**Koch Elementary Student Handbook**

**2018-2019**

Principal’s Office 432-6615

Special Services Director 432-4393

Nurse’s Office 432-9400

OST Program 432-6899

Milbank School District

Milbank, South Dakota

*www.milbank.k12.sd.us*

**Tim Graf, Superintendent**

**Amy Brandriet, Principal**

**Keri Schliesman, Special Education Director**

**Federal Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s educational records. If asked, the school will also give out directory student information. The full Policy JOA can be found in the district’s policy book in every school office or on the Milbank School District website.

**Non-Discrimination Statement**

Milbank School District does not discriminate on the basis of race, color, national origin, sex, religion, age, creed, ancestry, or disability in employment or the provision of services.

Milbank School District provides equal opportunities with services to all individuals, including those individuals with disabilities.

Inquiries concerning the application of Title VI, Title IX, Section 504, or any other antidiscrimination law may be referred to Kris Evje, Director of Federal Programs, at 605-432-5579 or 1001 East Park Avenue, Milbank, South Dakota 57252; or to the Regional Director, US Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367 or at 1-816-880-4201.

**Message from the Principal:**

Welcome to the new school year! I debated whether or not to start my message out with the old cliché, “I can’t believe how quickly the summer went”, but I am really amazed at how quickly the summer days have come and gone. It has been a real treat to interact with your students throughout the summer. The OST Program, ELL Camp, MAYA classes, and ESY services have brought several students in to and out of Koch Elementary this summer. In addition, the second year of the free summer meal program was a huge success. In all reality, Koch Elementary was the hub for many of our youth this summer. We are fortunate to be able to provide fun learning opportunities for our students throughout the summer!!

As we gear up for the beginning of a new school year, I would ask you and your students to think about what your family’s goals will be for the upcoming school year. We know that the school year will progress just as quickly as the summer has. If we start off the school year on a positive, prepared foundation, it will be possible for your students to meet their learning goals. Our school philosophy (on the next page) should be a guide for you to use at home as well. Let’s **team up** to reach the ultimate goal of **preparing our students to become productive, responsible members of home, community, and society while leading personally rewarding lives**.

In my opinion, open and ongoing communication is a must in order for us to reach the common goal stated above. To start the year off right, please join us for Open House at Koch Elementary on Wednesday, August 15th from 4:00-6:00. If you will be unable to make it, please give us a call so we can inform the appropriate teacher(s).

 1,2,3 Team!

Amy Brandriet

Koch Elementary Principal

**School Philosophy**

The educational philosophy of Koch Elementary School reflects the overall educational philosophy of the Milbank School District 25-4. That philosophy states:

The Board believes that education should be shaped by purposes rather than forces. Therefore, the education system of this district, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the personal development of each student to the full potential of his/her abilities and interests in a sequentially coordinated curriculum which allows for individual differences.

To this end, staff members will strive to aid in each student's intellectual, physical, moral, emotional, aesthetic, and social growth so that he or she may become a useful and responsible member of home, community, and society while leading a personally rewarding life. The board believes that the ultimate goal of an education in the district schools should be to prepare the students for a world of rapid change and unforeseeable demands. The Koch Elementary School staff believes in the development of each individual child to their fullest potential. To accomplish this, we realize that close communication must be maintained between the student, home, and school. We also realize that individual programs may need to be developed to meet the needs of certain students. Discipline is also a major component of a good school. The discipline at Koch Elementary School is directed toward providing each student with firm guidelines where they can learn to accept personal responsibility for their actions and decisions. It is also the goal of the Koch Elementary School staff to treat each student in a personal, humanistic manner, addressing the self-worth of each individual student. We believe that positive interaction with students and parents is the only way to provide the best possible education for each individual student.

***Koch Elementary School 2018-2019 Personnel Roster***

Principal – Mrs. Amy Brandriet

Special Services Director – Mrs. Keri Schliesman

Blue Sky Colony Teacher- Mrs. Kari Schmeichel

Bulldog Preschool- Mrs. Janelle Huber

Junior Kindergarten- Mrs. Cindy Jungers

Kindergarten –Ms. Darla Larson, Mrs. Sandra Schell, Ms. Courtany Sykora

First Grade –Mrs. Maren Davis, Mrs. Becky Johnson, Ms. Reeba Thompson

Second Grade – Mrs. Brittni Cordingley, Mrs. Nikki Evje, Mrs. Dolly Lenards

Mrs. Robin Patnoe

Third Grade – Mrs. Pam Prisinger, Mrs. Jena Schulte, Mrs. Beth Wagner

Fourth Grade – Mrs. Brenna Fredrichsen, Mrs. Becky Lambrechts, Ms. Sue Rausch, Mrs. Sara VanMeter

