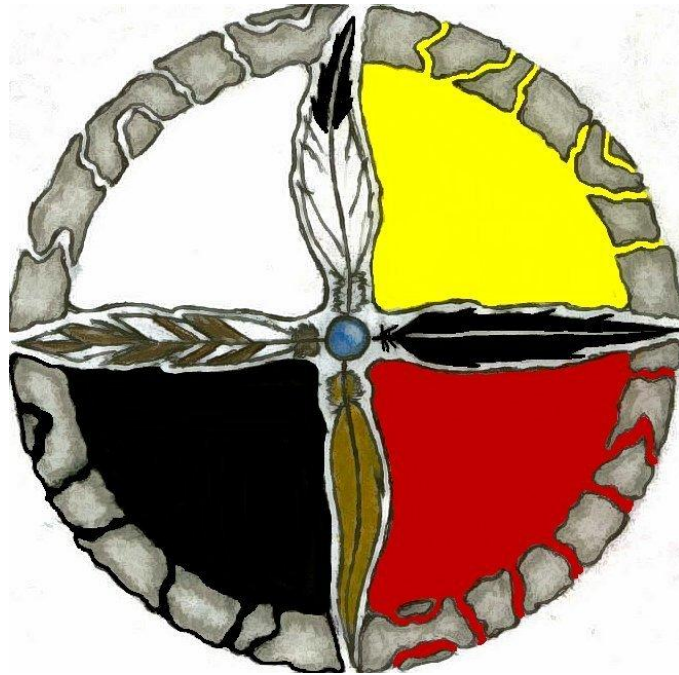


# McLaughlin Elementary Student Handbook



## 2014-15

McLaughlin School District 15-2  
Scott Lepke, Superintendent  
Angie Thunker, Elementary Principal

# MCLAUGHLIN SCHOOL DISTRICT 15-2

## Elementary

P.O. BOX 880-MCLAUGHLIN, SD 57642

Administrative Office : (605) 823-4484

Fax : (605) 823-4880

### Dear Students and Parents/Guardians:

Welcome to McLaughlin Elementary. This handbook contains valuable information that you will need to read and discuss with your child. There have been some changes and we hope you will use it as a guide to help your child have a successful school year. I am asking for you to sign the back page and return it to your child's teacher by **August 28, 2014**. All signed and returned pages will be entered into a drawing for a gas certificate.

One of the keys to a successful year is regular attendance. Students who come to school every day will benefit from the instruction offered by our teachers and support staff. As a staff we look for ways to continue to improve our instruction and assessment of your child. When we work together, we have a better chance of helping your child succeed.

Please feel free to contact your child's teacher any time if you have questions about assignments, grades or classroom performance. We will work with a spirit of cooperation in the best interest of your child.

We look forward to the coming school year and would like to continue our positive relationship with the McLaughlin community. Thank you for all of your support.

Sincerely,

Angie Thunker  
Elementary Principal  
[Angie.Thunker@k12.sd.us](mailto:Angie.Thunker@k12.sd.us)  
605-823-4484x208

Cari Walker  
Elementary Administrative Assistant  
[Cari.Walker@k12.sd.us](mailto:Cari.Walker@k12.sd.us)  
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## **SCHOOL PHILOSOPHY**

*Every student is taught as an individual and receives the instruction necessary to reach grade level. Teachers are empowered to make data-based decisions in the best interest of each student.*

## **MCLAUGHLIN PUBLIC SCHOOL DISTRICT 15-2 VISION**

*To guide all learners to their full potential – academically, culturally, emotionally, and physically!*

## **MCLAUGHLIN PUBLIC SCHOOL DISTRICT 15-2 MISSION**

In order to fulfill the fundamental purpose of helping everyone reach their full potential, we are dedicated to creating a school in which...

- 1) Every teacher, parent and student is clear on the knowledge, skills and attitudes students are expected to acquire in each course, grade level, and unit of instruction.
- 2) All families feel accepted and empowered to combine resources with the school to create productive individuals for society.
- 3) Students are prepared to be successful in life.
- 4) Leadership is dispensed throughout the school structure.
- 5) We are all proud of who we are and where we come from and are expected to go beyond what was thought possible to make a better future for ourselves, our families and our community.
- 6) Teachers act in a professional manner with integrity and honesty and develop relationships characterized by caring and respect – relationships that will lead to a rewarding professional experience.





## **GOALS OF THE MCLAUGHLIN SCHOOL BOARD**

### **GOAL 1:**

Ensure all students are reading at grade level.

### **GOAL 2:**

Ensure all students are at school and attending class daily.

### **GOAL 3:**

Ensure all students stay in school from K-12 and graduate.

### **GOAL 4:**

Strengthen student, family, community and staff pride in McLaughlin.

### **GOAL 5:**

Improve internal communication.

### **School Board Members**

#### **2013-14**

Paul Guggolz, Chairman  
Juliana Taken Alive, Vice Chairman  
Wilfred Jones  
Coby Schmeichel  
Chris Reeds



**McLaughlin Elementary School Staff**

Elementary Principal – Angie Thunker  
 Dean of Students – Crawford Taken Alive  
 Administrative Assistant – Cari Walker  
 Special Education Director – Rebekah Smith  
 School Nurse – LaVonne Walker  
 Guidance Counselor – Kathy Dorner  
 Home/School Coordinator – Donna Archmabault

<b>Grade/Subject</b>	<b>Teacher</b>	<b>Paraprofessional</b>
Preschool 3-year-old	Kathy Roggow	Tanya Wanner
Preschool 4-year-old	Raquel Schlomer	Glenda Stoecker
Kindergarten	Brandy Holzer	Stacy Jochim
	Kelli Olson	Stacy Keller
	Tricia Dodd	Casey Dietrich
K/1 Math Intervention	Linda Slade	
K/1 Reading Intervention	Diane Mickelson	
First Grade	Becky Heinen	Heather Maier
	Lauren Doust	
	Danica Donnelly-Landolt	
Second Grade	Nicole Dallman	Diane Wurtz
	Lisa Merline	
	Brooke Slayton	
Third Reading	Kadi White	Cheri Martian
Third Math	Carissa Aberle	
Third Writing	Mary Fried	
Fourth Reading	Lisa Shipley	Chasity Bowling
Fourth Math	Ivaylo Valchev	
Fourth Writing	Ladimir Geake	
Fifth Reading	Angelina Phebus	Kourtny Heid
Fifth Math	Matthew Forgues	
Fifth Writing	Inez Schulke	
PE	Donna Taken Alive	
Computers	Hilaree Emmons	
Library	Amy Mann	
Culture	Kelsey Brown Otter	
Special Education	Rebekah Smith	Jeana Wutzke
	Sarah Talley	Renae Pheasant
	Dawn Leibel	Jessica Ducheneaux
	Karen Sabin	Karen Kraft
		Jillian Holzer
		Chris Mills



## McLaughlin School Song

"OUR DIRECTOR"

Oh we are from McLaughlin  
Stand up and cheer  
Our students are fighting  
To win this game tonight  
RAH! RAH! RAH!  
We will cheer you on  
Victory is our aim  
Our team will win, win, win  
This game tonight!

