

# Aberdeen Elementary Schools Parent & Student Handbook



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## **Mike Miller Elementary**

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**Aberdeen School District Website**

<http://www.aberdeen.k12.sd.us>

Dear Parents and Students,

We welcome you to a new and exciting school year in the Aberdeen School District. Our staff is committed to providing a quality educational opportunity for students in a safe and orderly environment. Our schools offer a happy, safe, and challenging place for your child to learn and grow. A high expectation of student performance and behavior is important to be successful. We do our very best to meet the needs of each student by helping them reach their greatest potential.

As part of our continuing effort to keep you better informed, this handbook is to provide a reference for parents and students regarding general policies, information, and events at our schools. We hope you and your child will read it carefully and refer back to it for quick reference. We also encourage you to consult each school's website for up-to-date information. Additional information about specific events will be communicated on a regular basis. Please contact the principal regarding any of the policies contained in the handbook.

We look forward to providing an outstanding educational experience for your child in the Aberdeen School District. We hope you feel pride and ownership for the opportunities and programs we provide. On behalf of the faculty and staff, we would like to extend an invitation for you to visit our schools and be an active part in your child's education. Ask questions, come to events, and show your child that school and learning matters. We are looking forward to a successful and exciting school year.

Warmest regards,



**Chris Osborn**  
CC Lee Principal



**Lisa McNeely**  
Lincoln Principal



**Mike Neubert**  
Ma y Overby Principal



**Nicole Schutter**  
Mike Miller Principal



**Jared Ahlberg**  
OM Tiffany Principal



**Kim Aman**  
Simmons Principal

# Aberdeen School District Strategic Plan

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## **VISION:**

To provide all students with the knowledge and skills necessary to reach their potential in a global community through high expectations of academic achievement, diverse educational opportunities, and community involvement in a safe environment.

## **MISSION:**

Empowering all students to succeed in a changing world.

## **BELIEFS:**

- All students can succeed when given the opportunity to learn through appropriate instruction, academic experiences and involvement in activities.
- All students benefit from a safe and nurturing learning environment.
- All students benefit from positive role models.
- Student progress is achieved by holding all students, parents and the school district accountable.
- Students' success is enhanced when the school, parents and community work together as partners.

## **GOALS:**

- To meet academic targets in all schools in the areas of math and reading.
- Provide a safe and supportive learning environment for all students and staff.
- Provide equitable access to current and developing technology tools for all students and teachers.
- Ensure a positive climate/culture that promotes collegiality among/between staff, parents, and students.
- Promote active partnerships within the community.

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## ADDRESS CHANGE

It is important that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic year. If the student is moving out of the district, the school should be notified at least a day in advance so proper transfer records can be prepared and the student's books and supplies can be collected.

## ARRIVAL PROCEDURES

Students may be dropped off after 7:30 a.m. if they are eating school breakfast. All other students should arrive after 7:45 a.m. For your child's safety pull to the side of the road and have your child get out of your vehicle. Do not drive through the staff parking lot to drop children off for school. Help keep traffic flowing by dropping off your child and continuing on with the flow of traffic. Encourage your student to use designated crosswalks for safety purposes. If you have business in the school, please park your vehicle away from the traffic flow to avoid congestion. **PLEASE BE COURTEOUS. THERE IS NO LOADING OR UNLOADING OF STUDENTS FROM PRIVATE VEHICLES IN THE BUS LOADING ZONES.**

## ASSESSMENTS

Students may be given several District and State mandated tests during the school year including:

<b>Kindergarten:</b> AIMSweb PLUS Reading	<b>Grade 1:</b> AIMSweb PLUS Reading	<b>Grade 2:</b> AIMSweb PLUS Reading
<b>Grade 3:</b> AIMSweb PLUS Reading *Smarter Balanced English Language Arts and Math	<b>Grade 4:</b> AIMSweb PLUS Reading *Smarter Balanced English Language Arts and Math	<b>Grade 5:</b> AIMSweb PLUS Reading *Smarter Balanced English Language Arts and Math

These assessments are given to determine student needs, guide instruction, and monitor programs.

\*Results of standardized tests are made available to parents each year.

## ATTENDANCE POLICY FOR ELEMENTARY LEVEL (School Board Policy JH, JH-R)

Our desire is to cultivate a successful learning climate in the classroom, but it is difficult for students to succeed in school if they do not attend regularly. It is essential that students attend school on a consistent basis to ensure continuity of instruction. When students are absent or tardy, they miss out on important lessons where key concepts or skills are introduced. This puts them at a disadvantage when they return because of gaps in learning and the need to play "catch-up" with lessons that have already been taught in class.

It is our goal to provide each student with the best possible education. Please assist us in achieving this goal by helping to assure your child's regular attendance at school. School board policy, **JH-R Student Absences and Excuses**, will be implemented by all District schools as follows:

1. On the fifth partial or full day absence (whether excused or unexcused) during a school year, a referral will be made to the Principal or Student Assistance Team Coordinator.

2. The Principal or Student Assistance Team Coordinator will decide whether to continue to monitor the student's attendance or to make a further referral.

