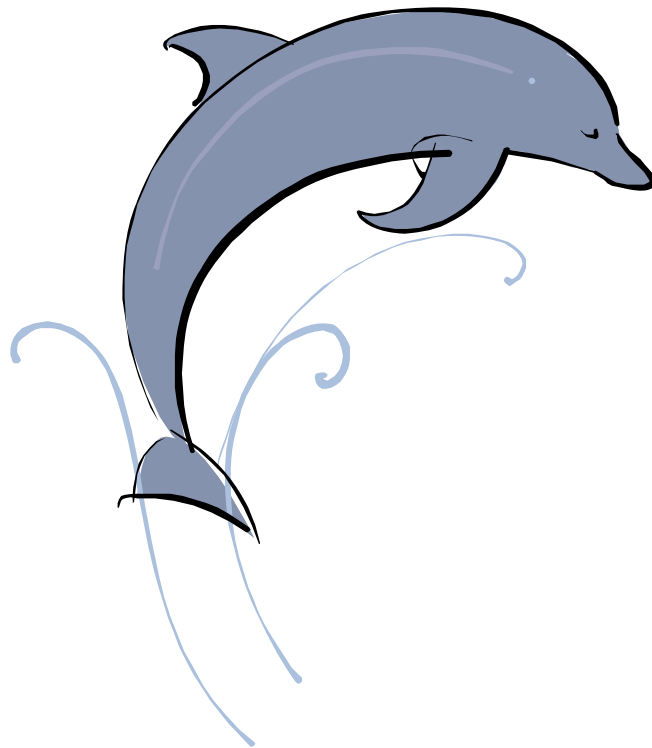


**DEUBROOK ELEMENTARY SCHOOL
FAMILY HANDBOOK**

2008-2009



**ASTORIA
Pre-school**

832-1181

**NORFELD COLONY
Grades K-8**

629-6975

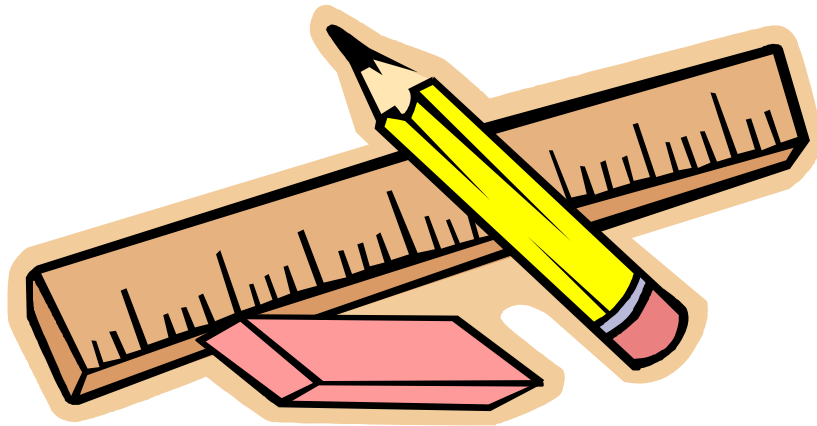
**TORONTO
Grades K-6**

794-1151

Superintendent:
Mr. Kevin Keenaghan
Principal:
Mrs. Cristy Olsen
Toronto Elementary Secretary:
Mrs. Maxine Christianson and Mrs. Rhonda Kruse

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PURPOSE

The information in this handbook will prove valuable to students enrolled in Deubrook Elementary Schools and their parents. Please keep it for future reference.

MISSION

The Deubrook Area Schools through a positive and safe learning environment, will prepare students to be lifelong learners, inspire students to reach their potential and promote respect and character.

AFFIRMATIVE ACTION PLAN

The Deubrook Area Schools Affirmative Action Plan as part of the following discrimination policy and statement will be in the Employee Handbooks, Board Policies, Teacher Negotiated Agreement and given to all applicants for a position at the Deubrook Area Schools:

“The Deubrook Area Schools 5-6 School District does not discriminate in its employment policies and practices, or in its education programs on the basis of race, color, creed, religion, age, sex, disabilities, national origin or ancestry.