V-I-C-T-O-R-Y

M-I-D-G-E-T-S







## **SCHOOL'S RESPONSIBILITY TO THE STUDENT**

- 1) THE SCHOOL WILL PROVIDE EACH STUDENT WITH A FREE AND APPROPRIATE EDUCATION.
- 2) THE SCHOOL WILL PROVIDE A SAFE ENVIRONMENT.
- 3) THE SCHOOL WILL NOT VIOLATE THE STUDENT'S RIGHT TO CONFIDENTIALITY OF PRIVATE AND PERSONAL INFORMATION.
- 4) THE SCHOOL WILL ENCOURAGE STUDENTS TO PARTICIPATE IN THE TOTAL EDUCATIONAL PROGRAM.
- 5) THE SCHOOL WILL PERMIT STUDENT REPRESENTATION IN ITS GOVERNANCE THROUGH RECOGNIZED STUDENT COUNCILS.
- 6) THE SCHOOL WILL ACT IN THE BEST INTEREST OF THE INDIVIDUAL AS WELL AS IN THE BEST INTERESTS OF THE ENTIRE STUDENT BODY.
- 7) IT IS THE TEACHER'S RESPONSIBILITY TO HAVE ALL STUDENTS FOLLOW THE RULES AND ENFORCE THEM.

## **STUDENT'S RESPONSIBILITY TO THE SCHOOL**

- 1) THE STUDENT HAS THE RESPONSIBILITY TO OBTAIN AN EDUCATION. THE STUDENT MUST REGARD THE OPPORTUNITY OF OBTAINING AN EDUCATION AS ONE OF THEIR DUTIES TO THE COMMUNITY. IT IS THEIR RESPONSIBILITY TO ATTEND CLASS REGULARLY AND COMPLETE THEIR ASSIGNMENTS.
- 2) THE STUDENT HAS THE RESPONSIBILITY TO FOLLOW SCHOOL RULES. THE STUDENT MUST OBEY RECOGNIZED LAWS, RULES, AND PROCEDURES DEVELOPED BY THE SCHOOL AND COMMUNITY.
- 3) THE STUDENT HAS THE RESPONSIBILITY TO DEMONSTRATE COURAGE AND INDEPENDENCE, TO PRACTICE SELF-CONTROL. THE STUDENT MUST REFRAIN FROM INFLECTING BODILY HARM ON OTHER INDIVIDUALS AND RESPECT THE PRIVACY OF THEIR PERSON AND PROPERTY.
- 4) THE STUDENT HAS THE RESPONSIBILITY TO DISPLAY GENEROSITY TO SHARE HIS/HER GIFTS AND TALENTS UNSELFISHLY WITH THE SCHOOL COMMUNITY.
- 5) THE STUDENT HAS THE RESPONSIBILITY TO BE IN SCHOOL ON A CONSISTENT AND TIMELY MANNER.

## **PARENT'S RESPONSIBILITY TO THE SCHOOL**

- 1) ENSURE YOUR CHILD IS IN SCHOOL EVERYDAY.
- 2) HAVE HIGH EXPECTATIONS FOR YOUR CHILD IN SCHOOL.
- 3) COMMUNICATE AND WORK WITH TEACHERS AND SCHOOL STAFF TO SUPPORT AND CHALLENGE YOUR CHILD.
- 4) PROVIDE A TIME AND PLACE FOR HOMEWORK AND MAKE SURE THE WORK IS DONE.
- 5) VOLUNTEER TO OBSERVE AND/OR PARTICIPATE IN STUDENT AND SCHOOL-SPONSORED ACTIVITIES.





### **GRADE EVALUATION AND GRADING PERCENTAGE**

Grades K-2 will be evaluated on the Common Core State Standards for each grade and subject area. Evaluation will be based on the following criteria:

- E – Exceeds Expectations, Above Grade Level
- S – Satisfactory, At Grade Level
- P – Progressing, Can do with Prompting
- N – Needs Improvement, Needs extra help in this area

Grades 3-5 will be evaluated on the Common Core State Standards for each grade and subject area. Evaluation will be based on the following criteria:

- 1 – 59% or Below
- 2 – 69% to 60%
- 3 – 79% to 70%
- 4 – 89% - 80%
- 5 – 90% or higher

Students in grades 3-5 must have an average in each class of at least a 3 to participate in extracurricular activities.

Grading for K-5 Specials (Culture, PE, Computers) will be the same as subject area grading.

### **ELEMENTARY CURRICULUM**

The core curriculum of McLaughlin Elementary School is supplemented by classes in PE, Culture, Computers and Library. Designated individual students will have programs designed to fit their special needs.

All students will have PE twice a week. For a student to be exempt from physical education for more than one day, a doctor's note stating a physical education restriction must be on file in the elementary principal's office. A parent/guardian note is required for a one day exemption from physical activity. Students must also wear appropriate shoes (tennis shoes) or they will not be allowed to participate in PE classes. Students are encouraged to bring an extra pair of shoes to keep at school to ensure their participation in PE.

### **PROGRESS REPORTS, REPORT CARDS, AND TRANSCRIPTS**

Parents/guardians are encouraged to contact the teacher(s) if a problem arises. Teachers may be reached by phone from 7:00 - 8:00 AM and 3:30 - 4:00 PM. The Principal may be reached from 7:00 AM through 4:00 PM MT.

Report cards are completed for every student and are mailed home at the end of each quarter.

### **ASSESSMENT**

Academic progress will be measured a minimum of three times per year. Students will be tested based on Measures of Academic Progress (MAPS) at the beginning of the year, in the middle of the year and at the end of the year. This test will be used to measure the academic growth of our students throughout the year. In addition, students will take pre

and post-tests for each unit in reading and math. Some students may be monitored more closely to ensure they are making adequate progress towards their goals. These assessments are very important to your child's success in school.

## **HOMEWORK POLICY**

Homework shall be at the discretion of each teacher. Homework will be relevant to the subject and an enhancement to the class. Consideration will be given to the level of students, the activities in progress, and the assignments of other teachers.

## **REGISTRATION**

Enrolled students are required to be here on the first day of school or they will be counted absent. They will be required to make up all missed work.

Parents/guardians of all students who enroll in McLaughlin School for the first time or transfer to the McLaughlin School must provide the school with a certified copy of the student's **BIRTH CERTIFICATE OR AFFIDAVIT IN LIEU OF BIRTH CERTIFICATE** as issued by the state department of health in such cases where the original birth certificate is deemed unattainable (SDCL 13-27-3).

Parents/Guardians must provide the school a copy of the child's birth certificate upon enrolling in school. If the certificate is not provided to the school, the student will not be allowed to enroll and attend school.

Failure to provide a certified copy of the child's certificate is classified as a Class 2 Misdemeanor. SDCL 13-27-3.1

To be in compliance with the state department of health, a completed **CERTIFICATE OF IMMUNIZATION** is also required of all students. All immunization records must show the dates the immunizations were given.

The school district also requires a copy of a student's **TRIBAL ENROLLMENT VERIFICATION (DEGREE OF INDIAN BLOOD)** if applicable and a copy of a student's **SOCIAL SECURITY CARD**. Students must have a copy of their previous report card for promotion to the next grade. Enrollment is not complete without the required documentation. **STUDENTS MAY NOT BE ALLOWED TO ATTEND SCHOOL UNTIL THESE DOCUMENTS ARE ON FILE –**

**Birth certificate**  
**Immunization**  
**Tribal enrollment**  
**Social security card**

A student who is three or four years old on or before September first is eligible to be enrolled in preschool. A student who is five years old on or before September first is eligible to be enrolled in kindergarten. A student who is six years old on or before September first is eligible to be enrolled in first grade.

