

Platte-Geddes Elementary School



**Student Handbook
2022-2023 School Year**

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August 2022

Dear Platte-Geddes Elementary Parents,

Welcome to the start of a new school year! I am truly excited for the students to be back in the school building and for the start of a new school year. I'm hoping the students have had a great summer and had the opportunity to spend a great deal of time outside enjoying their summer sporting activities, the beautiful Missouri River, time with family and friends, and whatever their little hearts desired. Summer is a time for hobbies, relaxing, and becoming refreshed for the start of a new school year!

I do not ever take the job of working with you as parents, your children, or our teachers for granted. It is an honor to serve as your principal and I take the duty and responsibility of educating children very seriously each and every day. I love the children we serve and want them to leave our school here having received a quality education in an atmosphere of safety, respect, and most of all kindness. The children we serve in our school should know they are welcomed and loved in our school each day. You as parents should also know your children are safe at school and you are welcome and valued as parents in the educational process.

Last year "Platte-Geddes Elementary" received the tremendous honor of being named a "National Distinguished ESEA School" in the area of Outstanding Student Performance. Our students, staff members, and parents alike deserved this award. The award represents the commitment we all share in ensuring that our students receive an outstanding education every day and every year. We set high expectations for our students, both academically and behaviorally. We believe that all students *can* learn, and we set expectations of Kind, Responsible, Safe, and Respectful behaviors for everyone in our elementary building. We have outstanding students, wonderful and supportive parents, and committed, hard-working, and awesome teachers and support staff; and for all of these reasons, we deserve to be called a "National Distinguished School"! Congratulations on a job well done and keep up the great work!

Please feel free to call me or stop in my office if you have questions or concerns prior to the start of the school year. Stop in even if you simply want to say HI and introduce yourselves and your children to me before the school year begins! My office hours beginning August 8 will be from 8:00 am to 4:00 pm. When school begins on August 25, I will be in the building each day prior to 7:30 am. I look forward to working together with you to provide for our students a positive learning environment where all children learn, work, and grow.

Yours In Education,

Jennifer Knecht

Jennifer Knecht
Elementary Principal

STUDENT-PARENT-TEACHER COMPACT
PLATTE/GEDDES COMMUNITY SCHOOLS #11-5
HAND IN HAND WE CAN LEARN AND WORK TOGETHER
TO BUILD A BETTER WORLD

- As a Student, I, _____, will
- always try to do my best in my work and in my behavior.
 - work cooperatively with my classmates.
 - show respect for my school, other people and myself.
 - obey the school rules.
 - take pride in my school.
 - come to school prepared with my homework and supplies.
 - believe that I can learn and will learn.

- As a Parent/Guardian, I, _____, will
- see that my child attends school regularly and on time.
 - provide a home environment that encourages my child to learn.
 - insist that all homework assignments are completed.
 - communicate regularly with my child's teacher.
 - support the school in developing positive behaviors.
 - talk with my child about his/her school activities every day.
 - encourage my child to read at home and to monitor his/her social media activity and non-educational screen time.
 - volunteer time at my child's school.
 - show respect and support for my child, the teacher, and the school.

- As a Teacher, I, _____, will
- believe that each student can learn.
 - show respect for each child and his/her family.
 - come to class prepared to teach.
 - provide an environment conducive of learning.
 - help each child grow to his/her fullest potential.
 - provide meaningful and appropriate homework activities.
 - enforce school and classroom rules fairly and consistently.
 - maintain open lines of communication with the student and his/her parents.
 - seek ways to involve parents in the school program.
 - demonstrate professional behavior and a positive attitude.

Hand in hand we will work together
to carry out the agreement of this compact

PLATTE/GEDDES COMMUNITY SCHOOLS

FORWARD

To the Students:

Welcome to the new school year here at Platte Geddes Elementary School! Throughout the school year, each of you can expect to earn recognition, experience disappointments, solve problems, complete projects, learn new skills, and achieve many goals. My wish for each of you is that this school year be satisfying, rewarding, and most of all that the learning you acquire is fun.

There are many rules, regulations, and policies that the Platte/Geddes School Board, administration, and teachers are bound to abide by and enforce within our school building.

Similarly, our students are bound by state rules, regulations, and laws for their patterns of conduct. An understanding of these school rules, plus knowledge of basic information is of importance to each and every one of you. It is the hope of the Platte/Geddes School Board, the administration, faculty and staff that this parent/student handbook is of help to you, and to your parents as you move toward a complete and better understanding of school rules, regulations, and policies.

You are responsible for the information in this handbook. Please read and study it carefully and most importantly, have your parents/guardians read it as well.

To the Parents:

“A child’s education cannot merely be turned over to the public schools.” The Platte/Geddes Community Schools need your support. It is our responsibility to provide the students of this district with the best possible education. But, to do this, we need your support and input. If you think we are right, back us up at home. If you feel we are wrong, stop by the school or call us so that we can discuss the problem in order to work out a suitable solution. This is the most reasonable course to take when we have the same goal – that of providing a safe and sound education for our children. This handbook will give you an idea of what the school expects from our students. Please know this handbook serves as a guide to the safe and orderly workings of the school. It is more of an overview than an all-inclusive document when it comes to rules, regulations, and parental rights. Situations may occur that are not addressed in this handbook.

After you have read this handbook, please feel free to call or stop by the school and make any pertinent statements regarding this handbook. Thank you for your cooperation and your support!

Parents have the Right to Expect:

1. That the schools will be operated in a business-like and responsible manner with both requirements and regulations being reasonable.
2. That a reasonable required workload will be established for all students and that progress in studies is given first claim on the resources of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention, and that the school’s response to those inquiries or complaints reflects a constructive and helpful attitude.
4. That teachers’ grading will be as fair and impartial as possible and the basis for such grading be understood by both the students and the parents/guardians.
5. That as much individual help is given to all students as time and resources will permit.

The School has the Right to Expect:

1. That parents will assure that their child or children will have regular and punctual attendance.
2. That parents of a child or children who is/are absent from school, will notify the school of such absence.
3. That concerns or complaints from parents are first registered with the lowest level, so as to provide quick and meaningful resolution to the concern or complaint.
4. Students will be respectful of others, themselves, school property and others’ property.
5. Students, staff, and parents will adhere to the rules, regulations, and policies set down by the state, the School Board, and the administration.

ATTENDANCE:

Parents are requested to notify the school by telephone each day of their child's absence. Please call the school between 8:00 and 8:30 a.m. THE SCHOOL WILL CALL PARENTS IF WE HAVE NOT BEEN CALLED BY 8:30 IF A CHILD IS ABSENT.

When a student misses more than one day of classes, it is recommended that a member of the family or a classmate be contacted to bring home some of the current assignments. The student is responsible for making up class work missed for any reason (illness, vacation, etc.).

If it is known that a student will be gone prior to his absence, the student should get advanced make-up assignments.

Students will only be allowed to participate in after school activities if they have been present at school that day. A student should not come to any extra-curricular activities if they are absent from school.

PLEASE NOTE: For safety reasons, students leaving the school day early must be picked up through the principal's office.

The Platte-Geddes School District believes regular compulsory school attendance is a vital component of a child's education. A student's contribution *to* and achievement *in* class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

We understand the need to be absent from school for particular appointments and illness that you cannot control. However, in instances of chronic or irregular absence, reportedly due to illness, the school administration may request a physician's statement certifying such absence to be justifiable. An absence other than excused absences may be considered truancy.

As a school district we want to emphasize the importance of being in school each day. It is our desire that students understand the importance of daily school attendance in their journey toward becoming responsible citizens, problem solvers, and decision makers.

Understanding that students need to be absent from school for specific reasons we will implement the following policy:

1. When a student reaches 10 absences we will contact the parent by phone or letter.
2. After 15 absences, we will ask for a meeting with parents, students, and staff members, including the elementary principal.
3. When the 18th absence is reached, the student and his/her parent will be asked to meet with the elementary principal and school district superintendent.

