

**2025-2026**

**Irene-Wakonda**

**Elementary**

**Handbook**

**Irene-Wakonda School District #13-3**

**Student's Name:** \_\_\_\_\_



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# Elementary Handbook

## Irene-Wakonda School District #13-3

The Irene-Wakonda Elementary School District is proud to be a part of your child's education. The entire staff anticipates a very productive school year.

We welcome the opportunity to provide a sound educational program for your child. Cooperation between home and school is the key to this success. This handbook has been designed to make parents and students aware of policies and procedures implemented and practiced at the Irene-Wakonda Elementary School.

This handbook should be considered a guide, and not as a rulebook that covers every possible situation. Your cooperation in reading the handbook and discussing these policies with your child will be most appreciated.

As a member of our school family, we hope you take the opportunity to become actively involved in the education of your child. It is the mission of our school district, in partnership with family and community to provide a foundation of education that provides each student the opportunity to develop to the maximum of his/her potential.

Questions and concerns naturally arise throughout the school year. We hope that you will visit the school and consult with your child's teacher or other personnel whenever they can be of assistance to you. Usually a better understanding makes for better cooperation.

We are looking forward to a great school year!

### **MISSION STATEMENT**

In the Irene/Wakonda School District, we as educators, parents, students, and community are committed to providing educational opportunities in a supporting environment, so that all students may strive to achieve their fullest potential in society.

We Believe.....

- Every child has self-worth and can learn.
- Education is a life-long process which engages parents, community, students, and staff.
- A safe, positive, and respectful learning environment is necessary for students to grow and develop beyond their present level.
- Student centered instruction should be challenging and applicable with a variety of methods being used to meet the uniqueness of each individual.
- That an inviting and optimistic school climate plays an integral role in the everyday success of all students.

### **IRENE-WAKONDA SCHOOL PHILOSOPHY**

The Irene/Wakonda School District 13-3 is an integral part of the community and should reflect the continuing commitment of the community to provide an excellent education; to help students acquire the knowledge, attitudes, and skills necessary to become healthy, happy and productive adults; to become enthusiastic, life-long learners who are able to manage change; and to help students to uphold and improve the democratic process and have a positive impact on their communities, their country, and the world.

In keeping with this philosophy, the following objectives are offered:

1. To develop sound educational programs which provide patterns for the various interest, abilities, talents, and needs of students.
2. To coordinate elementary, junior high and high school programs in order to facilitate an organized learning progression of students.
3. To provide guidance and assistance to students in developing positive attitudes and respect toward themselves/others and their surroundings.

4. To present opportunities for students to develop communication skills in reading, writing, speaking, and listening.
5. To stress the importance and interrelationship of mental and physical well-being.
6. To familiarize students with their natural environment, their involvement in it, and their responsibilities to it.
7. To present opportunities for students to develop a competency in mathematics so as to meet the needs of everyday management and/or some form of continued education.
8. To acquaint students with the economic, social, political, historical, and geographic concepts of communities, states, and nations.
9. To create an appreciation of, stress the importance of, and provide opportunities for continuing education.
10. To provide opportunities for exploration and specialization in the fine and practical arts.
11. To help each student become aware of and take advantage of career opportunities.
12. To create an appreciation for the dignity and importance of work, and to provide opportunities for the development of skills and the competency necessary for entry into and advancement in the world of work.
13. To promote computer literacy, introduce elementary programming skills and proficiency of application, and to integrate computer skills into various subject areas.
14. To provide opportunities for social, recreational, and cultural enrichment in curricular and extracurricular activities.
15. To provide updated materials and curriculum with technology being incorporated into both learning and teaching.

#### **ABSENCES**

If your child will be absent, please notify the office by note or telephone before 9:00 AM. If you know ahead of time that your child will be absent, please notify the teacher or call

the office ahead of the day of absence. This is for the safety of your child, as well as helping us keep the records up to date. We need to know why and when the absentee occurs.

#### **ACADEMIC COURSES TAUGHT**

|             |                |
|-------------|----------------|
| Math        | Phonics        |
| Science     | Reading        |
| Handwriting | Art            |
| Writing     | Social Studies |
| Music       | Language       |
| PE          | Spelling       |

#### **ACCIDENTS**

The school is responsible for the supervision on the school grounds DURING RECESS AND NOON (not before or after school hours).

If a child is hurt (outside of minor scrapes and bruises), the parents/guardians will be notified. Therefore, it is necessary that you let your child's teacher know where you can be reached in the event of a serious injury or whom we can contact in your absence. That person should know where you want your child to be treated, and be able to be available should the child need to have someone present. Forms are sent out before the start of the school year in the school packets.

#### **ACTIVITIES**

Students are encouraged to attend and support school sponsored activities. Participation in and attendance at these events are an important part of the student's education. Student conduct at a school activity is no different from conduct during the regular school day. All rules and regulations apply whether the activity is away or at home. The children are expected to behave as good ambassadors to their family name.

During school activities held in the gymnasium, students are to remain in their seats while the activity is in progress. This rule is very important and will be enforced. Breaks and intermissions are times when it is safe and proper to leave the seating area. Preschool and elementary children must be in the company of their parent, guardian, or junior-senior high school person for supervision. Lack of control by the student in charge will result in both being sent home. If

preschool/elementary age children are allowed to play outside they are considered the parents responsibility.

#### **ADMINISTRATION OF MEDICATION**

The following school personnel are authorized by the school nurse to assist students with the self administration of over-the-counter or prescription medication, provided the student's parent or guardian provides the school with a written statement that the child is capable of self-administration and provided the container is adequately labeled with the child's name, the name of the drug, and directions for taking the drug. Authorized school personnel include: the Superintendent, Business Manager, Elementary Principal and School Secretary. Assistance with self-administration of medications includes the following provisions:

1. reminding student that it is time to take his/her medication;
2. removing medication container from storage;
3. opening the medication container, as needed;
4. helping the child remove medication from the container; and
5. returning the medication container to storage.

