of bullying and a form of violence.

Sexual Harassment in any form will not be tolerated. It is the policy of the school district that no administrator, faculty member, staff member or student shall be subject to sexual harassment by others. This policy (#115) is available in full at the Central Administration Office and all building libraries. Students or parents who report sexual harassment shall be free from retaliation, in all cases including those involving school employees.

All forms of harassment should be reported to school administration.

## HEALTH

Health services will be provided to students. The goal is to be supportive to each child in enhancing their lives by teaching preventative medicine and helping students enjoy a healthy lifestyle. To accomplish this, families are urged to inform us of any existing health concerns, emotional or physical. This includes recent surgeries, serious illnesses, communicable diseases or accidents. Also, please inform us of any recent immunizations.

## HEALTH SCREENINGS

During the school year, students in kindergarten and second grade are screened for vision. Kindergarten and first grade students are screened for hearing. Fifth grade students are screened for scoliosis. All new students to the School District are screened for vision and hearing. Parents are notified when screening results are outside normal limits. While mass screenings are scheduled at specific times throughout the year, parents or teachers can request individual screenings for particular children at any time.

## HEAD LICE

All students are screened for head lice as needed during the school year. Children with live lice will be sent home for treatment. They are allowed back into school after they have been treated. Head lice are very small, dark brownish insects (less than 1/8th inch long) that live on human heads. They lay their eggs (nits) close to the scalp. The eggs are tiny (about the size of the eye of a small needle) and are dark gray or a whitish-opaque color.

### Signs/Symptoms:

Itching of the scalp and neck. Look for 1) crawling lice in the hair, usually few in number 2) eggs (nits) glued to the hair shaft, often found at the back of the neck or around the ears; and 3) scratch marks on the scalp resulting from the itching.

**Spread:**

Lice spreads by direct person-to-person contact and by sharing personal items such as combs, brushes, hats, scarves, jackets, blankets, sheets, pillowcases, etc. Lice do not jump or fly; they crawl and can fall off the head. Head lice do not live longer than 48 hours off the head. They only lay their eggs while on the head. Nits that are more than 1/4" from the scalp are dead or simply will not hatch. Also the eggs do not hatch if they fall off. Lice do not spread to or from pets.

**Period of Communicability:**

Until treated with a lice-killing medication, crawling forms of the louse are communicable; the nits are not.

**Prevention/Control:**

1. Avoid sharing hair care items, towels, bedding, clothing, hats, and headgear.
2. Hang clothing in individual lockers or on assigned coat hooks.
3. Check your child's head frequently throughout the school year. If one person in the family, day care, school, etc. has head lice, the others should be checked, too. Everyone who is infested should be treated at the same time.
4. Inform the nurse's office at your child's school when live infestations occur and notify those with whom the infested person has had close contact.

**Treatment:**

1. Use a lice-killing shampoo. When rinsing the lice shampoo out of the hair avoid using anything other than water. Conditioners in shampoos and cream rinse may interfere with effective lice treatment.
2. Removing the nits after proper treatment is necessary for controlling the spread of lice. The shampoos may not be effective in killing the eggs. Fine tooth combs are needed to remove the nits, concentrating on the nits close to the scalp.
3. Cleaning your home is essential. All combs, brushes and similar items must be disinfected by either soaking in the medicated shampoo for the recommended time, in 2% Lysol solution for 1 hour, rubbing alcohol for 10 minutes, or by heating in water over 130 degrees F for 10 minutes.

**Treatment Must Include All Three (3) Steps.**

Clean the floors, furniture, mattresses, carpeting and car upholstery by thoroughly vacuuming. The use of insecticide sprays is not recommended.

Clothing such as jackets, hats, scarves, pajamas, etc. and bedding and towels should be washed in hot (130 degrees F or higher) water and dried in a hot dryer for at least 20 minutes before being used again. Un-washable clothing, linens, and stuffed toys can be dry cleaned or sealed in plastic bags for two (2) weeks.

Treating for lice is a lot of work and results in many expenses. Please speak with your children about not sharing hats, combs, and brushes in school. If lice occur, be as thorough as possible with your first treatment efforts. Treating the hair with the lice shampoo and cleaning the home environment must happen simultaneously. It does no good to treat the hair and not wash the linens or hairbrushes.