Fifth Grade – Ms. Clarice Buhler, Mrs. Janelle Korstjens, Mrs. Tammy Mielitz, Mrs. Nancy Weber

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Cooks –Mrs. Julie Dwyer, Mrs. Josie Hansen

Counselor/Guidance – Mrs. Julie Nolz

Library-Mrs. Jayne Paysen

Art-

Computers-

Custodians – Mrs. Lori Buescher, Mrs. Cindy Davis, Mrs. Nancy Hein

Music and Band – Mr. David Boerger

Physical Education – Mr. Ryan Conrad

Special Education- Mrs. Alyssa Frogner, Ms. Kelli Hoff, Mrs. Ashley Ludwig, Mrs. Keri Schliesman, Mrs. Melanie Schwandt, Mrs. Kristin Tostenson

School Secretary – Mrs. Kelsey Peery

School Nurse – Mrs. Brenda Nomeland

Special Services Paraprofessionals- Mrs. Alicia Adelman, Mrs. Diane Berkner, Mrs. Dina Johnson, Mrs. Karen Loeschke, Mrs. Carrie Novy, Mrs. Leslie Tol, Mrs. Janet Trapp, Mrs. Kelly Whitesitt, Mrs. Kerry Wold

Special Services Secretary – Mrs. Peggy Greiner

Speech – Ms. Megan Grafsgard, Mr. Chad Nolz

Psychological Examiner – Mrs. Jill Lear

Title I – Mrs. Diane Berkner, Mrs. Janelle Huber, Mrs. Kristin Tostenson, Mrs. Kerry Wold

ELL Educator- Mrs. Christine Townsend

ELL Paraprofessional-

Literacy Instructional Coach-Mrs. Katie Gilmore

OST Director – Mrs. Mary Kinder

**Absences**

If your child is going to be absent from school, please call the nurse at ***432-9400 by 8:30 a.m.*** We are required to document the reason for every student absence; therefore, calls will be made to the homes of those students whose parents/guardians have not called regarding their child’s absence. Students are allowed a maximum of 8 absences per semester; upon reaching 8 absences a conference will be held between the student, parents, and principal to create an improvement plan.

South Dakota statute requires compulsory school attendance for all children between the ages of six (6) and eighteen (18). If a student begins kindergarten at age five (5) that student shall be subject to the requirements of compulsory attendance. “Truancy” is any absence for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It is also an irregular attendance pattern which defeats the intent of compulsory attendance.

When absenteeism has become detrimental to student achievement and the student/parent/guardian has ignored every effort by the district to gain compulsory attendance, the principal may begin truancy proceedings against the parent/guardian. Prior to such actions the principal shall have; A. Communicated with the student’s parents/guardians to discuss the student’s truancy or have attempted to meet and been refused; B. Offered an opportunity for educational counseling with school personnel and the student/parent/guardian.

**B. Academic Program**

All students receive instruction in the following areas: reading, language, math, spelling, science, health, social studies, penmanship, art, music, physical education and use of computers and technology. Some instruction requires students to be placed within specific groups at each grade level so as to permit students to be taught at an instructional level that is both challenging and comfortable.

The school library, a focal point at Koch School, has books available for check-out in all grades. Each classroom has a scheduled time in the library every week to learn about the library and to check out books. Each grade at Koch School participates in some type of program to encourage students to read more books. No activity is more important for elementary children than reading. Both Koch School and parents need to encourage students to read every day.

Unique components in the total school program are 1-1 Chromebooks in 2nd-5th grade, robotics, art, computers, DARE, and character education program. The K-1st grade classrooms have access to an iPad cart that was purchased by the PPE. Each student has daily time scheduled on the computer, which is used to assist students in learning basic math and language skills as well as the use of technology and computer literacy. Computer programs such as Imagine Learning, IXL, Reading Plus (Grade 3-5), Waterford (K-2) and Accelerated Reader are used at various grade levels. Assemblies and guest speakers, as well as Science Club, are basic to the total program, providing enrichment in the academics and arts. Learning is “student centered”, instruction is differentiated and engaging to meet individual student needs.

**C. Attendance**

**Regular attendance in school is vital to your child’s progress.** Research suggests that chronic early absence [20 or more days] in K-3 is associated with: poor achievement, truancy in middle school, school dropout, delinquency, and substance abuse (Mclusky, Bynum, and Patchin, 2004). The hands-on experiences and group discussions that are missed cannot be made up, making

consistent, regular attendance imperative to a successful school experience for your child. Each day students are in school is a tremendous learning opportunity – not to be often missed. We strongly encourage you to schedule medical and dental appointments during school vacations or after school hours. It is also important to plan vacations during school vacation and holidays.

