

Brookings Elementary Schools

Parent & Student Handbook



Dakota Prairie

111 26th St. S
696-4900
Fax: 696-4905
www.brookings.k12.sd.us/dakotaprairie

Principal:
Mrs. Sarah Weber
Secretary:
Andrea Zeller

Hillcrest Elementary

304 15th Avenue
696-4600
Fax: 696-4642
www.brookings.k12.sd.us/hillcrest

Principal:
Mr. Brad Olinger
Secretary:
Jan Schallenkamp

Medary Elementary

718 5th Street S.
696-4300
Fax: 696-4362
www.brookings.k12.sd.us/medary

Principal:
Mr. Chris Gruenhagen
Secretary:
Stacy Thompson

Dear Parents and Students,

Our number one goal of the Brookings Elementary JK-3 Schools is to provide a quality educational opportunity for students in a safe and orderly environment. In order for us to reach this goal, each of us must do our best and work together. A high expectation of student performance and behavior is important to be successful. Students are expected to attend school daily, exhibit appropriate behavior, display a cooperative attitude, do their best, and complete their academic schedule.

Our mission at the Brookings Elementary JK-3 Schools is for *every* child to have a successful learning experience. Guidelines and procedures must be in place for this to happen. This school handbook will provide valuable information for parents and students. Please read this document and the District handbook carefully. Become familiar with the information to help all of our students' have a rewarding educational experience.

Warmest regards,

Sarah Weber
Dakota Prairie Principal

Brad Olinger
Hillcrest Principal

Chris Gruenhagen
Medary Principal

Brookings School District

MOTTO: Working Together...Educating with Excellence...Inspiring Learners for Life

- GOALS:**
1. Student Academic Excellence and Achievement
 2. Aligned Learning Community Connected to and Engaged with the Community and Stakeholders
 3. Effective Internal and External Communications
 4. Aligned and Integrated Effective Organizational Systems
 5. High Performing Staff, Leadership, and Governance
 6. Maintain Fiscal Stability, Accountability, and Alignment

VISION: The Brookings School District will be an exemplary, innovative learning community recognized and aligned for excellence whose graduates are prepared to excel in an ever-changing and inter-connected world.

MISSION: The Brookings School District prepares all learners to be confident engaged citizens empowered to impact the ever-changing and inter-connected world.

Table of Contents

The Brookings Elementary Handbook is organized alphabetically by topic.

Absences, Activities, Allergies and Special Diets, Arrival Procedures, Assessments, Attendance.....	pages 4 - 7
Backpack Project, Before & After School Programs, Behavior Plans, Bikes, Birth Certificates, Birthday Celebrations, Brookings County Youth Mentorship Program, Bullying Policy, Buses.....	pages 7 – 13
Calendars, Cell Phones, Communication Folder, Community Information Conferences, Counseling Program.....	pages 13 - 14
Daily Pledge, Dismissal, Dress Guidelines.....	page 15
Email Addresses, Early Dismissal Plans, Emergency Drills & Procedures, English Learner.....	pages 15 - 16
FERPA, Field Trips.....	pages 17 - 18
Homework, School Hours.....	pages 18 - 19
Immunizations, Inclement Weather, Individualized Education Plan, Internet Policy.....	pages 19 - 20
Junior Kindergarten & Kindergarten	page 20
Library, Lost & Found, Lunch & Breakfast Policy.....	pages 20 - 22
Mandatory Reporting, Media Release, Medication, Menus, Messenger, Money, Music Concerts.....	pages 22 – 24
Nurse Services, Office Hours.....	pages 24 – 26
Parent Portal, Parent Teacher Association, Parties, Phone Calls, Playground Rules, Playground Supervision.....	pages 26 – 27
Religious Observations, Report Cards, Response to Intervention, Retention.....	pages 27 – 28
School Board Meetings, SDSU Kindergarten, Security, Solicitation, Special Education, Speech, Student Expectations, Supply List.....	pages 29 – 31
Teacher Assistance Team, Textbooks, Title I, Transfers.....	pages 31 – 32
Unnecessary Items, Valuables, Visitors & Volunteers.....	page 32
Waiting for Students, Weapons & Threats, Weather Guidelines.....	page 33

ABSENCES (DURING THE SCHOOL DAY) AND APPOINTMENTS

1. Be sure that you have a plan for picking up your child during the day should he/she get sick at school.
2. Students should not be picked up from school early except in emergency situations, due to illness, or for appointments that could not be scheduled at other times.
3. Be sure that “pick-up procedures” are clearly communicated and discussed with your child **before** school that morning.
4. Notify the teacher in writing when you will be picking your child up early.
5. Students will not be taken out of class for phone calls, but in cases of emergency, messages will be relayed to students. This will not be done for messages of a routine nature.
6. **Plan ahead!** Instructional time is important to your child’s learning.

Please refer to *Attendance Procedure* if you know that your child is going to be absent prior to the start of the school day.

ACTIVITY CARDS

Activity Cards (to be used for various extracurricular activities) may be purchased during Fall Check-In/Registration at Brookings High School, individual school’s Open Houses, or throughout the school year at the Brookings High School Activities Office. Prices are determined annually by the School Board and may be purchased individually or a family pass is available. Please contact the High School Activities Office (696-4111) for more information for the family pass cost.

ALLERGIES AND SPECIAL DIETS

Special Diet Prescription for Meals form must be submitted to the School Nutrition Office at the School Administration Offices to ensure implementation of special meal substitutions for your child when eating school lunch. Food substitutions will be made for students with **food allergies** only.

Special Diet Prescription for Meals form is used for students with a disability and a major life activity that must be affected by this disability. This form must be completely filled out and signed by a physician.

The form for **Special Diet Prescription for Meals** will be kept on file while the student is enrolled in the Brookings School District. If your child's food allergies should change, a new **Special Diet Prescription for Meals** must be submitted to the School Nutrition Office.

Special Diet Prescription for Meals form is available at the School Administration Office, 2130 8th Street South, or at all school websites under Food Service. Contact the School Nutrition Office at 696-4713 if you have questions.

We self-serve fruits and vegetables in all schools. If you feel that your child's food allergy might be triggered by possible cross-contamination, we will make sure that their tray is dished separately. Please contact the School Nutrition Office 696-4713 to let us know of your concerns.

ARRIVAL PROCEDURES

Students may be dropped off after 7:30 AM as playground supervisors are on duty at the time. PRIOR TO 7:30 AM THERE WILL NOT BE ANY ADULT SUPERVISION.