Do not feel embarrassed if a lice infestation happens in your family. Having lice has nothing to do with being dirty. Recruit assistance from others when dealing with lice. Notify close contacts so they can be checked. Notify the school. Doing so helps to protect your family from being re-infested.

**Follow Up:**

The nurse's office at school will follow up on all known cases of head lice. When a case of lice is discovered or reported, close contacts of that child which includes siblings and friends are also checked for lice.

**Remain Calm!! Spread The Word - Not The Problem.**

## **INSURANCE**

The Mitchell School District does not provide any type of health or accident insurance for injuries incurred by your child at school or during extra-curricular activities.

Since children are particularly susceptible to injuries, we encourage parents/guardians to review their present health insurance program to determine if the coverage is adequate. If the coverage is not adequate or parents/guardians do not have insurance, we encourage parents/guardians to consider enrolling their child(ren) in the voluntary student accident insurance program. Information concerning the program and instructions on how to enroll your student can be accessed from your child's school office.

## **INFORMATION CARD**

All students are required to have an information card on file with the school. The information card is completed yearly and is vital in the case of an emergency. Parents/guardians are responsible for keeping this information current with the school.

## **INTERNET**

Students of Mitchell Public Schools are offered access to the district computer network for Internet use. To gain access, all students under the age of 18 must obtain parental permission and must sign and return the form to the Office in each building.

Access to Internet will enable students to explore thousands of libraries, databases, and bulletin boards thus enhancing academic opportunities. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet accessible to further educational goals and objectives, students may find ways to access other materials as well.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Mitchell Public Schools support and respect each family's right to decide whether or not to apply for access.

## **STUDENT NETWORK USE**

Refer to Board Policy #976

Students are responsible for appropriate and acceptable behavior on school computer networks just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Permission is effective until the student graduates; the policy changes or parents request the child not have access. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. After parental permission is given, students will be given training for use of the Internet (or supervised instruction). Misuse of the access privilege will result in loss of the privilege.

Network storage areas may be treated like lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger children will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones and movies where potentially offensive material can be accessed. The following are not permitted:

- Using obscene language
- Sending or displaying offensive message or pictures
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

**Violations may result in loss of access as well as other disciplinary or legal action.**

### **KID'S CLUB**

An after school program is available for all students grades, K-5. The after school program provides students with a variety of before school and after school activities (sports, games, movies, arts, crafts, computer labs along with homework/reading areas). The EMBE Kid's Club program is available at the Elementary Schools from 3:15 after school to 6:00 p.m. Registration can be done through EMBE at 996-4311.

When school is canceled, has an early release because of weather, Kid's Club is canceled. **It is the responsibility of the parents to have alternative arrangements on file with the elementary school office for their child in the event the Kid's Club program is closed.**

### **LEAVING DURING THE SCHOOL DAY**

If a student must leave during the school day, a note signed by the parent/guardian must be sent to school and presented to the office stating the time of pick-up and estimated return time. Students will need to present the note to the office personnel when they come into school in the morning. The teacher will dismiss the child at the appointed time. **Students need to check out with the office before leaving.**

### **LOCAL FIELD TRIPS/EDUCATIONAL ACTIVITIES**

From time to time, students may visit local businesses or organizations as part of their educational experience. Permission to participate in these trips is given by the parent/guardian when they complete the applicable section on the Health Data and Emergency Card Information.

### **LOST & FOUND**

Lost and found items are placed in a box in each school building. **Please attach name labels or mark your children's clothing and other personal belongings.** This makes it possible for children to identify their belongings. Lunches and lunch boxes should be marked with permanent marker. Students should bring only items to school that are a part of the educational program. **Please do not send your child to school with large sums of money or valuable toys or electronic equipment.** The school is not responsible for lost items.

**LUNCH & BREAKFAST PROGRAM**  
**Subject to change, please see the school website.**

**BREAKFAST**

Breakfast is available to all students grades K-5. The price guidelines are:

Breakfast - \$1.85                      Reduced price - \$.30  
Adult Breakfast - \$2.50

The following lunch prices have been set for grades K-5.