**D. Awards**

Koch School believes it is important to recognize successes by students in their school performance. Attendance awards are distributed quarterly and at the end of each semester. Individual classrooms award students based upon their academic and character successes on a day to day basis. One of the prestigious awards given at the end of the school year to fifth grade students is the Presidential Education Award.

**E. Bicycles**

Bicycles are to be parked in the racks upon arrival at school. Children in all grades must place their bicycles in the racks located south of the gym. Students are not permitted to loiter around the bicycle racks during school hours. Students are encouraged to have their bicycles registered and licensed with the Milbank Police Department.

**F. Birthday Parties**

Students may celebrate their birthdays by bringing refreshments to school. Refreshments should be limited to simple snacks. Arrangements need to be made in advance with the classroom teacher, especially so that the health needs of our students are taken into consideration. Treats will be shared at lunch or during the last half hour of the school day. Favors are not permitted. Invitations for any party to be held out-of-school may not be distributed at school unless the entire class is included, or all of a particular gender. Early dismissal for parties is not granted. Flowers and balloons delivered to the school will be held in the office for pick up at the end of the school day.

**G. Breakfast and Lunch Program**

Breakfast and hot lunches are served daily at Koch School. Children have the opportunity to participate in the breakfast and hot lunch program. Breakfast begins at 7:30 each school morning. During the noon hour, students may participate in the lunch program or bring a sack lunch from home. Please keep in mind the salad bar is accessible **only to the students who are purchasing a meal** that day. No soda pop is allowed in the lunchroom during the lunch service.

Breakfast money or lunch money is deposited into **one** student account. The Koch School breakfast and hot lunch program require that meals be paid for i**n advance.** All cash submitted to the office **must** be placed in an envelope addressed to Lunch Department. Be certain to include the child's full name on the envelope. **Checks *must* have the full name of the student in the memo area, and written in black or blue ink.** Parents and grandparents are welcome to eat with students. **Please call the school office by 8:30 if parents or other adults are going to eat noon lunch.** This will ensure that enough food is available each day.

The Milbank School District participates in the National School Lunch and School Breakfast Programs. This district has a policy on eligibility for free or reduced price meals. The Milbank School District knows that nutrition plays an exceedingly important role in the education abilities of children. We encourage you to look at the availability of this program for your family during difficult times. A detailed information packet was given to every family at registration. If you did not receive this information, the Milbank School District’s Central Office has a complete packet of information available. It is located at the Milbank High School. The phone number is 432-5579.

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Diet adaptations will be accommodated with a statement of need signed by the child’s physician. Please contact Food Service Director, Deb Underwood, at 605-432-5579 if your child requires a special diet.

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For your convenience, payment of school lunches can be made at any of the Milbank schools or at the Central Office in the high school building. If you have any questions about accounts, please call 432-5579 after 1:00 p.m. any school day.

The school district expects that lunch payments will be made at the beginning of each month; the school appreciates parents keeping current on their students’ lunch payments. Credit card payments can be made at the Central Office; online payments can be made using PayPal. A link to PayPal can be found on the school website at milbankschooldistrict.com. Money left in a student’s account at the end of the school year will be automatically carried over to the next school year.

**H. Bus Service**

The Milbank School District provides bus service to students living in the rural areas of the district as well as those students living west of Highway 15 and north of Highway 12 in the city. All other students must walk, ride bike, or be given a ride to school. Bus service is not provided to transport students from the school to baby-sitters (day care) or from the baby-sitters to school. If you have questions, call Pat DeFea at 432-4836.

**I.Cell Phones**

Students may have their cell phones shut off in their locker during the school day. If a student is found with their cell phone during the school day, it will be confiscated and will only be returned to a parent. If this occurs more than once, students will lose the privilege of bringing his/her cell phone to school.

**J. Child Custody**

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If any parent has a court order that limits the right of one parent in matters such as custody or visitation, please bring a copy to the office. **Unless a court order is on file in the office, we must provide equal rights to both natural parents**. The school cannot be caught in the middle of a difficult family situation.

