

Mitchell Public School Elementary Student Handbook 2007-2008

Mission Statement

“To empower all students to succeed as responsible, contributing members of a global society.”



Longfellow’s Motto:
Learn, Care, Achieve & Think

Longfellow Pledge:

“I pledge to learn all I can, to care about myself and others, achieve to the best of my abilities, and think, think, think!”

**Longfellow Elementary Staff
2007-2008**

PrincipalMrs. Mary Wilson

Secretary Mrs. Linda Deinert

Kdg......Mrs. Nancy Noess
Mrs. Kristy Rehorst

1st GradeMrs. Stacey Hofer
Mrs. Linda Doescher

2nd GradeMs Cathy VerSteeg
Mrs. Nancy Boyd and Karen Lunn

3rd Grade.....Mrs. Wendi Schnabel
Ms. Esther Witte

4th Grade.....Mr. Bobby Reindl
Mrs. Kris Borgan

5th GradeMrs. Stacie Heesch
Mrs. Karen Westerman

ArtMiss Alison Scheuerle

Vocal Music.....Mrs. Renea Schoenfelder

Band.....Mrs. Mary Krell

Physical Ed......Ms Cheryl Miller

Special EdMrs. Mindy Childs
Ms. Shelly Sandhoff

Speech.....Mrs. Jackie Roy

Title I.....
Mrs. Marilyn Bernard
Mrs. Deanna Hall
Mrs. Julia Fritzeimer
Ms. Joanna Meyers
Mrs. Jennifer Mayer

Rdg. Rec......Mrs. Joanna Meyers
Mrs. Jennifer Mayer

Migr. Tutor.....Mr. Tonya Klingaman

Para Educator Mrs. Kyna Letcher
Mrs. Jessica Long
Mrs. Sue Allen
Ms. Mary Beth Hohn

Special Education

Director.....Mrs. Tracy Christensen

Secretary.....Mrs. Milce Adams

School Psychologist.....Mrs. Jayne Rubendall

Success Maker

Aide.....Mrs. Eileen Toman
Mrs. Diane Roth

Counselor.....Mrs. Cassie Auch

GiftedMrs. Kate Kramer

Occup. Ther......Mrs. Kari Lord
COTA Mrs. Cheryl Pruettt

Phys. Ther......Mrs. Kris Krouse

Nurse.....Mrs. Nicole Hohn

LibrarianMrs. Carolyn Sivik

Custodians.....Mr. Damon Bartscher
Mrs. Elaine Homolka

Food Service:.....Mrs. Jane Butterfield
Mrs. Deb Zoss
Mrs. Lois Carroll

Colony Schools.....Mrs. Carol Hieb
Mrs. Jean Morrison
Mrs. Vicki Vetter
Mrs. Marilyn Bernard
Miss Myrna Adams

Reading First

Literacy Coach..... Mrs. Teriann Murray

**DAILY SCHEDULE
LONGFELLOW SCHOOL 2007-2008**

Building Opens..... 7:30 a.m.
 Playground Supervision 8:05 a.m.
 Classes Begin..... 8:15 a.m.

Lunch/Recess Schedule	<u>AM Recess</u>	<u>Lunch/Recess</u>	<u>PM Recess</u>
Kindergarten	10:00-10:10	12:15-1:00	
Grade 1			
Grade 2			
Grade 3		11:30-12:15	2:00-2:15
Grade 4			
Grade 5			

School Day Ends..... 3:15 p.m.
 Buses Leave..... 3:20 p.m.

**TO PATRONS OF THE
MITCHELL PUBLIC ELEMENTARY SCHOOL INDEPENDENT DISTRICT
NO.17-2**

This handbook is prepared for the students and patrons of the Mitchell Public Elementary Schools. We hope that 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

The Board of Education meets regularly on the second and fourth Monday of each month. Special meetings are scheduled as necessary.

ACCELERATED READER

The most important gift you can give your child is the gift of reading. The child who loves to read would not only do well in English and language arts courses, but also will; in fact excel in every area of schoolwork and of life. This is why Mitchell Public Schools have decided to place an emphasis on reading in its K-5 classes.

This year your child will be able to participate in the Accelerated Reader Program. The Accelerated Reader is a computer-based reading motivation program that is currently in use by more than 14,000 schools across North America. The program is simple: The child either reads or has someone read a book to him or her from the Accelerated Reader book list. The child then takes a computerized test on the book, answering simple multiple-choice questions that check their recall of basic facts and events in the book. After finishing the test, the child gets a point score based on the difficulty level of the book and the number of questions they answered correctly. The computer keeps track of every student's points.

We would like to thank you in advance for your support and cooperation with the Accelerated Reader Program. We are excited and anticipate that this program will help your child and every student become a proficient and enthusiastic reader. If you have any questions, please ask your child's teacher.