Meals - \$2.80                      Reduced price - \$.40  
Milk - 40¢  
Adult Lunch - \$4.00

Milk is included as part of the breakfast and lunch program. Kindergarten milk tickets cost 30¢.

Breakfast, lunch and milk money collection will take place in the mornings. Charges are discouraged. Prompt payment is needed for any more charges to be made. Students who pay weekly will need to remember to bring money for the following week. Unused money is carried over. A reminder will be sent home with the student when three meals are left on the account. Please respond the next school day with payment. K-5 meals from the same family can be purchased with the same check (i.e., milk, lunch, brothers/sisters).

**All checks are to be made out to Mitchell Public Schools.** A breakdown of how you would like the funds to be applied is necessary for proper distribution of funds. In the memo area, list the name(s) of the child(ren) and each child's teacher's name. **All monies sent, whether cash or check, need to be in an envelope with the child's name and the desired purchases.** Any questions concerning breakfast, lunch or milk tickets, please call the Food Service at 995-3081.

**REDUCED & FREE BREAKFAST/LUNCH**

The District encourages all families to apply for Free & Reduced Breakfast/Lunch status. All information given on the forms is CONFIDENTIAL. The Free & Reduced Lunch count is the basis for many of the State funding formulas. There are many families in our District who are not being reported and there is therefore a reduction of funds to the district. You are not in any way obligated to participate in the Free & Reduced Lunch Program even if you qualify.

**MEDICATION PROCEDURES**

The school district acknowledges that certain students may require medications during the school day. Designated school personnel are available to give the following medications:

1. Prescription medications required more frequently than 3 times per day. (Medications given 3 times per day or less can be given entirely outside of the school day).
2. Prescription drugs specifically ordered by the physician to be given during the school day. To dispense medications to your student, the following procedure is used:
  - a. Parents will be required to complete and sign a Request and Authorization for Medication and Treatment form provided by the school.
  - b. The school must have the medication in a labeled container from the pharmacy or physician with the student's name, date, medication name, dosage and frequency to be given. This applies to prescription and over the counter medications. Ask the pharmacy to fill the medication in duplicated containers with the appropriate amount your student will need dispensed into the container for school use. Over the counter medications will be given ONLY when prescribed by a physician and labeled by a pharmacy.
  - c. A parent/guardian or designated adult MUST deliver all medications, including refills, to the school.
  - d. Parents are responsible to notify the school immediately of any changes in the administration of the medication.
  - e. All medications given will be recorded on medication administration records.
  - f. Medications will be stored in a locked cabinet in the nurse's office.

**Mitchell School District 17-2**  
**Request and Authorization For Medication/Treatment Form**

Parents are requested to give medication at home whenever possible. If it becomes necessary to administer medication to students during school hours the following regulations will be observed:

- A parent/guardian or designated adult must deliver to the school all medications including refills to be administered by school personnel.
- Medication to be administered must be prescribed by a licensed medical professional. The school may contact the professional as necessary.
- Medication to be administered by school personnel must be provided in the prescription container with the prescription attached. Medication improperly packaged or labeled **will not** be administered.
- Parents of guardians must provide the information requested below and sign the form granting the school permission to administer the medication.

To be completed by parent or guardian:

I request and authorize officials at \_\_\_\_\_  
School to supervise the below stated medication and dosage.

Student's name \_\_\_\_\_

Medication \_\_\_\_\_

Dosage and time \_\_\_\_\_

Method (oral, ear drops, etc.) \_\_\_\_\_

Possible side effects or adverse reactions \_\_\_\_\_

The student being treated for \_\_\_\_\_

I understand the medication shall be provided in a bottle labeled by the pharmacy to include the student's name, medication and strength, dosage and time medication is to be taken, and physician's name.

I understand that district personnel are rendering a service and will administer the medication only in accordance with the instructions on the label.

I understand that the school district and individuals involved will not be liable from any adverse effects of the medication.

I understand that the school may contact the prescribing professional regarding the medication and/or it's effects.

\_\_\_\_\_ Initial for consent to carry and self-administer inhaler.