**K. Complaint Procedure**

The following complaint procedure is hereby established to be used as a vehicle to resolve complaints, allegations or alleged misapplication of school district policies, rules, or procedures relating to the programs or program requirements listed below:

1. Title VI, civil Rights Act of 1964.

2. Title VII, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972.

3. Executive Order 11246 as amended by Executive Order 11375.

4. Equal Pay Act as amended by the Education Amendments of 1972.

5. Title IX, Education amendments of 1972.

6. Rehabilitation Act of 1973.

7. Education for all Handicapped Children Act of 1975 as amended by IDEA.

8. Others as may be passed by state or federal legislative bodies which may apply to the operation of the Milbank Schools, its employees, activities, or programs.

Prior to implementing the formal complaint procedure, an effort must be made to resolve any complaint through discussion between the complainant and the Special Services Officer. If a resolution cannot be affected in this manner, a formal complaint may be filed by utilizing the procedure set forth below

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Step I - Any person, parent, teacher, advisory council, or organization having a complaint relating to any of the identified acts, or requirements of such acts, shall present such complaint to the Special Services Officer, in writing. Within five (5) days of receiving such written complaint, the Special Services Officer shall schedule a hearing and so notify the complainant of the time, date, and place of such hearing by certified mail. At such hearing, the complainant may present evidence and question parties involved in the complaint. At the conclusion of the hearing, the Special Services Officer shall render a decision in writing with a copy to be sent to the complainant by certified mail, to the superintendent, and a copy placed on file. Such decision shall be mailed within ten (10) days from

the date of the receiving of the original complaint.

Step II - If the complaint is not resolved at Step I, the complainant may file a review request with the Superintendent of Schools by certified mail, and shall also mail a copy to the Special Services Officer. Upon receiving a review request, the superintendent shall schedule a review within five (5) days of the date the request is received, and notify the complainant of the time, date, and place of the review. Both parties to the complaint, the complainant and the Special Services

Officer shall attend the review. At the conclusion of the review, the superintendent shall provide a written answer to the complainant by certified mail, the Special Services Officer, and a file copy, within ten (10) calendar days from the date of receiving the original review request.

Step III - If the complainant is not resolved in Step II, the complainant may file the complaint in writing, by certified mail, with the chairman of the Board of Education, within five (5) days after receipt of the superintendent’s answer. The Board of Education shall consider the complaint at regular or special meeting, or at a special hearing called for hearing such complaint. The complainant shall have the right to present testimony, provide evidence and question the parties involved in the original complaint. The Board of Education shall render a decision, in writing, to the complainant with five (5) days of the date of the hearing by certified mail, to the superintendent, the Special Services Officer, and a file copy. The decision of the Board shall be considered as final, notwithstanding the appeal process.

Step IV - The decision of the Board of Education may be appealed to a federal agency for review within thirty (30) days after receipt of the Step III written decision.

NOTE: As a general rule, the complaint procedure should be completed within a 30-day period unless the complaint is of such a nature that a realistic decision cannot be expected within such 30-day period. If such is the case, officials of the appropriate state educational agency responsible for such programs shall be consulted regarding a time extension.

**L. Counseling Program**

Koch Elementary School has the services of a counselor. The counselor is available to assist individuals and groups of students in coping with the world around them.

There are many areas of growth and development that can be very confusing to children. Some of these concerns include: friendships, peer pressure, communication and decision-making skills, self-concept, family difficulties, and other academic problems. Counseling provides an opportunity for students to talk about their thoughts and feelings, and learn about themselves in a non-threatening environment where confidentiality is insured.

If you feel that your child would benefit from counseling services, please contact Mrs. Peery or Mrs. Brandriet in the office. We will provide you with the necessary paperwork. Teachers may also refer students for counseling. If this occurs, then parents would be contacted.

Classroom guidance activities are organized by the counselor to help students develop social skills and enhance their self-esteem. The counselor is scheduled to meet with each classroom once a week for thirty minutes.

**M. Daily Schedule**

8:15 a.m. Classes Begin

3:10 p.m. Classes Dismissed

Students who arrive before 7:45 must stay seated in the hallway by the front office and bring a book to read. The normal time that students are expected to be here is at 8:00 a.m. Students who wish to eat breakfast before school may start doing so at 7:30 a.m. Before school, starting at 7:50, there will be supervision on the playground.

When visitors enter the building they are asked to check in at the office and wear a visitor’s badge.