School policy is based on SDCL 13-33A-1 and Section 20:48:04:01:03 of the Board of Nursing Rules and Regulations which defines assistance with self-administration of medications.

#### **APPOINTMENTS**

Please make routine doctor, dental, and optometric appointments during the summer months or after school. This will insure your child's uninterrupted attendance.

#### **ART**

All students have art projects of one kind or another. The materials (except for a paint shirt, water paints, glue sticks, and pencils) are furnished by the school district. Teachers may NOT collect extra money from their pupils for art projects, but may ask for some surplus materials from home.

#### **ATTENDANCE POLICY**

It is to be acknowledged that some students will miss a number of days each year, which will correlate directly with the number of activities in which the student participates. Certain other absences will be excused by the principal upon receipt of a written, signed explanation from the parent/guardian. These will include absences due to the following:

1. Personal illness of such seriousness as to make attendance at school unsafe, impractical or harmful either to the student or others.
2. Bereavement or serious illness in the student's immediate family.
3. Weather so inclement as to endanger the health or safety of the student.
4. Observation of major religious holidays.
5. Other exceptional reasons prearranged by the parent/guardian and approved by the principal.

In case of chronic or irregular absences reportedly due to illness, the principal may request a physician's statement certifying the validity of such absence. All absences will become a consideration of the classroom teacher's final evaluation of the student's academic performance, and he/she will grade the student accordingly. This is a general statement of policy, and school officials are empowered to use discretion in its enforcement and application.

If a child is absent four (4) times, a letter will be sent home from the building principal or his/her designee reminding parents of the attendance policy and their responsibility. If the child is absent or tardy for 8 times, a second letter will be sent. Additional letters will be sent home for every four (4) additional absences. After a child has had excessive absences, the parents will receive a letter and a truancy notice will be filled with the districts truancy officer, at this time the Department of Social Services may also be notified.

### **BIRTH CERTIFICATES**

Copies of certified birth certificates are required by law for all students under South Dakota codified law 13-27-3.1 through 13-27-3.3. Hospital birth certificates will not work. If you are unable to find yours and your child was born in South Dakota, you can obtain a copy at any county court house or by ordering one online.

### **BIRTHDAY TREATS AND INVITATIONS**

While treats are not encouraged, there are occasions such as birthdays, when children bring classroom treats. Parents are advised to use discretion in the choice of the treat.

It is requested that birthday invitations for private parties **not** be sent to school to be passed out unless the whole class or all members of his/her gender are invited. When all the classroom students are not included, ill feelings are created.

Please check ingredients of any treats to ensure they are not in violation of Peanut-Free policy.

### **BULLYING/HARASSMENT POLICY**

The Irene-Wakonda School District is committed to maintaining a positive and safe school climate that is conducive to student learning which promotes respect and self-worth. The Irene-Wakonda School District will not tolerate bullying/harassing behavior by students, staff, or third parties that disrupts this climate as persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's future.

- This policy applies to all students, staff, administration, and third parties of the District.
- The District prohibits bullying/harassment and any other victimization of students based on any actual or perceived traits or characteristics of the student including: race, color, creed, sex, national origin, religion, age, disability, or sexual orientation.
- Bullying/Harassment consists of **repeated** physical, verbal, written, or electronic conduct directed toward a

student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student or the student's property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance;
4. Has the effect of substantially interfering with student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

This policy is in effect while students are on property within the jurisdiction of the District; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or school district.

### **BUSING**

The driver is in full charge of the students and the bus. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the bus driver to report to the superintendent the names of any students who persist in violating the rules and regulation. The following rules apply at all times including bus trips to attend school functions:

1. Students shall obey all instructions from the school bus driver.
2. Students must occupy the seat assigned to them, if seats are assigned.
3. The Student Expectations Policy of Irene-Wakonda School is to be observed while riding the bus.

4. Students must be on time at the designated bus stop; the bus cannot wait beyond its regular time schedule for the riders.
5. Students must not stand in the traffic lanes while waiting for the bus.
6. Students have a responsibility to assist the driver in keeping the interior of the bus clean and orderly; they must not throw paper or rubbish on the floor or out the window of the bus.
7. Students will not open or close windows without the permission of the bus driver.
8. Students must not move about inside the bus or try to get on or off while the bus is in motion.
9. Students must not at any time, even when the bus is not moving put hands, arms, or heads out the window.
10. Students will immediately report to the driver any damage that has occurred to the bus.
11. Students must follow the instructions of the driver while entering or leaving the bus, and when they must cross the road or highway, they must await the signal from the driver to cross promptly. The crossing should be made approximately 10 feet in front of the bus in full view of the driver.
12. Students desiring to leave the bus at other than the designated bus stop must present the driver with written permission to do so from parent or guardian.
13. Students who ride the bus for an "away" activity must return on the same bus unless the chaperon receives advance permission from parent or guardian.
14. No pop or candy should be eaten on the bus without the bus driver's permission.
15. No profanity on the bus at any time.
16. Transportation will not be provided to birthday party groups.

A student who violates one or more of these rules can be denied bus transportation according to the students discipline policy.

#### **CHANGE OF ADDRESS OR PHONE**

If for any reason a change of address or

telephone number occurs during the school year, the change needs to be reported to the school office.

#### **COMMUNICABLE DISEASE**

Students who are afflicted with communicable, contagious and/or infectious disease may be excluded from school attendance. The board of education recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees. A complete copy of the school's communicable disease policy is available for review by students and parents in the superintendent's office.

#### **COMMUNICABLE DISEASE GUIDLINE**

Infectious Mononucleosis (Glandular Fever): Incubation is 2-6 weeks. The student may attend school with a physician's permission. The student may need adjusted school days and activities.