Inquires concerning the application of Title VI, Title IX or Section 504, Affirmative Action, and the Americans with Disabilities Act may be referred to Mr. Kevin Keenaghan, local coordinator, at 100 School Avenue, PO Box 346, Phone (605) 629-1100, White, SD 57276-0346 or the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd. Suite 310, Denver Colorado 80202-3583.” The Affirmative Action coordinator will see that the non-discrimination policy is attached to all documents as stated above and reviewed annually with other board policies.



COMING TO SCHOOL

Enrollment

Welcoming new students to our school is always exciting for us. There is information that we need for our records in order to appropriately care for your children while they are in our care. You may wish to check with the secretary to be sure that we have all necessary information from you.

Children entering kindergarten who come to the kindergarten screening have begun the process of enrollment. The school secretary or the kindergarten teacher will let you know if additional information or documents are needed.

To enroll in Deubrook Schools in the summer or during the year, please come to the school office. You will need to bring your child's birth certificate and record of inoculations (shots). It is helpful if you can bring information about your child's previous school, especially the name, address, and phone number of the school. We will then contact your child's previous school and request their school records. Be prepared to provide your address, phone number, and other emergency information.

Each and every child in grades kindergarten through sixth who lives in the Deubrook Area School District is required to attend Deubrook Elementary School with two exceptions: home schooled students and students attending another district by open enrollment. In both cases, please contact Mr. Kevin Keenaghan, Superintendent, for procedures and forms.

School Dress and Appearance

Students will be expected to dress appropriately at all times and at all school events. Any form of dress which is considered contrary to good hygiene or is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Shirts advertising alcoholic beverages or those with obscene or questionable printing on them will not be permitted. Please do not wear caps or hats in the school building.

Clothing used for P.E. and additional outdoor clothing should have the student's name on it. Coats, boots, mittens, hats and scarves should all be marked. It would also be wise to label tennis shoes with your child's name to avoid confusion. Please mark all personal items students bring to school with their names in permanent marker.

Students need to bring a pair of shoes or boots to wear outside for recess. This keeps their good shoes looking great and prevents tracking a mess through the school. Shoes that don't leave scuff marks are required for gym classes.

If the weather permits, children may wear shorts until October 15th and in the spring after April 15th. Please help your child pay attention to the weather and make appropriate choices for clothing according to the conditions. Concerning shirts, the stomach and shoulders must be covered (ex. no halter tops). We understand that it can get very hot and therefore, tank tops that fall into the “two finger width rule” are permitted. We also look for shorts that are close to finger tip length when hands are at side. Thanks for your cooperation on this.

School Supplies

A school supply list is sent to each family in late July. Each grade level requires different supplies so please check over your supply lists carefully. It may be necessary for some supplies be replenished throughout the year.

School Day/Attendance

The school day begins at 8:25 a.m. The school day ends at 3:25 p.m. Students who arrive before the first bus shall remain in the east entry until the first bus arrives. **Please remember that there will be no playground supervision until 7:50 a.m.** Students who are not in their classroom by 8:30 a.m. will be counted tardy. If the student is not present by 9:15 a.m., he/she will be counted absent. Please remember to call the school to inform us of scheduled appointments because if we are aware of them the student will not be counted tardy if arrival is before 9:15 a.m. Students, who leave before 2:35 p.m., will be counted absent for 1/2 day. More than four (4) tardies may result in detention. Parents will be contacted by the principal if tardiness is becoming a chronic problem.

Regular attendance is the responsibility of each student. Demonstrating good attendance shows a commitment to education. We expect each and every child to attend school and come ready to learn. We know that there are extreme instances when your child may have to miss school, but we would encourage you to plan your family vacations around already existing school breaks to enable your child to have the best educational success possible.