Dakota Prairie

The drop off area is on the southeast side of the school off of 26th St. S. Students should not walk through the parking lot to enter the school. Busses will load and unload in the designated area on the southwest side of the school. PLEASE BE COURTEOUS. THERE IS NO LOADING OR UNLOADING OF STUDENTS FROM PRIVATE VEHICLES IN THE BUS LOADING ZONES.

Hillcrest Elementary

Students in Junior Kindergarten, Kindergarten, and 1st Grade are to be dropped-off/picked-up using the parking lot west of Hillcrest Elementary. Enter the parking lot from the south entrance. The school side of the parking lot is used as the drop-off/pick-up area. The left side of the parking lot is utilized as staff parking. Please, no unattended vehicles in the drop-off/pick-up area. If parents choose to walk up to the outside of the school building to wait for their child, we ask that parents park in the north parking lot. Please do not drop-off/pick up your child along 15th avenue. We want to eliminate students crossing in front of vehicles.

Students in 2nd and 3rd grade are to be dropped-off/picked-up along 3rd street (behind school buses) which is located south of Hillcrest Elementary.

Medary Elementary

The drop off areas are on 5th Street South, the west school parking lot, and the parking lot east of Medary School (access via Medary Avenue). To prevent traffic congestion, please pull forward before dropping your child off in the west parking lot. Students should not walk through the parking lot to enter the school. Busses will load and unload in the designated area on 5th Street South.

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.

Kindergarten:

Kindergarten Readiness Test (screening)
Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment
Spring Fountas & Pinnell (reading)

First grade:

Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment
Fall and Spring Fountas & Pinnell (reading)

Second grade:

Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment
Fall and Spring Fountas & Pinnell (reading)

Third grade:

Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment
Fall and Spring Fountas & Pinnell (reading)

*Smarter Balanced

**ENGLISH LEARNER:
ACCESS**

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

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" to lessons that have already been taught in class.

It is our goal to provide each student at Dakota Prairie, Hillcrest, and Medary Elementary Schools with the best possible education. Please assist us in achieving this goal by helping your child's to regularly attend school. The following policy is implemented by all District schools.

All students will be allowed **10 absences** per semester (Absences will not be classified as excused or unexcused.).

- a. After **7 absences** per semester, school personnel will send a letter or Messenger e-mail to the parent/guardian.
- b. After **10 absences** per semester, students are considered excessively absent and a letter will be sent to the parent/guardian. Henceforth, the student will only be excused in the case of serious illness (doctor's verification necessary within 2 days of absence) or other extreme necessity. If the student is failing a class, other interventions will be determined.

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 10 absences, the Brookings School District will submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.

FOLLOWING AN ABSENCE, STUDENTS MUST:

1. Make-up assignments and tests.
2. Work with teachers to receive make-up work and determine due dates.
3. May be required to make-up time missed from school.

IF TARDY TO SCHOOL, STUDENTS MUST:

1. Report to the office, with a parent/guardian, to receive an excused tardy.
2. After 8:35 am, a student will be counted absent.

ATTENDANCE PROCEDURE

1. **Parent/guardian must call their elementary school office 696-4902 for Dakota Prairie, 696-4602 for Hillcrest, 696-4310 for Medary) by 9:00 AM to report the reason for their child's absence.**
2. **The same procedure should be followed each day the student is absent.** *Messages can be left 24 hours a day.*
3. An unexcused absence will be issued to any student without a note or phone call. The parent/guardian must call about any absence other than school sponsored activities.

4. **If the school is not notified of an absence a call will be made to parents.** If we cannot reach anyone, the School Resource Officer may be contacted to help locate your child.
5. **Students leaving or returning to school for any reason must check-out/in through the office.**
 - It is imperative that parents provide the office with alternative emergency contact numbers as required.
 - If a student is going to be absent for reasons other than illness please contact the school to have make-up work prepared. **Homework can be picked up after school in the office.**

-B-

BACKPACK PROJECT

The mission of the Backpack Project is to assist children and youth in Brookings, SD, who may not have enough food to eat at home by providing them with easy-to-prepare weekend meals and snacks throughout the year.

By helping to sustain these children, they seek not only to help meet their nutritional needs but also to promote their physical, cognitive and social development, and to enhance their overall sense of well-being.

For more information, please contact your school's counselor or visit <http://www.brookingsbackpackproject.org>.

BEFORE & AFTER SCHOOL PROGRAMS

GREAT AFTER SCHOOL PLACE (G.A.P.) is a State licensed out-of-school time program supported by family fees, the United Way, donations, and grants. It is available to any child in the Brookings School District during the school year or any child whose parents work in the Brookings community during the summer. Enrollment is a first come, first serve basis. An annual enrollment fee secures a place for your child, and priority is given to those already participating in the program. Information can be obtained by calling the **G.A.P. Director at 692-8066**.

Boys and Girls Club is an alternative program for students after school and on Saturdays. Please call **692-3333** for more information.

BEHAVIOR PLAN

The staff members of Dakota Prairie Elementary, Hillcrest Elementary, and Medary Elementary have set reasonable expectations for all students in order to teach responsibility and provide fair consequences for their actions. We also recognize students for positive actions and behaviors.

Students who commit major offenses, such as destruction of property or fighting, may face in-school suspension and will be required to call their parent to inform them of the suspension.

Students who consistently demonstrate unexpected behaviors may be referred to the Teacher Assistance Team process for further behavior intervention.

K – 2 Progressive Discipline Plan

Inappropriate Behaviors	Consequences			
Offense	First Offense	Second Offense	Third Offense	Habitual Offense
Class One				
<ul style="list-style-type: none"> • Breaking building rules • Minor Playground violation 	Warning	Behavior mark Time out from particular activity	Behavior mark Time out from particular activity Teacher/Parent contact	Teacher/Parent contact
Class Two				
<ul style="list-style-type: none"> • Not following directions • Disrespectful language or actions • Physical aggression • Minor vandalism • Name-calling or mean teasing • Social isolation/exclusion • Rumor spreading • Stealing • Bullying 	Apology Behavior mark Time out from particular activity	Behavior mark Time out from particular activity Teacher/student conference Teacher/Parent contact	Behavior mark Student sent to principal's office Loss of privilege and/or detention Principal/Parent contact	Student sent to principal's office In School Suspension (ISS) rest of the day Principal/Parent contact
Class Three (per year)				
<ul style="list-style-type: none"> • Deliberate physical aggression • Major vandalism • Obscene language or actions towards staff 	Student sent to principal's office Loss of privilege and/or Detention and/or ISS rest of the day Principal/Parent contact	ISS all day Parent/Student/Teacher/Principal meeting	ISS for 2 days Parent/Student/Teacher/Principal meeting	ISS for 3 days Parent/Student/Teacher/Principal/Authority meeting
Class Four (per year)				
<ul style="list-style-type: none"> • Making False Alarm 	Student sent to principal's office ISS all day Principal/Parent contact Authorities notified	Student sent to principal's office ISS for 3 days Parent/Student/Teacher/Principal/Authority meeting	Student sent to principal's office ISS for 5 days Parent/Student/Teacher/Principal/Authority meeting	Out of School Suspension (OSS) Parent/Student/Teacher/Principal/Authority meeting before returning
Class Five (per year)				
<ul style="list-style-type: none"> • Weapons • Threats • Possession/Use of drugs and/or alcohol 	Student sent to principal's office Follow school board policy Parents and authorities notified	***Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.		