Pediculosis (Lice, Crabs): If live lice are found on a student, the student will be sent home immediately and may return after treatment. If nits are found, but no live lice, the student may finish the day and then may return after treatment. After repeated infestations (3 separate incidents) of the same student, the student will be excluded from school and school activities until all nits are removed. Before admittance back into school, the student will need to be accompanied by a parent and cleared of nits and lice. (Student will be cleared, and allowed back into school by school official.)

Pink Eye (Conjunctivitis): Duration is 5-12 days, contagious until 24 hours after initial treatment with antibiotics. The student may attend school after the eye is clear, under treatment or with a physician's written permission.

Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat): Incubation and infectious period is 1-3 days. The student may attend school 24 hours after initial treatment with oral antibiotics, and no presence of fever.

#### **COMPUTERS**

Irene-Wakonda Elementary School has a computer lab available for use by the elementary students.

## **CURRICULUM AND TEXTBOOK SELECTION**

Curriculum review and development is an on-going activity. The principal and the teachers involved in the teaching of each individual curriculum area will meet and review the entire K-6 curriculum one or more times per year. In this way all teachers will be aware of all levels of instruction in their area. The teachers, administrators and school board will make sure our curriculum meets or surpasses the minimums as prescribed by the State Department of Education. The adopted state standards will be used as a guide for the teaching of each individual class. Curriculum for the elementary schools is generally established by the state although we can make some minor adjustments. The school will consider replacing each textbook or series at the end of each five-year period but will use any and all relevant criteria to determine when the textbooks will actually be replaced.

In the selection of textbooks, we will follow this policy:

1. All teachers shall be involved.
2. The teachers, who are the selection committee along with the principal, shall discuss the material needed to be covered.
3. To be careful to watch for any sexual, religious and ethnic bias or definite discriminatory material that may appear in any of the material being considered. Any material that, in our judgment, appears to contain anything of this nature will not be considered for class.

## **DAMAGE TO SCHOOL PROPERTY**

If school property, such as desks, books or walls are damaged by a child, the family of the child must pay the approximate cost of repair or replacement.

## **DANGEROUS WEAPONS IN SCHOOL**

Schools should be an example of what is taught regarding the observance and respect for law. Schools also must be highly conscious of the health and welfare of students, staff, and the public.

Board policy forbids the bringing of dangerous and/or illegal weapons to school or school sponsored activities. Dangerous

weapons taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

A dangerous and/or deadly weapon is defined as any firearm, knife, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and supervised school training sessions for the use of firearms.

LEGAL REF.: SDCL 13-32 22-1-2

Adoption Date: July 12, 1993

## **DISCIPLINE PLAN**

When implementing Student Expectations, logical and realistic consequences are an important aspect of the process. Students who experience these consequences learn that they have positive control over their lives. They have a choice, can make decisions and solve problems. The purpose of the discipline plan is to provide immediate and consistent consequences for irresponsible behavior. At each step of the plan, the parents will be notified and a copy of the referral will be filled out and given to the parents. A conference with the parent will be held by Step 4, if necessary.

Minor offenses include, but are not limited to:

- Using inappropriate volume
- Not following classroom/school rules (in classroom, hallway, bathrooms, playground, lunch room, on the bus)
- Excessive talking
- Running in the hallway
- Pushing, shoving

Minor offenses are handled on the spot by all school staff. Staff will meet with the student to discuss what they did wrong, and reteach the behavior to ensure understanding.

Other possible consequences for the teachers to use can include any of the following:

- Time out from an activity
- Missed recess
- Note or email sent home to parent
- Phone call to parent
- Teacher referral to the principal
- Apology given by student at fault
- Meeting with a parent and the teacher

Major Offenses include, but are not limited to:

- Hitting/Kicking
- Throwing objects
- Defiance of authority
- Disrespectful or offensive language
- Destruction of property
- Continual disruptive behavior
- Theft

Major Offenses will be handled by the teacher with consultation with the principal. Teachers and the principal will consider all circumstances before implementation of consequences. Consequences will be determined at the discretion of the teachers and principal. During all offenses, staff will tell the student what they did wrong, reteach the behavior to ensure understanding, and document the incident and notify a parent.

Other possible consequences for the teachers and principal to use include any of the following:

- Call to parents
- Detention
- Loss of field trip
- Referral to counselor
- Student, Parent, Teacher, and Principal Conference
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Contact Law Enforcement

First Major Offense: The principal and teacher will discuss the inappropriate behavior with the student. Consequences will be determined at the discretion of the teacher and principal. The teacher or principal will fill out a referral form. Both the student and parent will sign it. The teacher or principal will notify the parents by telephone or e-mail that the student is at an immediate Step 5 based on the School

Behavior Plan. (Some major offenses may be viewed as serious enough to start the student at a higher step.)

Second Offense within one week of First Major Offense:

Consequences will be determined at the discretion of the teacher and principal. The principal will notify the parent by telephone that the student is at Step 6 of the Discipline Plan. (Step may be higher based on the step placed on after the first major offense.)

Third Offense within one week of prior major offense:

The student will be sent to the principal's office. Consequences will be determined at the discretion of the teacher and principal based on the behavior plan disciplinary action plan. A meeting may be set up immediately with the principal, teacher, counselor, parent, and student. This team will review the previous behavior infractions and add specific ideas for improvement of behavior.

Fourth Offense within one week of prior major offense:

The student will be sent to the principal's office. Consequences will be determined at the discretion of the teacher and principal. The principal will notify the parents of the consequence by telephone.

A second conference will be set up immediately with the principal, teacher, counselor, parents, and student. At this time, further interventions will be discussed including, but not limited to, suspension.

After a student serves his/her consequence for one of the steps on the behavior plan, he/she can be moved to a lower step level after having one week of positive behavior.