Student Arrives:

8:11-9:36 ~ Student is Tardy

9:37-12:00 ~ Student misses 1/2 day

Student Leaves:

10:00-2:29 ~ Student misses 1/2 day

After 2:30 ~ Student is not counted as missing

ATTENDANCE AT EXTRA CURRICULAR ACTIVITIES:

If your child does not attend school, they will not be allowed to attend extracurricular activities on that day.

We are requesting that elementary students sit with their parents at football, basketball, volleyball and wrestling contests.

If you are at an event you should be there to watch the participants, not to run around and play. Students who are running around and have been warned to sit down will be removed from the building for the remainder of the contest.

ASSESSMENTS:

Student assessment and evaluation is an ongoing process. Besides teacher and publisher prepared assessments students are also formally assessed in the following ways:

The Smarter Balanced Assessment is a state mandated on-line assessment. The purpose of this test is to assess student progress on the Common Core State Standards in the areas of English language arts and math. Students in grades 3 -8 and 11 are required by law to take these tests. The *Smarter Balanced Assessment* is a vital component of the state's newly developed accountability system.

National Assessment of Educational Progress (NAEP) may be given in January to students in grade 4. This test compares our students in grade 4 across the country in math and reading. This test is also mandated by the NCLB legislation. The NAEP Assessment is given every other year.

For more information about any of these tests, please visit your child's teacher, guidance counselor or the elementary school principal.

BEFORE AND AFTER SCHOOL:

Playground supervision begins at **7:45 AM**. Before this time, outside playground supervision is not provided. Students are let into the building at 8:05. Students are allowed to routinely come and go into the building. In order to help reduce before and after school behavioral problems, we ask that **you monitor the arrival and departure time** of your child. Also, students should be picked up promptly after school. There is no playground supervision after **3:40 PM**. Your cooperation in this matter will be sincerely appreciated and will help make our school a safer and happier place for your child.

Please note that playground supervision is meant to provide additional safety for children who may occasionally happen to arrive a few minutes early or for some reason be detained in departing. It is not meant to be a child-care service. If a child is consistently dropped off at school much earlier than 7:45 or is still waiting to be picked up after 3:40, the local authorities will be notified.

We also ask that you dress children appropriately according to weather conditions. If it is raining, snowing, etc., students will be allowed to come into the gym area before school begins. When either the actual temperature or a combination of temperature and wind chill reaches zero degrees or below, students will be allowed inside.

Before School Rules:

1. Bus kids are to go through the armory doors, through the multipurpose room and out to recess.
2. No loitering. The only kids inside in the a.m. should be breakfast kids, or kids meeting with their teachers (band, choir, title or to make up work with their classroom teacher etc.)

BUS PROCEDURES

1. The bus will leave Geddes from the Community building at **7:15** every morning.
2. All students who ride the bus will be dropped off in Platte on the north side of the elementary school. Students will use the crosswalk if they have to cross the street.
3. The bus will leave Platte from the north side of the elementary at 3:45. Students will be dropped off in Geddes at the Community Building.
4. While on the bus student misconduct will not be tolerated and the following behavior expectations are to be followed:
 - a. Students must remain seated at all times on the bus.
 - b. Students are to use respectful language at all times on the bus.
 - c. Students are expected to be courteous to and obedient of the driver at all times on the bus.
 - d.
5. Students need to be dressed appropriately for the season in case the bus would have trouble and students would be out in the elements.
6. **BE ON TIME! THE BUS WILL LEAVE ON TIME.**
7. If possible, let the bus driver know if you will not be riding the bus.

The school district bus is considered an extension of the classroom and as such, children are required to conduct themselves in a manner consistent with the established expectations for classroom behavior. If a child is not conducting himself or herself properly on the school district bus, the bus driver will inform the building principal. The building principal will inform the parents of the student misconduct and will request parent cooperation in checking the child's behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

STUDENT CONDUCT ON SCHOOL BUSES**(Regulation)**

Buses are provided for those students whose distance from school or health make this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following rules of conduct while riding school buses.

1. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
4. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
5. Bus riders who must cross a street at their bus stop will cross in front of the bus.
6. Students will keep their hands, arms and heads inside the bus.
7. Shouting, screaming, smoking, running, fighting, vulgar talk and pushing are not permitted.
8. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
9. No drinking or eating is permitted on the bus.
10. All riders should help to keep the bus clean and sanitary on the inside.
11. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to suspension or expulsion from school.
12. Bus riders are expected to be courteous and obedient to bus drivers at all times.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read. (signing the handbook form)

BEHAVIORAL EXPECTATIONS:

At Platte Geddes Elementary we have established a set of positive behavioral expectations for students to follow at all times when in the school building and on school grounds. The positive behavioral expectations we follow are called “The Panther Way”.

The Panther Way is:

- *Be Kind
- *Be Responsible
- *Be Safe
- *Be Respectful

Positive behavioral expectations have been put in place for all students here at Platte Geddes Elementary. In our school building, we expect all students to Be Kind, Be Responsible, Be Safe, and to Be Respectful. These behavioral expectations will be followed by all students on the recess playground, in the hallways, in the lunchroom, in the gymnasium, and in all classroom settings. Each classroom will be asked to determine what behaviors fall under each heading and define what it means in their classroom to Be Kind, Be Responsible, Be Safe, and Be Respectful. If the positive behavioral expectations are not followed, students will be taught the appropriate social skill and the appropriate positive replacement behavior. If an office referral is made because a child is unable to follow the positive behavior expectations, the office referral will be documented and a parent phone call will be made if necessary. Students will be held accountable for their actions and if necessary, disciplinary action will be taken.

Please help us model these expectations by you practicing them yourself. If students see you following these expectations, it will have more meaning for them. For instance: maintain a quiet voice in the halls, walk on the right side, remove your hat when coming into the building, use the sidewalks, etc.

School-Wide Behavioral Expectations listed below apply to all students during school hours and will be enforced by all staff members including teachers, aides, cooks, janitors, secretaries, etc. Each teacher will also have his or her own classrooms rules in addition to these listed below. These behavioral expectations apply during each school day.

In the **BATHROOM**

We Follow **The Panther Way** by displaying the following behaviors:

Be Kind

*Flush the toilet

Be Responsible

*Wash your hands

*Throw trash away

Be Safe

*Use bathroom appropriately

Walk in, use the toilet, flush, wash, and return to class.

Be Respectful

*Respect others privacy

*Respect bathroom facility

In the **HALLWAY**

We Follow **The Panther Way** by displaying the following behaviors:

Be Kind

*Hands by your side

Be Responsible

*Remain in line

Be Safe

*Walk in school

Be Respectful

*Voices quiet in hallway

In the **LUNCHROOM**

We Follow **The Panther Way** by displaying the following behaviors:

Be Kind

*Use your manners

Be Responsible

*Clean your area

*Eat your own lunch

Be Safe

*Walk in lunchroom.

*Pay attention

Be Respectful

*Use quiet voices in line

*Use inside voices while eating

At **RECESS**

We Follow **The Panther Way** by displaying the following behaviors:

Be Kind

*Include EVERYONE

Be Responsible

*Return all equipment

*Play fair

*Follow the rules

Be Safe

- *Dress appropriately
- *Follow playground rules

Be Respectful

- *Line up quickly
- *Use appropriate language
- *Enter and exit the building for recess in silence

During INDOOR RECESS

We Follow **The Panther Way** by displaying the following behaviors:

Be Kind

- *Find a game to play with friends

Be Responsible

- *Everyone helps pick up when the bell rings
- *Line up quickly and quietly

Be Safe

- *Walk at all times
- *Stay on the gym floor (no bleachers)
- *Ask for help getting balls out of cage

Be Respectful

- *Play basketball only at three hoops
- *Play volleyball only near bleachers
- *Play each activity in designated area only

PANTHER WAY POSITIVE NOTES

Teachers, Paraprofessionals, and all staff members at Platte Geddes Elementary have Panther Way Positive Notes that they can choose to present to any child at Platte Geddes Elementary who is displaying exceptional behavior. These brightly colored “pink tickets” are meant to be given to a child displaying great behavior throughout the building and on the recess playground. If your child receives one of these tickets, it is a reason for celebration and the form need not be returned to school.