## **SCHOOL WITHDRAWAL/TRANSFER**

To withdraw from McLaughlin school a student must be accompanied by a parent/guardian. A release form must be completed, all bills must be paid, and all books handed in before the drop is completed. If the student is under age by either state or tribal law, the appropriate agencies will be notified.

## **TRANSFER STUDENTS**

Any student wishing to transfer to the McLaughlin school must be living within the school district when he/she enrolls and be accompanied by a parent/guardian. The student may not be under suspension or expulsion from another school district.

Any student who open enrolls at another high school/middle school will not be allowed to transfer back to McLaughlin High School/Middle School during the semester without written approval of both school boards.

Grade placement will be determined by all school records for returning students.

## OPEN ENROLLMENT

Any student who requests to open enroll must have a completed open enrollment form with him/her when he/she registers. Any student who open enrolls before the first day of school is granted eligibility to participate in SDHSAA activities. Any student who open enrolls after the first day of school must wait 45 days before eligibility is granted per SDHSAA guidelines. Criteria for determining open enrollment acceptance include but are not limited to:

- 1) CAPACITY OF PROGRAM
- 2) CAPACITY OF CLASS
- 3) CAPACITY OF GRADE LEVEL
- 4) CAPACITY OF BUILDINGS
- 5) TEACHER/STUDENT RATIO

## PROMOTION, CLASSIFICATION, AND RETENTION

K-5 students should have mastered most of the common core state standards at their grade level to be promoted. The physical, social, emotional welfare of the student will also be considered. Any teacher considering retention will inform the principal before the end of the first semester. The principal will inform the parent/guardian by letter and request a meeting to discuss the student's progress. The decision to place, promote or retain a student will be made by the teacher, the principal and the parent/guardian.

## HOME SCHOOL STUDENTS

K-5 Home School students may attend non-curricular classes: These students may participate in class activities and in out-of-district contests in these areas.

**Home School applications must be completed each year.**

## TEACHER QUALIFICATION POLICY/PARENTS RIGHT TO KNOW

To meet the requirements of Title I, the McLaughlin school must provide the following information to parents **upon request**:

- 1) WHETHER A TEACHER HAS MET STATE QUALIFICATION AND LICENSING CRITERIA FOR THE GRADE LEVELS AND SUBJECT AREAS IN WHICH THE TEACHER PROVIDES INSTRUCTION;
- 2) WHETHER THE TEACHER IS TEACHING UNDER EMERGENCY OR OTHER PROVISIONAL STATUS THROUGH WHICH STATE QUALIFICATION OR LICENSING CRITERIA HAVE BEEN WAIVED;
- 3) THE BACHELOR'S DEGREE MAJOR OF THE TEACHER AND ANY OTHER GRADUATE CERTIFICATION OR DEGREE HELD BY THE TEACHER, AND THE FIELD OF DISCIPLINE OF THE CERTIFICATION OR DEGREE; AND
- 4) WHETHER THE CHILD IS PROVIDED SERVICES BY PARAPROFESSIONALS AND, IF SO, THEIR QUALIFICATIONS.

Parents/guardians may also request information about the level of achievement of their child in each of the state academic assessments including but not limited to the Dakota Step, MAPS, Write to Learn, kindergarten screening and any testing resulting in Special Education Services.



# SPECIAL SERVICES



## GUIDANCE SERVICES

Individual counseling is available from the school counselor upon student, teacher or parent/guardian request.

Students can receive information and assistance from the counselor in the following areas:

- 1) INDIVIDUAL OR SMALL GROUP COUNSELING REGARDING STUDENT SOCIAL, EMOTIONAL, BEHAVIORAL, ATTITUDINAL, FAMILY AND/OR ATTENDANCE PROBLEMS.
- 2) EFFECTIVE INTERACTION OPTIONS BETWEEN THE SCHOOL AND THE APPROPRIATE SOCIAL SERVICE AGENCIES INCLUDING BUT NOT LIMITED TO PROBATION AND PAROLE, COUNTY SOCIAL SERVICES, TRIBAL SOCIAL SERVICES, CHILD PROTECTION SERVICES, INDIAN HEALTH SERVICES, AND COMMUNITY HEALTH RESOURCES..

## SPECIAL EDUCATION

McLaughlin School District offers a comprehensive Special Education Program under the provisions of the Individuals with Disabilities Education Act (IDEA). Identification of students with disabilities is done through the appropriate referral, screening, and evaluation procedures as outlined in the school's SPED Policies and Procedures Handbook.

## 504 SERVICES

Section 504 applies to persons with disabilities. Basically, it is a civil rights act which prohibits discrimination against individuals with physical or mental disabilities who attend public or private schools funded with public dollars. Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights (OCR). To become eligible for services and protection under Section 504, a student must be determined, as a result of an evaluation, to have a **physical or mental impairment** that **substantially limits one or more major life activities**. All parent, teacher, or administrative initiated referrals to the district's Section 504 Committee must originate at the school the student currently attends. Written requests for Section 504 services shall be made by the school principal or his/her designee and forwarded to the district's Section 504 Coordinator.

## INTERVENTION TEACHERS

Intervention teachers are provided for students in Kindergarten through Second Grade. Students that are slightly below grade level may receive individualized instruction from the intervention teacher to help that student reach grade level. Parent permission is not needed for students to receive instruction from the intervention teacher; however the intervention teacher will communicate with parents as needed.

## CLASSIFIED STAFF – PARAPROFESSIONALS

Grades PreK-5 are all staffed with highly qualified paraprofessionals. Our paraprofessionals serve to address the individual needs of all students, but specifically those students that are falling below grade level. Paraprofessionals in grades 3-5 will deliver intervention services at the discretion of the certified teacher to ensure all students are at grade level in the respective subject areas.





We are concerned about providing a healthy environment for all of our students. I would like to mention a few ways you can help us keep that healthy environment.

Check your child/children's head daily for head lice. Head lice can spread rapidly in the school setting. Immediate treatment will help to eliminate the problem. If sent home from school due to lice, you are expected to clean your child and have him/her back to school the following day so as to eliminate excessive absences.

If your child is not feeling well in the morning, please do not send them to school if he/she:

- Has a fever of 100.4 degrees or higher
- Has been vomiting or feels nauseated
- Has symptoms such as:
  - Excessive tiredness or lack of appetite
  - Productive coughing, sneezing
  - Headache, body aches, earache, diarrhea, severe sore throat.

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

Notify the school office when you do keep your child home and the reason why.

We encourage all children to eat breakfast. The school provides breakfast free for all students from 7:00 – 7:55 AM MT. The meals are nutritious and well-balanced.

Before sending your child off to school, please check the weather so that your child/children will be clothed properly to be outside for recess.

The following pages are some important health policies that may concern your child at some time during the school year. Please read them.

If you have any questions concerning your child's health you can contact me at the school Monday through Thursday from 7:00 AM – 4:00 PM MT.

### **NON PRESCRIPTION MEDICATION (over the counter medication)**

It is the position of the school board that the presence of medication on school property must be carefully monitored to prevent the development of harmful situations to the students. Students are encouraged to receive medicine outside school hours whenever possible. If there is a need for non-prescription medication the following procedure is to be followed at the Elementary Level:

- Parent/Guardian will be required to send it with their child in a container, the original when possible, including the student's name, name of the medication, amount to be taken and the time to be taken.
- The medication must be kept in the nurse's office.
- Written permission must be sent with the non-prescription medication requesting it to be given.
- Written permission must also be given for students to take cough drops.
- All permission slips will be given to the school nurse and kept in a file for the school year.

