

August 2018

Welcome to Gregory Elementary School. We are looking forward to an exciting school year!

This handbook is provided as a guide to our mission and goals, as well as a guide to our policies and procedures. We urge you to become well acquainted with our mission and the policies within the handbook. Our dedicated staff at Gregory Elementary is excited for the opportunity to provide the best education possible. Please do not hesitate to call or stop by the school.

A positive educational environment is created by the hard work and dedication of the students, staff, parents, and administration. The community of Gregory takes pride in our school and the high level of education provided. It is the priority of Gregory Elementary to see that your child experiences an exciting, engaging, and well -rounded learning environment.

Again, welcome to the 2018-2019 school year. Make it great!

Jeff Determan
K-12 Principal

Educational Philosophy

The primary concern of the Gregory School District is to provide quality education fitting the time and the needs of the area which it serves. Education should be a cooperative effort using all resources within the community effectively and efficiently. The responsibility of the school is to produce a maximum return for all students regardless of occupation or location later in life.

The primary purpose of education is to develop the potential of all students so that each will become a contributing member of our democratic society.

Mission

Educating everyone every day in an ever changing world.

Vision

Go learn. Go succeed. Go live.



Go Gorillas

Annual Notice of the Family Education Rights and Privacy Act

The FERPA requires that the school annually notify all parents of their rights under the law.

1. Know the location of all records kept on a student, including computerized data.
2. Inspect and review all educational records, to receive explanations and interpretations of the records, and obtain copies upon request.
3. Request to amend educational records believed to be inaccurate, misleading, or in violation of a student's privacy.
4. Request an impartial hearing if the district refuses to amend an educational record.
5. The assurance that no student record will be disclosed without informed parental consent, except to persons with legitimate educational need.

Attendance

For first time enrollees in Gregory Elementary School, each student is required to submit a certified copy of their birth certificate, a completed immunization record, their social

security number, as well as completing an authorization of the transfer of records from their previous school of enrollment.

For the student enrolling in bigendergarten or kindergarten the following SDCL applies:

No child who is less than five (5) years old on the first day of September shall be enrolled in kindergarten during that school year, and said child shall be first eligible for enrollment in the first grade one year thereafter.

Any child under the age of five (5) shall be eligible for admission to a nursery school or preschool.

Arrival at School

School begins promptly at 8:15 AM. Breakfast begins at 7:30 AM.

There is no supervision of the playground area prior to the start of school or after school dismisses for the day.

School is dismissed at 3:00 PM for bus students and at 3:05 PM for town and non-bus students.

Parents who pick up their children are reminded of the bus lane for student pick up. Please keep this area clear for the busses at all times.

Absences

Should your child be ill and unable to attend school, parents are asked to please call and notify the school that your child will be absent. This is the only way we have of knowing whether or not your child has left home for school. Please call us at 835-8771 between 8:00 AM – 8:30 AM each day your child is absent.

On the day that your child returns to school following an absence please send a note with your child to their classroom teacher explaining the reason for the absence. Please include the dates of the absences and parent signature.

Absences sometimes do occur and have extenuating circumstances.

1. All missed work will be completed on or during the first two (2) days of a child's return to school.
2. Time after school may be required of the student.

Lessons assigned during the absence become the responsibility of the student and parent. The classroom teacher is responsible to inform the student and parent of the material to be covered and completed, as well as the subsequent correction of the material.

Please note that when advance make up work is requested, the classroom teacher may reserve the right to withhold any makeup work assignments at their discretion. This allows the teacher to present the material in a one on one setting upon the student's return to class for a more effective learning situation.

It is important that your child be at school on time and maintains good attendance. Failure to maintain your child's attendance in school will be referred to the Gregory County States Attorney's office and other agencies for enforcement of the law.

Health Services

Periodically the county health nurse conducts screenings for eyes, ears, scoliosis, lice etc. Yet, in spite of our precautions and the safeguards taken, we need your help. If your child has a contagious disease, inform the school immediately.

If there is special information concerning the health of your child such as a heart condition, diabetes, etc, you are advised to inform the school of those facts. The school requires a note from a doctor to exempt a child from our physical education program.