**Definition of In School Suspension:** The removal of a child from his/her class group for a period of time (not exceeding three days) under the direct supervision of the elementary principal, or designee, during which time the student is required to be in school. The student will do his/her class work and will be accompanied by either the elementary principal or school staff members to the lavatories and meals.

**Definition of Out of School Suspension:**

The removal of a child from the school setting for a period of time (not exceeding three days) under the supervision of the parent or guardian. The student will do his/her assignments and will be expected to return with the work finished.

Absence does not take away the internal suspension.

**DRESS POLICY**

Good grooming is more than just for appearance sake. One's self image is enhanced when a student is neatly and appropriately dressed. For this reason the school takes a personal interest in student appearance and feels that this is an important part of the educational process. The following list of standards of dress should be adhered to:

1. Clothing should be neat and clean. Students should be dressed appropriately for current weather conditions. They should have warm boots, gloves or mittens and a warm jacket or snowsuit for winter. Please label your child's boots, caps, mittens and jackets.
2. Hair should be neat and clean. No exhibition hair color unless a special occasion such as homecoming, etc.
3. Footwear is required of all students at all times. Children must wear boots during rainy weather or if there is snow on the ground. It is important to the health of the child as well as a great aid in keeping the building clean. **Students must have an extra pair of tennis shoes for use in the gym only.** These shoes will be left at school and used only when the student is in the gym. The shoes need not be new but clean and never worn outside.
4. Students will not be allowed to wear any articles of clothing which convey any message of profanity or offensive meaning. No clothing with drugs or alcohol advertisements.
5. No "outside" jacket or coat should be worn in the classroom. Courtesy dictates that caps are not to be worn in a public building.

**EAGLE FRIDAYS**

Eagle Fridays are designed for students who seeking additional help with their studies or who need assistance due to absenteeism. Eagle Fridays are tutorial sessions which will run from 8:00 – 12:00 on those Fridays as dictated by the District's master calendar. Students and parents should schedule appropriate amounts of time commensurate to the need they have. Students will not be allowed to be in the building prior to or following their tutorial session.

The District feels that Eagle Fridays are a valuable way for students to reach their full academic potential and welcomes any students to seek the additional help available through the tutoring sessions.

If a student would like to utilize Eagle Fridays they or their parents should make prior arrangements with the classroom teacher.

**EMERGENCIES**

Emergency information forms are provided to the students at the beginning of the school term. We ask that you complete these as thoroughly and as quickly as possible and see that they are returned to the teacher. Any student who becomes ill or injured on the school grounds will be given immediate first aid while an effort is made to contact parents or the student's emergency number. If neither can be reached, the Superintendent/Principal will determine the best course of care of the student. Students will not be released from school until assurance is made that they will be cared for. If, for any reason, a change of address or telephone number occurs during the school year, the change should be reported to the school as soon as possible.

**EMERGENCY SCHOOL CLOSING**

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time or early dismissal will be announced over radio stations, WNAX and KYNT, and two TV stations, KELO and Dakota News Now.

**EXTRA HELP**

Teachers are always glad to give extra help. A student who needs extra help with his/her

work can be given that help in the same way as incomplete work.

### **FEDERAL PROGRAMS COMPLAINT POLICY**

A parent, student, 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 or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

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

### **FIELD TRIPS**

Teachers may want to take a field trip during the school year. These trips will be

scheduled in advance of the date planned. Parents will receive a written notification of the field trip. The notice will indicate the nature of the field trip, present a planned itinerary and have a consent form for the parent or guardian to sign. Only those students who have returned the signed consent forms will be allowed to go on the field trip. This includes activities attended for music performances as well.

These trips are generally scheduled for pleasant weather. The teachers will ask parents/guardians to accompany when it is necessary

### **FIRE DRILL INSTRUCTIONS**

1. Keep calm and follow exit directions posted in each classroom.
2. When in hallways or in washroom, use nearest exit.
3. Walk single file, quickly and quietly. Do Not Run.
4. Stay on correct side of hallway.
5. First one out holds the door for all people.
6. Wait for all clear signal before re-entering the building.
7. Return directly, quickly and quietly to classrooms. Do Not Run.

### **GRADING SYSTEM**

| Percentage | K-2 | 3-6 |
|------------|-----|-----|
| 100        | E   | A+  |
| 99-96      | S+  | A   |
| 94-95      | S+  | A-  |
| 93-92      | S   | B+  |
| 91-89      | S   | B   |
| 88-86      | S   | B-  |
| 85-84      | S   | C+  |
| 83-80      | S   | C   |
| 79-77      | S   | C-  |
| 76-75      | N   | D+  |
| 74-72      | N   | D   |
| 71-70      | N   | D-  |
| 69         | U   | F   |

### **GUIDANCE**

Irene-Wakonda School has a guidance counselor. The counselor will be working throughout the week in the elementary school with special classes and times. Short term individualized counseling sessions may be arranged by the staff for some students. If

you feel this special program would be of service to you or your child, contact the guidance counselor or elementary principal.

### **HOMEWORK**

In general, most of the homework is the work the pupil was unable to get done in school. Studying for tests is another part of homework. At times explanation of new material will take longer than normal, which will result in less time for getting work done during work periods. The discretion of the teacher and the grade level will dictate how much homework is assigned.

All elementary teachers will give time in class to complete most work assignments, with the understanding that all students work at different rates. Class work not completed in school will need to be taken home.

Students in grades 1 and 2 may bring home a story to be read or spelling words to be practiced and math worksheets for reinforcement of the skill taught that day.

Grade 3 may be given a small amount of homework each night, some to be done with the help of the parents.

Grades 4-6 may be given increasingly more independent responsibility with assignments for the purpose of developing good study skills and covering the subjects required to be taught at those grade levels.

Grades K-6: Students who do not complete homework on time may lose recess periods until such time as the work is complete, or may be required to stay after school until all work is completed the same as any incomplete work.