When it is determined that a further referral is necessary, he/she will send the referral to the Student Assistance Team. The Student Assistance Team will consider special circumstances which may be causing the excessive absenteeism and will also consider available options in working with the parents/legal guardians to solve the problem which causes the student to be absent. These options may include school based support groups, and other guidance services, community based services, and/or referral to legal authorities.

3. On the sixth to ninth partial or full day absence (whether excused or unexcused) or the tenth tardy during a school year, a letter will be sent home to the parent(s) or guardian(s) outlining attendance responsibilities.

4. On the twelfth partial or full day absence (whether excused or unexcused) or the twentieth tardy during a school year, truancy charges will be filed if warranted.

5. In cases of truancy or unexcused absence, parents/legal guardians will be notified and the progressive discipline policy (JK-Middle School and JK-Elementary) will be followed.

6. Upon the fifteenth absence, the school will send the parents/guardians a letter stating that on the twentieth absence, the attendance committee will recommend retention or summer school. Further, the District may file truancy charges on the twentieth day.

**Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years-eighteen years old) to school on a regular basis. After 12 absences or 20 tardies, the Aberdeen School District will consider submitting a truancy report to the Deputy State's Attorney's office.**

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## **BIKES, SKATEBOARDS, ROLLERBLADES, and SCOOTERS**

Students in 3rd grade (or 8 years old, whichever comes first) are allowed to ride bicycles to school as long as the privilege is not abused. Bikes are not to be ridden on the school playground and are to be parked in the racks provided. Students may bring bike chains and locks for safekeeping. If a student does ride his/her bike to school, he/she is to walk his/her bike across any street using the crosswalk if available and to demonstrate good bike safety habits.

Skateboards, rollerblades, and scooters will **NOT** be allowed on school grounds. The number of students using the playgrounds makes safety a problem if these items are used. They should not be used as transportation to or from school.

## **BIRTH CERTIFICATES**

According to State law, all students are required to have a certified copy of their original birth certificate in their cumulative file. A copy of the birth record from the hospital is not a certified copy. State Law reads:

Any person who is required pursuant to § 13-27-1 to cause any child to attend any public or nonpublic school or alternative instruction program pursuant to § 13-27-3 in this state shall, either at the time of enrollment in any school in this state or upon being excused from school attendance pursuant to § 13-27-3 or within thirty days of initial enrollment or excuse, provide the public or nonpublic school or the alternative instruction program with a certified copy of the child's birth certificate or affidavit in lieu of birth certificate as issued by the Department of Health in such cases where the original birth certificate is deemed unattainable. A violation of this section is a Class 2 misdemeanor.

## **BIRTHDAY CELEBRATIONS**

We discourage children from bringing birthday invitations to school to minimize students from feeling disappointed if not invited. If invitations are brought to school they must be distributed after school hours.

Anything sent to students will **not** be delivered to their classroom. All deliveries will go to the school office. **It is recommended that flower and balloon deliveries be made to the student's home.** Staff and students will be informed of any delivery and it can be picked up at the school office **at the end of the day.**

## **BREAKFAST**

School Breakfast is available 7:30 – 7:50 a.m. when school is in session for a full day. School Breakfast is not offered on scheduled ½ days or on late start days.

## **BULLYING (School Board Policy JFCD, JFCE, JFCE-R, JFCE-E)**

The Aberdeen School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of persistent physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. All bullying incidents should be reported to an adult in the school building. Each incident will be taken seriously, investigated, and if warranted, will be addressed through the discipline policy.

## **BUSSES**

Bus routes are determined by Dietrich Transportation of Aberdeen. Transportation will be offered to students who live at least five miles from their assigned attendance center and beyond. Students are expected to conduct themselves in a respectful manner on the busses. Violations may lead to consequences related to their bus privileges. A note or a call is required if a bus student is not to ride the bus home or if there are any other changes in the assigned bus route procedure. You are asked to call Dietrich's at 226-5958 if you have any bussing questions.

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## **CALENDARS**

School year calendars can be found on the District website at <http://www.aberdeen.k12.sd.us>.

## **CELL PHONES**

We discourage bringing cell phones to school. If a student must bring a cell phone it will be kept in their backpack and turned off during school hours. The school will not be responsible for lost or stolen phones. Phones found to be in use during school hours will be held in the office until picked up by an adult.

## **COMPLAINT POLICIES** (School Board Policy KLB, KLD, KED)

In accordance with federal Title regulations, the Aberdeen School District must inform students and parents of Policy KLB (Public Complaints about the Curriculum or Classroom Instructional Materials), Policy KLD (Public Complaints about School Personnel), and Policy KED (Public Complaints about Federal Programs). The Aberdeen School District welcomes constructive criticism of the schools when it is motivated by a sincere desire to improve the quality of the educational program and to help the school personnel in performing their tasks more effectively. The policies provide the specific procedures for contacting district personnel with this feedback. The policies are available on the district's website at <http://www.aberdeen.k12.sd.us> and can also be obtained in all district buildings.

## **CONFERENCES**

Parent-Teacher Conferences are offered for all students at the end of the first and third quarters. Parents will be notified when their conferences will be held. Other conferences may be arranged by appointment with your child's teacher when you feel it necessary. Parent-Teacher Conferences are a valuable tool to be used in helping children to be successful at school. Be sure to take advantage of this tool!