ELEMENTARY ATTENDANCE POLICY 2007-2008

STUDENT ATTENDANCE

Regular attendance directly relates to a student's ability to achieve in school. A student that is absent misses class instruction, presentations, discussions, audio-visual material, 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 10% of the number of days in attendance, the parents may receive a letter of concern.
2. When a student is absent for 10 (ten) days, a truancy warning report may be filed.
3. If a student is absent for 12 days, without extenuating circumstances, a truancy of CHINS (Child In Need of Supervision) petition may be filed with the State's Attorney, parents will receive a letter of notification of the truancy, and a counselor or principal will be assigned to monitor absences.
4. After a student is absent 10% of the total number of days in the school year, he or she is strongly considered for retention.

Other Notes:

- If a student is more than 30 minutes late for the morning or afternoon they are considered absent for one half day.
- The school administrator may require students to make up lost time when the students accumulates excessive tardies beyond 5 (five).
- A note from a physician will be required by the school administrator as deemed necessary.
- 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 due to vacation will be counted one absence per day.
- Absence for school activities will not count as an absence.
- All other absences, including out-of-school suspensions, will count as an absence.
- Students may be excused for other exceptional reasons with approval of the Principal.

EXCUSED ABSENCES

A student, who has been absent, on 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. Parents/guardians or an adult relative must accompany students on family trips to have these considered excused absences. In special cases a student may be excused for a special outing if “parents” accompany the student. Absences for reasons other than school-sponsored activities will be counted as a day of absence. In all cases the parent must contact the principal by written note or telephone. The student is to complete the work in advance of the absence.

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.

CCC SUCCESSMAKER

Successmaker is a computerized math and reading program that takes students from their instructional level and moves them forward along the instructional continuum. Students work on a reading and math program in the computer lab thirty minutes each day. Parents will receive progress reports on how their child is doing. After the students have completed the basic math and reading programs, there are enrichment courses in the areas of math, reading, language arts, and science in which they can be enrolled.

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 weekly 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

The School District designates the following personally identifiable information about its students as Directory Information:

Name, address, phone number, date of birth, school attended, grade, and dates of attendance, parents or guardian of student, participation in school-recognized activities, weight, height, age and grade of members of athletic teams, individual and group photographs pertaining to school activities, awards received and similar information that denotes accomplishment or achievement.

The school may release this information unless the school receives a written request from a parent to withhold it. This information is only released for legitimate school purposes.

DISCIPLINE

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

At Mitchell Public Schools we 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, however, 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

1. Attendance

Problem

A. Unexcused absence from school

B. Leaving School without permission.

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

3. Possession of illegal or Dangerous items will not be permitted

A. Possession of a device, weapon or look alike weapon that through its use is capable of threatening

4. Fighting will not be tolerated

A. Fighting

B. Severe teasing, bullying and intimidation (verbal, physical or written)

C. Harassment

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

6. Non-classroom behavior

- A. Public display of affection, etc.
- B. "Boom Boxes", walkman, headsets, etc. are not permitted except under direct supervision
- 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 gym.
- F. Abusive Language-severe
- G. Nuisance items including water balloons, squirt guns, fire crackers pagers, cell phones, laser pointers, etc.

7. Classroom Behavior

Each teacher will develop a set of rules for their classroom that they need 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.

8. Students are expected to follow staff instructions.

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

9. School Bus

- A. Violation of rules

10. Habitual abuse of rules will not be tolerated.

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

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.

13. Language, graffiti

- A. Wearing, displaying or exhibiting

hate groups, gang-related items/activities symbols, words and/or pictures, etc

negative/dangerous behavior related to any of these items

Appropriate Consequences may include:

1. In-School Suspension (ISS)
2. Lunch Detention
3. After School Suspension
4. Saturday Detention
5. Non-School Day Suspension
6. Out-of-School Suspension (OSS)
7. Dismissal
8. Problem-solving, counseling, anger management, groups
9. Restitution
10. Parent/Guardian Notification
11. Parent Involvement: Education, Monitoring, Groups
12. Community Service
13. Confiscation
14. Report to Law Enforcement for legal action for violations of local, state, or federal law (including truancy)
15. Loss of privileges
16. Expulsion
17. 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.
18. OSS—re-admittance plan/process increase in severity (3-4 step processes to be presented to student and parents/guardian when implemented).

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. 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 a 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.
6. Caps, hats, and other headgear are not to be worn in the building during the school day.
7. Shorts may be worn up to October 1st, and after April 1st.

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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The school has on file grades, attendance records, and standardized test scores and other personal education information. If a student has attended several different schools, these records follow him/her.

Students and/or parents or guardians may see the contents of these records by making an appointment with the principal or counselor. Parents may have copies made of anything in the school record. There may be a charge for the copies. The original record may not be taken out of the office. The student, parents, or guardians may place any statements or items in the school record that they wish if it pertains to schoolwork, or they may request that items be removed from the file. In the event the student, parent, or guardian makes such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, an appeal of the decision may be made to the next highest school official, and ultimately to the school board.