### **INCOMPLETE WORK**

A student who has not finished his or her work on time can be kept after school or from recess at the discretion of the teacher. After two missing assignments, the parents will be notified by a note, telephone call, or e-mail. The student will be given one night to complete all assignments that are incomplete. The work must be turned in by 8:15 am the next school day or the student will be kept after school to complete the work.

## **INTERNET/NETWORK USE**

### **Introduction**

We are pleased to offer students of the Irene-Wakonda Public Schools access to the district computer network resources, electronic mail and the Internet.

### **General Network Use**

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network and school administrators may review files and communications (email) to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

### **Internet/World Wide Web/E-mail Access**

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and

guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Irene-Wakonda Public Schools support and respect each family's right to decide whether or not to apply for access (see over).

Parents/guardians, your daughter's or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission. By signing the parent signature sheet included in this handbook you are giving permission for such publication.

Signing the parent signature sheet will also grant the student use of the district's networked resources including the Internet and email. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud.
- Downloading software to any computer without prior consent of the Technology Coordinator.
- Use of any software or hardware to gain access to information outside a users set of privileges ("hacking" software, network sniffers etc.)

Violations may result in a loss of access as well as other disciplinary or legal action.

(Board policy and procedures on student rights and responsibilities are outlined in the student handbook.) By signing the included signature sheet you are agreeing to Internet/Network Use Policy.

### **LIBRARY**

Each class has an assigned period one day a week. The librarian often has special books, programs, and/or projects she presents at this time. Each classroom also has a smaller selection of books to be used between library visits for children wanting extra books.

### **LOST AND FOUND**

A lost and found area is maintained near the secretary's office. Many items can be found there at any given time. A nametag in coats, jackets, shoes, etc., really helps your child get home with his/her property. Feel free to check this area anytime your child has lost anything.

### **MAKE-UP WORK**

When a child is absent, the child will fall behind in his or her work. A child will have as many days as he/she was absent to make up the missed work.

### **MEDICATIONS**

**No** medication will be allowed in the school without a written note from the parent in which the following is given:

1. The name of the medication
2. The dose to be taken
3. The time it is to be administered

The medication should be taken to the office.

**Aspirin will not be supplied and administered by the office:** it will be treated as any medication, as described above.

**Prescriptions** should be provided in the pharmacy bottle, which also shows the prescription number, date of prescription, the prescribing physician and the student's name.

### **MUSIC**

The number of music programs given by the elementary pupils in a school year is usually one each semester, but is up to the music teacher. Our elementary pupils are expected to be there for their performance. Illness or family emergencies are the acceptable excuses for missing a performance.

### **NONDISCRIMINATION**

The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom students, staff, the general public and individuals with whom it does business.

### **PARTIES**

During the year three parties are scheduled – Halloween, Christmas, and Valentine's Day. Parties are usually held on the day, or on the nearest day. Parents are sometimes asked

to help with the snacks. In the lower grades, parents are occasionally asked to come to the school to help with the party, too.

### **PBIS (POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS)**

Irene-Wakonda Elementary School practices Positive Behavioral Interventions and Supports (PBIS). We strive to see positive behavior in all of our students. Our student expectations that we teach at all levels are:

- 1) Be Safe
- 2) Be Responsible
- 3) Be Respectful

Best practice in school-wide behavior management emphasize school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

### **PHYSICAL EDUCATION**

Physical education class will be twice a week for each class. Tennis shoes to be used only for gym class are needed by grades k-6. The shoes need only to be clean not new and not worn outside.

A child may be excused from two consecutive P.E. classes with a written note from the parents or guardians. Long term excuses (three P.E. classes or more) must be at the written advice of a physician.

### **PLAYGROUND CONDUCT**

- Students are expected to treat all school properties with respect.
- No student shall be in the classroom during recess without supervision.
- Students are not to reenter the building during recess without permission.
- Safety precautions shall be taken with the use of playground equipment. Conduct such as going down the slide standing, standing on the teeter totter, walking up the slides, jumping out of swings is potentially dangerous and thus prohibited

- Students are prohibited from the throwing of objects such as snowballs, rocks, and sticks.
- Tackle football and wrestling are prohibited. Twisting and more than one student per swing will not be allowed.
- General misconduct such as tripping, hitting, pushing, fighting, sliding on ice and sliding on snow banks is prohibited.
- Students may not return to the building for drinks, ropes, playground toys, etc.
- No guns, knives or other weapons pretend or real are allowed at school.
- No student will be allowed to leave the playground during recess without prior approval.
- A student must have permission to retrieve a ball outside the playground.
- At the end of recess students are required to return all playground balls, jump ropes, and other district owned playground materials to the equipment box.
- Students are to line up quickly and quietly when the whistle is blown.

#### **PRESCHOOL/JUNIOR KINDERGARTEN/KINDERGARTEN**

Kindergarten will be in session every school day throughout the school year. A preschool program for children 4 years of age and who are not enrolled in a kindergarten program will be offered in two full day sessions for 4 year olds. Students must be four years old by September 1 to be in Preschool. Junior Kindergarten will also be available four full days a week if there is a need for a junior kindergarten class. Junior Kindergarten students must be five years of age by September 1. In addition, the Southeast Area Cooperative provides services during the preschool times for students who qualify for special services. If your child is to be involved in any special classes you will be contacted.

#### **PROMOTION POLICY**

All persons (regardless of age) function at three levels:

*Independent Level:* I can do this myself.

*Instructional Level:* I am able to do this.

*Frustration Level:* I am unable to do this; I am frustrated by it and I hate it.

Our promotion policy is based upon this concept of functional levels. At what level a child will function depends a great deal on the child's maturity or readiness for a given task. It is futile to promote a child to the next level of instruction if the child is having problems with the present level. The teacher will schedule a conference with the parents if retention is being considered.