Grade 3 Progressive Discipline Plan

Inappropriate Behaviors	Consequences			
Offense	First Offense	Second Offense	Third Offense	Habitual Offense
Class One				
<ul style="list-style-type: none"> • Breaking building rules • Minor Playground violation 	Warning	Behavior mark Time out from particular activity	Behavior mark Time out from particular activity Student makes call home	Teacher/Parent contact
Class Two				
<ul style="list-style-type: none"> • Not following directions • Disrespectful language or actions • Physical aggression • Minor vandalism • Name-calling or mean teasing • Social isolation/exclusion • Rumor Spreading 	Apology Behavior mark Time out from particular activity	Behavior mark Loss of privilege Teacher/student conference Student makes call home	Behavior mark Student sent to principal's office Loss of privilege and/or detention Principal/Parent contact	Student sent to principal's office In School Suspension (ISS) rest of the day Principal/Parent contact
Class Three (per semester)				
<ul style="list-style-type: none"> • Swearing • Cheating 	Loss of privilege and/or detention Student makes call home	Student sent to principal's office Detention and/or ISS Principal/Parent contact	Student sent to principal's office ISS rest of the day Parent/Student/Teacher/Principal mtg.	Student sent to principal's office ISS for 2 days Parent/Student/Teacher/Principal mtg.
Class Four (per year)				
<ul style="list-style-type: none"> • Stealing • Cyber-bullying • Intimidation • Physical Bullying • Deliberate physical aggression • Major vandalism • Obscene language or actions toward staff 	Student sent to principal's office Loss of privilege and/or Detention and/or ISS rest of the day Principal/Parent contact	ISS all day Parent/Student/Teacher/Principal meeting	ISS for 2 days Parent/Student/Teacher/Principal/Authority meeting	ISS for 3 days Parent/Student/Teacher/Principal/Authority meeting
Class Five (per year)				
<ul style="list-style-type: none"> • Making False Alarm 	Student sent to principal's office Out of School Suspension (OSS) for 2 days and ISS for 3 days Principal/Parent contact Authorities notified	Student sent to principal's office OSS for 3 days and ISS for 5 days Parent/Student/Teacher/Principal/Authority meeting.	Student sent to principal's office OSS for 5 days and ISS for 5 days Parent/Student/Teacher/Principal/Authority meeting	OSS Parent/Student/Teacher/Principal/Authority meeting before returning
Class Six (per year)				
<ul style="list-style-type: none"> • Weapons • Threats • Possession/Use of drugs and/or alcohol 	Student sent to principal's office Follow school board policy Parents and authorities notified	***Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.		

BIKES, SKATEBOARDS, STAKE WHEELED SHOES, AND ROLLERBLADES

Students in kindergarten are discouraged from riding to school no matter how far or close they live to school. Students are asked to walk their bikes on school property. Bikes need to be parked and chained to the bike racks on school grounds throughout the day. Students may not play around the bike racks during the school day and are asked to please respect other students' bikes. 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, which includes wearing a helmet.

Skateboards, rollerblades, and stake wheeled shoes must be stowed once on school property.

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.

If the school has not received the student's birth certificate after 30 calendar days of enrollment, the student will not be allowed to attend school until the birth certificate is provided.

BIRTHDAY CELEBRATIONS

The Brookings School District **discourages** students bringing food items to celebrate birthdays. Only items from the approved Smart Snack list will be allowed (refer to school board policy AE-R). The approved Smart Snack list guidelines can be found at www.brookings.k12.sd.us and also there is detailed information below (including Smart Snack examples) regarding the school district's wellness policy.

Please do not send party invitations to school unless you invite the whole class or all of the students who are of the same gender as your child (boys invite all boys, girls invite all girls). This helps minimize students from feeling disappointed if not invited.

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.**

School District Wellness Policy Information

Local wellness policies are an important tool for parents, the local school district, and the overall community in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school nutrition guidelines meet the minimum federal school meal standards.

Background

Congress recognizes that schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. In 2004, Congress passed the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act (Sec. 204 of Public Law 108-265). This act required, by law, the Brookings School District to create a local school wellness policy. In 2010, Congress passed the Healthy, Hunger-Free Kids Act of 2010 that included provisions for local school wellness policies related to implementation, evaluation, and publicly reporting on progress of local school wellness policies. On July 21, 2016, the final rules for local school districts were published. The final rule strengthens the requirements on public involvement, transparency, implementation, and evaluation among other topics.

Overview of Requirements

- The final rules require the Brookings School District to develop a revised local school wellness policy during the 2016-2017 school year. The rules required the local school district to fully comply with the requirements of the final rule by June 30, 2017. This includes, but is not limited to:
 - Permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the local wellness policy. The Brookings School District committee included representatives from each of the stakeholder groups mentioned.
 - Identifying wellness policy leadership of one or more local school district and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy. Principals and child/nutrition staff have been designated as the responsible parties for policy compliance.
 - Informing and updating the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy. The Brookings School Board held public hearings as well as several readings of the policy at the regularly scheduled school board meetings to allow for public input and comment.
 - Ensuring the wellness policy includes all of the required components:
 - Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
 - Nutrition guidelines for all foods and beverages available or for sale on the school campus during the school day that are consistent with Federal regulations for:
 - School meal nutrition standards, and
 - Smart Snacks in School nutrition standards.
 - Policies for other foods and beverages available on the school campus during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
 - Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
 - Description of public involvement, public updates, policy leadership, and evaluation plan.