Prescription or over the counter medications need to have a current date on the bottle and must be in an original bottle. Please do not send medications in old prescription bottles. If the pharmacist fills a prescription for you and you send half to school and keep half for use at home, please ask the pharmacist to split into two bottles with current dates and labels.

All medication must be in original form. If your child takes a half of a pill please have the pharmacist split the medication in half and put into the bottle. If the medication is in a blister pack or individually wrapped it may be sent in a baggie as long as it is easily identified. All other medications must be sent in original bottle form, this includes cough syrup, etc. The bottles must be full and unopened when they arrive at school.

We ask that all medication be brought to the school by a parent or guardian. It must be counted and checked in by two adults, one of which must be certified in medication training. Please do not send medication with your child. Complete and clear instructions must accompany all medications. Please be clear as to what time the medication needs to be given and for how many days. All medication is now kept in a log and checked monthly by a licensed healthcare professional.

At the end of the school term you will be receiving a notice for the pick up of medications. They will no longer be sent home with your child at the end of the year.

All students must have up to date immunization records and shots as required by South Dakota Law unless the board approves a waiver for religious/philosophical reasons.

Homework

Homework is an important part of the student's education. Students and parents should expect the student to have homework. The following suggestions are taken from *Classroom Instruction that Works*, by Robert Marzano.

*Help set up a consistent organized place for homework to be done.

*Help your child establish either a consistent schedule for completing homework or help him create a schedule each Sunday night that reflects that particular week's activities.

*Encourage, motivate, and prompt your child, but do not sit with her and do the homework with her. The purpose of the homework is for your child to practice and use what she has learned. If your child is consistently not able to do the homework by herself, please contact the teacher.

*If your child is practicing a skill, ask him to tell you which steps are easy for him, which are difficult, or how he is going to improve. If your child is doing a project, ask him what knowledge he is applying in the project. If your child is consistently unable to talk about the knowledge he is practicing or using, please call the teacher.

*Although there might be exception, the minutes your child should spend on homework should equal approximately 10 times her grade level (a 2nd grader would spend 20 minutes, a 3rd grader, 30 and so on.

Physical Education

All elementary students will participate in physical education. Our curriculum includes rigorous exercise as well as nutrition education and lifetime fitness. We recognize that obesity is a problem in our region and we want to be part of the solution. If your child has a medical condition that would exclude them from this curriculum please contact this office.

Dress Code

The home and school need to cooperate in the matter of student dress for school. School is the child's "place of business" and we believe that children who are dressed appropriately for school do a better job.

The administration reserves the right to call any parent to make arrangements for the alternative attire when a child's dress is inappropriate. Short shorts, torn clothing, suggestive advertisements and slogans along with dirty and unkempt clothes will not be permitted. Head gear of any kind is not permitted without prior permission from school administration. Shoes are required by state health laws.

Conduct

The following rules should be reviewed with each student at the elementary school:

1. Teachers have a right and responsibility to teach.
2. Students have a right and responsibility to learn.
3. No student has the right to interfere with another student's learning or the teacher's instruction.
4. Every student has the right to be treated with respect and courtesy.

Acceptable corrective measures may include but are not limited to the following:

1. Teacher-student conference.

2. Loss of privileges.
3. Time out in the classroom or office.
4. Time spent after school.
5. Communication with the parents.
6. Referral to counselor.
7. Referral to principal.
8. In school or out of school suspension.

Fighting Policy

Fighting on school grounds will not be tolerated.

First offense: Conference with the principal.

Second offense: Parents will be notified and one day of in-school suspension.

Third offense: Two days suspension. Conference with counselor, parents and principal for possible removal from the classroom.

Alcohol/Drugs Policy

All cases will be dealt with individually involving the principal, superintendent, counselor, teacher, and parents.

Visiting School

Parents, guardians, and grandparents are welcomed visitors to the Gregory Elementary School. We ask you to please report to the principal's office upon your arrival. Upon checking in with the office, you will receive a visitor's tag that must be worn while on campus.

Children are discouraged from visiting the school. Each child who visits places an additional burden on the teacher and places the school in the position of being a convenient baby sitter.