Signed (parent or guardian) \_\_\_\_\_

Date \_\_\_\_\_

## **Immunization Requirements For School Enrollment**

In order to remain enrolled in the Mitchell Public Schools the parent/guardian of the student must submit certification from a licensed physician that the child has received a test for tuberculosis, the child is free from a contagious form of tuberculosis, and the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubella (measles), rubella, mumps, tetanus, and varicella (chickenpox), according to the recommendations of the State Health Department.

Minimum immunization requirements for Kindergarten through 5th grade are defined as having received at least:

1. 4 or more doses of DTP. (At least 1 dose must have been given on or after age 4)
2. 3 or more doses of polio (at least 1 dose must have been given on or after age 4)
3. 2 doses of MMR after age 12 months
4. For kindergarten only: two doses of varicella after the age of 12 months, or history of the disease

Legal alternatives to minimum immunization requirements include:

1. Medical exemption to immunization law. Requires a physician's signature on the SD Department of Health Certificate of Immunization.
2. Religious exemption to immunization law. Requires a written statement confirming religious affiliation and a copy of the religion's doctrine and a parent/guardian signature on the SD Department of Health Certificate of Immunization.

### **Does the Mitchell Public School really exclude students due to lack of adequate immunization records?**

**YES WE DO!!** We are required by South Dakota Immunization Laws to exclude students who are not in compliance. We sincerely hope to prevent exclusions and ask for your prompt attention at meeting South Dakota immunization requirements. If you have any questions, please call the nurse's office at your child's school or contact your local health care provider.

**THANK YOU!!** We sincerely hope to prevent exclusions and ask for your prompt attention at meeting South Dakota's immunization requirements.

## **MHS SPORTING EVENTS**

We encourage all students and their parents to attend games to support the Kernels at both the Corn Palace for Boys' and Girls' basketball and the Senior High for Gymnastics and Wrestling. During football games at the stadium, students are encouraged to sit with parents or designated areas. We ask that when attending contests at the Corn Palace, that students grades K-8 should be seated on the stage bleachers located on the East end of the Corn Palace. At the Senior High students grades K-8 should sit in the SE corner across from the scorer's table. At both sites, students will only be allowed to use the restroom and/or concession areas during quarter breaks, halftime and in-between games. All students need to be in their seats while the games are being played.

We appreciate your support and look forward to seeing you at the games. If you have any questions, please call the Activities Office at 995-3082.

## **POSTERS & SIGNS**

No posters or signs are to be posted in the school building without permission of the Central Administration. Any unauthorized posters or advertisements will be removed.

## **PROMOTION AND RETENTION OF STUDENTS**

Refer to Board Policy #997

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Retention will not be used until other possibilities have been exhausted, including special help, remedial work, and summer school opportunity.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances teachers will use the advice and help of the guidance counselor and other special school personnel.

Although teachers may recommend retention, all retention (as well as promotions) will be assigned by the school principals. Teachers, in recommending retentions; or principals, in assigning them; will give the reasons why they feel the student should repeat. The school system shall have final authority in the promotion/retention of a student in grades 1-12.

The principal will take particular care in assigning more than one retention during a child's elementary school life. The superintendent must approve a second retention assigned any student.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of--
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information of others.
3. Inspect, upon request and before administration or use—
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

## SCHOOL CLOSINGS

During periods of inclement weather, parents and students are requested to listen to their radio for information. Information concerning late starts, early releases or school closings can be heard on these radio stations: KORN, KQRN, KMIT or seen on these television stations: KDLT, KELO, KSFY, Q107. This information can also be obtained on the Mitchell School District app for phones and tablets.

## SCHOOL COSTS

Textbooks, workbooks, newspapers, magazines and some art materials are furnished free of charge by the District on the assumption that they be given reasonable care. Students will be expected to purchase such working materials as pens, pencils, rulers, crayons, folders, glue, scissors and Kleenex. As a reminder, gum, candy and toys are not a part of our school supply list and should not be in school.

## SECTION 504

Section 504 is the part of the Rehabilitation Act of 1973 that applies to persons with disabilities. Section 504 is a civil rights act that protects the civil and constitutional rights of persons with disabilities. It states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Section 504 and special education are two separate services. Should you have questions about Section 504, please contact your building principal or the office of the superintendent of schools at 995-3010.