### **PRESCRIPTION MEDICATION (medication prescribed by a physician)**

The school board recognizes the need of some students to receive physician prescribed services during the school day. The board maintains the right to refuse to provide physician prescribed services when it is not in the best interest of the district.

- Prescription medication must be provided in a bottle labeled by a pharmacy or doctor including the child's name, the amount to be taken, when it is to be taken and the date of the prescription.
- Prescription medication must be brought to the nurse's office and kept there.
- Medication should be accompanied with written permission from the parent requesting that the medication is to be taken.
- The school nurse will administer medication. Families requesting assistance in administration of prescribed medication shall be required to sign a parent request and authorization relieving the district from all responsibilities related to the administration of the medication.

### **RECOMMENDATION and ADVICE**

With a strong light, check your child's head for nits or lice. There are nonprescription treatments that can be purchased. There are also other treatments available which require a prescription. All persons in the household should be examined for the presence of head lice. All infected persons should receive treatment. Follow all instructions that come with the head lice shampoo. Remove all nits and lice. Nits do not fall off the hair shaft after treatment and can be difficult to remove as they are cemented onto the hair shaft. For easier nit removal, use a vinegar and water mixture (one to one). Soak a towel in the mixture and apply to hair for 30 to 60 minutes. There are egg removers that can be purchased also. A metal comb works best for removal of eggs and is re-usable by washing in hot soapy water.

Parents are responsible for maintaining their child's health. They are also responsible for scheduling and transporting students to all medical, physical, vision, and dental appointments. The classroom teacher is responsible for administering minor first aid. For medical emergencies that require immediate attention, the student will be taken to the nurse's office.

In the event of an emergency situation only, a student may need to be transported to an appropriate medical facility and the parent/guardian will be notified.

The school is not permitted to treat illness or injury other than to give basic first aid. The nurse will be in the building Monday – Thursday from 7:00 – 4:00 MT. A complete Health and Wellness Policy Book is available in the nurse's office, administrative offices and on the school website.

## **The objectives of the school health services are to:**

- 1) APPRAISE THE HEALTH STATUS OF STUDENTS AND SCHOOL STAFF;
- 2) COUNSEL STUDENTS, PARENTS/GUARDIANS, AND OTHERS CONCERNING APPRAISAL FINDINGS;
- 3) PREVENT AND CONTROL DISEASE;
- 4) PROVIDE EMERGENCY SERVICE FOR INJURY OR SUDDEN ILLNESS;
- 5) IMPLEMENT SERVICES AND EDUCATION PROGRAMS WHICH WILL HELP TO PROMOTE THE GOOD HEALTH OF STUDENTS AND SCHOOL STAFF;
- 6) PLAN SERVICES WHICH PROMOTE A HEALTHFUL ENVIRONMENT;
- 7) PROVIDE HEALTH CARE INTERVENTION FOR HANDICAPPED CHILDREN; AND
- 8) PROMOTE HIGH LEVEL WELLNESS AS AN INTEGRAL COMPONENT OF HEALTH SERVICES.

## **HEALTH APPRAISAL SERVICES**

Health appraisal may be defined as the assessment of the physical, mental, emotional and social health status of individual students and school personnel through such means as health histories, teacher and nurse observations, screening procedures and medical examinations. These appraisals are not ends in themselves, but rather are starting points in preventing and correcting disabilities.

## **HEALTH SCREENING PROGRAMS**

Vision K-12 All students with glasses will be an automatic referral.

Scoliosis 5-8

Hearing K-12

Height, Weight and Body Mass Index (BMI) K-12

Head lice screening PreK-12

Diabetic Screening (A/N) K-12

Blood Pressure K-12

Dental Health K-12

Immunizations K-12

## **IMMUNIZATION RECORDS**

South Dakota State Law (SDCL 12-28-7.1) requires any pupil entering school or an early childhood program in this state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, pertussis, rubella (measles), rubella, mumps, tetanus, and varicella (chickenpox), according to the recommendation of the State Department of Health.

This law applies to all children entering a South Dakota school district for the first time. This should include children in early intervention programs, pre-school, as well as kindergarten through twelfth grade.

Minimum immunization requirements for kindergarten through twelfth grade are defined as having received at least:

- 1) Four or more doses of diphtheria, pertussis and tetanus containing vaccine, with at least one dose administered on or after age 4. Children 7 and older needing primary series are required to have Td, and only need three doses with at least 6 months between dose two and three. If the child is 11 or older, the first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving more than 6 doses before age 4 do not require an additional doses for school requirements. The maximum a child should receive is six doses.
- 2) Four or more doses of poliovirus vaccine, at least one dose on or after age 4; if four doses are administered prior to age 4 years, a fifth dose should be administered after age 4.



- 3) Two doses of a measles, mumps and rubella vaccine (MMR) or submit a serological evidence of immunity. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
- 4) One dose of varicella vaccine. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature.

NOTE: Additional immunization requirement for **kindergarten entry only**.

- 1) Two doses of varicella vaccine, the first does administered at 12-15 months of age, and the second dose administered at 4-6 years of age or history of disease. The minimum interval between two doses is 3 months. Only the parent or guardian's signature is allowed when verifying history of disease.

NOTE: Hib, Hepatitis A, Hepatitis B, PHV and Pneumococcal vaccines are recommended but not required.

A completed immunization record or acceptable evidence of being in the process of receiving the requirements defined above must be submitted to the school upon first time entrance or transfer. If an immunization record is not submitted at the time of registration, the child will not be allowed to enroll and attend school. Failure to obtain required immunizations is basis for excluding a child from attending school until immunizations are complete.

A copy of the completed certificate of immunization for all kindergarten and the first time entrance student to a South Dakota school will be submitted to the State Health Department. This record will be available for inspection by authorized representatives of the State Department of Health.





# ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES



## HEALTH STATEMENT

Every student before being allowed to participate in interscholastic athletics must have passed a physical examination of duration no longer than two years. A Pre-Participation Health History report must be completed annually.

Certification as to the adequacy of a student's health for athletic participation shall be restricted to a duly licensed doctor of medicine, doctor of osteopathy, doctor of chiropractic, physician's assistant or nurse practitioner, on official blanks furnished by the Executive Director of each member school.

## EXCLUSION from Physical Activity

Any student being excused from physical activities, such as PE or Swimming, for longer than two weeks must provide a medical statement to the Elementary office.

## FIFTH GRADE ELIGIBILITY

The McLaughlin Public School District believes that co-curricular activities are a vital aspect of a well balanced educational program. Organized activities provide an additional avenue for positive learning experiences, and all students are encouraged to become active participants.

- 1) EACH ATHLETIC PARTICIPANT MUST HAVE A CURRENT PHYSICAL FORM ON FILE PRIOR TO HIS/HER PARTICIPATION IN ANY EVENT IF APPLICABLE.
- 2) EACH ACTIVITY PARTICIPANT MUST BE IN SCHOOL BY 7:30 AM MT THE DAY OF THE EVENT UNLESS ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.