Of course when students are ill, we want them to stay home and rest until they are well. They will be more productive if they go home and get the rest they need rather than tough it out if they are truly feeling rotten. We want them here healthy and ready to learn!

Parents or guardians of students in GRADES Pre-K-6 are requested to call the school the morning of the day the child is absent.

When a child is absent and no call has been made to the school, the school will call the parent or guardian (at home or at work) and inquire as to the nature of the child’s absence. A note will be expected at the time the child returns to school if the parent or guardian could not be reached by phone. The note should state the reason, date of the absence and bear the parent’s or guardian’s signature (this excuse may be verified by phone). Students who know they are going to be absent are expected to notify the school prior to the absence.



Absences

According to school policy, all students, Grades K-6, can be absent a maximum of five (5) times during a semester. These (5) absences will include excused absences such as medical appointments, dental appointments, eye doctor appointments, working at home, illness and unexcused absences. Extended absences due to illness, injury, etc., will be handled as special educational circumstances and a tutor may be provided.

Students who are absent more than five (5) times during a semester will be required to make up their absences by spending time before school, after school or during special designated times. Time will be made up at the rate of one half (1/2) hour for each day missed past five (5).

There may be special circumstances that might merit consideration of the above item. A request for special consideration is to be made in written form to the principal, stating the reasons why special consideration should be given. The principal, after reviewing the written request, will determine if the request should be approved.

Students in Grades K-6 are given a maximum of one week after they return to school to complete their make-up work. In the event the work is not made up, the student will not be given credit for the assignment.

It is recommended that if a student misses school for several days, the parent or other sibling pick up the assignments so that some of the work can be done at home.

Weather warning for school closings

When weather conditions warrant closing of school, announcements will be made over radio stations KBRK - Brookings, KJJQ - Volga and KWAT - Watertown and on TV stations KELO, KSFY and KDLT.

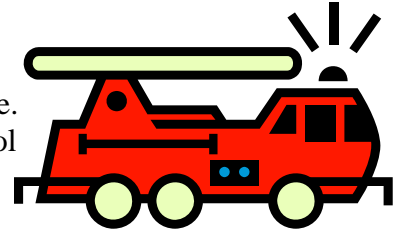
When class is in session and severe weather is approaching, school will be closed and students will be sent home if there is time. This will be announced on the above mentioned stations prior to school dismissal. If students cannot be delivered home, they will be kept at the school until parents make other arrangements.

There may be times when you as a parent may need to make the decision based on your personal situation. When weather conditions are in question and school has not been cancelled, please use your best judgment to insure that your child is safely delivered to school.

STUDENT HEALTH AND SAFETY

Fire drills

The procedure for fire drills is posted in each classroom. In case of fire, we must be able to evacuate the building in an orderly fashion in as short a time as possible. We will hold fire drills in a timely manner during the school year. Please remind your children to take these drills seriously because in the case of a real emergency we will need to be able to give appropriate directions.



Tornado warning or drill

Warning call is five short blows on the whistle.

Classrooms move to designated safe areas in the DROP POSITION.

In case time does not allow, everyone is to take cover under a desk or table in the DROP POSITION with back to the windows.

Insurance

Each student will be given materials relative to insurance. It is a voluntary program. It is suggested that you study the material carefully, as this is an approved program for students in the state at a very reasonable fee. It covers a student in activities, on the playground, in school as well as to and from school.

Medications

If at all possible, give medications at home. If medication is to be administered by a school employee, a written note to the school must accompany the medication. The note needs to notify the length of time and when it needs to be taken. **This includes cough drops.** In the rare occasion that a student is to stay indoors because of an illness, we do require written notice

Parental Custody Issues

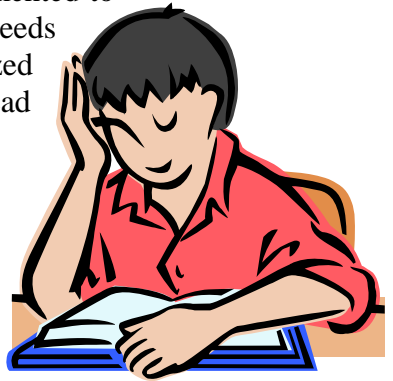
If there is a custody situation that the school should be aware of, please call the principal's office to make him/her aware of it. For the children's safety, all staff will be made aware of all restraining orders and the school should have a copy on file. The school must have legal documentation of any restraining orders.

