

**2022-2023**  
**MILLER ELEMENTARY**  
**AND**  
**MILLERDALE**  
**STUDENT HANDBOOK**



**“Learning Today For a Better Tomorrow”**  
**MILLER SCHOOL DISTRICT #29-4**

“Learning Today For A Better Tomorrow”

# MISSION STATEMENT

Our mission as a learning community is to prepare our students for the future by engaging them in their academic, artistic, physical and social development.

## FOREWARD

The student handbook has been prepared in order to give parents a concrete source of information about Miller Elementary School/Millerdale Colony School services, policies, and regulations that are essential to the efficient operation of our school. Please take some time to read through this handbook and become familiar with its contents. It is my hope that our handbook will be helpful to parents as they guide their children on the path to educational success.

The student handbook can also be found on the Miller School's website:

[www.miller.k12.sd.us](http://www.miller.k12.sd.us) .

Last year was a trying time for everyone due to the explosion, loss of curriculum and resources, and displacement of students and staff. I am proud to become a member of a community focused on student growth concerning their academic, mental, and physical capacities. I am looking forward to a great year for all of us to work as a team to foster the growth of your children and our students. Please feel free to contact me with any questions you have. I will do my best to answer them or find an answer.

*"Learning is their journey. Let them navigate. Push them to explore. Watch them discover. Encourage their questions. Allow them to struggle. Support their thinking. Let them fly!"*

Krissy Venosdale

Sincerely, Mrs. Boomsma-Kelsey (Mrs. B-K)

## PHILOSOPHY AND OBJECTIVES

### WE BELIEVE:

That education must provide the opportunity and incentive for each student to develop mentally, physically, morally, and socially to the fullest extent of his/her abilities. Education, then, is a means of continuance of life and is a force that must help the student develop ideals, attitudes, skills and aesthetic values in order that he/she may be able and desirous of becoming a contributing, worthwhile citizen of our democracy.

That education should recognize and make provisions for individual differences. The curriculum should take into consideration the environmental differences, interests, needs and abilities of each student in order that meaningful experiences will be presented to each student.

That a democratic people must be an educated people. The ever-changing society in which we live demands that we be able to change with it, making it necessary that we constantly evaluate, clarify, and revise school policies instructional methods, and total objectives.

That the instructional program of our school must be flexible enough to provide for the differences in individuals, and yet, it must be firm in its stand that minimum responsibility be met before students graduate.

That all activities under the direction and supervision of the school should be considered an integral part of the curriculum.

And finally, that the primary concern of the Miller Public School is to provide quality education fitting the needs of the community.

**MILLER SCHOOL DISTRICT #29-4**  
**Elementary Faculty & Staff**

**MILLER**

**TELEPHONE: 853-2711**

Jennifer Boomsma-Kelsey – Elem. Princ/SPED Dir.

Beth Palmer-Kinderstart

Jodi Baumberger-Kindergarten

Elizabeth Engle-Kindergarten

Katelyn Rick-1<sup>st</sup> Grade

Roxanne Stevens-2<sup>nd</sup> Grade

April Haigh-3<sup>rd</sup> Grade

Jennifer Gibson-3<sup>rd</sup> Grade

Karen Gesinger-4<sup>th</sup> Grade

Terice Kettelhut-4<sup>th</sup> Grade

Pam VanZee-5<sup>th</sup> Grade

Karren Rogers-5<sup>th</sup> Grade

Carrie Schumacher-6<sup>th</sup> Grade

Hillary Smith-6<sup>th</sup> Grade

Arlene Batin-Title I

Sandy Sivertson-Title I

Sherry Gross-Interventionist

Deb Beilke-Special Education/Skillbuilders

Karlie Harvey-Special Education

Katie Shipley-Special Education

Tina Pawlowski-Speech

Erin Kindle-SLPA/Special Education Aide

Josh Haaland-Physical Education

Trey Tiefenthaler-Physical Education

Christopher Iverson-Music

Collin Otteson-6<sup>th</sup> Band/Instrumental Music

Cleo Kleinsasser-6<sup>th</sup> Vocal Music

Laela VanZee-Administrative Assistant

Gary Price-Custodian

Kasey Cremer-Paraprofessional

Tammy Kaltenbach-Paraprofessional

Ashton Jandel-Paraprofessional

Tawhn Zubke-Paraprofessional

Leah Fanning-Paraprofessional

Macy Goebel-Paraprofessional

Breanna Kuehn-El/Colony Paraprofessional

**MILLERDALE      TELEPHONE: 853-3680**

Sarah Bertsch- K-2<sup>nd</sup> Grades  
Rebecca Gross – 3<sup>rd</sup> - 8<sup>th</sup> Grades  
Darcy Noack-Paraprofessional

**SCHOOL CALENDAR FOR 2022-2023**

First Day August 18, 2022  
First Day for Kinderstart and Kindergarten August 22, 2022

Each day missed for bad weather must be made up to a maximum of 10 days.