## COUNSELING PROGRAM

School Counseling Services are an integral part of our school's total educational program. These services are developmental by design and include sequential activities organized and implemented by a certified, professional school counselor with the support of teachers, administrators, students, and parents.

The Counseling Program addresses the needs of students by helping them to acquire competencies in academic, career, and personal/social development which include:

- Classroom Counseling Curriculum
- Individual Planning
- Responsive Services (individual and small group)
- System Support

Parents are encouraged to contact the school counselor anytime they have questions or concerns about their child's school experience.

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## DISMISSAL

Students are dismissed from their classroom doors at 3:00 p.m. We ask that parents/guardians meet their child outside the exit door from the school. This will help the teachers and students stay on-task for their end-of-the-day routines and help minimize congested hallways.

**Leaving school grounds:** Elementary students are not permitted to leave the school grounds during recesses or before school. All children should be familiar with their afternoon dismissal routine. Try to establish a routine that your child understands and can follow. If you must alter the pattern, be sure your child knows the changes before he/she leaves home in the morning and send a note for your child's teacher.

## DISTRICT AND SCHOOL REPORT CARD

The state of South Dakota has recently changed the way student achievement is calculated and considered. More emphasis has been placed on how kids are growing academically through the entire school year, instead of how they perform on a test one time a year. This new system is being put in place a piece at a time with input from the United States Department of Education and other educational groups. Student test scores, along with other information, are being used to help determine a School Performance Index or SPI, which allows our schools to be compared to other in the state to see how we are doing. Detailed reports of how all students in South Dakota scored may be found by going to the Department of Education's webpage at <http://doe.sd.gov/reportcard/index.aspx> and looking at the state level reports. District and school level reports may also be found on the same website by selecting the school year and the type of report you would like to look at. For help in getting to these reports or understanding what is in these reports, please call your child's school and talk to the teachers or the principal.

## DISCIPLINE (School Board Policy JK)

District policy JK, Rules of Student Conduct and Discipline, is located on the school website at <http://www.aberdean.k12.sd.us>

## DRESS GUIDELINES

What the children wear to school is at the discretion of the parents. The Aberdeen School District insists that attire is clean, in good taste, and does not interfere with the educational climate of the classrooms. Any clothing with alcohol or tobacco symbols will not be allowed. We realize clothing worn will vary with the weather. We require boots and snow pants during the winter months. If you have difficulty purchasing boots and snow pants some funds are available. We ask that you become familiar with the days your child/children participate in physical education as they will need to bring gym shoes on those days. If you have specific questions, please contact the principal.

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## E-MAIL ADDRESSES

All staff working for the Aberdeen School District has a State e-mail address. To e-mail, type the person's first name, period, last name, and attach @k12.sd.us to the name. Example: [John.Smith@k12.sd.us](mailto:John.Smith@k12.sd.us). All staff and their e-mail addresses are listed on each school's website at <http://www.aberdeen.k12.sd.us>.

## EARLY DISMISSAL DAYS

There is always the possibility that, without much forewarning, circumstances may force us to dismiss school early. Our major concern at that time will be the safety of students returning home when the parent or another responsible person may not be there to receive them.

To assure that each of our students will know what to do in this situation; we ask that you assume these responsibilities:

1. Work out with your son/daughter a contingency plan should he/she be dismissed early from school, such as going to a neighbor, or entering the house and remaining there.
2. Periodically listen to the Aberdeen radio stations for information during any period which might indicate a possible early dismissal from school, such as freezing weather, high winds, blowing snow, flooding rains, or other such natural weather-related conditions.
3. School Messenger should notify you of any instances regarding early dismissal, no school, or late start. In addition to School Messenger, an announcement will be made over local media outlets and the School District app. For more information on School Messenger please look under the letter "S."

## ELECTRONIC READING DEVICE *(No Ipods, Ipod like devices, or cell phones)*

Students may bring their electronic book device (Nook, Kindle, eReader, etc) for the purpose of silent reading. It is a privilege rather than a right; thus, when the policies are abused, the privileges may be taken away and confiscation and/or discipline action may occur. At no time will students be allowed to connect to the Internet while at school. Students will take full responsibility for the device and secure the device when not in use. Each student using an electronic reading device, along with his/her parent, will need to sign an Acceptance of Responsibility and Use Agreement Permission Form. This form can be picked up from the office.

## EMERGENCY DRILLS

Fire and tornado evacuation drills, along with safe area drills, are held throughout the year. Each teacher will explain the drill procedures and evacuation schedule in his/her class. Students should move out quietly and orderly, stand away from the building, and return to class when directed by the adult supervisor in evacuation drills. For a lockdown, students should sit quietly and wait for an "all clear" from school staff.

## EMERGENCY PROCEDURES

It is imperative that all information on each child's enrollment card be complete and kept current. **If phone numbers (home, work, emergency or doctor) or addresses change, please notify the school office immediately.**

Be sure that you have a plan for picking your child up during the day should he/she gets sick at school. Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. Be sure that changes in "pick-up procedures" are clearly communicated and discussed **before** the child leaves home. Notify the teacher in writing when such changes occur. Students will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to students. This will not be done for messages that are of a routine nature. **Plan ahead!** Your child's instructional time is important.