#### **RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

##### **School Resource Officers**

The School Resource Officer program is a cooperative effort of the District and the police department. School resource officers will be involved in:

- Education and crime prevention programs
- Crime reports and investigations within the school community
- Campus security
- Traffic enforcement before, during and after school in the surrounding school area
- Coordination of safety efforts between schools and the police department

##### **Student Interactions with Law Enforcement Officers**

Law enforcement officers are permitted to interview students in the schools without a warrant under the following conditions.

1. Law enforcement officers are to contact the principals to make arrangements before interviewing a student.
2. The law enforcement officer or the principal shall notify the parents ahead of time that the interview is to take place and shall invite them to be present. An exception will be made for law enforcement officers investigating a child abuse case. South Dakota Codified Law 26-8a-9 provides that law

enforcement officers may interview a student without parent notification or permission when investigating a child abuse case.

3. The principal or designee may be present during the interview if requested to be present by the student or the parents.
4. The principal or designee will call the student to the office or other area where the interview is to take place.
5. If a student seeks out a school resource officer to explain a situation that the student wishes to make known to the liaison officer, no permission of the principal or guardian is needed. These conversations will be shared by the school resource officer with the building principal who will determine whether further action or notification of the parent or guardian is necessary.
6. Emergency cases in which the health, safety, or welfare of a student or property is at stake may require immediate action by the school resource officer and not allow for prior permission of the building principal. It is the obligation of the officer to notify the principal as soon as possible in such cases.

#### **RELATIONS WITH SOCIAL SERVICE AGENCIES / INVESTIGATING CHILD ABUSE**

##### **Child Abuse Investigation with Children**

Department of Social Services or law enforcement officers are permitted to interview students at school without parent notification in order to investigate suspected child abuse or neglect under the following conditions. (SDCL 26-8A-9)

1. Department of Social Services or law enforcement officers shall contact the principal or designee and request that an interview time and place be established.
2. Upon arrival at the school, each Department of Social Services social worker or law enforcement

officer shall report to the school office and display proper identification.

3. The principal or designee shall call the student to the place where the interview is to occur.
4. The Department of Social Services social worker or law enforcement officer shall conduct the interview. School personnel are not to be present or participate in any manner in the interview.
5. Parental contact regarding the interview is the responsibility of the Department of Social Services.

##### **Child Abuse Investigation with Staff Members**

If the allegation involves an employee of the School District, school personnel may be present during the interview of the employee.

#### **REPORT CARDS AND CONFERENCES**

The school year is divided into four reporting periods and parents will receive report cards each period. Parent-Teacher conferences are held two times throughout the school year. Special conferences may be arranged by calling the school or by sending a note to the teacher. Parents are expected to attend conferences for the purpose of exchanging and sharing ideas about their child's progress in school and personal development. Conference times will be scheduled. Parents are encouraged to contact their child's teacher at any time during the school year.

#### **SCHOOL DAY**

The school day starts at 8:15 and is dismissed at 3:47.

##### **Arrival**

Students are not to come to school before 8:00 a.m. unless eating school breakfast which is served from 7:50 a.m. until 8:15 a.m. If it is necessary for them to come earlier for some specific reason, please contact the classroom teacher and/or elementary principal.

##### **Dismissal**

Students are to go home when dismissed from school. This will assist the teacher on duty to be sure that no student misses the bus.

Early dismissal notices will be sent home stating the time at which school will be dismissed.

### **SCHOOL LUNCH PROGRAM**

The Irene-Wakonda Elementary School will offer breakfast and lunch meals to the students. The cost of meals is included in a notice that is sent home. Information for reduced or free meals is sent out in the fall.

### **SCHOOL LUNCH ROOM ETIQUETTE**

The cafeteria is open to all students whether you buy your lunch or bring your lunch from home. While in the cafeteria the following rules will be observed.

1. Walk to and from the lunchroom. Absolutely no running at anytime.
2. Students will sit in their designated area by their teacher's directions.
3. Student may talk to one another but in a normal speaking voice. The noise level must be kept to a minimum. Offenders will be seated at a different table or will lose their noon recess.
4. ALL food is to be eaten in the cafeteria – NO food in the halls, classrooms or recess area.
5. Student may not trade or share food items.
6. No pop is allowed in the lunchroom.
7. Return your own tray politely. Nothing should be left on the table.
8. All food and paper items are to be picked up from tables and floor before the table can be dismissed.

### **SEVERE WEATHER NOTICE**

In the event of bad weather, keep your radio on and tuned to WNAX (570) or KELO TV for school closings or early dismissal. An email and text message will also be sent out. Please have a cell phone number and/or email address on file with the school if possible. With so many parents working away from home, be sure your child, and the child's teacher, know where he/she is to go if school lets out early.

### **SPECIAL EDUCATION**

Special education encompasses two programs.

Program one is a program for children that need extra help to assimilate the basics. These classes are held in the Resource Room, where many varied materials are used to enhance learning. A large selection of diagnostic tests are used in this department also, to help focus in on specific learning problems.

Program two is a speech program. Students in preschool and kindergarten are screened each spring for speech, hearing, and language abilities. Students in grades 1, 3, 5, 7, 9, and 11 are checked each fall. Anyone needing assistance in these areas are then assigned to individual classes with the speech clinician. Any child age 0-5 in the Irene-Wakonda District may request this service by calling the elementary principal.

### **STUDENT EXPECTATIONS POLICY**

All at Irene-Wakonda Elementary School should foster safety and the proper atmosphere for the pursuit of learning. This can best be achieved through respect and a sense of caring for other. Every student will be afforded the opportunity to develop his or her abilities to the fullest. Student attitudes and behavior will shape the school's environment. The following remainders should serve as a guide:

1. **Be Considerate** – Students are involved in educational programs and learning activities throughout the building. Help them by keeping your voice down and not shouting or yelling. Walking in the hallways will eliminate accidents. By being considerate, you will help create and maintain the proper atmosphere for learning.
2. **Be Safe** – Consider your safety and the safety of others when moving around the building. Keeping your hands and legs to yourself is good advice. It will help you and others to have a safe and successful day at school.
3. **Be Proud** – Be proud of yourself, your work and your school. Keep yourself and your desk neat and clean. Take time to complete all assignments promptly and always do your best. By

keeping your school clean and neat, we will all have a good environment in which to work.