**N. Discipline Plan**

Each teacher has their own discipline plan (set of rules and rewards/consequences) that best fit their classroom needs. However, our primary focus at Koch Elementary is to notice and respond to students who **are meeting the expectations** within the school setting. When students choose not to follow the school/classroom rules, they can expect to receive consequences for the misbehavior. Above and beyond these rules are also district policies pertaining to student conduct and bus conduct. **Each case will be handled on an individual basis in order to take into account all circumstances, and do what is right for all parties involved and with the safety of our students in mind.**

**O. Dress Code**

Students should be dressed appropriately so they are comfortable and safe in the classroom as well as outside at recess. Students WILL NOT be allowed to wear clothes depicting vulgar language, drugs, gangs, or alcohol. The rule of thumb is to be conservative. Apparel that includes short shorts, low cut tops, and midsections showing is inappropriate. The school encourages parents to plainly mark their child’s clothing and boots so they can be identified if items are misplaced.

Please make sure that your child has appropriate outdoor wear for the playground, as students will go out every day weather permitting. Students must wear suitable shoes to school since they play on the playground equipment. No flip flops, opened-toed or backless shoes; it is a matter of safety.

Students are not allowed to wear shorts from September 1 through May 1. Obviously, “short” shorts are not allowed at school. Please remember that our building is air conditioned.

Common sense in selecting appropriate clothing for students to wear at school is much appreciated. Koch School is concerned about the safety and comfort of all students.

**P. Emergency Medical Data**

At registration you will be given an emergency card to fill out. Please indicate any health problems that your child has on this form. Parents are encouraged to inform the principal or nurse of any health problem their child might have. If you have any questions regarding the health program or policies, please call 432-9400.

**Q. Emergency School Closings**

Announcements concerning school closings will be carried over radio stations KMSD-1510, KPHR-104.3 FM, KCGN-101.5 FM in Milbank and KDIO-1350 in Ortonville. KELO Land and KSFY television stations are also contacted. Both KELO and KSFY have internet listings of school and business closings. School closings are also sent through School Messenger phone calls. The superintendent determines when emergency school closings will occur.

**R. Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth**

The Milbank School District policy is to: \* Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.

\* Keep a child or youth experiencing homelessness in the school or origin, except when doing so is contrary to the wishes of the child’s or youth’s parent or guardian.

\* Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.

\* Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:

\*Transportation services.

\*Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

\*Programs in vocational and technical education.

\*School nutrition programs.

**S. Field Trips**

Field trip permission forms are signed at the beginning of the year and are on file. Parents will be notified in advance as to the nature of each field trip. Our parent group (PPE) will provide transportation funds for these educational experiences. Field trips provide good learning opportunities for children.

**T. Fire, Tornado, Stay Safe Drills**

Preparedness drills are conducted periodically to practice the safe and efficient procedures to use in certain situations. The procedures are on file in the office.

**U. Grading**

Koch School teachers understand that grades are important to students and parents. Grades are assigned according to the following guidelines. Student reports will be as follows:

**K-2-** Standard based report cards are used. Each subject area is divided into a list of skills or standards the students are responsible for learning. The skills are aligned to the Common Core Standards. The students will receive a mark of advanced, proficient, or basic for each standard taught during that grading period.

**Grades 3 - 5**

A 100-94 C 79-74

A- 93-92 C- 73-72

B+ 91-90 D+ 71-70

B 89-84 D 69-66

B- 83-82 D- 65-64

C+ 81-80 F Below 64

I Incomplete

P Participation

In grades 3- 5, the H, S, N, or U systems of reporting will be used in handwriting, art, music, band, physical education, citizenship, and study and work habits. Parents of first through fifth graders can assess student progress reports by utilizing the parent portal. Parents need to sign up for this service in the central office. The school encourages all parents with access to a computer to sign up for this service. It allows parents to keep track of their child’s progress on a regular basis. Parents using this service make very positive comments about it.

**V. Gum**

It is up to the discretion of individual teachers whether or not children may chew gum in the school setting.

**W. Homework**

Homework for elementary-aged children is viewed as an integral part of the total educational program, if it is properly planned. Homework is generally assigned so youngsters can complete regular classroom assignments or work on basic skills. Other reasons for homework may be to enable a child to make up work missed during absences, to develop study skills, and to encourage creativity. The amount of homework a child may be assigned should not exceed 45 minutes per day in grades 4-5. More homework than this may be assigned to students who need to make up assignments or who didn't do their work at school. Homework in the primary grades may require 15-20 minutes and would include such things as reading stories, practicing spelling words, and learning number facts. Attention will be given so as not to assign homework during holidays and when special activities involving the students are taking place. If you have questions about homework, please contact your child's teacher or the principal's office.

**X. Leaving School Early**

For the protection of your children, no student is permitted to leave the school at any time during the school hours without permission from the office. Children are **to be picked up by the secretary's office** and will be released only to parents, guardians, or other authorized persons. Parents desiring early dismissal for children who have medical or dental appointments should send a note of explanation to the teacher/ school nurse prior to dismissal. If a student becomes ill during the day, the student will not leave the school until the school nurse or principal has contacted the parents.