CURRICULUM AND INSTRUCTION

Deubrook Elementary Schools exist for academic instruction in the following areas:

Reading and Writing

Our school uses the Balanced Literacy Approach which uses a variety of materials and instructional approaches to teach oral language, listening, reading and writing. We use word study including phonics, guided reading instructional groups, self selected reading and writing. We currently use the Scott Foresman Reading materials, as well as supplemental guided readers. SuccessMaker software is also implemented to assess students and make them stronger readers by focusing on the needs of each individual child. The Accelerated Reader program is utilized and provides students with rewards to encourage students to read independently books they have selected.



Spelling, Handwriting, Art

Spelling and handwriting are integrated with the reading and writing instruction in various ways. This may be done differently depending upon each individual teacher's style. Some students are assigned a list of spelling words each week to learn others may not have a weekly list. This is something you may wish to clarify with your child's teacher. Handwriting is taught in Kindergarten through second grade using the Handwriting Without Tears materials. In grades 3-6 handwriting is integrated with their language arts program. Art is taught by the classroom teacher. Art is often integrated into the instruction of other subjects such as language arts, science or social studies.

Math

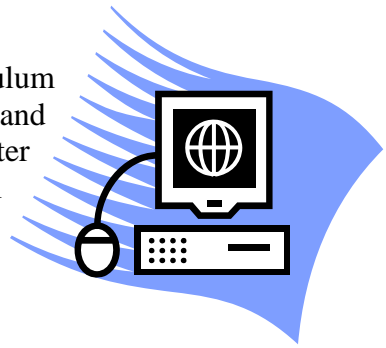
Our school uses Saxon Math in grade K-4 and Scott Foresman Mathematics in grades 5 and 6. We are also involved with the SD Counts math program and are in the process of training teachers to implement new strategies for teaching mathematics in their classrooms. Our instruction is aligned with South Dakota State Standards. It includes all areas of elementary math. We use SuccessMaker software to assess and address any problem areas. Teachers use a variety of supplemental materials including manipulatives and games to teach and reinforce math skills.

Science and Social Studies

We have been using science books and materials from Harcourt Brace. The social studies curriculum that we have adopted is also published by Harcourt Brace. As in all subjects we encourage our teachers to utilize a variety of strategies and resources to enhance student learning.

Computer

Our school has a comprehensive computer skills curriculum that includes all grade levels. It includes basic operations and concepts, productivity tools, communication tools, and computer ethics. This will be done by a lab instructor. Each classroom will have computers for student use. We also have a computer lab for large group instruction and projects. It is our goal that each classroom will have computer access five times per week.



Music and Band

Music and band are taught by our music teacher. Students receive 60 minutes of music per week. Individual lessons are provided for band students in grades five and six. The students perform two concerts per year, the Winter Concert in December and the Spring Concert in April.

P.E. and Health

P.E. and Health are taught by our physical education and health teachers. Personal fitness and wellness are important goals. Students receive 60 minutes of physical education and 30 minutes of health per week.

Guidance

Each class receives 30 minutes of guidance each week and it is taught by our elementary counselor. Individual counseling is available as the need arises.

Library

Library skills and enrichment are taught by the librarian each week. Part of the time is for instruction and the rest of the thirty minutes is for browsing and checking out books.

GRADING AND REPORTING

Report Cards

Report cards are prepared four times per year which is once every nine weeks. The report cards will be sent home with the students for the first, second and third quarters. They will be mailed home to parents after the fourth quarter. Students in grades 3-6 will also have mid-term reports covering major subjects sent home in the middle of each quarter. Non-custodial parents are entitled to receive copies of report cards. Please make such a request with the school secretary and she can mail them to the parent each quarter.