Four key components create the framework for the policy. These components and details are as follows:

Nutrition Education and Nutrition Promotion

Nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards based program designed to provide students with the knowledge and skills necessary to enhance their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to positively influence students' eating behaviors and food choices. Nutrition promotion and education will be offered to parents, staff, and community.

Physical Activity, Education, and Promotion

Physical education will be offered at the elementary, middle, and high school levels as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills needed for lifelong participation in a broad range of activities. Students will learn the short and long-term benefits of an active and healthy lifestyle to maintain fitness through regular participation in physical activity.

Other School-Based Activities

Schools will create an environment that provides and demonstrates consistent wellness messages, is conducive to healthy eating and physical activity, and contributes to forming healthy life long habits for students, staff, and community.

Nutrition Standards

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy, lean meat, whole grain rich products, and water will be available wherever and whenever food is sold or otherwise offered at school.

As the Brookings School District implements the policy according to the federal requirements, you will notice several changes in the practices related to food in the schools and classrooms. These changes can be found in the enclosed wellness policy regulations. Items of interest include, but are not limited to:

- Schools will permit use of only healthy options of food as an incentive and for celebrations. Other more appropriate rewards will be encouraged (e.g. extra free time, physical activity opportunity, pencils, bookmarks, etc.).
- Extended periods of inactivity (two hours or more) are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.
- Schools discourage and will limit celebrations that involve food during the school day. Healthy celebrations promote positive choices and healthy behaviors.
- Schools will promote drinking water as an essential component of student wellness by providing access to free, safe drinking water in varied locations and will encourage student consumption of water throughout the school day. Students will be allowed to drink water from personal water bottles in class.

Here are some examples of snack items that meet "smart snack" guidelines:

- Cheese Stick
- Yogurt Cup
- 100 calorie pack items
- Fruit snacks, made with real fruit juice
- Fresh fruit
- Fresh vegetables
- Rice cakes
- Graham crackers
- Rice Krispie treats
- Granola Bars

For additional clarification, please contact the school principal.

BROOKINGS COUNTY YOUTH MENTORSHIP PROGRAM

The Brookings County Youth Mentoring Program (BCYMP) promotes one-on-one mentoring efforts to youth in the community. The program was developed to ensure all youth have the guidance and support of a caring, stable adult. The mentor relationship is intended to empower youth to reach their full potential as contributing individuals in their communities. The BCYMP director can be reached at (605) 697-0444 or bcymentoring@gmail.com.

BULLYING POLICY

Brookings School District actively seeks to provide an environment that is safe from all forms of bullying. Bullying occurs when a stronger or more powerful person hurts another person repeatedly and deliberately. There are three main types of bullying:

1. Physical: hitting, punching, taking belongings, etc.
2. Verbal: calling names, insulting, etc.
3. Social: spreading rumors, excluding from groups, etc.

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 behavior plan.

BUSES

Brookings School District does not offer bus service to all students. To inquire if your area has bus service, please call our **Transportation Director at 696-4750**. If your area has bus service, you are **required** to fill out a Transportation Request Form at the start of each school year or when you enroll your student during the year indicating the number of students riding the bus and your location.

You may drop your child off at any school within the city limits to go from one school to another. Bus schedules are available at Fall Check-In/Registration in August, available in the school offices throughout the school year, and on-line at <http://www.brookings.k12.sd.us> under each elementary school's Fall Check-In/Registration link.

There are bus rules required of our students and these are available in the school offices or may be requested from Mr. Heldt. All students riding the bus are supervised after school hours until the buses arrive for pick-up. Students are expected to show proper behavior and respect at all times in the bus line as well as on the bus.

BROOKINGS AREA TRANSIT ASSOCIATION (BATA): For information about riding the BATA bus please contact 692-2222. Please note that a fee is charged.

-C-

CALENDARS

School year calendars can be found on the District website at <http://www.brookings.k12.sd.us>, on each school's website, or available at your school's Back to School/Assessment Days event.

CELL PHONES

Students are discouraged to bring 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 will be held in the office and must be picked up by an adult.

COMMUNICATION FOLDER

Every class has a communication folder that your child's teacher will explain to you. We will send notices, parent information sheets, calendars, newsletters, and other school related information in the folder. It is your responsibility to know which day your child's teacher sends the folder home.

Please check your child's backpack **daily** for his/her work as well as important notes from your child's school.

COMMUNITY INFORMATION

Community information may be found by dialing 211 on your telephone.

CONFERENCES

Parent-Teacher Conferences are offered for all students at the end of the first quarter and during the middle of the 3rd quarter. Parents will be notified when the conferences will be held. Other conferences may be arranged by appointment with your child's teacher when you feel it necessary.

Please follow these guidelines to ensure that you have the best possible conference with your child's teacher.

To arrange for a conference outside the listed dates:

1. **Make an appointment.** Call, write, or e-mail the teacher to arrange an appointment time.
2. Plan to come to school. Teachers can share work samples, clarify assignments, etc., when personal conferences are held.
3. Be "tuned in" to your child so you know when to request a conference.
4. Watch test papers, progress reports, etc., that signal trouble areas.
5. **Please do not drop in for just a minute at the beginning or end of the day.** These are especially crucial times when the class needs and deserves the teacher's **full** attention.
6. Please do not ask to have a teacher called out of class for a conference. **Instructional time belongs to the students.**

COUNSELING PROGRAM

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

- Classroom Guidance Curriculum
- Individual Planning
- Responsive Services (individual and small group)
- System Support
- Character Development

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

DAILY SCHOOL PLEDGE

I pledge today to do my best
in reading, math, and all the rest.
I promise to obey the rules,
in my class and in our school.
I'll respect myself and others too,
I'll expect the best in all I do.
I am here to learn all I can,
to try my best and be all I am!

DISMISSAL

Students are dismissed at 3:22 pm Monday, Tuesday, Thursday, and Friday. **Every Wednesday students will be dismissed at 2:22 pm.** Wednesday afternoons teachers are involved with staff development and School Improvement Plans. Students will be dismissed from their classroom doors. The Brookings Elementary Schools 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 recess or before school unless they have written permission from their parent/guardian and permission from the principal. Students who live in town may go home for lunch. Students will not be allowed to go to local eating establishments for lunch unless a parent is with the child. If your child is going to eat lunch with you please notify the classroom teacher ahead of time by note or a phone call. 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.

DRESS GUIDELINES

What the children wear to school is at the discretion of the parents. The Brookings 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 tolerated. We realize clothing worn will vary with the weather. We highly encourage 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 contact the principal.

See Weather Guidelines for required outer clothing attire.

E-MAIL ADDRESSES

All staff working for the Brookings School District have 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.