**Y. Newsletter**

A school newsletter will be sent home to each family on approximately the first school day of each month. The newsletter offers information concerning the school calendar, curriculum, classroom happenings and breakfast and lunch menus.

**Z. Parent Access to Student Records**

Parents have access to school district records pertaining to their child according to district, state and federal guidelines. Confidentiality of student records according to all district, state, and federal laws and policies will be maintained. The Federal Educational Rights and Privacy Act (FERPA) provides parents (and eligible students) the right to examine and control the student’s records.

**AA. Parents Promoting Education**

Koch Elementary School has a parents’ group called *Parents Promoting Education* (*PPE).* Parents are encouraged to participate in meetings and in activities sponsored by PPE. The group meets once a month at 6:30 in the school lunchroom. It has as its purpose:“to support, encourage, and aid the Koch Elementary staff in whatever areas are in need for the benefit of all the students.”The group meets monthly and has promoted the following activities:

1. Volunteering for special events and providing instructional assistance for the teachers.

2. Fund raising activities for special projects.

3. Promoting the school.

4. Organizing recognition events such as those during American Education Week.

5. Serving on special school committees.

6. Initiating special Koch School events (e.g., track and field day).

All parents are encouraged to become part of this organization. If you are interested in learning more about Parents Promoting Education or becoming part of the group, contact your child’s teacher or the elementary office.

**BB. Parent Visitation**

Parents are encouraged to visit their children's classrooms during the school year. Generally speaking, visitation should not be made during the first two weeks or last two weeks of the school year. Please arrange visits with your child’s classroom teacher. Parents are requested not to have pre-school children accompany them in the room during the visitation, as this could be disruptive.

**CC. Property Damage**

Children will be fined for damaged textbooks and library books. Lost books will be paid for, subject to condition of the books prior to loss. Deliberate damage to any school property will result in restitution of those damages.

**DD. Records**

State law requires that all students attending school need to have a certified copy of their birth certificate and immunization records on file at school. **Students will not be allowed to start school if either the birth certificate or immunization records are not on file.** There will be no exceptions from this law.

**EE. Reporting Pupil Progress**

Report cards will be sent home with the children at the end of the nine-week grading period. Parent/Teacher conferences will be held in October and March. Whenever there are issues with a student’s academic progress, the school encourages parents to contact the teacher and/or the guidance counselor. If a child is performing at an unsatisfactory level at mid-term, parents will receive written notification and are encouraged to confer with the teacher concerning the unsatisfactory performance.

**FF. Retention**

Retention of students at a given grade level is considered when students are functioning at a level significantly below grade level expectations. Criteria used to determine whether or not a student should be retained are: a) basic skills mastered in reading and math, b) physical, emotional, and mental maturity, and c) work habits and attitude. No child will be retained until such a decision is considered jointly by parents, teacher, and principal. The principal will make the final retention decision about a student.

**GG. Rules**

**Boys & Girls Basketball Game Rules**

Students attending the basketball games in the gym are expected to follow the rules listed below. Failure to follow them will result in parents being called to come pick up their child.

1) Students are to sit in the south bleachers during the games. If a student is accompanied by a parent, they may sit with the parent. Do not sit on the bottom row of the bleachers.

2) Students are not to sit in the upper bleachers, unless they are with their parents.

3) Students may leave the gym during half times and between the games. Students are not to leave the bleachers during the games.

4) During the playing of The National Anthem, students should stand, face the flag and put their hand over their heart. Respect for our flag and country are expected.

5) Students are not to run around the far edge of the court during the games. They are not to stand and move around during the games.

6) Students who consistently fail to follow the rules will have their parents called and they will be sent home.

7) School dress code is in effect at all games. No caps or offensive clothing is permitted.

8) Students are not allowed to leave the building and then return.

**Football Game Rules**

Koch School students are to follow the following rules when attending football games in Milbank:

1) Football games are school events. Good conduct is expected.

2) Students not sitting with their parents must sit on the south, free-standing bleachers.

3) Students may leave the bleachers two minutes before half time of the game. They must be in the bleachers for the start of the second half.

4) Disrespect or back talk to the teachers and other school officials will not be tolerated.

5) Do not bring footballs or other balls to the game. They will be taken away.

6) Do not play out behind the bleachers or outside the fence during the game.

Failure to follow these rules will result in the student’s parent being called and the student having to leave the game. Varsity games are school activities; appropriate behavior is expected.