MINOR DISCIPLINE REPORT

Minor Discipline Reports will be sent home with students who are displaying inappropriate behavior at school based on The Panther Way Behavioral Expectations. Minor Discipline Reports are meant to inform a student’s parents about minor discipline events that have taken place at school and may also need to be addressed at home with their child. If your child receives a Minor Discipline Report, please discuss with him or her the behavior that has occurred. Parents are asked to sign the form and return it to school with your child. If you would like to further discuss your child’s behavior and ways we can work together to with you to assist the child in learning a positive alternative behavior; then please call the school and speak with the staff member who sent the Minor Discipline Report or feel free to stop in to the school at an appropriate time to discuss the behavior with your child’s teacher.

DO NOT BRING:

Electronic devices, skateboards, roller blades, and remote-control cars, etc., are not allowed on the school premises during school hours. Cell phones can be brought, but cannot be used during the day. Several times each year a student comes to the office because their iPod, or toy from home is lost. Please don’t send items from home to school for use on the playground.

Students should not bring toys from home to play with on the playground. The recess playground offers students an opportunity to run and actively play while making new friendships. We provide playground balls and jump ropes as well as a football field and playground equipment. No toys from home such as toy tractors, cars, and dolls will be allowed on the recess playground.

BICYCLES

Students may ride bicycles to school. Upon arrival, students are to place their bicycles into the bike racks. They are not allowed to ride bicycles on the playground before, after, or during school hours. Students are not allowed to play with another student’s bicycle.

CELL PHONES:

If a student brings a cell phone to school, it needs to stay in their backpack or locker all day. Cell phones includes gizmos and watch phones. All of these devices will be kept in a student locker or backpack until the end of the school day. Elementary school students will not be allowed to use cell phones during recess or lunch. Never should cell phones be taken into a locker room or bathroom. If a student is caught with a cell phone during school hours, it will be given to the principal until the end of the day. Should a student become a repeat offender, parents will be informed of the situation and the school board policy will be enforced.

CLASS TIMES: (Bell will ring at 8:05 am)

Half-Day Kindergarten	8:10 - 11:25
Kindergarten (M-TH)	8:10 - 3:33
Grades 1-5 (M-TH)	8:10 - 3:33
Rural (M-TH)	8:25 - 3:33
All Buildings on Friday	8:10 – 2:13

CLASS PLACEMENT:

In classes where more than one section is necessary, students will be given their teacher and classroom placement prior to the start of the school year. These placements may change throughout the summer, as students may need to be moved due to students coming into or leaving the school district. Student classroom placement is a decision made by the Platte Geddes School District teaching staff and administration. Student classroom placement or teacher assignment will not be negotiated with students or parents.

COMMUNICATION WITH PARENTS:

Platte-Geddes Elementary Schools has a direct effect on the social, emotional, physical and mental development of each student. However, we cannot replace the role of the parents. The primary responsibility for education must always remain with the parents. Thus, we seek to involve parents ever more actively in the education of their children. As partners in education, we will communicate through conferences, written reports, email, and phone calls. The school will attempt to send monthly newsletters and each teacher will communicate with parents on a regular basis.

CRISIS AND BUILDING EMERGENCY PROCEDURES

Fire

After exiting the building and accounting for all students, teachers will lead their classes to a secure location where parents will be notified to pick up their children.

Tornado

Students will go to designated safety areas in the school. Teachers will keep students until parents or another family member can pick them up.

Lockdown

When notified by authorities or a staff member that the students’ safety is in jeopardy the school will go into lockdown. Classroom doors and all exterior doors to the building will be locked. Students are not allowed to leave the classroom until authorities have determined the threat. The building will remain in lockdown until the threat has been removed.

Bomb Threat

Elementary students will be evacuated to a secure location. Once at the location, parents will be notified to pick up their children.

CURRICULUM

COURSE OF STUDY:

The course of studies consists of language arts, mathematics, health, school counseling, science, social studies, P.E., art and music. Up-to-date textbooks are used and supplementary materials are also available. Platte Geddes Elementary follows the Common Core Content Standards in the areas of math and reading/language arts when choosing curriculum. The Common Core Content Standards are a clear set of standards that help students reach the goal of being college and career ready when exiting the K-12 educational setting. These standards help students to apply knowledge to real world situations as well as placing more emphasis on understanding skills and applying new information. We hope to assist students in

becoming successful independent thinkers who leave our district ready to compete in a global society.

Language Arts	Houghton Mifflin Harcourt
Math	Houghton Mifflin Harcourt
Science	Houghton Mifflin Harcourt
Social Studies	Houghton Mifflin Harcourt
Writing	Handwriting Without Tears

PHYSICAL EDUCATION:

Students attend P.E. class twice weekly. All children must participate in a physical education program unless they have a written excuse. All students are required to have proper shoes to participate in P.E. The fifth and sixth grade students will change into gym shorts and t-shirts. It is recommended that they shower and/or apply deodorant after P.E. class. K-4 students should be aware of the days they have P.E. and dress appropriately for school on those days. They will not be required to change into gym clothes, but time will be given before and after class for them to change if they so desire.

Note: We are requesting that students have a pair of tennis shoes that are only for gym class. They need not be new and will be kept in the classroom. The purpose is to keep dirt and pebbles that are normally tracked in off of the gym floor.

STEAM:

During the 2019-2020 school year, Platte Geddes Elementary School added STEAM education for all students in grades K-5. STEAM education will consist of science, technology, engineering, art, and math in a hands-on, exploratory setting. Students will receive 50 minutes of STEAM education each week.

COMPUTER EDUCATION:

Students in grades K-5 will be provided a weekly computer education class. All students will be provided with a Google Chrome book laptop computer at a 1-1 ratio. Computer skills will be taught by Mrs. Teri Griesse, a non-certified paraprofessional, under the guidance of each classroom teacher.

MUSIC AND BAND:

Each class has vocal music twice each week. This class includes basic music theory as well as rhythm and singing. Band is available for students in grades five and above. A band fee of \$30 will be charged for rental of a musical instrument for students wishing to rent a band instrument from Platte Geddes School District. Band and vocal students are given the opportunity to create an audition tape for selection to the All-State Elementary Honors Choir or Honors Band. Fifth and sixth grade band students participate in a solo contest held on the last week of April in Platte. Elementary vocal students participate in the Vocal Contest held in Armour the last Friday in March. Students also participate in seasonal concerts, such as Christmas and spring.

SCHOOL COUNSELOR:

Platte-Geddes School District has a K-12 School Counseling Program.. The School Counselor provides individual, small group and classroom education in areas of social/emotional, academic and career education.

GROWTH AND DEVELOPMENT:

Each year the Charles Mix County health nurses in conjunction with our local doctors present a growth and development program to our 4-5 grade girls and 5th grade boys. Changes that are or that will soon take place in their bodies are discussed as well as the importance of good hygiene, choosing the right kinds of food, and other important health issues such as drug and alcohol use. This program is held one time per year and parental permission is solicited before students are allowed to participate.

LIBRARY:

The Platte-Geddes School District has a centralized media center, which contains books in all subject areas pertinent to elementary education. Children of all grades are given weekly periods to use the library facilities.

TITLE I:

Math and Reading assistance will be given for K-4 students that meet program guidelines. Students are recommended for services through teacher recommendation and a needs assessment conducted in the spring of the preceding school year.

SPECIAL EDUCATION: Including Speech Services

Details for admission to these programs can be obtained from the principal.