## ENGLISH LEARNERS (EL)

The goal of the English Learner (EL) program is to teach English to nonnative speakers so that they may acquire the language and communication skills necessary to participate successfully in the mainstream classroom from kindergarten through grade twelve. Instruction is designed to meet the needs of students at various English proficiency levels. Language and culture taught in the EL program reinforce skills and concepts taught in all areas of the regular curriculum. Contact the EL Coordinator at 725-7400 or 725-7300 if you have questions.

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## FERPA

### Annual notice of confidentiality of information

In compliance with the Family Educational Rights and Privacy Act, Part B of IDEA, and Section 504 of the Rehabilitation Act of 1983, parents and eligible students have the right to do the following:

- Inspect and review the student's educational records;
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosure of personally identified information that is contained in the student's educational records, except to the extent that the act or District Policy authorizes disclosure without consent;
- File with the U. S. Department of Education a complaint concerning alleged failure by the agency or institution to comply with the requirements of the act of this Chapter; and
- Obtain a copy of the district's policy. This right extends to all approved schools located within the Aberdeen School District boundaries.

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions Published as Appendix to Federal Register (Nov. 21, 1996) The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask (this school district) to amend a record that they believe is inaccurate or misleading. They would write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. S.W.  
Washington, D.C. 20202-4605

*Note:* Listed below is the system’s directory information public notice, as required by Section 99.37 of the regulations, with its annual notification of rights under FERPA. 99.37 is listed below:

What conditions apply to disclosing directory information?

- a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of
  - 1) The types of personally identifiable information that the agency or institution has designated as directory information;

- 2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
  - 3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.
- b) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

Authority: 20 U.S.C. 1232g(a)(5) (A) and (B)]

**Directory Information:**

Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency of institution attended. A copy of these policies and regulations may be obtained in the building principal's or superintendent's office of the named school district. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Aberdeen School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

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**GRADING (School Board Policy IKA)**

The adopted grading scale will be used by all teachers, for all subjects requiring a letter grade for students in grades 4 – 12. Letter grades will be assigned using the following percentages:

**Policy IKA District Grading Scale:**

**Grades K-3**

- E = Excellent
- S+ = Above Expectation
- S = Average
- S- = Below Expectation
- N = Needs to Improve

**Grades 4-5**

- A = 93% - 100%
- B = 84% - 92%
- C = 75% - 83%
- D = 67% – 74%
- F = 0% – 66%

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**HIGHLY QUALIFIED STAFF**

Under the Every Student Succeeds Act (ESSA) all teachers are required to be highly qualified for their teaching assignments. It is our district’s policy to hire only highly qualified teachers and paraprofessionals. If you would like information regarding the professional qualifications of your student’s teacher, please contact the school principal.

**HOMEWORK (School Board Policy JHA)**

If your child missed a day of school you may request their homework by contacting the office, or the teacher, and ask that the day's work be sent home with a sibling or can be picked up in the office after school has dismissed for the day. Unless there are special circumstances, the time period allowed for make-up work will be two school days for each day missed.

## HOURS

Elementary school hours are:

- 7:30 AM Breakfast Service Begins
- 8:00 AM Bell Rings
- 8:05 AM Tardy Bell Rings & School Begins
- 3:00 PM Dismissal Bell Rings



## IMMUNIZATIONS

State law requires that all children entering a South Dakota school for the first time meet certain immunization requirements. These requirements can be waived only if a properly signed medical or religious exemption is filed with the school.

The South Dakota Department of Health, under the authority granted in Section 13-28-7.1, South Dakota Codified Law, has established the following minimum requirements for children enrolled in South Dakota:

1. Four or more doses of diphtheria, tetanus, pertussis containing vaccine. At least one dose must have been given on or after age 4.
2. Four or more doses of poliovirus vaccine, at least one dose given on or after age 4.
3. Two doses of measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity. The minimum age for the first dose is 12 months. The second dose is routinely administered at age 4 through 6 years.
4. Two doses of varicella vaccine (chicken pox). The minimum age for the first dose is 12 months. The second dose is routinely administered at age 4-6 years. History of disease is acceptable with parent/guardian signature on the South Dakota Department of Health Certificate of Immunization Form.

Requirements for 6<sup>th</sup> grade entry:

5. One dose of Tetanus, Diphtheria, Pertussis (Tdap) vaccine is required on or after the 11<sup>th</sup> birthday.
6. One dose of Meningococcal (MCV4) vaccine is required on or after the 11<sup>th</sup> birthday.

**NOTE: Kindergarten & 6<sup>th</sup> grade students not complying with the above immunization requirements will not be allowed to start school.**

Students who transfer to the Aberdeen School District during the school year must meet the minimum immunization requirements. Compliance must be shown within 45 days. Failure to meet these requirements is a basis for excluding a student from attending school until immunizations are complete.