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, entering the house and remaining there.
2. Periodically listen to the Brookings 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 Reach should notify you of any instances regarding early dismissal, no school, or late start. For more information on School Reach please look under the letter "S."

EMERGENCY DRILLS

Fire and tornado evacuation drills, along with lockdown 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.

EMERGENCY PROCEDURES

1. Shelter in Place – A precaution taken that requires students to remain in their classroom, while the teacher continues to teach with the doors locked and all windows covered. This measure is used if there is possible danger located nearby or within the community. During a shelter in place, no one is allowed to enter or leave the school, no movement is allowed within the school, but teachers may continue as normal within their classrooms.
2. Lockdown – A lockdown is a precautionary measure when there is a direct threat within the building or close to the school.
3. Emergency Evacuation - In the event of a school evacuation, you will need to pick your child up at a secondary location. You will be contacted by the Administration Office and given pertinent information in regards to picking up your child. **Please do not call the school or administration office as phone lines will be used to handle the emergency situation.**

ENGLISH LEARNER (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.

FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Brookings School District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Brookings School 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 Brookings School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted 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 Brookings School 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 parent or eligible 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 are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Directory Information:

Under FERPA, the Brookings School District may disclose directory information without consent, unless the parent or eligible student has requested the Brookings School District not disclose directory

information about them. The parent or eligible student has fifteen calendar days from the date of the annual publication of FERPA to submit a written request to the student's building principal or superintendent regarding the non-disclosure of directory information.

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate; full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

FERPA requires that school districts use a reasonable method to identify and authenticate the identity of parents, students, school officials, and any other parties to whom they disclose personally identifiable information from education records. The Brookings School District method for verification of identity will include requiring photo identification for any individual who is not a current student in the Brookings School District, or is not a current member of the district staff who seeks educational records in person. Requests for records in writing will be made on the letterhead of the school or agency making the request.

FIELD TRIPS

Field trips are planned to match curriculum standards. Each grade level, depending on available funds, may take at least one field trip throughout the year. Some teachers ask for parent/guardian volunteers to help chaperone the students on the trip. Parents are asked on their child's enrollment information to give permission for their son/daughter to participate in these activities.

Parents/guardians must fill out a transportation waiver before they can take their child home from a field trip. Please ask your child's teacher for a waiver.

Parents/guardians must have a volunteer form completed at least two weeks prior to the field trip if they plan to chaperone. You may volunteer, unless otherwise notified.

If your child has medical needs and requires any sort of medication please remind your classroom teacher through the communication folder or by e-mail before departing on the field trip.

-H-

HOMEWORK

The School Board adopted a homework policy which states that students could have at least 10 minutes of homework per grade level. (For example: 1st Grade - 10 minutes, 2nd - 20 minutes etc.)

Depending on your student's use of classroom time, they can have more or less homework each evening.

If your child forgets to take their homework home, they will be allowed into the building until 5:00 PM. and will be accompanied by a school staff member into the classroom.

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.

HOURS

School hours are:

Monday-Friday: 7:30 am Breakfast Bell Rings/Playground Supervision
 8:15 am Bell Rings
 8:20 am Tardy Bell Rings & School Begins
 3:22 pm Dismissal Bell Rings (**Wednesday dismissal will be at 2:22 pm**)

-|-

IMMUNIZATIONS

Please refer to the *Nurse* section.

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 KBRK (1430 AM), KJJQ (910 AM), B93.7 FM, KDBX (107 FM), and KKQQ Country (102.3 FM). The School Reach phone program will also notify parents about school closures and early dismissal due to inclement weather.

School Reach will have glitches from time to time. If the weather is questionable, please check the TV or radio for weather related announcements. In case of poor weather conditions, please check to make sure your child has school before dropping them off. There is limited supervision in the Elementary buildings when a school day is cancelled.

INDIVIDUALIZED EDUCATION PLAN (IEP)

The term "IEP" refers to *Individualized Education Program*, and is most often used in conjunction with special services or for providing instructional services for a child with special needs. An IEP is developed to provide detailed information that provides for appropriate decisions to be made about a child's educational placement.

INTERNET POLICY

As our school's curriculum is tied to ever evolving technology including the World Wide Web, students will be using internal and external software and sites. All of Brookings' 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.

Student's individual pictures and names will not be published on the internet; though, teachers may put class photos of activities done in the classroom on their school websites.

Our District policy is in effect for all buildings and is located on the District web page, <http://www.brookings.k12.sd.us>. **Policy: EHAA BROOKINGS SCHOOL DISTRICT 5-1 Acceptable Use Policy for Student Network Access**

-J-

JUNIOR KINDERGARTEN

All elementary schools have a Junior Kindergarten program. Students must be 5 years old by September 1st of the academic year. This is for students that might not be academically, physically, or socially ready for a regular kindergarten class setting. Parents/Guardians will be notified during their child's Kindergarten Screening process whether the teacher recommends the Junior Kindergarten classroom setting. This class will meet the same as all other classrooms: Monday through Friday – 8:20 am through 3:22 pm except Wednesday's early dismissal of 2:22 pm. These students will then move to kindergarten their next school year. These children may stay 'assigned' to their teacher they had for Junior Kindergarten. For more information, please contact your school principal.

-K-

KINDERGARTEN

Families of kindergartners,

Please note that you may be receiving an additional handbook that will help prepare you and your child for their first year in school. This may be handed out either at Screening or Back to School/Assessment Days.

-L-

LIBRARY

Please return your student's library book on his/her library check-out day in good shape!

- **Check Out:** Your child may choose two items and keep them for one week. There are no fines or over-dues.
- **Damaged Items:** Do NOT attempt to repair damages. Give the damaged item to the librarian immediately. Honest patrons pay no fines!
- **Lost Items:** Tell the librarian immediately when you think an item is lost. Pay for the lost item, but keep looking for it. If you find your lost book and return it, the librarian will refund your money. Payments and refunds can be made in the main office.

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

Meal Prices

1. Breakfast and lunch prices are determined annually, please visit the Child Nutrition page on the district website for current rates which can be found [HERE](#).

Breakfast

1. Service begins at 7:30 each morning and ends promptly at 8:15.
2. Students and food must remain in the cafeteria while eating breakfast. Eating breakfast is not an excuse for being tardy for the start of school.
3. A breakfast meal includes meat and/or grain, milk, fruit & fruit juice options.
4. All students must select a minimum of ½ cup fruit or fruit juice with their breakfast meal, per USDA nutrition standards.