4. **Be Respectful** – Your fellow students and your teachers deserve your respect, just as you deserve respect from them. Do not take, hide, destroy or play with their property. Being respectful also means that foul language is NEVER acceptable.
5. **Be Caring** – Irene-Wakonda Elementary is a caring school. You can help by opening doors, offering to help and being polite to one another. A caring attitude toward others is most important.
6. **Be Cooperative** – Obey the rules and follow the directions of students and adults in the building. We are all here to work and learn together. Be orderly when walking to and from classrooms, the playground and the lunchroom.
7. **Be Prompt** – Time at school is very important. Be on time and be prepared for all of your classes, activities and programs during the school day.
8. **Be Alert** – When outside playing, or moving about inside the building, always be careful not to endanger others or their property. Respect each other's rights and, under no circumstances, engage in rowdiness or fighting. You should always have some constructive activity to do during recess periods.
9. **Be Courteous** – Your attention at special programs as well as during classroom presentations is expected. The enrichment center, hallways and restrooms are extensions of the classrooms. Remember to treat others, as you would have them treat you.
10. **Be Responsible** – You are responsible for your behavior. Don't make excuses for your mistakes. Do what is right and take credit for it. Accept the consequences when you do something wrong. Always accept the responsibility for your behavior.

#### **STUDENT, PARENTAL, AND PUBLIC COMPLAINTS**

Constructive criticism of the schools is welcomed by the Irene-Wakonda School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more efficiently. The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints. If a parent has a complaint or grievance regarding an individual teacher/coach, the following procedure will be followed:

Parents bring the complaint or grievance to the teacher/coach first. If the problem cannot be taken care of at the teacher/coach level, then the parents approach the respective principal, who in turn may set up a meeting with parents and teacher/coach.

If the problem cannot be resolved at the principal level, the complaint or grievance is taken to the superintendent.

If the problem is not resolved at the Superintendent level, the complaint is taken to the School Board for final solution.

\*If a parent fails to follow this procedure, by bypassing the teacher and coming to the principal first, the principal will direct the parent back to the teacher/coach. This policy will be followed by all levels of administration.

\*Contacting via texting, email, social media sites and/or similar avenues will be considered informal and will not be considered as part of this official process. Only contact in person or by telephone will be considered as formal contact.

\*All meetings will occur at one of the school locations and within the normal operating day of the school.

#### **TARDINESS**

Tardiness of pupils interrupts classroom work. Not only does the pupil lose by being late to class, but all pupils in the class lose by the interruption he/she makes by coming in late. Students not on time but arriving in the morning before 10:00 a.m. are counted tardy, after 10:00 a.m. they are one-half day absent.

Students leaving before 2:00 p.m. are counted one-half day absent in the p.m.

The fifth tardy in any semester that does not have a valid reason in writing will be made up at the rate of ½ hour per occurrence, starting with the fifth tardy.

### **TELEPHONE CALLS**

The office will always gladly cooperate with parent or guardians to get messages to pupils during the school hours. However, calls for pupils during school hours are disturbing to the school routine and hence are to be held to a minimum. Messages will be written down and delivered to the pupil. The school telephone is primarily for school business and should not be used for personal calls. Students must have any after school plans made prior to arriving at school.

### **TEXT BOOKS**

All textbooks and reference books are loaned to students without charge. Students are responsible for the loss of/or damage to books. Students will be charged the full price for replacing the book. Students will also be charged for damaged books. Any library books that are not returned must be paid for by the student.

### **TITLE I**

Title I is a federally funded program designed to provide all students with the opportunity to succeed. It has served students' nationwide for over thirty years and has proved to be the single most effective government educational program. The program serves **millions** of students in public, private, and parochial schools.

The federal government provides funding to states on a yearly basis. To receive the funds, each state must submit a plan describing:

- what all children are expected to know
- the standards of performance that all children are expected to meet
- ways to measure progress

The amount of money allocated to each state is based on need and varies from year to year. The state educational agencies, known as SEAs, distribute the money to their school districts based on the number of low-income

families. The local educational agency (school district), known as the LEA, identifies eligible schools and provides Title I resources. Each school must submit a yearly application for funding. The Title I school works with the LEA to:

- identify students most in need of educational help (students do **not** have to be from low-income families to be helped)
- set goals for improvement
- measure student progress
- develop programs that add to regular classroom instruction
- try to involve parents in all aspects of the program

Each school must submit a yearly evaluation of the program and student achievement. The Title program is reviewed by the LEA and the SEA to insure there is progress.

### **WHO QUALIFIES?**

Children are selected using a composite needs assessment. Each spring teachers in grades K-6 fill out a form assigning points to students based on class rank, report card grades, organizational skills, and specific educational deficiencies (skills or concepts lacking or under developed). Teachers may recommend students for Title. We have several tests available to determine eligibility. Students with the greatest need (most points) will be served first. Other students will be added as time allows.

### **PARENT INVOLVEMENT POLICY –TITLE I**

The Title I Policy is to aid the students (K-6th grades) referred to us by test scores, by classroom teachers, by parents/guardians (or combinations) needing extra instructional service in the areas of math, reading and spelling.

We will provide one-to-one or small group instructions to these individuals for at least a 25 minute session, three to five times a week (when scheduling cooperates).

The Title I Department will cooperate with the parent, teacher, and administration in considering their thoughts, ideas, and advice for instructional methods used on their child/student.

This Title I Department emphasizes personal attention and instruction to the lower primary

grades, hoping to give these students the extra boost to improve and gain confidence in their classroom.