DDN PARENT PORTAL:

The grading program, DDN Campus, used by the school has a parent portal where parents can view their child's grades in each class. To access this portal, you must go to the school website www.platte-geddes.k12.sd.us. Click on the DDN Campus link, and click Request Account which appears about in the center of the page. Follow the directions on that page and provide the basic information required such as your name, email address, phone number, and user name and password. Click on the submit button. The technology coordinator will receive an automatic email verifying your request and will email you in turn that you are now set up for the parent portal. After the setup you can go to DDN Campus at the Platte website and click on the MyCampus link on the top left-hand corner of the page. If you need further assistance, please stop by the office and Mrs. Oberbroekling or Mrs. Knecht will gladly help you.

In addition to viewing grades, you are able to view discipline records of your student.

DISCRIMINATION STATEMENT: Platte Geddes Elementary does not and shall not discriminate on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry in any activities or operations. Platte Geddes Elementary has Zero Tolerance for discrimination.

DRUGS/ALCOHOL:

The use of alcohol, drugs or tobacco is strictly forbidden on school grounds by both adults and students.

EMERGENCY CLOSING

All parents will be called with the School Reach program. If school is cancelled or delayed because of snow or inclement weather, it will be announced over these radio and television stations:

KWYR (93)	FM Winner
WNAX (570)	AM Yankton
KELO (TV)	Sioux Falls
KSFY (TV)	Sioux Falls

EXCUSED ABSENCES:

The principal on receipt of a written, signed explanation or phone call from the parent or guardian will excuse certain absences of students. Excused absences will include:

1. Illness and/or doctor appointment.
2. Bereavement or serious illness in the family.
3. Weather that would endanger the health of the student.
4. Work on a limited basis.
5. Approved family outings.
6. Observance of major religious holidays.
7. Students may be excused from school attendance for up to five days each term for attendance at state or nationally recognized youth programs of educational value.
8. A student may be excused for other exceptional reasons with approval of the principal.

In instances of chronic or irregular absence, reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. An absence other than excused absences may be considered truancy.

FIELD TRIPS:

Field trips provide another type of learning experience for students. Participating in a field trip is a privilege and not a right for a student. Because a field trip of itself tends to involve more risks, great care and precaution needs to be taken on the part of the school, principal, teacher, parents and students. Teachers will inform parents in writing about a given field trip as to the purpose, place, date, time and method of transportation as well as instructions that parents should go over ahead of time with their child. Permission slips must be signed by a parent/guardian and returned by the given date in order for the child to participate.

FIGHTING:

Fighting during school and to and from school is strictly prohibited. Students will be subject to in school or out of school suspension for fighting.

FIRE AND DISASTER DRILLS:

Drills are held so the children are aware of the procedures to follow. Pupils are to walk in silence during the entire drill—from the time they leave their classroom until they return to their classroom.

GRADING:

Platte Geddes Elementary uses a standards based grading system. Students at each grade level, specifically in the areas of math and reading/language arts, are instructed using the South Dakota Common Core Content Standards. Students are measured on their progress toward meeting those specific grade level standards.

HOMEWORK:

Homework is defined as any work required by the teacher and done outside of the school day.

Platte Geddes Elementary encourages teachers to follow the homework guidelines listed below of 10 minutes per evening, per grade level. We recognize that individual students will require different amounts of time to complete the same assignment. Therefore, we encourage you as parents to communicate with your child's classroom teacher if you feel your child is experiencing too much homework per evening. Working together, parents and teachers will be able to effectively determine an appropriate amount of homework as well as uncovering reasons why a child may be experiencing a greater than necessary amount of nightly homework.

Platte Geddes elementary Homework Guidelines:

Grade 1 ~ 10 minutes per evening

Grade 2 ~ 20 minutes per evening

Grade 3 ~ 30 minutes per evening

Grade 4 ~ 40 minutes per evening

Grade 5 ~ 50 minutes per evening

Homework Help:

The homework help program is designed to help any student who wishes to receive assistance from their teacher with schoolwork or homework. A child may choose to stay for homework if they so desire; or they may be required by their classroom teacher to stay due to poor quality of work, and missing or late work.

Any student that is failing or on the verge will be required to attend homework help. Any student that does not have homework completed when it is due must attend homework help. The student is required to call his parents and inform them that they have to stay after school. In the case that the student cannot stay, they must make up the time before school (7:45) or during recess. Homework Help will run from 3:33-4:00.

HOT LUNCH AND BREAKFAST:

Breakfast is served each day from 7:45-8:00AM for grades K-12. Cost of regular breakfast meal is \$2.25, \$.30 for reduced or free to families that qualify. Adult breakfast cost is \$2.50.

A nutritious lunch is made available each day for all students wishing to participate. The cost of a meal grades K-4 is \$2.80, grades 5-12 is \$3.10 and \$.40 if you qualify for reduced meals. Adult meals are \$4.15 for lunch and \$2.50 for breakfast. We ask that you call the day before or by 8:30 the morning of eating. All students may bring a sack lunch if they wish and may purchase milk at .40 cents per carton and can be charged to the student account. A lunch software program is used to track student and family accounts. Payments can be sent to Mrs. Oberbroekling and she will credit your account.

INSURANCE:

The school's insurance does not cover students while they are at school or on school trips. The school makes available private insurance to parents who want to cover their children. Insurance forms of two (2) kinds are available and coverage begins for your children with the initial payment. The first is the regular school plan for students, the second is dental insurance. If you are interested in enrolling your children, send in your premium at once. The school office makes the forms available.

LOCKERS:

Students in grades 4 & 5 are assigned lockers, if they are available. They are to be used for schoolbooks and supplies along with being a place for coats, caps, etc. Money or other valuable items should not be stored in the lockers. Respect for other students' lockers and property is expected. Locks are not provided. The school is not responsible for items lost, stolen or

damaged. Lockers are property of the school and can be searched when there is a reasonable suspicion of an item that should not be in school or an item that is missing.

LOST AND FOUND:

Personal property that your youngster brings to school should be plainly marked with the owner's name. We keep a lost and found box, which continually fills with unmarked student items. Although the school takes every precaution to safeguard private property, no responsibility can be assumed for articles brought to school that are lost or stolen. Lost & found articles are in the large box in the new gym foyer. The janitor will empty the lost and found on the 1st of every month. "Empty" means that everything will be thrown away in the dumpster or taken to Goodwill.

LUNCH TIMES including noon recess:

Half-Day Kindergarten	11:00 – 11:25
Grades K – 2	11:05 – 11:45
Grades 3 - 5	11:25 – 12:10

MEDICINE:

Minor first aid will be given in school. In the event that major first aid is required, the school will attempt to contact in this order: the student's parents, person recommended on emergency form, then the family physician. If none of these can be reached, the school administrator will seek emergency care needed, parents being liable for the expenses incurred.

Parents should make the school aware of any particular chronic illness such as asthma or epilepsy, etc.; their child may be subject to, with an explanation of what emergency procedures have been directed by their physician to be followed.

ADMINISTRATION OF MEDICINE TO STUDENTS

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by designated school personnel acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/ guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by designated school personnel. Prescription medications to be stored and/or administered must be in a pharmacy labeled container. The label must specify the student's name, name of physician/licensed health care provider, the date of

the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

CONSENT FOR MEDICATION ADMINISTRATION FORM

1. I am the parent/guardian of _____ and I authorize my child/ward _____, grade _____, to be administered the prescription/nonprescription medication identified below while on school property or at a school-related event or activity by the designated school personnel.
2. I hereby release the District and its employees and agents from liability for injury arising from the school's administration of the medication while on school property or at a school-related event.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the school to inform appropriate school employees who would have a need to know of the administration of medication (i.e., such as school nurse, instructors, teacher aides, school administrators, activity supervisors, bus drivers).
5. I acknowledge and agree that the school shall secure (store) the medication for the student until administration of the medication is necessary, and that in no circumstances shall the medication be stored in the student's locker.
6. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medications. I fully release the school district and individuals involved in the administration, the responsibilities pertaining to the administration, and consequences of such medication.