Lunch

1. Students have 30 minutes.
2. A lunch meal includes meat, grain, milk, fruit and vegetable options.
3. All students must select a minimum of ½ cup of fruits and vegetables with their lunch meal, per USDA nutrition standards.

A la Carte

1. A la carte includes any items beyond what is included in a breakfast or lunch meal. A parent may choose to have their child's a la carte permission blocked by complete a "no a la carte form" found [HERE](#) or by calling 605-696-4713 with your request.
2. A la carte purchases can only be made if there is money on a student's account to cover the price of the item being purchased.

Meal Accounts

1. The Brookings School District will accept the following methods of payment:
 1. Online through E-funds with a credit or debit card
 2. At a child's school with check or cash
 3. At the District Administration office with check or cash.
2. Please review the Brookings School District Meal Charge policy (Policy: EFD) found [HERE](#).

Special Diets

1. Any student requiring diet accommodations for their meals must submit a special diet prescription that is signed by a physician.
2. Special diet forms can be found [HERE](#) and are to be given to the Director of Child Nutrition or the Child Nutrition Manager in the school.
3. Once the forms are submitted a copy is provided to the Director of Child Nutrition, Child Nutrition Manager in the student's school, and the nurse in the student's building.

Free & Reduced Priced Meal Eligibility

1. Free and Reduced Priced Meal Applications are available online [HERE](#), at the school, and at the district office.
2. Applications are encouraged to be submitted as soon as possible, but can be submitted any time throughout the year.
3. A la carte items are not included in the cost of a student eligible for free or reduced priced meals.

Wellness

1. The Brookings School District Wellness policy (Policy: AE) can be found [HERE](#) and the Wellness Procedures (Policy: AE-R) can be found [HERE](#).

Food

1. Students who bring sack lunch may purchase a milk, if there are sufficient funds available on the student's account.
2. No pop/soda or energy drinks are allowed.
3. Students may not order food to be delivered to the school.
4. Treats for birthdays are not encouraged.
5. Students need to feel empowered to tell & remind staff of any allergies or health concerns.

-M-

MANDATORY REPORT

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 Dept. 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 under FERPA; given to incoming kindergartners, new families, and is located in our online handbook.

*Please see the FERPA information under section 'F'.

MEDICATION

Please refer to the *Nurse* section.

MENUS

School menus are prepared by the Brookings School District Food Service each month. The menu is available on the District website at <http://www.brookings.k12.sd.us> or at each school's website under Food Service and copies may be available at each school.

MESSENGER

In an effort to improve communications between parents and school, the Brookings 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 Messenger, which specializes in school-to-parent communications. Brookings 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.

NOTE: 1) This requires NO Fall Check-In/Registration by the parent on the School Reach website. 2). All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know.

- **Caller ID:** The Call ID will display 605-696-4700, which is the main number for the School District.
- **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 will 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 Reach every time a message goes out.** We strongly advise that you watch local television stations and/or listen to our local radio stations as announcements will be made by these revenues as well. If you consistently do not receive School Reach calls, please contact your local school office.
- If you have any questions, please contact **Dr. Klint Willert, Superintendent of Schools at 696-4700.**

If you need to update your telephone information, please contact the Principal's office for your child.

MONEY

It is strongly recommended that students leave money and/or valuable items at home. The school is not responsible for lost or stolen belongings.

MUSIC CONCERTS

General music at the elementary level is part of the regular curriculum (not an elective like it is in secondary education). Since performing in groups is one of the standards, each student in grades 1 through 3 will have a scheduled concert. The dates will be listed on the activities calendar on the Brookings School website, www.brookings.k12.sd.us. Please watch for correspondence from the music specialist for further details, and plan for your student to be in attendance.

-N-

NURSE SERVICES

The School District is concerned with the health and welfare of your child and every child in the school. To ensure that your child receives proper medical attention, 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, new medications, and allergies. Completed health forms will be reviewed by the school nurse. The school nurse may call you to clarify any documented health concerns. A specific form may be sent home for the parent to complete regarding the health concern. If the health concern is a special diet or food allergy the nurses will 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.

Equally important, we need to be made aware of any communicable diseases that your child has (chickenpox, strep throat, head lice, pink eye, etc.). When the nurse is aware of a communicable disease in the classroom, information is 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. The school nurse's website is <http://lb021.k12.sd.us>.

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.

Consider keeping your child at home if he or she:

- Has a fever of 100 degrees or higher
- Has been vomiting
- 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
 - Sore throat

A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and upset stomach. Contact your health care provider as your child needs a special test to determine if it is strep throat.

Keep your child home until his or her fever has been gone 24 hours without medication. Colds can be contagious for at least 48 hours. Returning to school too soon may slow the recovery process and unnecessarily expose others to illness.

MEDICATION AT SCHOOL

If a prescription medication cannot safely be administered on a before school, after school & bedtime schedule, the medication will be administered under the following provisions:

1. Medications will be administered only with an order from a licensed physician and with signed consent from the parent/guardian. The physician's order and parent/guardian consent form shall be completed annually or when there is a change in the medication.
2. Medication shall be delivered in and dispensed from a pharmacy or manufacturer's container properly labeled with the name of the student, the name and strength of the medication, name of the physician, and date of the original prescription and directions for use. This includes inhalers.
3. Over the counter medication, such as cough drops, cough syrups, aspirin, Tylenol, antacids, hydrocortisone or vitamins will NOT be administered at school without a doctor's order.
4. It is recommended that a 30 day supply of medication or less be brought to school by the parent/guardian. Please ask your pharmacy to provide separate bottles for school and home.
5. All medication will be taken home the last day of school or within one week of the last dose given or the medication will be destroyed.
6. All medication will be kept in the nurse's office.

IMMUNIZATION REQUIREMENTS

South Dakota Law (SDCL 13-28-7.1) requires all children entering a South Dakota school be age appropriately immunized. This law applies to *pre-school* as well as kindergarten through twelfth grade. This law states:

13-28-7.1. Tests and immunizations for communicable diseases required for admission to school or early childhood program--Exceptions--Rules. Any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the pupil may present:

- (1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
- (2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization; or
- (3) A written statement signed by one parent or guardian requesting that the local health department give the immunization because the parents or guardians lack the means to pay for such immunization. Students who have transferred (at any grade level) to the Brookings School District during the school term must have the minimum immunization requirements. Compliance must be shown within 45 days. Failure to do so is basis for excluding the student from attending school until immunizations are completed.

Please check the school nurse's website <http://lb021.k12.sd.us> for the complete list of immunization requirements.