**US DEPARTMENT OF EDUCATION:** Regional Director, U.S. Department of Education, the Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106, Phone: (816) 268-0550, Fax (816) 268-0599; TDD (800) 877-8339, Email: OCR.KansasCity@ed.gov

## SPEECH & LANGUAGE

Speech and Language services are available for students who have deficits in one or more of the following areas: 1.) articulation, 2.) language comprehension, 3.) voice quality, 4.) fluency, 5.) language. If you have any questions or concerns, please feel free to contact the speech and language clinician at your child's school.

## SPECIAL EDUCATION SERVICES

Special education services are provided for students who qualify. Services are available for students with academic, intellectual, motor, sensory or behavioral/emotional issues. If you are concerned about your child, please contact the principal of your child's school.

## STANDARDS

Common Core Standards are on line at <http://www.doe.sd.gov/octe/commoncorestandards.aspx>

Or are available from your child's teacher or administrator.

## **STUDENT COMPLAINTS AND APPEAL PROCEDURE**

Refer to Board Policy #1045

Students who wish to file complaints or appeal decisions of school officials, or parents who wish to do so on their child's behalf, may do so through the process outlined in Board Policy #1045, available in school libraries and administrative offices. The primary purpose of the procedure outlined in this policy is to secure, at the earliest level possible, equitable solutions to a complaint or appeal, if justifiable. The proceedings at each level of this procedure shall be kept confidential by school officials. The process begins with the student/parent and teacher. If the problem is not resolved, the teacher's decisions can be appealed by the student/parent to the principal using the Appeal Filing Form as part of the same policy.

## **STUDENT DUE PROCESS**

Refer To Board Policy #1044

All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, for most situations, shall be met when:

1. The pupil is given oral or written notice of the charges against him/her;
2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The pupil is given an opportunity to present his/her version of the incident.

In more serious situations, as when expulsion is under consideration, additional due process steps are required.

## **STUDENT RECORDS**

Refer to Board Policy #1061

Student records are maintained for each student attending Mitchell Public Schools for the purpose of maintaining an accurate account of the student's educational history and progress. These files are open to parents/guardians and may be reviewed in the presence of the building principal upon request.

## **TELEPHONE CALLS**

Emergency messages will be given to children immediately. Children will not be called to the office to answer general phone messages. The office staff will relay messages to students but will not disrupt class time to do so. Parents/guardians are asked to limit messages as much as possible. Students are allowed to utilize phones for urgent calls. The student's phone is to be used only with adult permission.

## **TECHNOLOGY**

Notice is given to all students, parents and staff that all technology (hardware and software) is owned by the Mitchell School District and may be observed for appropriate and legal use.

## TITLE I

Title I is a federally funded reading and math program. Its purpose is to provide additional help for students in grades K-3 with needs in reading and math. The classroom teacher, parent referral and additional assessment (some individual) are utilized to identify students who would benefit from participating in this program.

### OVERVIEW OF THE MITCHELL SCHOOL DISTRICT TARGETED TITLE I PROGRAM

Rockport Colony Elementary

Rosedale Colony Elementary

Title I is a federal and state funded program to provide remedial services to children in the areas of reading and math. Title teachers are certified staff specifically trained to teach strategies for reading and math skills. Services in the area of reading and math are provided to children in grades K-3 primarily plus 4<sup>th</sup> grade if available. Reading Recovery is implemented at the first grade level.

### DISSEMINATION OF STATE MANDATED TESTS

All guardians of the Title I student will receive individual results within 30 days of the first day of school.

Title I regulations require that the targeted school jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that described the requirements of (C) through (F) as listed below and outlined in Title I law:

#### C. POLICY INVOLVEMENT

All parents will be informed about the school's participation in Title I and their rights to be involved. Information will also be disseminated at the annual open house held in August, plus during Parent/Teacher Conferences. Furthermore, quarterly newsletters will share ideas and strategies for parents to effectively assist their children at home to improve academic skills. The Title I Committee will accomplish the following each year as a requirement of the Federal and State Title I Funded program:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of the part, and the right of the parents to be involved.
- Offer a flexible number of meetings, such as meeting in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. This includes but is not limited to Open House, Parent Teacher Conferences, Jumpstart program and the Parent Teacher Organization.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part including planning, review, and improvement of the schools parental improvement policy; Set aside funds are available each year for the Mitchell School District to provide opportunities for parents to learn about meeting the needs of his or her child. This includes parents being involved with the Title I Committee, and at the district level as well.
- Parents of participating Title I students will be sent information about the Title I program at the beginning of year or when a child begins to receive assistance from the Title I program. Updates about the program will be provided to parents of participating children includes the following but not limited to:
  - Timely information about programs under this part;
  - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
  - If requested by parents, opportunities for regular meeting to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and to respond to any such suggestions as soon as practically possible.
- If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