**General Playground Behavior Rules**

1. Follow directions of playground teacher.

2. Stay in assigned areas.

3. Use equipment appropriately.

4. No fighting, hitting, kicking.

5. Be respectful to all adults and students.

**School & Playground Conduct and Procedures**

1. Pupils shall walk at all times in the school building and adjacent areas.

2. Pupils shall refrain from unnecessary speaking in the hallways.

3. Pupils shall speak in proper and acceptable language. No profane or obscene

language will be tolerated.

4. Lunchroom conversation shall be kept to a low speaking voice.

5. Students shall be instructed to walk to their respective buses when dismissed from

school.

6. Students shall obey all school personnel such as teachers, aides, cooks, and

custodians while on the playground, in the halls, in the lunchroom and in the

classrooms or at any assigned area.

7. Pupils are not allowed to play rough body contact games. Tag games are

permissible but this does not permit hitting and pushing. No tackle football!

8. Pupils shall refrain from snowballing or throwing objects other than approved

playground equipment.

9. Pupils shall refrain from littering school premises.

10. Pupils shall refrain from defacement of sidewalks, school buildings, public

or private property

11. Guns and knives, toy or real, shall not be play equipment on school premises.

12. Pupils shall refrain from standing in the swings, standing or lying on top of the

climbing bars or the jungle gym.

13. Pupils shall refrain from playing on the bicycles or the bicycle racks.

14. Depending on the weather and condition of the playground, all pupils shall be

properly dressed and encouraged to be out for play periods.

**HH. School Dismissal Procedure**

a. Only students boarding the buses will be dismissed at 3:00 p.m.

b. Students who walk home, receive rides, or ride bicycles will

be dismissed immediately after the buses leave Koch School.

c. Parents picking up children are asked to pick them up

directly in front of Koch School after the buses leave.

Parents are asked **not** to pick up their children on the east

side of the building due to traffic congestion.

d. Bicycle traffic on Tenth Avenue directly in front of the

school will be prohibited.

e. Students waiting for rides after school is dismissed will wait on the sidewalk next to the northeast entrance near the school offices.

**II. School Nurse**

The school nurse is at Koch School from 7:45 a.m. to 3:15 p.m. each school day. She is responsible for providing health care services for your child, including first aid, health assessments, emergency care and the administration of medications. She also assumes responsibilities for student attendance, student accidental and dental insurance, immunization records and health screenings. Routine health screenings done at Koch School include vision and hearing, heights and weights, blood pressure monitoring, scoliosis and head lice checks. Please refer to SCREENING TESTS in the Parent/Student Handbook for screening protocols.

Any medication to be administered to students will be done by the School Nurse or authorized personnel. A medication consent form must be completed with the following: name of student, name and dosage of medication, time to be given, route to be given (oral, inhaler, eye drops, etc.). This medication consent MUST BE SIGNED AND DATED by the parent or guardian. Please list the doctor's name that prescribed medication and bring medication in correctly labeled prescription bottle. NO medication will be dispensed without having a completed and signed medication consent on file. All medication is to be brought to the nurse's office, and is dispensed from that office only. Generally, it is against school policy for a student to have any type of medication in their possession. If it is necessary for your child to carry their medication at all times, special arrangements can be made to allow this. Please contact the school nurse to make these arrangements. Medication forms may be obtained from the School Nurse office. **Parents/Guardians are asked to notify the School Nurse anytime a student will be absent for medical or other reasons. The School Health office number is 432-9400. Please don’t call the Koch School phone.** A machine will take your call before and after school. The School Nurse will contact parents when students are absent and the parents have not contacted the school. Please discuss any health problems your child may have with the School Nurse.

**JJ. Screening Tests**

The following Elementary School screening programs are conducted yearly or upon request:

1. Vision - Grades K, 2 & 4

2. Hearing - Grades 1, 3, & 5

3. Heights and weights - All grades, K-5

4. Blood pressure - Grades 2 & 4

5. Head lice - All grades, K-5

**KK. Special Assistance Programs**

Special education, speech therapy and learning disability programs are available to students with special needs. No student is placed in any special program without the consultation of parents.

A full range of special programs for students with disabilities are available. Some programs include a special education classroom, resource room, speech and language services, educational/psychological evaluation, modifications of programs, and any other programs mandated by the school district, the South Dakota Division of Education, PL 94-142, PL 99-457 and any other required programs. Special Education Director, Keri Schliesman, is responsible for student evaluations, special student placements, and all other special service programs. Milbank School District will follow the rules, procedures, guidelines and policies of the school district, the state and federal governments. Parent rights and due process procedures are implemented in accordance with local, state or federal guidelines and laws. Any student or parent may contact Mrs. Schliesman or Mrs. Brandriet to learn about laws, programs and procedures or to request special services evaluation and/or programs. A copy of the school district's comprehensive special education plan is available for examination in the offices of the superintendent and special services director.