Telephone Calls and Messages

Parents are asked to impress upon their children the necessity for the restricted use of the school telephone. Please get any necessary messages to the office before 2:45 PM so we can deliver before dismissal.

School Lunch

Hot lunches and breakfast are available every day school is in full day session. Children may bring their own lunch if they wish and milk will be provided for them at a cost of \$.50.

Free and reduced meal tickets are available for low-income households. Information for free and reduced application will be sent home the first day of school.

Meal prices:	Breakfast		\$2.00
	Lunch	K-5	\$2.65
		6-12	\$2.75
		Guest	\$5.00/lunch, \$3.00/breakfast

We encourage parents, guardians, and grandparents to eat lunch with their child. Call the office in the morning and we will include you in our lunch preparation.

Bus Transportation

The bus driver is the person responsible for the control and discipline of the children while they are being transported. Students are expected to extend the same courteous manner to the bus driver and other passengers as to the faculty members at school.

Students who are unwilling or unable to abide by the bus rules and regulations as established by the bus driver will be subject to temporary dismissal or discontinued bus service.

Students wishing to ride home with another student on the bus must provide written permission from a parent.

For any questions regarding service, routes, drivers, or bussing problems, contact Sara Klein at 605-835-9672 or 605-830-2886.

Leaving the School Grounds

Once a student has arrived at school for the day they will not be permitted to leave the grounds without written permission or phone call from a parent or guardian. Students will be released only to their parents or guardians of record unless verification is received for the school to do otherwise.

Early Dismissal

Students will not ordinarily be sent home early once school is in session. The only likely exception to this rule would be if weather conditions turn suddenly, or if emergency warnings are in effect.

If you think it advisable to withdraw your child before school dismissal time please come to the office and we will locate your child for you. It is important that arrangements be made with friends, relative, or neighbors to care for your child should you happen to be absent from your home or area.

Notification for early dismissal, late starts or school cancellation will be aired on local radio and TV stations, as well as a School Reach telephone message to numbers filed in the district office.

Fire Drills

Fire drills are held each quarter. Tornado drills are held annually. All emergency drill routes are posted in the classroom. Each classroom teacher instructs their students in the importance of the drills.

Accidents

All accidents and injuries involving your child or their property must be reported to the teacher on duty at the time of the incident. The teacher will notify the office who will notify the parents.

Supplies and Materials

Each classroom teacher has a supply and material list designed for their classroom and grade level. Teachers may also require some special or additional material for projects throughout the school year. The list for your child's grade was included with last spring's report card, or may be reviewed at many of the local stores.

Title 1

Our Title 1 program is designed to support students who may be struggling in the content areas of math and reading. The Gregory School District is a Schoolwide Title 1 program which means our Title 1 staff can serve any child who needs assistance. Schoolwide programs allow Title 1 staff to be in the classroom and team teach or provide break out sessions for students who need additional support.

Special Education

The Gregory Public School belongs to an educational coop consisting of thirteen schools pooling resources to provide for a comprehensive program of services in the area of special education, speech therapy, and other programs for children with special needs. Consideration for placement in these services involves a variety of factors, but is primarily determined by the student's ability level. Placement consideration is initiated by a referral from either a teacher or parent, followed by a process of intervention, modification, and evaluation.

Guidance Program

The Gregory School District offers K-12 guidance program to meet the needs of its students. Many activities are presented at a group level as well as the opportunity for further one on one group counseling if desired.

Referral for counseling services may be made by the parent, teacher, or through requests by individual students.

Music Program

Chorus instruction is given to students in grades K-6. This music offering culminates in two annual concerts, Christmas and spring.

The band program for elementary students begins with the 5th grade school year. Students who are interested in playing band instruments are encouraged to participate. Conferences should be held with the band instructor before purchasing an instrument.

Athletic Tickets

A season pass for all home high school athletic contests, excluding tournaments, will be available to elementary school children and their parents. Tickets are available in the elementary and high school offices.

Class Parties

Each year we do conduct class parties. The parties occur at Halloween, Christmas, and Valentine's Day. Most classroom teachers utilize some form of "room mothers" for the parties. If you are interested in assisting, please contact your child's teacher.