## INCLEMENT WEATHER

In case of severe weather, the children will remain at school until parents pick them up unless other arrangements have been made. If school is closed due to inclement weather, an announcement will be made over local media outlets and the School District app. The School Messenger phone program will also notify parents about school closures and early dismissal due to inclement weather. If the temperature is -10 degrees or below, with or without wind chill, recess will be inside.

## **INTERNET POLICY (School Board Policy EHAA, IJNDC, IJNDC-R, IJNDC-E)**

As our school's curriculum is tied to ever evolving technology including the Internet, students will be using internal and external software and sites. All of Aberdeen schools have Internet filtering provided by the State of South Dakota to minimize unwanted sites. No filter is 100% effective so we educate our students who could possibly see an offensive site to report the site to a teacher, leave the site immediately, and continue their school work. Parents must give permission for their child to use the Internet independently for educational purposes by signing the "Acceptable Use Policy Agreement" form. Permission for Internet use is effective during a student's attendance at a site (i.e., K-5, 6-8, 9-12). Photographic images of students may be published without student names. Our District policy, EHAA Internet Safety, is in effect for all buildings and is located at the District web page, <http://www.aberdeen.k12.sd.us>.

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## **KINDERGARTEN**

Registration for the new school year will begin each January. Any child who will be five before September 1 may be registered. Parents should register their child in the school office in their home attendance area. A certified copy of the child's birth certificate is to be presented at the time of registration.

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## **LOST AND FOUND**

Please know where your school's lost and found is located. Please check often and put your child's name on personal items to ensure that your child's clothing can be returned or identified.

## **LUNCH AND BREAKFAST POLICY**

We encourage your child to participate in your schools food programs. This will insure your child of an adequate, well-balanced nutritious meal. These meals have been certified by USDA and meet all federal requirements. Please check with your child's school for specific serving times for the different grades.

### **Paying for School Meals**

The meal payment system, "Lunchbox" is used in all schools. This prepayment system assigns each student a four digit ID number, the account is set up at enrollment and goes with the student to the next grade level. Meal purchases are subtracted from the account balance.

MySchoolBucks is a secure online meal payment system that allows you to make deposits into your student's school meal accounts, view account balances, create payment reminders and review purchase history, all in one secure online location. There is a small fee for making the online deposits.

Checks may be sent to the schools for deposit into accounts. Please make checks payable to School Food Service Program. Sending cash to school with students is discouraged.

If you have questions about your deposits please call 725-7105.

### **Free/Reduced Price Meals**

Students from households receiving Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (RANF) qualify for free meals based on direct notification from the state agency. Households may also qualify for free/reduced price meals based on income guidelines. For information on applications please call 725-7105.

### **Borrowing Lunch Money from PTA**

The PTA in your school has set aside a small fund for children that need to borrow for a meal. You will be notified when your child has borrowed. Please use the envelope sent home to pay back the PTA for their generosity.

### **Guests Eating Lunch at School**

If you would like to eat lunch with your child, you are welcome to do so. Please contact the school by 8:00 am to notify the school of your plans. Your meal will be included with the school's meal order for the day.

### **Menus**

Menus are available on the District Website at <http://www.aberdeen.k12.sd.us>.

### **Sack Lunches**

Students wishing to bring a sack lunch are welcome to do so. Milk is available for purchase. Due to allergies students are asked to avoid bringing tree nuts, peanuts, peanut butter, and any products that contain peanuts to school.

Sack lunch menus should include food of maximum nutritional value. Fresh fruits and vegetables are encouraged. Pop, sugared drinks and candy are discouraged. Glass containers are not allowed. All packaging of items sent with students should be "student" friendly to open.

### **Special Diets/School Lunch Menu**

A student with a disability, food allergy or other medical condition may submit a "Special Diet Prescription For Meals" form. The form is available on line on the District Website at <http://www.aberdeen.k12.sd.us>; it must be completed, signed by a physician and turned in to the Food Service Office for implementation. For more information on special menus please call Susan Nash at 725-7131.

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## **MANDATORY REPORTING**

South Dakota Codified Law mandates that school personnel having reasonable cause to suspect that any child under the age of 18 years has received physical or emotional injury as the result of abuse or intentional neglect shall immediately report to the Department of Social Services or the Police Department. Failure to report is a misdemeanor.

## **MEDIA RELEASE**

There are times when our students are photographed for the newspaper or other media. Information will be released in accordance with FERPA regulations that are provided within this handbook.