-O-

SCHOOL OFFICE HOURS

Elementary school offices are open and staffed from 7:45 am until 4:00 pm. You may leave a message regarding absences, tardies, and appointments on the school phone 24 hours a day. Dakota Prairie's number is: 696-4902, Hillcrest Elementary number is: 696-4602, and Medary Elementary is: 696-4310.

For the safety of your child, it is essential that students be picked up by 3:30 pm on Monday, Tuesday, Thursday, Friday, and by 2:30 on Wednesday afternoons. Staff members have meetings after school and are unable to supervise students on the playground or in the school.

-P-

PARENT PORTAL

We use computer software to register new and returning students yearly and help manage student data: attendance, grades, and discipline along with keeping records for contacts, medical information, and other records.

'The Portal' is a password-guarded website to grant instant online access to student grades, attendance, and discipline. Our teachers input attendance and grades into the Infinite Campus system. This data is then immediately available for students and parents to view through the use of the Infinite Campus Portal from any computer with Internet access. Security is controlled by a password, created by the user and able to be changed as deemed necessary by parents and/or students.

All returning students' parent/guardians have a Parent Portal account. Once their online application is approved, new families and those who have their first child starting in our District will get an email with their activation key information to set-up an account.

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. Advance notice will be sent home with students.

PARTIES

Students may participate in the following classroom parties: Fall Celebration, Winter Party, and Valentine's Day. These parties are optional. If you would like your child NOT to be a part of these activities, please contact your child's teacher. Please remember, do not send party invitations to school unless you invite the whole class or all of the students who are of the same gender as your child (boys invite all boys, girls invite all girls). Thank you for your cooperation.

PHONE CALLS

No pupil should be called to the telephone except in emergency cases. Students will make telephone calls only when there is a need and with the consent of the teacher or principal. If you wish to drop something off at the school for your child or give him/her a note, this can be done through the office. **Please make after-school plans at the beginning of the day.**

PLAYGROUND RULES

For their safety and the safety of others, students need to adhere to the following rules:

1. Respect yourself, others, teachers, supervisors, and school property.
2. Students will line-up in an orderly manner by grade level and teacher.
3. Use school equipment appropriately.
4. Do not go down the slides head first or run up the slide.
5. Throwing snowballs or ice is unacceptable.
6. In the winter, digging snow tunnels is not allowed.
7. In the winter, if a student is not wearing snow pants AND snow boots they will stand on the asphalt.
8. No contact games will be allowed.
9. Fighting, wrestling, or activity that involves physical contact will NOT be allowed.
10. Students will go outside unless they have a note from a staff member or a doctor. All students will go outside for recess unless the temperature is 0 degrees or below with wind chill.

PLAYGROUND SUPERVISION

There will be supervision on the playground starting at 7:30 am on school days. Therefore, you are responsible for your child's actions and behavior on the school grounds prior to this time. As teachers have a duty-free lunch period, noon supervisors are hired by the Brookings School District. Supervisors are usually college students. However, if there are any parents who would like to apply for the position, please contact your building principal. The duties and responsibilities are outlined by the school principal. **There is no supervision on the playground after school is dismissed.**

-R-

RELIGIOUS OBSERVATIONS

Court decisions have clearly established a doctrine of separation of church and State. This places the School District in a position of religious neutrality--not aiding one religion over another, and also refraining from those practices which endorse or prefer religion over non-religion. The First Amendment of the United States Constitution embraces the right of an individual to select any religion or none at all.

If, due to religion, you do not want your child to participate in activities in the classroom such as our Fall Festival, Winter Party, Valentine's Day Party, or other days, please send written notice to your child's teacher.

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, you will need to indicate the names and addresses of each parent during Fall Check-In/Registration in August. To ensure that parents are seeing the report cards and keeping track of your child's educational process, we kindly ask that you sign the Report Card Envelope at the end of the 2nd and 3rd Quarters and return only the envelope back to your teacher.

Report cards for 1st Quarter are provided during Parent-Teacher Conferences; 2nd, 3rd, and 4th Quarter report cards are sent home at the end of each quarter.

Marking System:

JK has their own report card.

Kindergarten/1st Grade/2nd Grade/3rd Grade

3 = At Expectations

2 = Developing Skill

1 = Limited Progress

* = See Progress Report/Teacher

+ Meets Expectations

- Developing Skill

RESPONSE TO INTERVENTION (RtI)

Response to Intervention is a Federal initiative that helps teachers effectively intervene with students before they fall behind or fail in reading. RtI is:

- A collaborative and systemic approach to addressing the needs of all students.
- The focus of RTI is to prevent learning difficulties through intensive intervention delivered by expert teachers.
- Provides early identification and intervention with students who struggle with learning to read.
- Provides an alternative method of identifying students with disabilities.

A letter with more information regarding RtI will be sent home to parents at the beginning of each school year.

RETENTION

If your child's teacher feels that having him/her repeat their current school year to allow him/her to be successful, they will discuss this possibility with you during conferences or another scheduled time. The decision to retain a student is not taken without careful consideration. The input of parents and school staff is important and will be considered. The final decision on retention will be made by the school district.

SCHOOL BOARD MEETINGS

School Board Meetings are held the second Monday of each month. These meetings are held at Dakota Prairie at 6:00 PM.

Meetings of the Board are conducted for the purpose of carrying on the business of the district; therefore, are not public meetings, but meetings are held in public. Meetings are closed to the public only during executive sessions, the sole purpose of which is to:

1. discuss the qualifications, competence, performance, or fitness of any employee or prospective employee;
2. discuss the suspension, expulsion, discipline, assignment of or educational program of a student;
3. consult with legal counsel or reviewing recommendations from legal counsel about proper or pending litigation or contractual matters;
4. prepare for contract negotiations with employees or their representatives.

SDSU KINDERGARTEN

SDSU Kindergarten is another viable option for Dakota Prairie, Hillcrest and Medary incoming kindergartners. It is an alternative kindergarten program that is a collaboration between SDSU and the Brookings School District. They meet from Monday – Thursday, 8:15 AM to 2:15 pm in the Pugsley Building on the SDSU campus. Their calendar year starts and ends like the Brookings schools' but follows the SDSU holiday schedule. Childcare is available before school, after school, and on Fridays at SDSU.

During Kindergarten Screening, you may choose to have your child in a lottery drawing for SDSU Kindergarten. If you move out of Brookings during the summer, please notify the Administration Office by calling 696-4703 as we keep a waiting list for this program. If you have any questions regarding this option for kindergarten, please contact your school principal.