Throughout the year teachers may conduct reward parties for reaching a class goal.

Students often bring treats to school for birthdays as well. Please do not send party invitations to school that do not include every member of the class.

Field Trips

During the school year a number of field trips may be planned by your child's teacher. Accordingly, if you would like to have your child participate in these out of building school activities, please fill out, sign, and return the field trip permission form that your child will be bringing home on the first day of school. We will not take any child on a field trip without a signed consent form on file.

Money and Valuables

Students are discouraged from bringing large sums of money or valuables to school. Items brought to school by the student are done so at the risk of the student. The school will not be responsible for loss or damage.

Marking Children's Clothing

Many children wear similar items of clothing to school. With this in mind it is both helpful and necessary that all items such as mittens, gloves, boots, coats, jackets, etc. be properly marked and identified.

Library Care of Books

The books in the elementary library are for everyone to share. Therefore, they must be handled with care. We do not fine the students for overdue books but we do assess the cost to replace or repair a badly damaged book. If a student repeatedly returns books in poor condition or loses them, they will then lose the privilege of using the library. Drawstring book bags are furnished for the student to carry books home and back to school.

Bicycles

Bicycling to and from school is permitted. While at school, bicycles must remain parked, and preferably locked in the bike racks. Students who ride are reminded that at the end of the school day all bikes will be walked out of the school parking lot and sidewalk area.

Parent/Teacher Conferences

Parents of students at Gregory Elementary School are invited to come to school for conferences with your child's teacher any time. Please call the office to let us know when you are coming.

The district runs a K-12 parent teacher conference twice a year.

Grading System

Kindergarten, first, second, and third use a system of "U", "N" and "S" for evaluating student progress. Grades four and five use letter grades.

A & S+	93-100
B & S	85-92
C & S-	77-84
D & N	70-76
F & U	0-69

A report will be sent home in the middle of each term noting your child's effort and progress. Report cards are sent home at the end of each quarter.

Maintenance of Asbestos/Hazardous Materials

In accordance with the AHERA legislation passed by the Congress in October of 1987, the Gregory Public School District 26-4 has on file in the elementary school, a "Management Plan" for the identification, maintenance, and management of any and all asbestos containing materials in the school setting.

This plan is available for inspection and review at any time. Any specific questions or comments regarding the management of the asbestos in the school setting may be directed to the school district's designated person.

Weapons Policy

Gregory Elementary School will maintain a safe environment for everyone. Anyone carrying any object that might be harmful will be subject to disciplinary action by the administration and school board.

Pet Policy

Your child's safety is of utmost importance. Therefore, with all the risks involved, we do not allow any pets, animals or reptiles, to be brought to school by students or parents.

Building Rules

1. Students are expected to walk in the building at all times.
2. Always use the right side of the hallways when in transit from one area to another.
3. No loitering in the hallways, classrooms, or bathrooms.
4. No talking or other excessive noise making while in transit from one area of the building to another.
5. No pop, gum, candy, sunflower seeds, or any other foods will be allowed in the building or on the playground during school hours for consumption by students.
 - a. Exceptions will be made for special days or special events as designated by the principal, or classroom teacher. Some of these would be: birthday parties, classroom activities/units, and special promotions.
6. No games, electronic games, trading cards, toys, animal, or other items from home are to be brought to school by the students, unless they are to be used in a classroom exercise or have been previously approved by the teacher or principal. The school will not assume responsibility for loss, damage, or accidents with regard to items brought to school by the student.
7. If an accident or injury occurs, contact your classroom teacher or the principal's office immediately.
8. Overshoes, snow boots and other special footwear for winter and inclement weather shall be removed in the entryways upon entering the building.
9. Any defacing of school property, or the breakage of, will be paid for by the student(s) responsible as determined by the school authorities.

Playground Rules

1. While on the playground, if you see a stranger or someone who is unfamiliar report it to the duty teacher and/or principal immediately.
2. Report all problems and concerns to the duty teacher. They will then be responsible to relaying the information to the principal for further actions.
3. If an accident or injury occurs, contact the duty teacher and/or principal immediately.
4. No profanity, fighting, or disrespect towards teachers, other school personnel, or fellow students will be permitted in any way.
5. Do not throw rocks, snowballs, or other objects.