## **MEDICATION** (School Board Policy JLCD, JLCD-R, JLCD-E)

### **PRESCRIPTION MEDICATIONS**

1. Early Childhood through Grade 8 - The parent/guardian must deliver prescription medication to the school nurse or a qualified staff member.
2. Prescription medications brought to school shall be in pharmacy-labeled containers, including the student's name, the name of the drug, dosage to be taken, name of the physician and the date of the prescription.
3. The school nurse or a qualified staff member will count and document all prescription medications received. The medication will be stored in a locked location. Any unused medication will be returned to the parent/guardian at the end of the school year. If the parent/guardian does not pick up the medication, it will be disposed of properly.
4. The parent must complete the Parent Request for Assistance with Medication Form (NEPN Policy JLCD-E). In the event that written permission is not received from the parent, medication will be given for one day only, upon telephone consent.
5. It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by qualified school personnel when taking medication.
6. All medications administered by qualified school staff will be documented on the "Daily Medication Recording Form." Recording should be done immediately after medications have been taken.
7. Each school shall maintain the "Parent Request for Assistance with Medication Form" and the "Daily Medication Recording Form." Parent request and recording forms will be retained at the Nurses' Office for one year and then destroyed.
8. Grades Early Childhood – Grade 8: Students **will not** be allowed to self-administer prescription or nonprescription medication with the exception of insulin which is supervised by a school nurse, or any other medication included in this policy. Students are allowed to carry and self-administer cough drops.
9. Grades 9 – 12: Students **will be** allowed to personally carry and self-administer **nonprescription** medication, providing it is in the original container. The building principal maintains the right to discontinue the privilege if the student is abusing the intent of this regulation.
10. School personnel shall not provide medications for student use.

## **Epinephrine**

School buildings may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis.

Any school nurse or staff member may administer an epinephrine auto-injector to a student, in accordance with the standing protocol, if they believe that the student is experiencing anaphylaxis. Prior to administering an epinephrine auto-injector, staff members shall be trained by a licensed health care professional to:

- Recognize the symptoms of a severe allergy or anaphylactic reaction.
- Know the procedure for the administration of an epinephrine auto-injector.
- Know the procedure for storage of an epinephrine auto-injector.
- Know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.

## **Asthma or Anaphylaxis**

Any student with asthma or anaphylaxis may possess and self-administer prescription medication if:

1. The prescription medication has been prescribed for that student as indicated by the prescription label on the medication.
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
3. A parent/guardian of the student provides to the school:
  - a. Written authorization for the student to self-administer the medication.
  - b. A written statement in which the parent releases the school district and its employees from liability for an injury arising from the student's self-administration of a prescription medication while at school.
  - c. A written statement from the student's physician or other licensed health care provider that states that the student has asthma or anaphylaxis and that the student is capable of self-administration. The statement should include the name and purpose of the medication, the dose, time, frequency and circumstances under which the medication can be administered, and the period for which the medication is prescribed.

## **Misuse**

Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.

## NEWSLETTERS

Each elementary school will post on-line event information on the District Website at <http://www.aberdeen.k12.sd.us>, including pertinent information about activities and upcoming events affecting the students at their school.

## NON-DISCRIMINATION POLICY (School Board Policy AC, AC-R, AC-E)

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, color, creed, religion, age, gender, disability, national origin, or ancestry in admission or access to, or treatment or employment in, its programs and activities. Inquiries can be directed to Dr. Becky Guffin, Title IX Coordinator, 1224 3<sup>rd</sup> Street South, Aberdeen, SD 57401 605-725-7111; Renae Rausch, 504 Coordinator, 1224 3<sup>rd</sup> Street South, Aberdeen SD 57401 605-725-7106; Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City MO 64106.

## NURSE SERVICES

The School District is concerned with the health and welfare of your child and every child in the school. To ensure complete medical attention to your student, the nurses need information regarding any health problem your child has or any changes in your child's health such as asthma, diabetes, seizure disorders, and allergies. Completed blue emergency cards will be reviewed by the school nurse. The school nurse may call you to clarify any documented health concerns. If the health concern is a special diet or food allergy the parent should inform the school lunch coordinator. When all the necessary medical and emergency contact information is gathered the school nurse will make a health plan to be given to appropriate school staff. Training for staff will be provided for any specialized health services required for the student and will be documented on content and attendance.

Please inform the school when your child has a communicable disease (chickenpox, strep throat, head lice, pink eye, etc.). When the nurse is aware of a communicable disease in the classroom, information may be sent home about signs and symptoms that parents can watch for in their children. Keeping the nurses informed with health care needs is appreciated and aids in the safety of all students. It is vitally important the school nurse is notified of any severe health concern.

## GUIDELINES FOR KEEPING YOUR CHILD AT HOME

We are concerned with the health and welfare of every child at school. Sometimes it is difficult to determine whether to keep your child home or send your child to school when your child has been ill.

### Keep your child at home if he or she:

- Has a fever of 100 degrees or higher
- Has vomiting or diarrhea
- Has symptoms of an eye infection (red, itchy, watering or mattering)
- Has symptoms that prevent him or her from participating in school, such as:
  - Excessive tiredness or lack of appetite
  - Productive coughing, sneezing
  - Headache, body aches, earache
  - Severe sore throat

**Keep your child home until his or her fever has been gone 24 hours without medication.** Returning to school too soon may slow the recovery process and unnecessarily expose others to illness. Children may return to school 24 hours after starting an antibiotic if symptoms are no longer present.

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## **OFFICE HOURS**

Elementary school offices are open and staffed from 7:45 AM until 4:00 PM. You may leave a message such as absences, tardies, and appointments on the school phone 24 hours a day. School Office numbers are as follows:

- CC Lee 725-7500
- Lincoln 725-7200
- May Overby 725-7300
- Mike Miller 725-7800
- OM Tiffany 725-7400
- Simmons 725-7600

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## **PARENT PORTAL**

The Aberdeen School District is committed to providing effective opportunities to enhance school-home communication. Educational research cites parental involvement as one of the most important components contributing to student success. Schools need parents to share in the responsibility and accountability for the outcome of their children's education.