- The federal education law put in place by President Bush called: No Child Left Behind, requires that all parents be notified and given the opportunity to request information about the professional qualification of classroom teachers instructing their child as a substitute for more than 4 weeks. If you are interested in this information, you may contact your building principal or the superintendent of schools who will provide a written response to the parent with a copy going to the teacher.
- SHARED RESPONSIBILITIES FOR HIGH ACADEMIC ACHIEVEMENT
- As a component of the school-level parental involvement policy, the school will collaboratively develop the compact with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement in the areas of math and reading. Each person must make a commitment to provide high quality curriculum and instruction, support, and/or effective learning

environment that will enable students served to meet the state student performance standards. Ongoing communication between teachers and parents will be accomplished through two Parent-Teacher conferences held each year. Student progress reports will be sent to the parents at the end of each quarter. Meetings may be scheduled on-going throughout the year if requested.

- BUILDING CAPACITY FOR INVOLVEMENT

- The school will actively work to provide opportunities for parents and school staff to become informed about a variety of topics. School staff will also be involved in activities to promote communication between school and parents, understanding the value of parent contributions and building ties between school and home. To ensure effective involvement of parents and to support a partnership among the school involved. Parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –
- Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children;
- Shall provide materials and training to help parents work with their children to improve their children’s achievements, such as literacy training and using technology, as appropriate, to foster parental involvement.
- Shall educate teachers, pupils services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
- Shall ensure that information related to school and parent programs, meeting, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;
- Shall involve parents in the development of programs through gathering feedback informally and formally.
- Shall provide necessary literacy training from funds received under this part if the district has exhausted all other reasonable available sources of funding for such training; Avenues taken to educate parents will be pursued through the annual District Title I meeting, newsletters, parent-teacher conferences, and parent teacher organizations.
- **May** pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meeting and training sessions;
- **May** train parents to enhance the involvement of other parents; This may involve lead parents teaching other parents about a variety of strategies to improve skills at home.
- **May** arrange school meeting at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- **May** adopt and implement model to improve parental involvement;
- **May** establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- **May** develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- Shall provide such other reasonable support for parental involvement activities under this as parents may request.

## F. ACCESSIBILITY

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall 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.

### OVERVIEW OF THE MITCHELL SCHOOL DISTRICT SCHOOL-WIDE TITLE I PROGRAM

Longfellow Elementary School

G. B. Rogers Elementary

L. B. Williams Elementary

#### Statement of Purpose

Mitchell elementary schools are committed to providing quality education programs and establishing high levels of performance for all children. Title I law requires that each school develop jointly with parents a policy which describes how the school intends to comply with the requirements of this law. The following policy was developed by the school's Parent Advisory Committee and will be distributed to all parents in a way they can understand. The policy will be reviewed annually. Because parent involvement and support are essential components for each child to be successful, the school is committed to establishing a home-school partnership to ensure academic success for every child.

#### Part I: Policy Involvement

Mitchell elementary schools will:

Convene an annual meeting.

- An annual Title I meeting will be held in order to share the School Parent Involvement Policy, and the Schoolwide Title I Plan.
- Invitations will be sent to guardian(s).

Offer flexible meeting time and varied activities designated to support and encourage the involvement of all parents:

Mitchell elementary schools will ensure the involvement of all parents by offering the following activities, planning and reviewing the Title I program by:

- Conducting a Title I Survey
- Reviewing and revising the Policy to incorporate suggestions based on feedback
- Sending home Parent Compacts as well as providing compact in the student handbook
- Reviewing the Division and School Parent Involvement Policies at the Annual Title I Meeting(s)
- Family Night
- Parent Workshops
- Parent Conferences
- PTA Activities
- School Committees

Provide timely information about the Title I Program, the academic curriculum, assessments used to measure progress, grade level expectations, and opportunities to interact with teachers regarding the education of their children:

Parents will be provided with timely information through:

- Parent Conferences
- Parent Open Houses
- Family Nights
- Newsletters
- Report Cards
- School Web Site
- Parent Workshops
- Home Visits
- Day/Weekly Take Home Folders

- Student Journal Communication with parents involving homework.
- Student Handbook

Inform Parents if their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the Title I law.