Student records, or any part thereof, cannot be transferred in writing or orally to any other place without written consent of the parent or guardian, with the exception of another public school in which you have already enrolled after transferring from current school.

Written consent can be given by using a form available in the office or by writing a letter to the office requesting the transfer of such records.

All student records will be treated in accordance with the provisions of Public Law 93-380 (The Family Education rights and Privacy Act) passed by Congress in 1974.

The Mitchell School District designates the following personally identifiable information about its students as Directory Information:

Name, address, phone number, date of birth, school attended, grade and dates of attendance, parents or guardians of students, participation in school-recognized activities, weight, height, age and grade of members of athletic teams, individual and group photographs taken in school or in school activities.

The school may release this information unless the school receives a written request from a parent to withhold it. This information is only released for legitimate school purposes.

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.

NO CHILD LEFT BEHIND PARENT RESOURCES

Parents wanting more information on No Child Left Behind may log onto the following websites: US Dept. of Education NCLB Parent Guide; <http://www.nochildleftbehind.gov/next/index.html>; South Dakota Parent Resource Network; <http://www.bhssc.org/sdprn/>; Parent Involvement Packets; <http://www.bhssc.org/sdprn/title.html#packet>; SD State Resources for NCLB; <http://www.state.sd.us/deca/NCLB/state.htm>.

NCLB REQUIREMENT

The federal education law, No Child Left Behind, requires that all parents be notified and given the opportunity to request information about the professional qualifications 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 teachers.

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.

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 you 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 and no later than 8:20 a.m. Students eating breakfast can do so beginning at 7:45 a.m. Classes begin at 8:15 a.m. Any student not in their classroom at 8:15 a.m. is considered tardy.
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. 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

***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

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.

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 8 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. In November there will be two (2) days scheduled for parent-teacher conferences. Conferences will also be in February. Parents/guardians are encouraged to contact their child's teacher if additional meetings are desired.

FINES

If there has been undo 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.

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 life style. 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 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 toothcombs 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 recommend.

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 YWCA 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 the YWCA 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

BREAKFAST

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

Breakfast - \$1.10 Reduced price - \$.30

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

Meals - \$1.90 Reduced price - \$.40

Milk - 30¢

Adult Breakfast - \$1.50

Adult Lunch - \$2.75

Milk is included as part of the breakfast and lunch program. Kindergarten milk tickets cost 25¢.

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). **During the last week of school no charging is allowed. Students who are not paid in full will be served an alternative lunch.**

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 995-3000.

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 anyway 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 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
 (Sample 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:

1. A parent/guardian or designated adult must deliver to the school all medications including refills to be administered by school personnel.
2. Medication to be administered must be prescribed by a licensed medical professional. The school may contact the professional as necessary.
3. 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.
4. 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 _____

Current 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.

OFFICE OF CIVIL RIGHTS

The South Dakota's Office for Civil Rights Regional Office address is: U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64153-2037. Their telephone number is: (816) 268-0550. The state office for Civil Rights is called Career and Technical Education Office and the address is: Office of Career and Technical Education, 700 Governors Drive, Pierre, SD 57501-2291. Their telephone number is (605) 773-3423

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 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.

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.

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. Contact the Administration Center to answer your questions.

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

South Dakota Content Standards are on line at www.state.sd.us/deca/TA/contentstandards
Or are available from your school's teacher.

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;
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 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.

What do I know about my child's teacher? 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 qualifications 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.

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 Administration Center, 117 East 4th Avenue, 995-2308. (Federal number 1-816-880-4200)

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 work places, 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.

**Mitchell Public School
District 17-2
Mitchell, SD**

**School Calendar
2007-2008**

August 8, 9, 10, 13, 14,	New Teacher In-Service
August 15, 16,	All Teacher In-Service
August 20	First Day of School
September 3	No School - Labor Day
September 6	Picture Day
September 24	No School (Staff Development)
October 26	No School
	Parent/Teacher Conferences September 20-Long.GBR October 22 – Middle School October 24- L.B. Williams October 26 – Sr. High October 30 - LBW
November 22, 23	Thanksgiving Break
December 24-January 2	Winter Vacation
January 3	School Resumes
January 21	No School - Staff Development Day
	Parent/Teacher Conferences January 24 – Long, GBR February 7 – MS February 12 – LBW February 14 - SH
February 15	No School
February 18	President's Day No School
March 6	End of Third Quarter
March 13, 14	No School - Spring Break
March 21	No School - Good Friday
March 24	No School - Easter Monday
May 15	Last Day of School (If there are no snow make-up days.)
May 16	Teacher Work Day

May 18 Commencements

1st Qtr. August 20—October 19

2nd Qtr. October 22—December 21

3rd Qtr. January 3—March 7

4th Qtr. March 10—May 15

All snow days added to the end of the calendar.

Updated 8/6/07