SECURITY

For the safety of our students and staff:

- All doors to the schools are locked except for the front doors beginning at 8:10 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 to have lunch off school grounds and 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 Pass" badge. These are located at the office window. You will need to wear this badge the entire time you are on 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 whom 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.

SOLICITATION

Solicitation by students will not be accepted at the school site. This includes students selling Girl Scout products, Boy Scout products, and other fundraisers. The teachers are not prepared to purchase items from each child. If your child would like to ask his/her teacher to buy items, please do so outside of the school building and school hours.

SPECIAL EDUCATION

The Brookings 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 Teacher 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 with goals and specific amounts for the help the student will receive. 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.

SPEECH

Speech Therapy focuses on receptive language, or the ability to understand words spoken to you, and expressive language, or the ability to use words to express yourself. It also deals with the mechanics of producing words, such as articulation, pitch, fluency, and volume. For children, it generally involves pursuing milestones that have been delayed. Some children only need help with language, others have the most problems with the mechanics of speech, and some need comprehensive speech help. Our speech teachers work to find fun activities to improve your child's speech weaknesses. For mechanics, this might involve exercises to strengthen the tongue and lips. For language, this might involve games to stimulate word retrieval, comprehension or conversation.

STUDENT EXPECTATIONS

We believe that school should be a safe and inviting place for learning. A successful school environment is dependent upon a high standard of student behavior. Each student's general behavior should not interfere with the safety, comfort, or education of others. Students are expected to treat everyone with courtesy and respect. Appropriate behavior is everyone's responsibility.

General School Expectations

1. Each student's general classroom behavior should not interfere with the safety, comfort, or education of others.
2. Students are expected to treat all adults with courtesy, cooperation and respect. Any child at large in the building is subject to the discipline of any teacher, supervisor, or other school personnel.

3. In the halls, students are expected to be respectful and mindful of others' learning by:
 - walk quietly
 - speak quietly
 - go directly to his/her destination
 - keep hands off the walls
 - keep to the right
 - avoid pushing and shoving.
4. In assemblies, students are expected to:
 - enter and exit the assembly area in a quiet, orderly fashion
 - be attentive and courteous to performers and speakers
 - remember that they represent the Brookings Schools to all guests.
5. While on the playground, each student is expected to follow the rules for playground safety.
6. Extra-curricular and after school activities are a privilege. Students are expected to:
 - follow all regular school rules
 - dress and groom accordingly
 - stay in the designated area at all times.
7. Gum chewing is not allowed in the school or on school grounds while school is in session unless permitted by your principal AND the child's teacher.
8. No student may take anything from within or on top of another's desk, as well as another's personal belongings, without permission.
9. All materials, equipment, supplies and books provided by the District are to be treated with care and respect. Payment is expected for lost or damaged books/ materials.
10. The use or possession of alcohol, tobacco products and/or paraphernalia, and illegal drugs and/or paraphernalia is strictly prohibited.
11. Please reference the Progressive Discipline Plans.

Failure to comply with the rules and regulations of the school will result in appropriate disciplinary action. Disciplinary actions include, but are not limited to warnings, oral reprimands, loss of privileges, detention, conferences with parents, referral to the principal, and suspension from school.

SUPPLY LIST

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 Lewis Drug and Wal-Mart, looking on-line under each school's website, or by contacting the Administration Office at 696-4700. Lists are also available at Fall Check-In/Registration in August.

-T-

TEACHER ASSISTANCE TEAMS (TAT)

Teacher Assistance Teams (TAT) can support the collaboration and empowerment of teachers, address student and school wide problems, provide preventive intervention for at-risk students, and identify appropriate referrals to special education.

TEXTBOOKS

It is important to teach our children to value and care for books. Textbooks are provided by the School District, and used for a number of years. No child wants to receive a dirty, tattered textbook. If each child accepts the responsibility of keeping his/her books clean and cared for everyone will have nicer books to

use. **Children may be instructed to make book covers for textbooks.** Books are not to be placed on the ground. If a textbook issued to the child is lost or damaged, the school must receive payment for the book before a new one is issued. If a lost textbook is found, monies paid will be refunded.

TITLE I

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.

TRANSFERS

For information regarding transferring please go to the Brookings School District website, <http://www.brookings.k12.sd.us>, and view the District Policy Manual, section JECC.

Families transferring to another school outside the District will fill out a form at their new school requesting records. Parents may obtain a **copy** of their student's birth certificate, immunization record, and most current report card to take to their new school.

-U-

UNNECESSARY ITEMS

Electronic Equipment -- 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 or stolen phones. Phones found to be in use will be held in the office until picked up by an adult.

Personal Belongings -- Toys, stuffed animals, Webkinz, Pokémon, and other trading cards 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.

-V-

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.

WAITING FOR STUDENTS

Parents are asked to wait for their children outside the school building. Make arrangements with your child/children to meet in a designated area after school for pick up.

WEAPONS AND THREATS

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.

WEATHER GUIDELINES

Parents need to have their children dressed appropriately for the weather. When the temperature is below 45 degrees all children should have jackets or coats to wear. During winter weather children are required to wear winter coats, hat, mittens, snow pants, and boots. If your child/children does not have snow pants and snow boots on when snow is on the ground they will be required to stay on the asphalt. When the temperature is 0 or below, children will have inside recess. Once the temperature reaches 45-55 degrees your child/children will have a choice in wearing either a coat or a light jacket/sweatshirt outside. When the temperature is 55 degrees or higher it is the child's decision what they wear outside.

In case of severe weather closings or early dismissals, parents should be notified by a telephone call through the School Reach calling system. Also, listen for closings broadcasted on Brooking radio stations (KBRK 1430 AM, B93.7 FM, KJJQ 910 AM, KKQQ 102.3 FM, or KDBX107 FM) and local television stations (KDLT, KELO, and KSFY). If there is an early dismissal due to severe weather, teachers will follow dismissal protocol outlined by parents from online Fall Check-In/Registration information. **If there is a change in emergency information parents should contact their child's teacher or the school secretary to update the emergency forms.**

If the temperature is 0 degrees or below, with or without wind chill, recess may be held inside (at discretion of principal). Children will be assembled in the gym for severe weather before school.

***APPENDIXES FOR: DISTRICT NON-DISCRIMINATION STATEMENT AND ANNUAL PUBLIC NON-DISCRIMINATION, STAFF MEMBERS, AND BUS ROUTES**

***Appendixes can be found for each individual school online.**