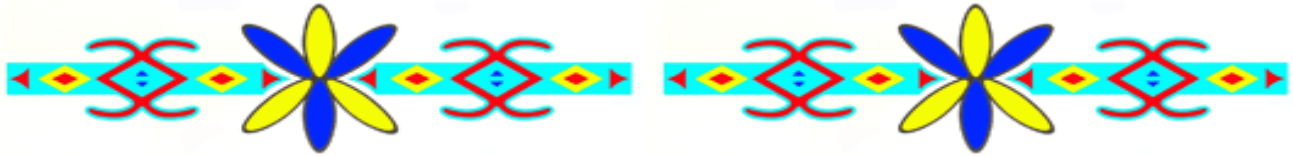
The goal of the McLaughlin fifth grade eligibility policy is to ensure that students are full participants in the academic program as well as in the activity component of the school.

## SCHOOL SPONSORED ACTIVITIES

Students in grades Pre-K thru 5<sup>th</sup> must be accompanied by and sit with their parent/guardian at any school sponsored activity. Any person attending an activity is expected to be respectful and attentive. Security guards will remove anyone displaying inappropriate behavior. Outside authorities will be called if necessary.



# ATTENDANCE POLICY



The McLaughlin School District operates on the philosophy that conventional school attendance and participation is educationally sound and beneficial to the welfare of students. The school attendance policy is established to perpetuate a positive educational environment for all.

## STUDENT ATTENDANCE:

McLaughlin School District must meet state standards for attendance. Regular daily attendance is expected. Attendance requirements of South Dakota law:

- Requires compulsory attendance for students from six to eighteen years of age (and those students who are five years of age enrolled in kindergarten).

Attendance requirements of the Standing Rock Sioux Tribal Education Code:

- Mandates that student cannot miss 5 days in a half year or 10 days in a full year.
- Requires all students between six and nineteen years of age (and those students enrolled in kindergarten as 5-year-olds) attend school regularly.

The primary responsibility for regular school attendance of a student rests with the student's parent/guardian. Students are considered absent when they are not in attendance, regardless of the reason. The two exceptions where students will not be considered absent are:

- Participation in a school sponsored activity
- Inclement weather when the school has cancelled school or at the discretion of the superintendent.

Elementary attendance is computed on a daily basis. If a student is absent or will be absent for all or part of the school day, that parent/guardian must notify the elementary office prior to the absence. Any absence without prior notice will result in a telephone call from school personnel as to the reason why a student is absent. Written notification of the absence may be utilized if school personnel are unable to contact the parent/guardian by telephone.

## ATTENDANCE REGULATIONS

The following guidelines are to help parents/guardians establish a good attendance record for their child/children:

- Arriving at school between 7:31 and 8:00 AM will result in students being counted as tardy. Seven tardies will equal  $\frac{1}{2}$  day absent.
- Arriving between 8:01 AM and 1:30 PM will result in student being counted as one-half day absent.
- Students being checked out between 7:30 AM and 11:30 or 11:30 and 3:30 PM will be counted as absent one (1/2) day.

- Students being checked out between 7:31 AM and 8:30 PM will be counted as absent one-half (1/2) day.

## ABSENCES FROM SCHOOL

The following procedures will be used after the student has been absent a number of times during the year:

**FIVE ABSENCES:** written notification will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State’s Attorney. The letter will include a statement of the parent’s/guardian’s responsibilities under the Tribal Education Code and South Dakota State Law to cause the child to attend school regularly

**SEVEN ABSENCES:** a certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State’s Attorney regarding the student’s absences. The letter will include a conference time for the parent/guardian to meet with the principal to discuss the seriousness of the absences. The parent/guardian will also be notified of future consequences should more absences occur.

**TEN ABSENCES:** a certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State’s Attorney regarding the student’s absences. Ten absences will result in a referral to Juvenile or Adult Court for Educational Neglect.

**FIFTEENNONCONSECUTIVE ABSENCES:** a certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State’s Attorney stating the child has been dropped . The parent/guardian will be required to fill out all paperwork necessary to re-enroll and must attend a parent class in order for the child to return to school. If the parent/guardian deems it necessary to enroll their child in a different school, all absences will follow the child.

## Excused Absences

The following reasons for a school absence are considered excuses, but still **WILL** be counted as absences:

- Student medical appointments (please provide written documentation for the medical provider)
- Death in the family
- Student illness or injury
- Cultural activities (3 days at the discretion of the building principal)

In the case of chronic or irregular attendance due to illness or injury, the administration will request a physician’s written statement certifying the necessity for school absence.

State law 1977, CH129.1 13-27-6.1 states: “an elementary and secondary pupil shall be eligible to be counted for school attendance up to five days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the educational value.”

When a student has been absent from school without parent/guardian notification, school personnel will make a home/work contact by telephone, home visit or written notification. Classroom instructional time is important and is difficult to make up.

An excused absence includes medical illness and enrollment in a short tem group care educational program for up to 90 consecutive school days.

## EARLY DEPARTURE

Any parent/guardian who must take their elementary child out of school early must obtain a slip from the elementary secretary or principal before the child will be permitted to leave the building. No child will be permitted to leave with anyone other than a parent/guardian unless written permission is filed in the office.





## RULES OF STUDENT CONDUCT AND DISCIPLINE



Students attending McLaughlin School are required to conduct themselves with respect for self and others through their actions, language, dress and respect for school property. The building administration reserves the right to assign consequences for any student exhibiting behavior that violates the rules of the school.

Parents shall be informed of incidents that violate school rules. Copies of written disciplinary referrals will be sent to the parent/guardian.

Consequences may include a conference, lunch detention, after-school detention, in-school suspension, out of school suspension, or a recommendation for expulsion. If the student is returning from out-of school suspension, a conference will be held with the parent/guardian before the student is allowed back in class. Students may be referred for counseling services as a result of inappropriate behavior.

**BULLYING** - Persistent threatening and aggressive behavior directed toward other people.

This includes name calling and intimidation. The McLaughlin School has adopted the Olweus Bullying Prevention Program. Students will be taught how to intervene when they see another student being bullied. Students will also be taught procedures to follow when being bullied. Bully Prevention Rules are as follows:

- ✓ We will not bully others.
- ✓ We will try to help students who are bullied.
- ✓ We will try to include students who are left out.
- ✓ If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**REPEATED INTERFERENCE** - Behavior that interferes with the learning process.

Including but not limited to sleeping through class, refusal to participate in classroom assignments/activities, blatantly disrespecting staff members or other students, walking out of class, etc. Students will be given an opportunity to correct their misbehavior. If the detrimental behavior continues and is repeated, the repeated Interference will be assigned a consequence.

### **GANGS/GANG RELATED ACTIVITY**

McLaughlin School recognizes gang activity as a disruptive and dangerous influence, which consequently, adversely affects both the home and school environment. This behavior is disruptive to the safe and orderly operation of the educational process and poses a threat to students and staff. This includes the display, use of or possession of paraphernalia associated with gang activity/members as defined by 15:101 sub section B of the Tribal Code which defines “gang member” as an individual who meets two or more of the following criteria:

- ✓ Self proclamation
- ✓ Witness testimony/official statement
- ✓ Written or electronic correspondence
- ✓ Paraphernalia or photographs
- ✓ Tattoos
- ✓ Clothing or colors
- ✓ Any other indication of gang activity

## **SEXUAL HARASSMENT**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a School District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and School District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

## **CLASSROOM/HALLWAY RULES**

Students are to be in their classroom unless given permission to leave. Students must adhere to the following classroom/hallway rules:

- Students must report to their class first. If there is a need to leave the classroom for any approved reason, the student must receive permission from the teacher.
- Students are responsible for bringing all classroom materials to class to minimize hallway traffic.
- Students are not allowed to bring pop, seeds or food items to class. Gum is at the discretion of the classroom teacher.
- I-pods, headphones, skateboards, roller blades, CD players and cell phones will be confiscated at the front door of the school and held by school personnel until parents pick them up.