Part II: Shared Responsibilities for High Student Academic Achievement  
Mitchell elementary schools will:

Develop jointly with parents and teachers a School/Parent/Student Agreement. The agreement will outline ways in which the parents, school staff, and students will work together to ensure high academic achievement.

Part III: Building Capacity for Involvement

Mitchell elementary schools will:

Provide information and assistance to parents regarding the state and local academic standards and assessments.

To ensure that parents are informed about academic standards and assessments we will provide the following:

- Parent Conferences
- Star Assessments Results
- Smarter Balanced Results
- ACCESS results for ELL students sent to parents
- Local assessment information
- DOE (Department of Education) link available to parents

Provide materials and training to parents.

Mitchell elementary schools will offer training and materials to parents through the following events and activities:

- Family Nights
- Math Night
- Schoolwide Take Home Book Program
- Kindergarten Orientation
- Parent Involvement materials to CORE Reading Program
- Parent Workshops
- 21<sup>st</sup> Century After School Program for Students (Longfellow and LBW)
- Provide lists of community resources to individual parents and assistance in accessing the resources, as needed.

Educate the academic community regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs.

Inform parents of school and parent programs in a timely and practical format they can understand:

To ensure that all parents are informed in a timely manner, we will provide:

- Communication Folders
- Notice of school functions
- Report cards

Part IV: Accessibility

Mitchell elementary schools will:

Make parent involvement accessible to all parents.

Mitchell elementary schools will ensure that parent involvement activities are accessible to all parents by providing the following:

- Notices of meetings/events

- Flexible meeting times
- Handicapped Accessible Facilities
- Home Visits
- Phone Conferences
- Collaboration with community agencies

## **TITLE IX**

Students, their parents, and employees of Mitchell School “District 17-2 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Mitchell School district’s compliance with Title IX is directed to contact the administrative office at (605) 995-3010 or 800 W 10<sup>th</sup> Avenue , Mitchell , SD 57301.

## **WEAPONS**

No student shall carry on his or her person, in any way have in his or her possession, store, keep, leave, place, or give to or put in the possession of another student a controlled, dangerous or deadly weapon, any destructive device or explosive, any ballistic knife, any stun gun or any firearm or air gun whether such firearm or air gun is designed, adapted, used or intended primarily for imitative or noise-making purposes or not in or on any school property or premises, in any school vehicle or other vehicle being used for school purposes or in any other building, structure or property being used for school purposes or function or at which a school-related vehicle is being conducted. This policy shall not apply to any weapon, device or other item referred to herein which is being used by authorized individuals as a part of or in conjunction with school-related activities or functions.

As per SD state law, any student bringing a firearm to school shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The superintendent of school shall have the authority to recommend to the School Board that this expulsion requirement be modified on a case-by-case basis. Refer to Board Policy #1033 for the complete policy.

## **VISITORS**

We welcome parents, guardians, and grandparents to the Mitchell Public Schools. However, for the safety of all the children in the school, anyone entering the building that is not a staff person must sign in at the office and pick up a visitor’s pass. Please contact the teacher or principal to set up an appropriate time. If you plan to eat at school, the office needs to know by 9:00 that day. If a parent/guardian is picking up a child unexpectedly, they will need to come to the office and we will send for the child. Children who have a written note from their parent/guardian stating that they will need to leave early will be dismissed from the office.

Relatives, friends, or students from other schools, are not allowed to visit during the school day. Our classrooms are workplaces, and other children unfamiliar with the routine are distracting.

## **VOLUNTEERS**

We welcome and appreciate any time that parents/guardians or community members are willing to share with us. Please stop in the school office or call the school at any time. Volunteer efforts provide an educational advantage to the students.