Medication: _____

Dose: _____

Time: _____

Authorization Start Date: _____

Authorization End Date: _____

STUDENT SELF-ADMINISTRATION OF ASTHMA OR ANAPHYLAXIS MEDICATION

“Self-administration of prescription medication” means a student’s discretionary use of prescription asthma or anaphylaxis medication, or both.

Any student with asthma or anaphylaxis, or both, may possess and self-administer prescription medication while on school property or at a school-related event or activity if

- (1) the prescription medication has been prescribed by a physician or other licensed health care provider for that student as indicated by the prescription label on the medication;
- (2) the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- (3) the parent/guardian of the student provides to the school, on a form provided by the school:
 - (a) written authorization, signed by the parent/guardian, for the student to self-administer prescription medication while on school property or at a school-related event or activity;
 - (b) a written statement, signed by the parent/guardian, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
 - (c) a written statement from the student's physician or other licensed health care provider, signed by the physician or provider and which shall be kept on file in the office of the school nurse, that states:
 - (i) the student has asthma or anaphylaxis or both, and is capable of self-administering the prescription medication;
 - (ii) the name and purpose of the medication;
 - (iii) the prescribed dosage for the medication;
 - (iv) the times at which or circumstances under which the medication may be administered; and
 - (v) the period for which the medication is prescribed.
- (4) If any student uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school; however, the disciplinary action may not limit or restrict the student's immediate access to the medication.
- (5) The parent/guardian (or student, if 18 years old or older), authorizes the designated school personnel to inform appropriate school employees (i.e., instructors, teacher aides, school administrators, activity supervisors, bus drivers who would have a need to know) that the student may self-administer medication.
- (6) The parent/guardian gives permission for the student to have the prescription medication with the student while on school property or at a school-related activity or event.

AUTHORIZATION FOR ASTHMA OR ANAPHYLAXIS
SELF-ADMINISTERED MEDICATION

PHYSICIAN/LICENSED HEALTH CARE PROVIDER STATEMENT

The student _____ has

_____ asthma

_____ Anaphylaxis

_____ both asthma and anaphylaxis

and is capable of self-administering the following prescription medicine:

name and purpose of medication _____

prescribed dosage of medication _____

times at which or circumstances under which the medication may be administered

period for which the medication is prescribed _____

Signature of Physician/Other Licensed Health Care Provider Date

PARENTAL AUTHORIZATION

1. I am the parent/guardian of _____ and I authorize my child/ward _____ to self-administer the prescription medication identified above while on school property or at a school-related event or activity.
2. I hereby release the District and its employees and agents from liability for injury arising from the student's self-administration of the prescription medication while on school property or at a school-related event unless in case cases of wanton or willful misconduct.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the designated school personnel to inform appropriate school employees (i.e., instructors, teacher aides, school administrators, activity supervisors, bus drivers who would have a need to know) that the student may self-administer medication.
5. I give permission for the student to have the prescription medication with the student while on school property or at a school-related activity or event.

Signature of Parent/Guardian

Date

EPINEPHRINE AUTO-INJECTORS

The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis.

All epinephrine auto-injectors must be stored in a locked medicine cabinet, managed by school personnel. Epinephrine auto-injectors to be stored and/or administered must be in a pharmacy labeled container. The label must specify the name of physician/licensed health care provider, the date of the prescription and the directions for use.

Any school personnel authorized by the School Board, may:

- (1) administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school;
- (2) administer an epinephrine auto-injector to any student during school hours if the designated school personnel believe that the student is experiencing anaphylaxis in accordance with a standing protocol from an authorized health care provider, regardless of whether a student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.

Pursuant to state law, no administrator or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute ordinary negligence, however, this immunity does not apply to an act or omission constituting gross, willful, or wanton negligence.

The District, through the student handbooks and such other means as identified by the Superintendent, shall notify the parents or guardians of each student about the policy.

MILEAGE:

Platte/Geddes Community School District #11-5 pays mileage to parents who transport elementary students who live more than five miles from the nearest operating attendance center. They are paid at a rate of \$.37 per mile minus five miles each way. It is up to the parents to file a mileage claim with the business manager prior to July 1.

PARENTS RIGHT TO KNOW:

The new federal education law entitled "Every Student Succeeds" requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child.

You as a parent may request from the school the qualifications of any teacher or paraprofessional that works with children. You also have the right to ask to what extent a paraprofessional works with your child. If you have any further questions, please contact Mrs. Knecht and she can help get your question answered.

PARENT/TEACHER CONFERENCES:

Scheduled conferences for all students are held at the completion of the first quarter and the mid-term of the third quarter. If at any time during the school year, the parents wish to meet with the teacher, they may contact the teacher directly or through the office and arrange a time convenient to both parties. If a student is having difficulty with school or there is some misunderstanding, the procedure to follow should be:

1. The parents should arrange to confer with teacher(s) involved.
2. If difficulty or misunderstanding is unresolved, the parents and teacher(s) should arrange to meet with the principal.

Conference dates will be determined and placed on the school calendar.

PARTY INVITATIONS AT SCHOOL:

Please mail or hand deliver party invitations to individual homes rather than distributing them at school. On Valentine's Day, please do not send gifts or balloons for your child to the school. We cannot be responsible for handing out gifts or balloons to students at the school. In the past, gifts/balloons distributed at school to only certain students has created hurt feelings for those students who are not receiving gifts/balloons. If you send your child a Birthday balloon at school, it will be kept in the elementary office and given to him/her at the completion of the school day.

PETS:

Children are allowed to bring pets if they are young, vaccinated, and a parent stays with the animal while it is presented. As soon as show and tell is completed, parents are to take the animal home. Animals are not allowed to remain in school all day. Please no wild animals. Finally, before bringing an animal to school, please check with the child's teacher for an appropriate time and to learn if this animal could present problems such as phobia's or allergies.

POTTY TRAINING:

Upon entry into school at Platte Geddes Elementary all children are expected to be properly potty trained. Parents of students having frequent accidents during the school day will be called and asked to meet with the classroom teacher as well as the elementary principal to determine a solution to the potty-training situation. Students who exhibit frequent accidents at school will also be asked to provide the school with a proper change of clothing to accommodate the accidents. Please keep in mind that having frequent accidents causes a sanitary concern for all other students and staff members in the classroom setting.

RECESS:

Recess is considered an essential part of the learning experience. We make every effort to send students outside when weather permits. Please be sure to send your youngster appropriately dressed for the weather conditions. Remember that zero degree is our temperature cut-off for going outside. Students are also encouraged to bring separate shoes for recess when wearing flip flops.

RECESS RULES:

1. Students are required to stay on the playground area.
2. Students are not allowed to throw snow, snowballs, rocks, sand, etc.
3. Personal items are the responsibility of the owner. No toys from home are allowed on the recess playground.
4. Balls are not to be bounced off the building.
5. Tackle football is not allowed.
6. Students are not allowed to interfere with other games.
7. Students cannot exclude others from games.

8. Hula-hoops are to be used for hula-hooping activities **only**.
9. Jump ropes are to be used for jump rope activities **only**.
10. No K-5 kids past the 50-yard line. (This includes the track and the area south of the equipment.)
11. No playing north of the track (area by the toy shed where the lunchroom doors come out.)
12. No electronic devices
13. One student on a swing at a time and no running through swings
14. Grades K-5-no ball tag on equipment
15. Student needs to be wearing snow pants *AND* snow boots to be on snow piles
16. No cheerleader “stunting”. Everyone’s feet remain on the ground.
17. All students need to have snow boots to go on snow at recess. This means there is different pair of shoes are worn in the classroom.

*The consequence for breaking recess rules will be to stand against the wall or for larger infractions, students will be sent to the principal’s office.