In an effort to facilitate this communication, the Aberdeen School District will make the Parent Portal component of the Infinite Campus Student Management Software accessible to parents/guardians of students attending the Aberdeen School District. The Parent Portal allows parents/guardians to monitor the attendance, assignments, behavior infractions, and grades of their children. Parents/Guardians electing to take advantage of Parent Portal will be expected to follow the guidelines outlined in Aberdeen School Board Guidelines KDA-R. Any parent who, by court order, has been deprived of visitation rights or of access to school records, shall not be permitted computer access to the school records.

The Parent Portal form activation form is available at the District Service Center, 1224 South 3rd Street, or at all school offices. Contact Parent Portal Support at 725-7133 if you have additional questions.

## **PARENT/TEACHER ASSOCIATION (PTA)**

The PTA invites you to become an active member. The yearly membership drive begins in August. Through participation in the PTA's activities, parents assist in providing additional teaching aids and materials for our schools. There is also a great value and satisfaction in the friendships fostered through participation in school endeavors. PTA meetings will be held several times a year. Meeting notices will be announced through the school newsletter.

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### **REPORT CARDS**

Each school will send home report cards for each quarter your child is enrolled in school. If your child has two different custodial parents, each parent may obtain a copy of the report card. To do so, communicate with the office to make sure contact information is correct and up to date.

Report cards for 1st and 3rd Quarters may be given during Parent-Teacher Conferences; 2nd Quarter will be sent home with your children unless you would like to request a Parent-Teacher Conference at the end of 2nd Quarter; and 4th Quarter report cards are sent home at the end-of-the school year.

### **Restraint and Seclusion** (School Board Policy JGB, JGB-E)

As part of the emergency procedures in place in our schools, any student who poses an imminent danger of serious physical harm to self or others may be physically restrained and/or placed in seclusion by school personnel in accordance with the District's Restraint and Seclusion policy, as well as in accordance with all applicable laws and regulations. Significant violations of the law, including assaults on students and school personnel, will be reported to the police. Parents/guardians will be informed as soon as possible after any such incident.

### **RETENTION** (School Board Policy IKE, IKE-R, IKE-E)

If your child's teacher feels that having him/her repeat their current school year to allow him/her the best educational success, they will discuss this possibility with you during conferences or another scheduled time. The final decision is always decided upon by you as parents/guardians. A letter will be given to you to either accept retention or decline retention and having your child progress to the next grade level.

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### **SCHOOL MESSENGER**

In our efforts to improve communications between parents and school, Aberdeen School District uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, which specializes in school- to-parent communications. Aberdeen School District will continue to report school closings due to snow or weather as before on regular media outlets and will use this system as an overlay to the public announcements.

You should get an automated message from the school if a cancellation should occur. Again, this does not replace the radio and TV for school closings, but rather gives us another tool to use to contact you. When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from one of the school administrators. The service will deliver the message to both live answer and answering machines. No answer/busy signals will be automatically retried twice in 15 minute intervals after the initial call.

**Here is some specific information you should know:**

**Live Answers:** There is a short pause at the beginning of the message, usually just a few seconds.

**Answer** your phone as you normally would, say “Hello” and wait for the message to begin. Multiple “Hello's” will delay message. Inform all family members of this process who may answer your phone.

- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The maximum numbers of rings before hang up is 5. Make sure your machine answers after 4 rings or you may miss the message.
- **Morning & Day Calls:** In the event a cancellation decision is made the night before or in the early morning hours, the broadcast message will be sent to home phone and cell phone numbers. In the event a cancellation decision is made mid-day, the broadcast message will be sent to all numbers in the database. General announcements would also be sent to all numbers.
- **Message Repeat:** At the end of the message you will be prompted to “press one” to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then "Repeat" the message in its entirety.
- **Please understand that with the multitude of phone numbers we work with, you may not get a School Messenger every time a message goes out.** We strongly advise you still watch local television stations and/or listen to our local radio stations as announcements will be made also by these revenues. If you consistently do not receive School Messenger calls, please contact your local school office.
- If you need to update your telephone information, please contact the Principal's office for your child.

## **SCHOOL SUPPLIES**

Supply lists are sent out at the end of each school year for the upcoming school year. If you misplace your copy, supply lists are available during the summer at local stores, looking on-line under each school's website, or contacting the District Service Center at 725-7100.

## **SECURITY**

For the safety of our students and staff:

- All doors, except front office doors, to the schools are locked starting at 8:15 a.m.
- All students who come to school late or leave school early will need to make contact with the school and have a parent/guardian come into the office to sign them in or out. Students will not be allowed to wait by the front door for someone to pick them up during the school day. They will wait in the office. This includes students leaving for appointments. Students will also need to be signed in when they return to school.
- All visitors to the schools must sign in and wear a visitor's badge. These will be found at the school secretary's office. You will need to wear this badge the entire time you are within the school premises. These badges tell students and staff that you have checked in at the office and are a welcomed guest and not a threat.
- Information will be kept on file for who your child/children can leave the premises with and emergency contacts if the parent/guardian cannot be reached. Should this information change or need updating contact the main office of your child's school. Your child will not be released from the school without written notification of dismissal to an unauthorized person.