Kindergarten Report Cards

Kindergarten Report Cards are in the form of check lists that communicate the students' achievement and skills. No letter grades are given for kindergarten students.

Grading Scale

<u>Grades 1-2 (Primary)</u>		<u>Grades 3-6 (Intermediate)</u>	
S+	Excellent	100	A+
S	Satisfactory	95-99	A
S-	Below Average	93-94	A-
N	Needs Improvement	91-92	B+
I	Improvement Shown	88-90	B
U	Unsatisfactory	86-87	B-
		84-85	C+
		80-83	C
		78-79	C-
		76-77	D+
		73-75	D
		71-72	D-
		70	F

Other Educational Services

Student Outreach Squad-S.O.S.

The Student Outreach Squad, S.O.S., is a team consisting of teachers, administrators, school counselors and other necessary personnel. The purpose of this team is to address four areas of concern: attendance, academics, behavior and school health.

The S.O.S. program focuses on the needs of the students and what we can do to help make their educational experience successful. Teachers, parents, or administrators can refer a student for this service. The team looks at the whole child and tries to solve the problem or at least make the situation better by assisting or intervening when necessary. The information and the proceedings are confidential.

Title I

Title I provides help for students having difficulty in reading and or math. Students are identified by a combination of test scores and classroom work. Title I programs hire teachers and/or assistants to provide supplemental instruction to students.

ESL

ELL, English Language Learner, services are provided for students who speak a language other than English at home. The ELL teacher teaches speaking and listening in English, as well as reading and writing.

Special Education

Special Education provides many different kinds of help for children who demonstrate more serious academic problems. An evaluation is completed in the areas of concern. A team meets with parents to review the results. If the child meets the specific criteria an individual education plan (IEP) is then developed by the team to meet the child's needs.

Handicapped Students-504 Policy

The Deubrook Area Schools will make all educational programs and facilities handicap accessible. Where architectural barriers exist, teachers, assistants, and peers may be asked to help the student get to any classroom or area within the building that the student needs to use.

This policy shall in no way be construed to include the severely handicapped, who in addition to needing help to get around or over architectural barriers, need constant assistance with other physical functions. An alternative educational program will be provided for them.

All students of legal school age are covered by this policy. This policy established as called for pursuant to Section 504 of Rehabilitation Act of 1973.

Guidance and Counseling

We have an Elementary Guidance Counselor whose purpose is to help the students better know and understand themselves and their relationships with others. To help students relate plans which will lead to an accomplishment of these goals, the school provides group and individual counseling. Parents and students are urged to make use of the counseling services. The counselor is available to all students and they should feel free to contact this person at any time.

SOUTH DAKOTA PRIVILEGED COMMUNICATION LAW: No counselor, certificated in accordance with the certification regulations of the State Board of Education and regularly employed as a counselor for private or public elementary or secondary school or school system in the State of South Dakota, may divulge to any other person, or be examined concerning any information or communication given to him/her in his/her official capacity by a student unless:

- This privilege is waived in writing by the student.
- The information or communication was made to the counselor for the express purpose of being communicated or of being made public.

If the counselor has reason to suspect, as a result of that information or communication, that the student has been subject to child abuse or that the student's physical or mental health may be in jeopardy, this communication must be reported to county and/or state officials as required by SD Codified Law.

(CH. 161 1974 SD Law 266)

Student Retention and Promotion

Retention and promotion of a student, kindergarten through grade 8, will be determined by a multi-disciplinary team consisting of the building principal, the classroom teacher or teachers, and the parent or guardian. Retention shall be recommended on information provided to the team members by members of the team and by the parent or guardian. Criteria for a retention decision shall be based upon a wide variety of information about the student in order to assist the team in a decision that is educationally and emotionally best for the student. If conflicts concerning promotion and retention cannot be resolved, the administration has the authority to make the final determination.