*If the temperature is 60 degrees and above, students may remove their jackets. If the temperature is 32 degrees and below (actual or wind chill); hats, winter coats and gloves are required. If the temperature is 0 degrees (actual or wind chill); recess will be inside. (This decision is at the discretion of the classroom teacher.)

RESPECT:

Respect for teachers, staff members, and other students are necessary to maintain an environment for learning. Students will be respectful of all teachers and staff members at all times.

The respect for school and student property is important to maintain the fine facilities that we have in Platte. Anyone who willfully and carelessly damages or destroys school property will be responsible and will be required to fix, replace, or pay for such property, this includes books. Other appropriate disciplinary action may be taken as needed.

RESTRAINT AND SECLUSION :

I. Policy Rationale and Philosophy:

The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. In the event that an individual’s behavior presents a threat of imminent harm to self or others the use of restraint or seclusion to maintain a safe environment may be used as a last resort.

II. Definitions

- A. Restraint: Personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head of the student freely. Such term does not include physical escort, mechanical restraint, or chemical restraint. Such term does not include:
 - a. Temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of encouraging a student to move voluntarily to a safe location;
 - b. A behavioral intervention used as a response to calm and comfort an upset student;
 - c. Less restrictive physical contact or redirection to promote student safety;
 - d. Physical guidance or prompting when teaching a skill or redirecting the attention of the student;
 - e. Knocking a weapon away from a student’s possession or to break up a fight;
 - f. Physical contact to prevent an impulsive behavior that threatens the student’s immediate safety (i.e. running in front of a car).
- B. Seclusion: Involuntary confinement of a student alone in a room or area from which the student is prevented from leaving but not including classroom timeouts, quiet rooms, in-school detentions/suspensions, or out-of-school suspensions.
- C. Time Out/Quiet Rooms: A behavioral intervention in which a student, for a limited or specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior.

III. Notification

The Platte-Geddes School District will notify the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion. This will be done within the school day if school is still in session that day.

IV. Prone Restraint

No employee of the Platte-Geddes School District will use the method of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when that use is necessary and reasonable in manner and moderate in degree.

V. Involuntary Confinement

No student will be placed in involuntary confinement in a locked room alone unless there is a clear and present danger

SHOW AND TELL:

Children love to bring items to school to share with their class. Most of the time this is no problem and we encourage children to share their prize possessions and interests with others. However, for the safety of the students and to prevent liability concerns we need to inform you of a few safety and health issues. Children should never bring guns, knives, sling shots, bow and arrows, etc. or any other item that could be interpreted as a weapon.

SCHOOL PHILOSOPHY AND VISION STATEMENT:

The Platte-Geddes Community School District seeks to have each person reach his or her personal potential and recognize the dignity and worth of others. Education must provide the leadership, tools and knowledge necessary to develop constructive ideals, attitudes, life skills, and aesthetic values characteristic of responsible citizens. The school will treat each individual fairly, regardless of race, color, religion, gender, or abilities.

The function of the school is to provide students with worthwhile educational experiences in an ever-changing global world. Through a comprehensive, balanced curriculum and co-curriculum, the school seeks to promote and develop the awareness that learning is a life-long process. The school strives to promote knowledge, life skills, values, and goal setting through learning experiences, and instill in the students their responsibility for reaching their full potential. The respect for the rights of others, authority, property, and laws are fundamental to our society.

The vision statement for the Platte Geddes Schools is that we are.....

“Preparing articulate, adaptable leaders and real world problem solvers for college, career, and life”

SCHOOL PICTURES:

Pictures will be taken during our open house on 2021.

SCHOOL VISITATION:

Parents are always welcome visitors at school, not only on special occasions, but every day. These visits give youngsters the feeling that they are “number one” and there is cooperation between parents and teachers. It is best to delay visits until school is fully in swing and students have had an opportunity to adjust to their new routine and program. Also, to maximize the effectiveness of the visit for you, you will wish to contact your child’s teacher to determine the day’s activities. While visiting in the classroom, keep in mind that children in class are easily distracted by conversation between adults. A discussion should be saved for a conference time that the teacher will be happy to provide. Students from different schools may visit the school with permission of the principal. Such visits will be limited to 45 minutes. The principal will suggest a time for the visit in order to hold disruptions to a minimum and to maximize the experience for the visitor.

STUDENT DROP-OFF AND PICK-UP

Students can be dropped-off at school beginning at 7:50. When dropping off your child, use the drop off lane on the east side of Iowa Ave. Do not drop your student off if you are driving south on Iowa Ave. The purpose of the drop off lane is to keep kids from having to cross the street. Drop off lanes are on the west and north sides of the elementary building.

When picking up your child do not park in the crosswalk and wait. Pull your vehicle as far ahead in the pick-up lane as possible. Do not leave your vehicle. Do not park in designated handicap parking areas, unless you are authorized to do so.

STUDENT PROGRESS REPORTS:

Communication is an important component between teachers, students and parents to provide the best education possible. It is strongly encouraged that parents with internet access utilize the Parent Portal of the DDN Campus system. Please contact the principal to obtain your username and password for access to the Infinite Campus site.

SPECIAL MESSAGES:

The most important work a teacher does is teach students. Therefore, classroom disruptions are held to an absolute minimum. If you need to visit with a teacher, please do so before or after school or write a note for an appointment. If you

need to give something to your child, please leave it at the school office; we will see that your child gets it during break time, without disrupting the class.

STUDENT DRESS:

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress which may be considered contrary to good hygiene or may be considered distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Clothing advertising alcoholic beverages, tobacco products or those with obscene or questionable printing will not be permitted in the school building. Students are required to wear footwear in the classrooms. We encourage children to wear shoes that provide them with safety and fun while on the playground. We discourage sandals and flip-flops, as these types of footwear are not appropriate for playground games and safety.

TARDINESS:

If your child is detained and you realize that he/she will be late, please write a short note of explanation. Every fifth tardy per semester, the student will be sent to the office to explain the nature of the tardiness. He/she will need to have a tardy slip signed by the principal to get back into class. The principal will determine if parental contact is necessary.

Teaching Staff

City	Home	School
Lacee Mills Half-Day K		337-2468
Nicole DeVries, K		337-2468
Regan Holleman , K		337-2468
Teresa Neuman, Gr. 1		337-2468
Amy Rolland Gr. 1		337-2468
Sandy DuFrain, Gr. 2		337-2468
Trisha Frandsen Gr. 2		337-2468
Phyllis Daum Gr. 3		337-2468
Darcie DuFrain, Gr. 3		337-2468
Kellie Brassfield, Gr. 4		337-2468
Donyelle Petersen, Gr. 4		337-2468
Nicki Nelson, Gr. 5		337-2468
Martha Patzlaff, Gr. 5		337-2468
Britanny Ruen Pre K-1 SPED		337-2468
Shawn Wynia, 6-8 SPED		337-2468
Lisa Millar, Title I		337-2468
Marla Tegethoff, Title I DC		243-2211
Carter Kemnitz, Physical Ed.		337-3391
Halie Kirwan, Vocal		337-3391
Adam Henning Instrumental		337-3391
Kristen Konechne, Guidance		337-2468
Lacee Mills, STEAM		337-2468
Kristi Allen, Reading Interv.		337-2468
Melissa Mounts, 1-5 SPED		337-2468

Rural	Home	School
Kalli Oolman, Platte Colony		726-3199
Donna Duba, CG Colony		337-3015
Brooklyn Van Zee P. Colony		726-3199
Jonna Vanderboom, CG		337-3015
Tristen Turnis, CG		337-3015

TELEPHONE:

The office telephone is for school business. Students may use the office phone only for important or emergency calls. Please discuss with your child what he/she is to do after school in the morning, so your child will not need to call after school. A telephone for student use is available in the foyer of the Armory. Students should not be using the telephone everyday to see where they are to go after school has been dismissed. That should be discussed before coming to school.