6. No baseballs are allowed on the playground, if you have a question as to an item check with the principal.
7. If you bring items from home to play with, the school assumes no responsibility for accidents, damages, or loss. You bring such items at your own risk.
8. Stay away from windows and other building areas when classes are in session during your recess time.
9. Do not bounce balls against the building.
10. Please use the playground equipment in the manner for which it was designed.
 - a. No swing tag or standing/twisting on the swings. Do not wrap the swing chains around the top of the swing sets.
 - b. Climb up to the slide by using the ladder.
 - c. Do not hang on the basketball nets or rims.
 - d. Equipment “lost” on the roof will be returned to the class on a probationary basis.
11. No tackle football or excessively rough soccer games will be permitted at any time. Abuse will result in suspension of the game.
12. Do not leave the playground during recess, noon hour, or at any other time when school is in session without a note from a parent and permission from the principal.
13. All students will be expected to go outside during recess unless the office has a written request from parents, teacher request, inclement weather, or extenuating circumstances.
14. All students are expected to dress for the weather.
15. Students are expected to pass to and from the building during recess time as quickly and quietly as possible, or lose the recess privilege.

Student Behavior at School Sponsored Events

Parents should not expect school personnel to supervise their children at any school or public event. Children, preschool through 2nd grade, are expected to sit with their parents at school sponsored and public events. Parents are expected to supervise their children at all events. Students of any age should not be outside the building or climbing on the gorilla during an event. Parents will be notified if proper supervision is not maintained.

Complaint Policy

Any parent who has a concern about their child, a teacher or school policy, should first contact the teacher or building principal. If the matter is not resolved to your satisfaction please contact the superintendent. If action is still needed, please contact a school board member.

Chain of Command--Teacher-Principal-Superintendent-School Board Member

Loading and Unloading Zones

Please keep the bus loading zones clear from cars.

Gregory Schools Parent Involvement Policy

In accordance with the requirements of section 1118 of the Federal No Child Left Behind Act of 2001, the following policy has been adopted by the Gregory School District to ensure that the school will encourage parental involvement in all areas of the education of the children who attend the Gregory School.

We believe that:

1. The child, family and school form a partnership in a child's education. All have roles and responsibilities.
2. Families should be made to feel welcome at school in all areas: in their child's classroom, school meetings and activities.
3. The school and family should work together to ensure a child is prepared to begin school ready to learn.
4. Families will be encouraged to share their talents and time with children at school.
5. The school is the education center for the community. Therefore, community education classes will be held which will expand the knowledge of the families as a whole.
6. Parents will be included in the school decision making process through an annual needs assessment. They will also have the opportunity to serve on various committees.
7. Parents are to be included in their child's school discipline concerns.
8. It is the responsibility of the school to keep families informed about their child's needs and accomplishments.
9. The school will assist the parents through parent training sessions so parents will be able to assist their children with academic assignments and other school related activities.

**Title I Compact
School –parent Compact
Gregory Public Schools
Where The Best Get Better**

As a Student:

- I will do my very best whether it is schoolwork or other activities.
- I will be on my very best behavior.
- I will be prepared for school.
- I will treat all people with dignity and respect.

As a Parent:

- I will help my child do their very best to reach their full potential.
- I will encourage my child to be a good citizen.
- I will set a good example for my child.
- I will make sure that my child is prepared for school.
- I will always treat all people with dignity and respect.

As a Teacher:

- I will believe that every child can learn.
- I will encourage the children with positive motivation.
- I will keep an open line of communication with parents and students.
- I will help the student reach their full potential.
- I will always treat all people with dignity and respect.

As an Administrator:

- I will encourage the children with a positive attitude and motivation.
- I will keep the parents and teachers notified of any findings that need attention.
- I will be a good role model to the students and parents.
- I will enforce the rules of the school without prejudice.
- I will always treat all people with dignity and respect.

Student _____

Parent _____

Teacher _____

Administrator _____

Date _____