PARENT INVOLVEMENT

Deubrook Area Schools Parent Involvement Policy 2008-2009

- Parents will be recognized as their child's first and most important teacher and encouraged to be actively involved in their child's education at school.
- Parents, students, and teachers will strive to work together. This intention will be documented on a Home and School Compact that will be signed by the students, parents, and teachers at the beginning of each school year.
- Parents will be notified annually if their son or daughter has been selected as a participant in the Title I program and given information as to how their child qualified for Title I assistance.
- Parents will receive the results of their child's Dakota STEP assessment in the fall of the year. Teachers will explain the test results and answer questions about these scores.
- Parents will be given information about how to access and use the South Dakota Parent Resource Network.
- Parents will be given an opportunity to evaluate the Parent Involvement Policy and Title I Program by completing a survey near the end of the school year. The results of the surveys and suggestions made by parents will be seriously considered when revising the Parent Involvement Policy, the Home and School Compact, and when making improvements to the Title I program.
- The Deubrook Area School district will have a Parent Advisory Council made up of parents, teachers, and an administrator. The group will promote parent involvement. They will also assist with revisions to the Parent Involvement Policy and the Home and School Compact when necessary.
- The Deubrook Area School District will make every effort to make parent involvement possible for all parents regardless of limited English proficiency, disabilities, work schedules, need for child care, or lack of transportation.

We strongly encourage parental involvement in our school. Being involved in your child's education is of vital importance. It leads to greater understanding for teachers and parents and ultimately results in improved achievement for students. Communication between home and school helps us to solve problems more quickly and effectively because we have a positive working relationship.

Parent Involvement comes in six types. All types are important. Let us work together to strengthen all these areas.

- Parent Education
- Communication: home to school and school to home
- Parent volunteering to support students and programs-during school and outside of school such as PTO and Booster Club
- Learning at home-parental help with homework
- Decision making-involving parents in school decisions including Title I Parent Advisory Council, District Advisory Group, School Board
- Collaborating with the community

Visitors

Everyone (parents, visitors, etc.) must report to the main office upon entering the building. We welcome visitors to our school but please make arrangements in advance with the teacher, principal, or secretary.

In School Volunteers

We encourage parents to be involved in the daily routine of school activities and extend an invitation to volunteer through the year for such activities as listening to students read, reading to students, assisting with clerical work, library assistance, etc. In addition, we also encourage our senior citizens to volunteer at our schools.

STAFF

We are proud of our fine staff and encourage parents to bring concerns to them as they occur. Good communication between parents and teachers is vital to our success. We are all in this together and want to provide opportunities for all children to experiences success. When we communicate and work together to educate, we begin to understand each other and work together for the benefit of all children. If you have a question or concern, please call before or after school. Please try to avoid calling during daily instructional time unless it is an emergency.

Maxine Christianson	Secretary	794-1151
Rhonda Kruse	Secretary	794-1151
Cristy Olsen	Principal	794-1152

Jennifer Moravetz	Preschool
Mary Johnson	Kindergarten
Kathi Nordgaard	First Grade
Karen Ronne	Second Grade
Becky Lowe	Third Grade
Dawn Leuning	Fourth Grade
Carla Ramlo	Fifth Grade
Kim Ward	Fifth Grade
Lynn Slaney	Sixth Grade
Robin Taylor	Special Education
Nancy Taylor	Special Education
Cynthia Setnes	Title 1
Marsha Weiss	Title 1
Holly Lunden	Physical Education/Health
Cindy Rogness	Physical Education/Health
Tammy Ruhd	Music/Band
Shirley Colberg	Food Service Director
Naomi Colberg	Counselor and Guidance
Marilyn Mendenhall	Library

Norfeld Colony School

Jamie Grimsrud	Grades 4-8	629-6975
Sheila Berndt	Grades K-3	629-6975