VISION STATEMENT OF THE PLATTE GEDDES SCHOOLS....(adapted in 2016)

“Preparing dynamic real world problem solvers for college, career, and life”

WEAPONS: The Federal Crime Control Act

The Crime Control Act is a federal law that puts severe penalties on people that distribute drugs or have possession of a gun(s) in the school or within 1000 feet of a school or a school playground. The penalty for distribution of illegal drugs is a minimum sentence of one year in jail. The punishment for gun violation is up to five years in jail and fines of up to \$5000. There are exceptions for guns possessed on private property and unloaded weapons in locked containers or locked firearm’s racks or a locked vehicle.

Note: It is illegal by South Dakota law for anyone to have in their possession, on school premises, any firearm, air gun or dangerous weapon.

NON-DISCRIMINATION POLICY

Title VI, Title IX and Section 504 Compliance Notice

“Students, parents, and employees of the Platte-Geddes Community School District #11-5 are hereby notified that this school does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools at the Platte-Geddes Community Schools, P.O. Box 140, Platte, SD, 57369 or by phone to (605) 337-3391, or to the Regional Director, Department of Education, Office of Civil Rights, 1244 Spear Blvd., Suite 310, Denver, Co 80202-3582”.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Platte/Geddes Community School District #11-5 charges a fee of 10 cents per page for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - ✓ School employees who have a need to know;
 - ✓ Other schools to which a student is transferring;
 - ✓ Certain government officials in order to carry out lawful functions;
 - ✓ Appropriate parties in connection with financial aid to a student;
 - ✓ Organizations conducting certain studies for the school;
 - ✓ Accrediting organizations;
 - ✓ Individuals who have obtained court orders or subpoenas;
 - ✓ Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, date and place of birth, participation in official activities, weight and height of members of athletic teams, and dates of attendance. If you, as a parent or eligible student, wish the Platte/Geddes Community School District not disclose directory information, please inform the school in writing as soon as possible. In addition, upon initial enrollment in a South Dakota school, Platte/Geddes Community School District will request all parents and eligible students to complete a form stating whether or not they give the school permission to release their child's social security number to the South Dakota State Department of Education.

All student permanent files are kept in the principal's office. For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact: **Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue. S.W.; Washington, D.C. 20202-4605**

BULLYING

SECTION 1 – Policy Statement

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities..

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and

B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyber bullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13- 32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - (1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - (2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - (3) to contact another person with intent to extort money or other things of value,
 - (4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be

based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent :

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;

- C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

BULLYING REPORT FORM

Date Form Completed: _____

Form Completed by: _____

Person Reporting the Bullying: _____

Address/Phone # of the Person Reporting the Bullying:

Nature of Complaint: (With specificity, identify the person(s) alleged to have bullied, the conduct which is the basis of the bullying complaint, when/where the conduct occurred, the person(s) alleged to have bullied, witnesses, and any other pertinent information):

—

—

—

—

—

—

—

—

_____ (use additional sheets if necessary).

Date

School Employee Completing the Bullying Report Form

Date

Person Reporting the Bullying

APPEAL TO THE SCHOOL BOARD

I/We Appeal Superintendent's Step 2 decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Superintendent's decision is wrong]:

ATTACH A COPY OF THE BULLYING REPORT AND THE PRINCIPAL'S DECISION.

Date

Complainant

Date Received

Superintendent

COMPLAINT AGAINST AN EMPLOYEE PROCEDURE

PURPOSE

Constructive criticism of the school and its employees will be welcomed by the administration and board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the school to do their tasks more effectively.

Whenever a complaint is made directly to the board, the administration, or the staff either as a whole or as individuals, the complaining person or group will be advised to take their concern or complaint to the appropriate staff member.

The board, administration, and staff believes that complaints are best handled and resolved administratively as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the complaint prior to involvement by the administration or the board.

This procedure is designed to provide a process for handling such problems that can not be solved in an informal manner. Efforts will be made to solve problems informally, which should begin with the complaining person visiting with the staff member.

Complaints, which cannot be solved informally, regarding the performance, conduct or actions of any employee shall be handled according to the following guidelines:

1. Anyone approached with a complaint shall inform the person or persons making the complaint of the proper method for registering the complaint. The proper channeling of complaints will be as follows:
 1. Educator/Staff Member
 2. Principal/Direct Supervisor
 3. Superintendent
 4. School Board
2. Complaints shall be in writing and signed by the party making the complaint.
3. The complaint shall specify the person or persons involved, the details of the alleged misconduct or reason for the complaint and supportive evidence will be supplied.
4. Complaints not filed following this policy, or complaints resolved at the informal level, will not be acted upon nor shall they be filed in the employee's personnel file or given any other official recognition.

PROCEDURE

1. Formal complaints against school personnel shall be made by completing "Complaint Against Employee Form A" and filing it with the appropriate building principal or superintendent.
2. Upon receipt of a signed complaint against any school employee, the principal or superintendent shall meet privately with the employee and shall provide the employee with a copy of the complaint and discuss the complaint. The employee should be given a "Response of Person Complained Against Form B" form, which may be completed by the employee and attached to the complaint.
3. After meeting with the employee, and if appropriate administrator feels that the complaint is grounds for further action or if the complaint is to be made part of the employee's personnel file, the employee must be informed of this in writing.
3. Upon written notification by the appropriate administrator, the employee shall have the right to request a meeting with the administration and the complaining party or to attach a written rebuttal to the complaint or both. The complaining party shall have the right to a copy of the employee's written rebuttal.
4. If the appropriate administrator, after the meeting with the employee and the complaining party, decides to recommend or record any further action, the employee shall be notified in writing of the discipline or reprimand. This process should not take longer than fifteen (15) working days.
5. Decisions of the appropriate building principal may be appealed to the superintendent. The superintendent will review the complaint and evidence, may hold a meeting with the employee or complaining party or both, and render his or her decision in writing within five (5) days.
6. Decisions of the superintendent may be appealed to the school board. The school board will take the matter up at their next regular board meeting.
7. Decisions of the school board may be appealed to the appropriate authorities.
8. Written notification will be provided the employee of all procedural steps and next levels to pursue.
9. Each employee, at the beginning of the school year, shall be apprised of the process outlined above.

Adopted: November 14, 1994

COMPLAINT AGAINST AN EMPLOYEE

FORM A

NAME OF PERSON MAKING COMPLAINT TODAY'S DATE

ADDRESS OF PERSON MAKING COMPLAINT

DATE OF ACTION CAUSING COMPLAINT

PHONE # _____

NAME OF PERSON OR PERSONS BEING COMPLAINED AGAINST:

WHAT ATTEMPTS HAVE BEEN MADE TO RESOLVE THIS COMPLAINT: _____

NATURE AND DETAILS OF

COMPLAINT: _____

(Attach another sheet if necessary)

SUPPORTIVE EVIDENCE AND WITNESSES:

(Attach copies of materials if necessary)

Signature of Person Making Complaint

RESPONSE OF PERSON COMPLAINED AGAINST

FORM B

TODAY'S DATE

DATE CONTRACTED ABOUT COMPLAINT

RESPONSE TO COMPLAINT:-----

(Attach Another Sheet if Necessary)

SUPPORTIVE EVIDENCE AND WITNESSES:-----

(Attach Copies if Necessary)

RECOMMENDATION

(To be completed by appropriate administrator)

----- I recommend no record or further action to be taken.

----- I recommend a record be kept but no further action to be taken.