## **SUSPENSION AND EXPULSION**

All suspensions of students (ISS and OSS) will be done through the principal and/or superintendent's offices. However, an expulsion requires school board action. Parents/guardians will be notified in writing of any ISS, OSS or expulsion.

ISS is a student behavior management system that is an in-school suspension (ISS) model. Students assigned to ISS will continue with their regular schoolwork. Homework is due at the end of the day. Students may not participate or attend any school sponsored activity the day they serve ISS.

The Principal may suspend students out of school (OSS) up to ten (10) days for various offenses. Before returning to school the suspended student and his/her parent/guardian will be required to meet with the Principal to develop a plan for the improved behavior of the student. Students who have OSS are ineligible to participate in or attend co-curricular or school sponsored activities including practice, games, concerts, pow-wows, and other performances during the suspension.

In cases of serious infractions, suspensions of not more than 90 school days may be assigned by the superintendent. Suspensions by the superintendent may be appealed to the school board.

Expulsions exceeding 90 days will be by school board action. The McLaughlin School District will follow South Dakota codified laws to protect the right of all parties involved.

## **STUDENT DRESS CODE**

Dress and grooming are the responsibility of students and parents. However, students may be required to change dress or grooming if it is inappropriate. Clothing, jewelry, or wording on clothing which is sexually suggestive, drug, alcohol or tobacco related, vulgar, insulting, gang affiliated or violent are not allowed. The following will not be allowed in our school or at any school-sponsored event that students participate in:

- ✓ Clothing where undergarments are visible.
- ✓ Halter tops
- ✓ Strapless tank tops or tank tops with less than a one inch strap.
- ✓ See-through clothing

- ✓ Backless tops(must reach at least mid-shoulder blade in the back)
- ✓ Baggy pants where undergarments are visible/well below hip area.
- ✓ Bare midriff exposure
- ✓ Low-cut blouses or shirts that expose cleavage.
- ✓ Cut-off pants.
- ✓ Excessively long pants or jeans and/or pants or jeans with excessively baggy or wide ankles.
- ✓ Skirts and shorts shorter than mid-thigh length.
- ✓ Excessively torn clothing that exposes other garments or skin.
- ✓ Caps, hats, headbands, bandanas, hoods or any other head gear.
- ✓ Trench coats, long coats, dusters, slickers or any other coat not appropriate for the seasonal weather.
- ✓ Heavy leather or metal studded collars or bands, safety pins, and any other metal on clothing other than a belt.
- ✓ Chains of any type(other than conventional necklaces or bracelets)
- ✓ Logos, innuendoes, insignias, or symbols that promote racism, neo-Nazism, satanic beliefs, death, sex, alcohol, drugs, tobacco, weapons, gang activity, killing, firearms, violence, religious slanders, or other inappropriate messages.
- ✓ Tattoos that promote the items listed above.
- ✓ Jewelry that promotes the items listed above.
- ✓ Sun glasses.

\*\*A dress code violation will result in the students getting an opportunity to correct the violation. Subsequent violations will result in disciplinary action taken in accordance with school policy. Any missed class work will be the student's responsibility.

\*\*School administration reserves the right to make discretionary decisions regarding the interpretation of any of the provisions within the dress code.





## **Parent Involvement**

### **McLaughlin Elementary Parent Involvement Policy**

McLaughlin Elementary School will do the following to integrate parents in the education of their children:

#### **Policy Involvement**

Convene an annual meeting during the 1<sup>st</sup> quarter of school. All parents will be invited and encouraged to attend. Parents will be informed of McLaughlin Elementary's Title I schoolwide status and how their student's will be participating. Title I requirements as well as parental rights will also be discussed.

The annual meeting will be held during the 1<sup>st</sup> quarter of school in conjunction with Family Fun Night. The meeting will be held in the school cafeteria and a meal will be served.

Offer a flexible number of meetings, transportation, child care or home visits as needed.

Parents that are unable to attend Family Fun Night will be provided additional opportunities to receive the Title I information, such as parent/teacher conferences, make and takes, as well as any time they stop by the school.

Involve parents in the planning, review and improvement of programs and improvement of the school parental involvement policy.

Family Fun Night  
School/Parent Compact  
Parent Advisory Council

Provide parents of all children timely information, descriptions and explanations of the curriculum and opportunities to meet.

Weekly newsletters outlining upcoming events, standards, curriculum and student progress will be sent home by all grade levels and subject areas.

**As a parent or guardian,  
your involvement in your child's education  
is the most important factor  
in your child's success in school.**

# SCHOOL-PARENT COMPACT

*The McLaughlin Elementary School and the parents/guardians of*

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*agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

*This school-parent compact is in effect during the 2014-15 School Year.*

## **School Responsibilities**

### **The McLaughlin Elementary School will:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards by fully aligning all curriculum to the Common Core State Standards, assessing students on the Common Core State Standards and providing individualized interventions for students not reaching mastery.

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

Provide parents with frequent reports on their children's progress by sending home weekly newsletters that share student progress on the Common Core State Standards and what parents can do at home to help their children reach mastery.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Teachers are available for consultation with parents from 7:00 – 7:30 am MT or from 3:30 – 4:00 pm MT Monday – Thursday. Other times can be scheduled by contacting the Elementary Office @ 823-4484 x 207.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parent, guardians and family members are strongly encouraged to visit classrooms and volunteer. If you are available and interested in volunteering please let you child's teacher know. You can also let the Elementary Office know. Times will be arranged that are convenient for the volunteer and the teacher.

## **Parent Responsibilities**

### **We, as parents/guardians, will support our children's learning in the following ways:**

- Ensuring my child is in school daily and on time.
- Making sure that homework is completed when given.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.

- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on committees or advisory groups (PAC/JOM)

**Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- Come to school every day on time.
- Participate in class.
- Do what the teacher asks me to do.
- Behave appropriately.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

\_\_\_\_\_  
School  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents/Guardians  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Student  
\_\_\_\_\_  
Date



## MISCELLANEOUS ITEMS



### **CONDUCT ON BUSES**

Bus drivers are in direct charge of students while riding the bus to and from school as well as to any school activities. Students are expected to abide by all school regulations and rules while riding the bus to school or to activities. Riding the bus is a privilege and if a student abuses that privilege, it may be suspended for a period of time. This includes the late bus.

The school provides a transportation waiver that can be completed by a parent/guardian who requests a student go home with him/her after an activity. However to ensure their safety, students will not be released without a signed waiver.

Once a student boards a bus, they are on school grounds. No one is allowed to get off a bus and leave campus.

### **CAFETERIA CONDUCT**

Students are expected to exhibit appropriate behavior while eating breakfast and lunch in the cafeteria. Any inappropriate behavior will result in classroom consequences or a referral to the Dean of Students.

### **RECESS GUIDELINES**

The McLaughlin School has a closed lunch period. Elementary students go to the playground before they eat. Recess guidelines for elementary students are:

- ✓ Dress appropriately.
- ✓ Be respectful of the rights of others.
- ✓ Demonstrate appropriate playground behavior.

All employees and/or designated adult supervisors of the McLaughlin School District have the responsibility to maintain a safe environment on the school complex or at any school function. Misbehavior on the playground may result in disciplinary action.