 Prior to special education referral, it is best practice for classroom teachers to refer students to the Problem Solving Team (PST) for academic/behavioral intervention strategy ideas and the pre-referral process. All referrals must go through the Principal’s or Special Education Director’s office for any of the special assistance programs. The following should be noted when making a referral: 1) A referral form can be obtained from the Special Services Department or the Principal’s office; 2) The referral form should be completed and show, or have documentation attached, that interventions have taken place; 3) The referral is given to the Principal/Special Education Director; 4) A letter is sent home to the parents to receive permission for testing to take place; 5) Once the letter is signed by the parent and returned to the school, the school has 25 school days to complete the testing. If the parent does not sign the referral, no testing will take place.

After the testing is complete a meeting will be held with the parents, staff, and possibly the student, and must take place within 30 calendar days. It is at this meeting that the decision is made as to whether the child meets guidelines to be placed in a special services program. If guidelines are not met, then the staffing team will make a decision on an appropriate program.

Koch Elementary is a Schoolwide Title I school. South Dakota’s Schoolwide Programs provide services that enable all children in their buildings to meet high standards. For more specific information regarding Schoolwide Title Services, please see: <http://doe.sd.gov/title/>.

**LL. Staying After School**

Occasionally students are asked to stay after school because of poor behavior during the school day or to complete assignments. Teachers will inform parents of such action prior to keeping the student after school.

**MM. Student Anti-Discriminatory Grievance Procedure** If a student feels that they have been discriminated against because of their race, color, creed, religion, age, sex, handicap, national origin or ancestry, they should present it in writing to: LEVEL 1: The Director of Federal Programs (should be scheduled for an informal discussion of said grievance). It is expected that many grievances may be resolved at this level. The Director of Federal Programs must hold a conference within five school days’ time of the date of filing.

LEVEL 2: If a student is not satisfied with the resolution made at level one, they many appeal in writing to the principal for pupil services for an informal conference and discussion of said grievances.

LEVEL 3: If a student is not satisfied with the resolution made at level two, they may appeal to the superintendent for an informal conference and discussion of said grievance. The decision at this level is binding and cannot be appealed unless the superintendent so indicates.

A copy of the student grievance form is available from the office.

Complaint Procedure Pertaining to Federal ESSA Funds and McKinney-Vento

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district’s superintendent.

Disputes addressing the enrollment, transportations (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district’s homeless liaison’s office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school’s decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.

\* The superintendent will notify the complainant of the decision in writing.

\* The complainant will be allowed one week to react to the decision before it becomes final.

\* The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.

\* If the issue is not resolved with the superintendent, the complaint will be forwarded to the district’s Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district’s decision including the rights of the parent, guardian, or youth to appeal the decision.

\* Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

**NN. Student Use of Telephones**

There is a telephone in each classroom. Students will be monitored by their homeroom teacher on phone use. Classes will not be interrupted to have a student answer a phone call. All outside phone calls will be routed through the office. The phone in the nurse’s office is available for students to use in special circumstances – with the permission of the school nurse.

**OO. Toys and Electronics**

We do not allow students to bring toys and electronics to school for recess or after school play because it often results in lost or broken items. If a child is bringing an item for class they should leave it in their locker until the appropriate time.

**PP. Traffic Information**

Student **safety** is the paramount concern for Koch School. The following procedures will help ensure that students stay safe while coming to and leaving from school.

1) Busses: During the morning bus times (7:45-8:15) and afternoon bus times (3:00-3:25) **there is no parking directly in front of the school**. This lane will be used by busses to drop off/pick up children and by parents to do the same. Before school there is a separate bus unloading zone. When a bus drops off children before school, the students will immediately exit the bus and proceed to the lunchroom for breakfast or to the playground if they don’t eat breakfast. When all the students have exited the bus, that bus will leave the area.

2) Parents Drop off/Pick up: Parents dropping off students in the morning should drop their child/children off behind the bus unloading zone and continue east to the four way stop on 10th Avenue. **No U-turns will be permitted on 10th Avenue.** In the afternoon cars pick-up students after the busses have left using the same lane as the busses. All traffic for dropping off/picking up students should come from the **west** so cars can simply get into the bus lane to drop off children. **Again, please continue east to the four way stop sign and avoid making a U-turn on 10th Avenue**!!