## **SEXUAL HARASSMENT (School Board Policy GBAA, GBAA-R, GBAA-E)**

Because sexual harassment is a form of sexual discrimination and compromises the attainment of educational and work excellence, the Aberdeen School District 6-1 strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and /or including expulsion for students and termination for employees. This policy applies to employees and students attending any event on district property, and at any event or location when the behavior involves district employee(s) or students.

## **SPECIAL EDUCATION**

The Aberdeen School District Special Education Program provides direct services to students in need of special education or special education and related services. To receive these services, a student is referred to the special education program either by a parent or via the Student Assistance Team in the building. If the District determines that an evaluation is warranted, staff from the District will conduct a comprehensive evaluation to assess if the student's educational needs meet the criteria for being in need of special education. After the completion of a comprehensive evaluation, the multidisciplinary team, which includes the parent, determines if a student meets the criteria for special education services. If the student does, with the parent's consent, they will then develop a plan to address the student's areas of need. This plan, called an Individualized Education Program (IEP), functions as the roadmap to meet the student's goals and identify related services. Services may be delivered across a variety of settings, with emphasis being placed on ensuring the student remains with their same-age peers to the highest extent possible.

## **STUDENT RECORDS**

The Aberdeen School District has developed and implemented policies and procedures on the confidentiality of information consistent with the Family Education Rights and Privacy Act.

The parent/guardians of a child who is now, or was, enrolled in the Aberdeen Public Schools shall be afforded, in accordance with the policy, an opportunity to inspect and review all education records concerning that child.

Confidentiality procedures are assurances that personally identifiable data shall be used for the purpose for which it is collected and be released only in the manner provided by the law.

Parents have the rights to:

- 1) Review and inspect records.
- 2) A listing of types and location of records.
- 3) Request an explanation of or an amendment to the records and a hearing regarding all records affecting your child, should there be a disagreement as to any part of the contents of such file. Any other information relative to records or procedures in handling of records can be secured from the Principal or Superintendent.

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## **TARDIES**

The school bell rings at 8:00 AM each day. We have a full schedule, and it is important that children are at school on time in order to take full advantage of their day. Students who arrive after 8:05 AM are tardy. Students are considered unexcused without a parent accompanying them into the building or without a phone call.

## **TITLE I (Lincoln, May Overby, OM Tiffany, Simmons, Mike Miller)**

The Title 1 Program is a Federal funded program that targets high-poverty schools and districts and is used to provide educational services to students who are educationally disadvantaged or at risk of failing to meet State standards. Title I focuses on reading intervention and is designed to supplement services to students using a variety of models. Selection for participation in our Title 1 program is based on the following criteria: Teacher recommendation, parental input, performance on Standardized Tests, and AIMSweb PLUS reading assessments.

## **TRANSFERS**

Families who have been granted a transfer request for the current school year need not apply next year unless there has been a change of address. However, if a family who has been granted a transfer request has a new kindergarten child entering school next year, they **MUST** turn in a transfer request form for the kindergarten student. Just because a family was granted a request this year **DOES NOT** mean that their kindergarten student will automatically go to the requested school as the rest of the family does. The District will do everything possible to grant those requests. The District Service Center will begin receiving transfer requests on January 1. Requests are reviewed based upon earliest date of submission. Approved transfer requests do not extend to Middle School. It will be necessary for you to complete a transfer request form if you do not live within the attendance area of your preferred Middle School.



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### UNNECESSARY ITEMS

**Electronic Equipment** (see page 7 for Electronic Reading Device exception)-Students are **not** allowed to have electrical equipment such as iPods, hand held games, headsets, or other electronic devices in school or on the playground. These items should be left at home.

**Cell Phones** -We discourage bringing cell phones to school. If a student must bring a cell phone it must be kept in their backpack and turned off during school hours. The school will not be responsible for lost, stolen, or damaged phones. Phones found to be in use during school hours will be held in the office until picked up by an adult.

**Personal Belongings** -Toys, stuffed animals, and similar items should be left at home. The school is not responsible if any personal belongings are lost, stolen, or damaged. The only time these items should be present at school would be for special occasions noted by the child's teacher.

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### VALUABLES

It is strongly recommended any items of significant value be left at home. The school will not be responsible for valuables that are lost or stolen.

### VISITORS AND VOLUNTEERS

**ALL VISITORS AND VOLUNTEERS ARE REQUIRED TO REPORT TO THE OFFICE!** We ask that you please make arrangements with the classroom teacher prior to your visits.

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### WEAPONS AND THREATS (School Board Policy JK)

Schools have no tolerance for weapons (real or facsimile). Students who carry, bring, use or possess a weapon facsimile, create a threat of physical harm, or physically harm a student or school personnel shall face possible suspension or expulsion from school, depending on the nature of the violation. Fire starting equipment, such as matches and lighters, and tools that could be construed as weapons are also considered contraband. If students bring such items to school, parents will be contacted and students may face school suspension.