### **GENERAL ASSEMBLY/LYCEUM EXPECTATIONS**

General assemblies or lyceums are held periodically throughout the year. Pep rallies, special recognition, important information, performers and speakers are all included in the schedule for general assemblies.

Students are expected to be respectful and attentive. The standard for regular classroom behavior applies.

### **SCHOOL CLOSING**

Information regarding school closing due to severe weather or unforeseen happenings will be broadcast on:

KOLY: AM 1300 FM 99.5

KMLO: FM 100.7

KLND: FM 89.6

A School Reach call will also be made to the parents/guardians. Please make sure all contact numbers are updated, as necessary. School Reach calls are voice activated, therefore please respond with a greeting when answering your phone.

## **SCHOOL PROPERTY**

School property belongs to all in the community. The appearance of the school campus is the responsibility of the students who attend and the staff who work in building.

School office equipment and materials are not allowed out of the assigned areas or offices without the prior permissions of the office staff.

All users of the school computers and network are expected to abide by the rules and regulations of the McLaughlin Public School computer and network acceptable use policy for all students. A copy of this policy must be signed by each student and their parent/guardian. This policy includes but is not limited to:

- 1) INTERNET ETIQUETTE,
- 2) INAPPROPRIATE USE,
- 3) VANDALISM,
- 4) SECURITY, AND
- 5) VIOLATION CONSEQUENCES

Any student involved in the unlawful treatment or vandalism of school property will be referred directly to the appropriate law enforcement officials.

## **FIELD TRIPS**

Field trips provide opportunities for instructional experiences outside the regular classroom. The McLaughlin school District encourages participation in field trips to ensure that students receive a well rounded comprehensive education. Students are held to the same standard of personal appearance, conduct and responsibility as in the regular school setting. Specific criteria and/or rules may apply. All field trip eligibility agreement forms are binding. A parent/guardian permission form is required to be on file before any student goes on a field trip outside normal school hours.

## **CLASSROOM AND BUILDING USAGE**

Students are not allowed in the building complex evenings or weekends unless supervised by a staff member. Students are not to be in classrooms, locker rooms, NWAS trailer, gym, weight room or cafeteria unless supervised.

Posting of posters, notices, displays, etc. must be approved by the building principal.

## **VISITORS AND MESSAGES**

Adult visitors are welcome in the McLaughlin School. All visitors must first report to the main office.

Guidelines for the school's cooperation in allowing access to students by non-school personnel including but not limited to law enforcement, social services and health services are found in the school district policy for access to students by non-school personnel (on file in the superintendent's office). Generally, the parent/guardian is notified unless otherwise stipulated.

No person deemed to be under the influence of drugs or alcohol will be allowed on the school grounds to visit his/her child, or to check his/her child out of school.

Messages for students can be left in the appropriate school office and the student will be notified. Students will not be called out of class for a telephone message unless it is an emergency.

Student visitors are not allowed to attend classes with a friend.

## **FIRE/DISASTER DRILLS**

South Dakota law requires periodic fire drills and disaster drills, including tornado drills. Each classroom has a diagram of the escape route from the classroom. When the first signal is sounded, it is essential that all students follow the evacuation regulations and clear the building as orderly and quickly as possible.

## **LOST AND FOUND ARTICLES**

Found articles are returned to the office and displayed regularly. Parents/guardians are welcome to look through the lost and found box when they are in the school offices. Glasses, watches and other items are kept in the school offices until claimed. Because the school cannot be responsible for lost articles, valuable items should not be stored in desks or lockers. For identification purposes, items should be marked with the student's name.

## **ASBESTOS**

Asbestos containing materials that are hard (plaster and floor tile) generally are not dangerous. Other asbestos containing materials are under an on-going surveillance program which mandates that materials be kept intact and undamaged.

A complete asbestos plan is available for review in the superintendent's office. In this school, asbestos is confined to some floor tile in the gym, some floor tile in the elementary school, some transite panels in the bus shed and pool and some vinyl flooring in the weight room.

## **CHAIN OF COMMAND**

If a student or parent has concerns about issues related to a teacher or class, we encourage you to ask questions. There is a chain of command to be followed.

1. Talk to the teacher. They have direct information.
2. Talk to the principal after you have followed the teacher's recommendations.
3. Talk to the superintendent if things have not been resolved.
4. Notify the superintendent if you want to be put on the School Board meeting agenda and state the purpose.



## ELASTIC CLAUSE

ANY CIRCUMSTANCE NOT COVERED ABOVE  
IS CONSIDERED COVERED HERE AT THE  
DISCRETION OF THE  
ASMINISTRATION

## GRIEVANCE PROCEDURE

### ARTICLE I

#### DEFINITION:

- A. A GRIEVANCE IS A COMPLAINT BY A PERSON OR GROUP OF PERSONS HAVING AN INTEREST IN THE OPERATION OF MCLAUGHLIN SCHOOL DISTRICT 15-2 AGAINST THE SCHOOL OR ANY EMPLOYEE, THAT THERE HAS BEEN A VIOLATION, MISINTERPRETATION OR INEQUITABLE APPLICATION OF ANY EXISTING POLICY, RULE, CONTRACT, OR REGULATION OF THE SCHOOL BOARD.
- B. INCLUDED IN AND COVERED BY THIS GRIEVANCE PROCEDURE ARE COMPLAINTS COVERING AND RELATING TO ACTS OR COMMENTS PERCEIVED TO BE BASED ON DISCRIMINATION ON THE BASIS OF RACE, NATIONAL ORIGIN, COLOR, SEX, AGE, PHYSICAL, AND/OR ACTIVITY FOR WHICH THE MCLAUGHLIN SCHOOL DISTRICT 15-2 IS RESPONSIBLE AS REQUIRED BY STATE AND FEDERAL LAW.

### ARTICLE II

#### PURPOSE

- A. THE PURPOSE OF THIS PROCEDURE IS TO SECURE, AT THE LOWEST POSSIBLE LEVEL, EQUITABLE SOLUTIONS TO THE PROBLEMS THAT MAY ARISE FROM TIME TO TIME CONCERNING ANY OF THE ABOVE STATED REASONS FOUND IN THE DEFINITION. TO FACILITATE THIS PURPOSE THESE PROCEEDINGS WILL BE KEPT AS INFORMAL AND CONFIDENTIAL AS MAY BE APPROPRIATE AT ANY LEVEL OF THE PROCEDURE.
- B. WHEN AN INFORMAL SOLUTION IS NOT POSSIBLE, A WRITTEN GRIEVANCE MUST BE FILED. THE WRITTEN GRIEVANCE MUST BE ON A MSD REPORT FORM WHEN FILED. SEE GRIEVANCE REPORT FORM, LEVEL I. THIS MEANS YOU MUST, IN WRITING, DESCRIBE HOW THE MCLAUGHLIN SCHOOL DISTRICT 15-2 OR ITS EMPLOYEES HAVE HARMED YOU.
- C. THE GRIEVANCE MUST BE FILED WITH THE SUPERINTENDENT OR, SHOULD THE SUPERINTENDENT BE THE PERSON NAMED IN THE GRIEVANCE, THE SCHOOL BOARD PRESIDENT WHO WILL ACT IN THE SUPERINTENDENT'S BEHALF.
- D. THE GRIEVANCE MUST BE FILED WITHIN TWENTY (20) CALENDAR DAYS AFTER THE PERSONS KNEW, OR SHOULD HAVE KNOWN, OF THE ACT OR CONDITION ON WHICH THE GRIEVANCE IS BASED. IF THIS TIMETABLE IS NOT MET, THE GRIEVANCE IS BARRED. GRIEVANCES MUST BE FILED AND SETTLED BY JUNE 30<sup>TH</sup> ANNUALLY, UNLESS THE JUNE 30<sup>TH</sup> DATE IS EXTENDED BY THE BOARD.
- E. UPON RECEIPT OF THE GRIEVANCE, THE SUPERINTENDENT MUST, WITHIN SEVEN WORKING DAYS (THIS EXCLUDES HOLIDAYS AND WEEKENDS), HAVE A MEETING WITH ALL PARTIES UNLESS ONE OF THE PARTIES DOES NOT WANT THE MEETING. THE PERSON

FILING THE GRIEVANCE AND PERSON OR PERSONS COMMITTING THE ACT UPON WHICH THE GRIEVANCE IS BASED MUST BE PRESENT. ATTORNEYS OR ADVOCATE REPRESENTING THE PARTIES CAN BE PRESENT. THE MEETING SHALL BE INFORMAL.