This department will provide written and/or oral communications to teachers, parents and administration when needed to discuss students' academics, instructions or behavior.

At the beginning of each school year, a letter will be sent to all parents of children selected for participation in the Title program. This letter will inform them of how the Title I program works and the nature of instruction. All parents will be given the opportunity to discuss any concerns or questions about instructional objectives and methods of the program.

This department will schedule two parent meetings per year plus the parent/teacher conferences in the fall. These meetings will discuss the progress reports, instructional methods, behavior, teaching methods, selection processes (specific testing used) and/or fun planned activities.

Title I will have a group of individuals consisting of classroom teachers, administration, Title instructor, school board member, and parents to consult, advise and evaluate, and insure on-going communication with school and home. Further communication will consist of a weekly evaluation sheet attached to the student's work/papers. This sheet informs parents of the work their child has accomplished plus the attitude their child has while working in this department. It also provides a space for the parent to write their own comments back to the Title department. This department encourages informal discussions throughout the year.

#### **IRENE-WAKONDA SCHOOL DISTRICT PARENT INVOLVEMENT POLICY TITLE I**

In support of strengthening student academic achievement, the Irene-Wakonda School district receives Title I, Part A funds. Title I is a federally funded program designed to improve educational opportunities by providing aid to elementary and secondary education. The intent of Title I is to expand learning opportunities while supplementing basic skills instruction in reading and math.

This program serves students who have need of improving their reading and/or math skills. As part of the this program, we must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by Section 1118 of the Elementary and Secondary Education Act and as amended by the No Child Left Behind Act of 2001 (district wide parental involvement policy). The policy establishes the LEA's (Local Education Agency) expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and is incorporated into the LEA's plan submitted to the State Educational Agency (SEA).

The goals of the Title I program are to:

- Develop positive attitudes towards reading/language arts and math
- Individualize reading/language arts and math instruction according to student needs
- Increase reading/language arts and math achievement
- Increase student self-esteem
- Involve children with parents in reading/language arts and math activities at school and at home.

#### **STATEMENT OF PURPOSE**

The Irene-Wakonda School District is committed to the goal of providing quality education for every student within the school district and recognizes that some students may need the extra assistance available through the Title I Program. It also recognizes the extremely important role a parent plays in the educational success of a student. As such, this District Parent Involvement Policy has been established to promote parental involvement within the school.

#### **PARENT ADVISORY COMMITTEE (PAC)**

The Irene-Wakonda School District recognizes that one of the best methods to maintain positive communications with parents, and to establish sound public relations, is through temporary Parent Advisory Committees. These committees will be appointed when needed for a specific time and purpose, and will be under the supervisory control of the superintendent or designee. The PAC will help with the

planning, reviewing, and implementation of the Title I program.

#### **TYPES OF PARENTAL INVOLVEMENT**

Parents can become involved with their child's education in many ways. The Irene-Wakonda School district values the at-home contributions of families, and those that take place at school. Reading to students at home, helping with homework, and discussing the day's activities over the dinner table are as important as volunteering at school. We believe that educating children is a team effort, so the Irene-Wakonda School District will work to assist parents in understanding the academic standards and assessments, help parents work with their children to raise achievement, and plan activities throughout the year for families.

#### **TITLE I PARENT INVOLVEMENT GUIDELINES**

The Irene-Wakonda Board of Education believes that activities to increase involvement are a vital part of the Title I Program. Parents will have an opportunity to design, implement, evaluate, and suggest changes to improve the Title I Program. They will be provided with a description of current curriculum used at the school, the Content Standards adopted by the South Dakota Department of Education, an explanation of what assessment will be used to measure student progress and what goals and expectations have been set in relation to those assessments. Other major components of the Title I Program will include parental notification, parental in-service, student program reports, parent-teacher conferences, parent visitation, parent advisory committees, meetings, in-service for teachers, announcements, and policy dissemination.

A copy of the all Title I policies will be distributed to all families who have a child in the program. These policies and the Consolidated Agreement are on file in the office.

#### **TORNADO DRILL INSTRUCTIONS**

1. Keep calm and follow drill procedures as directed.
2. When in hallways or in washroom, go to your assigned area. Sit along the edge of the wall in protective position.

3. Walk single file, quickly and quietly. Do Not Run.
4. Stay on correct side of hallway or stairs.
5. Wait for all clear signal before returning to classroom.
6. Return directly, quickly and quietly to classrooms. Do Not Run.

#### **TRUANCY**

Through cooperation with parents, strict adherence to regulations in regard to tardiness and unexcused absence, and diligence in investigating the causes of absence, the Board will endeavor to reduce tardiness and truancy.

The district truancy officer will be responsible for enforcing the compulsory attendance laws which require regular attendance, provide for penalties if parents and guardians do not carry out their responsibilities, and establish procedures for referral of a truant student to juvenile authorities.

LEGAL REFS.: SDCL 13-27-14; 13-27-18 through 13-27-21; throughout 13-27-28

#### **UNAUTHORIZED ITEMS**

Toys, games, laser pointers, walkie talkies, and any other devices the administration feels inappropriate are not to be brought to school. Radios, CD players, MP3 players, personal gaming devices and cellular phones need to be shut off and stored in the student's locker during the school day. Failure to comply with this rule will result in any unauthorized items being confiscated and possible disciplinary action.

#### **VISITATION POLICY**

Preschool children should not come to visit school unless they are accompanied by a parent or guardian.

Students of other schools desiring to visit classrooms in grades K-6 should not come to visit unless previous permission is obtained from the teacher or principal since this may disrupt class. This is very important in event of tests being given.

Please sign and return THIS SHEET ONLY to Irene-Wakonda Elementary School after you have read this Elementary Handbook.

Yes, I have read the 2025-2026 Irene-Wakonda Elementary School Handbook, Irene-Wakonda School Dist. #13-3.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_