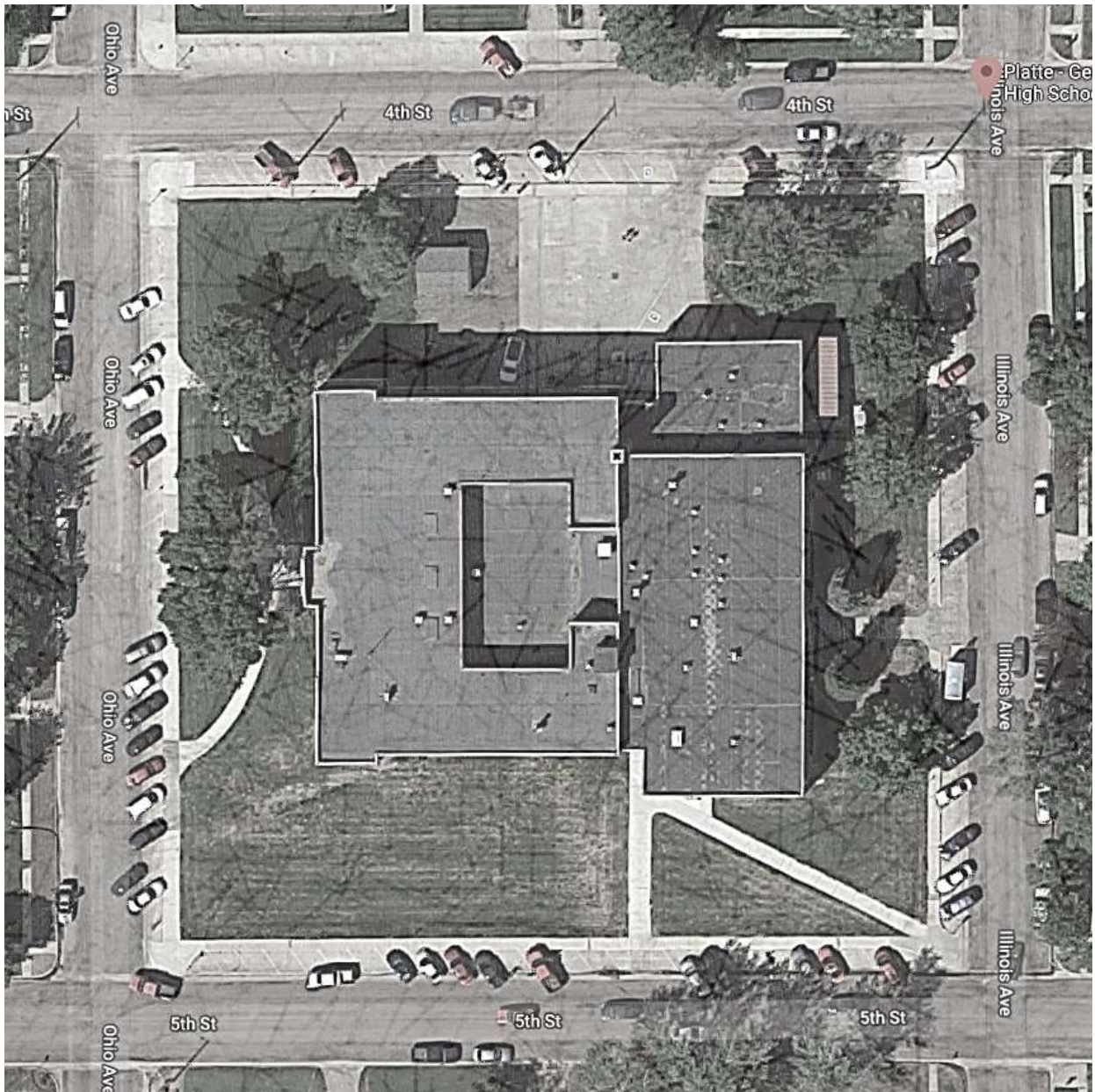
----- I recommend the following action be taken:

(Signature of Principal or Superintendent)

I have been informed of the complaint, I have been given an opportunity to respond and I have been informed of the above recommendation.

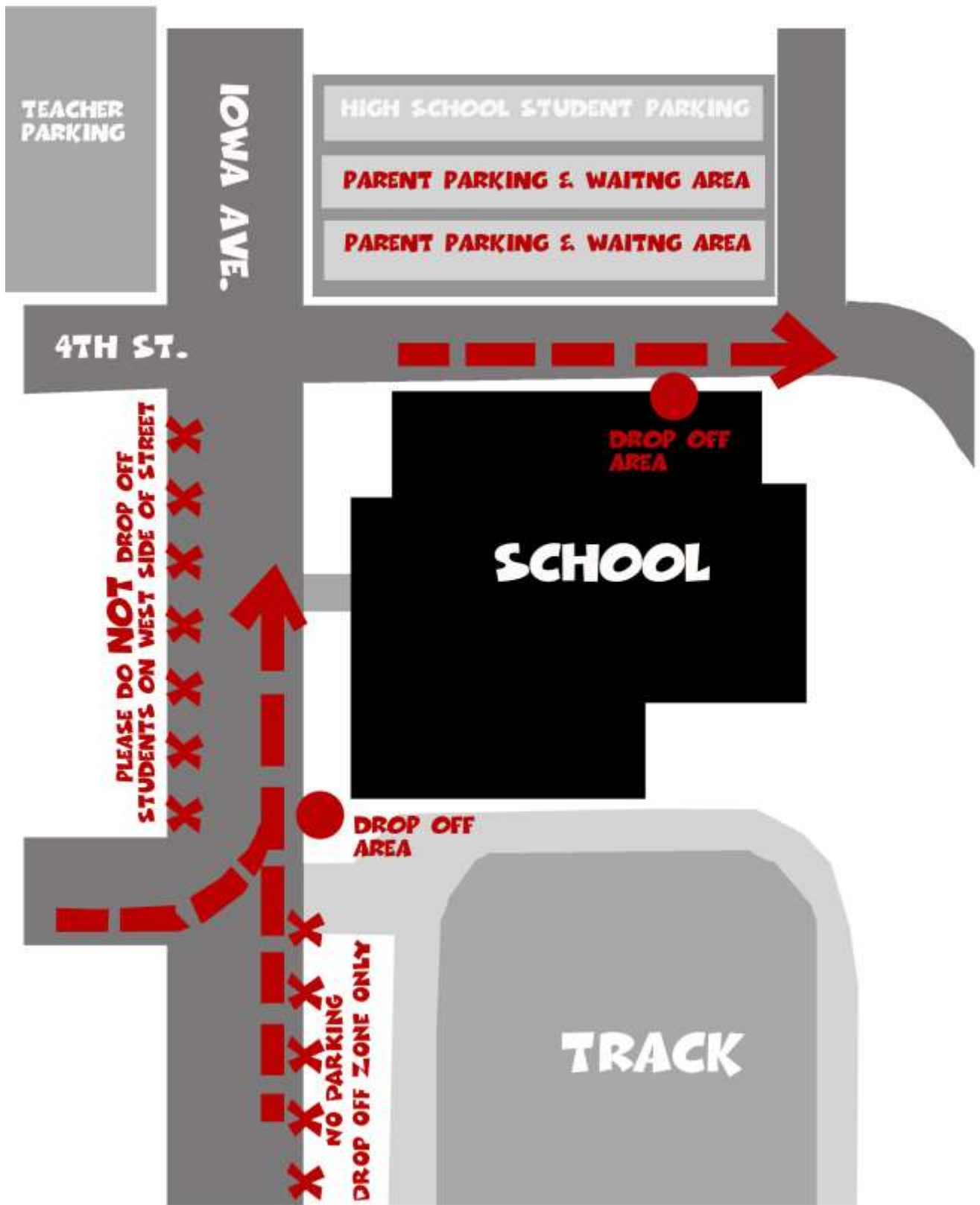
Signature of Employee

Date



The Platte-Geddes High School is a gun free zone at all times. The gun free zone spans from within the school building to the parking areas around the perimeter of the school. Any individual found in violation of the gun free zone will be turned over to the authorities.

Elementary Parent Drop off and Pick up of Students:



***I acknowledge that I have read the Platte Geddes
Elementary School Handbook and agree to support the
school rules and policies as stated therein.***

This form will be given to each elementary school child and should be signed by all students who are in elementary school as well as by a parent.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

*Elementary Handbook can be found on our website at <http://www.platte-geddes.k12.sd.us>