- F. AT THIS MEETING, THE SUPERINTENDENT SHALL ATTEMPT TO PROVIDE A SOLUTION TO THE PROBLEM SET FORTH IN THE GRIEVANCE. THIS MEANS THAT THE SUPERINTENDENT SHOULD ATTEMPT TO OFFER SOME SOLUTIONS THAT MIGHT BE ACCEPTABLE TO BOTH PARTIES. IF A COMPROMISE IS REACHED, IT SHOULD BE REDUCED TO WRITING AND BOTH PARTIES SHOULD SIGN IT. WITHIN SEVEN DAYS AFTER THE MEETING, THE SUPERINTENDENT SHALL, IN WRITING, PROVIDE THE PARTIES INVOLVED WITH THE SUPERINTENDENT'S DISPOSITION OF THE MATTER.
- G. THE SUPERINTENDENT, REGARDLESS IF A COMPROMISE IS REACHED, SHOULD KEEP MINUTES OF THE MEETING AND THE MINUTES SHOULD REFLECT THE VARIOUS SOLUTIONS OR COMPROMISES THAT WERE DISCUSSED AND THE REACTION OF EACH PARTY TO IT, I.E., WHETHER THAT PARTY ACCEPTED OR REJECTED THAT SOLUTION OR COMPROMISE AND THE REASON. THE MINUTES SHOULD ALSO REFLECT THE HOUR AND SAY WHEN THE MEETING IS COMPLETED.
- H. WITHIN FIVE DAYS FROM THE RECEIPT OF THE SUPERINTENDENT'S DISPOSITION, THE EMPLOYEE MAY, IF THE GRIEVANCE REMAINS UNRESOLVED, APPEAL, IN WRITING, TO THE GOVERNING BOARD.
- I. THE SUPERINTENDENT, AFTER CONSULTING WITH THE BOARD PRESIDENT, MUST NOTIFY THE PARTIES IN WRITING THAT A HEARING HAS BEEN SET.
  - i. THE WRITTEN NOTICE MUST SET FORTH THE DATE, TIME, AND PLACE OF SUCH HEARING.
  - ii. THE HEARING MUST BE HELD WITHIN **10** WORKING DAYS AFTER THE REQUEST IS FILED WITH THE SUPERINTENDENT.
  - iii. THE HEARING SHALL BE PRIVATE WITH THE PARTIES, THEIR REPRESENTATIVES, AND WITNESSES, WHEN TESTIFYING, IN ATTENDANCE.
  - iv. THE **BOARD** CAN IMPLEMENT SUCH RULES AND PROCEDURES AS IT DEEMS PROPER TO PROVIDE FOR DUE PROCESS.
  - v. THE DECISION OF THE BOARD SHALL BE IN WRITING AND BE MADE WITHIN 10 WORKING DAYS AFTER COMPLETION OF THE HEARING.
- J. THE BOARD'S WRITTEN DECISION SHALL BE SENT TO ALL PARTIES BY CERTIFIED MAIL. THE DECISION SHALL STATE THAT THE DECISION IS FINAL UNLESS APPEALED TO A HIGHER LEVEL SUCH AS THE OFFICE OF CIVIL RIGHTS.

ADDITIONAL INQUIRES CAN BE DIRECTED TO:

U.S. DEPARTMENT OF EDUCATION  
Region VIII - Denver (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)  
Velveta Howell, Regional Manager  
Office for Civil Rights  
U.S. Department of Health and Human Services  
999 18th Street, Suite 417  
Denver, CO 80202



Voice Phone (800) 368-1019

FAX (303) 844-2025

TDD (800) 537-7697

- K. DEADLINES MAY BE EXTENDED BY MUTUAL CONSENT OF BOTH PARTIES.

GRIEVANCE PROCEDURE REPORT FORM – LEVEL I (WITH SUPERINTENDENT)

GRIEVANCE PROCEDURE REPORT FORM – LEVEL II (WITH BOARD OF EDUCATION)

- L. NO REPRISAL OF ANY KIND SHALL BE TAKEN BY ANY PARTY AGAINST ANY OTHER PARTICIPANT IN THE GRIEVANCE PROCEDURE BY REASON OF SUCH PARTICIPATION.
- M. ALL PARTIES IN INTEREST MAY BE REPRESENTED AT ALL LEVELS OF THE FORMAL GRIEVANCE PROCEDURE BY A PERSON OF THEIR OWN CHOOSING.
- N. DECISIONS RENDERED AT ALL LEVELS OF THE FORMAL GRIEVANCE PROCEDURE SHALL BE IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN THE ATTACHED GRIEVANCE PROCEDURE.
- O. ALL DOCUMENTS, COMMUNICATIONS, AND RECORDS DEALING WITH THE PROCESSING OF A GRIEVANCE SHALL BE FILED SEPARATELY FROM THE PERSONNEL FILES OF THE PARTICIPANTS.
- P. FORMS FOR FILING AND PROCESSING GRIEVANCES AND OTHER NECESSARY DOCUMENTS SHALL BE PREPARED BY THE SUPERINTENDENT AND MADE AVAILABLE THROUGH BUILDING PRINCIPALS, SO AS TO FACILITATE OPERATION OF THE GRIEVANCE PROCEDURE.
- Q. IF A GRIEVANT INITIATES AN ACTION IN A DULY CONSTITUTED COURT OF LAW, ANY ATTEMPT TO USE THIS GRIEVANCE PROCEDURE TO RESOLVE THE SAME ISSUE SHALL BE INVALIDATED.

## McLaughlin School District 15-2

### Complaint Policy for Federal Programs

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

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

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The written explanation of the district's decision including the rights of the parent, guardian or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Dept of Ed Complaint Procedure).

Approved by School Board: 9/14/2009

PARENT/GUARDIAN AGREEMENT  
MCLAUGHLIN SCHOOL DISTRICT HANDBOOK

I HAVE READ THE MCLAUGHLIN SCHOOL DISTRICT HANDBOOK. I AGREE THAT I WILL ABIDE BY THE RULES AND REGULATIONS.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

I HAVE READ THE MCLAUGHLIN SCHOOL DISTRICT HANDBOOK. I AGREE THAT MY CHILD WILL ABIDE BY THE RULES AND REGULATIONS.

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Angie Thunker, PRINCIPAL  
MCLAUGHLIN ELEMENTARY SCHOOL

\_\_\_\_\_  
DATE