**NO SCHOOL**

State Fair	September 2, 2022
Labor Day	September 5, 2022
Following Conferences	September 30, 2022
Native American Day	October 10, 2022
State Football	November 11, 2022
State Volleyball	November 18, 2022
Thanksgiving	November 23-28, 2022
Teacher In-Service	November 29, 2021
Christmas	December 22 – January 4, 2023
Teacher In-Service	January 3-4, 2023
Martin Luther King Day	January 16, 2023
Following Conferences	February 10, 2023
Presidents' Day	February 20, 2023
State Wrestling	February 24, 2023
State Girls' Basketball	March 10, 2023
State Boys' Basketball	March 17, 2023
Good Friday	April 7, 2023
Easter Monday	April 10, 2023
Easter Break	April 11, 2023
Miller Invitational	May 2, 2023

**EARLY DISMISSALS**

Parent-Teacher Conferences-12:30 pm      September 29, 2022

Christmas Break Dismissal-2:00 pm  
Parent-Teacher Conferences-12:30 pm  
Last Day of School-2:00 pm

December 21, 2022  
February 9, 2023  
May 17, 2023

### SCHOOL HOURS

The start of the school day for Miller Elementary students will be 8:20 am. Students will report to their classrooms at this time to get materials out and get settled before the morning announcements, birthdays, and Pledge of Allegiance at 8:30. **Students should not arrive at school until 8:00 am.**

**Miller Elementary will dismiss at 3:30.** All students must leave the school building by 4:00 p.m. so teachers have adequate time to prepare lessons for the next day.

### LUNCH

Lunch periods vary and are generally scheduled between 11:00 A.M. and 1:00 P.M.

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Grades	Lunch Hour
KS-1 <sup>st</sup>	11:00-11:25
2 <sup>nd</sup> -3 <sup>rd</sup>	11:30-11:55
4 <sup>th</sup> -5 <sup>th</sup>	12:00-12:25
6 <sup>th</sup>	12:25-12:50

Millerdale Colony will schedule a lunch period which is appropriate to their needs.

## LUNCHROOM GUIDELINES

1. All kindergarten through grade six students are expected to eat lunch in the lunchroom.
2. All students eating in the lunchroom will remain seated until dismissed by the supervisor.
3. Boisterousness or unruly conduct at the school lunchroom will be corrected by the supervisor.
4. Each group will be expected to leave the lunchroom as clean as when that group arrived.

## RULES FOR LUNCHROOM

1. Walk – NO RUNNING!
2. Talk in low voice – no shouting.
3. Hands and feet to yourself-respect each other's space.
4. No throwing or smashing of food.
5. Follow traffic directions.
6. No sharing of food.
7. If you bring a lunch, it must be eaten in the lunchroom.

## IF YOU BREAK THE RULES IN THE LUNCHROOM

1. You will be reprimanded by the supervisor. The supervisor will report the behavior to your classroom teacher.
2. Your first offense will be handled by the supervisor and classroom teacher.
3. Your second offense will be handled as in #2 except the principal will be notified. The principal will notify your parents.
4. Your third offense will be handled as in #3; however, the final result may be suspension from the lunchroom.

## NOT EATING AT THE LUNCHROOM

All K-6 students who eat lunch somewhere other than the school lunchroom **must be accompanied by an adult** (parent, guardian, grandparent, adult brother/sister, other adult relative, or another parent). This means the adult who will be taking the student(s) to lunch will need to pick them up at school. The child will not be allowed to walk to a meeting place.

Please call the school or send a note to your child's classroom teacher if you plan on having your child go elsewhere for lunch. If someone other than a parent/guardian will be taking your child to lunch, please state that in your phone call or note. A student will only be able to go with their parent/guardian unless it is stated in the phone call or note.

School Breakfast Fee:

K- 6 Grade	\$1.90
7-12 Grade	2.00
Reduced	.30
Adults	2.15

School Lunch Fee:

K-6 grade	\$3.00
7-8 grade	3.10
9-12 Grade	3.20
Reduced	.40
Adults	4.10
Seconds	1.75
Milk	.50

FREE AND REDUCED LUNCH FORMS

The federal government provided funds last year for students to receive free lunch. That program is no longer in effect, so each family will be expected to pay for their child/children's breakfast and lunch items. PLEASE fill out a free/reduced lunch form, even if you think your family may not qualify, as the school receives additional funding dependent upon the number of students that qualify for free or reduced lunches. Be assured that this information is kept confidential, and the higher number of students that we have on free/reduced meals, the more funding the school may receive.

UNPAID LUNCH BILLS

The Miller School District's expectation is that parents and guardians will prepay for their student's lunches. Payments can be made online or through the Business Office. In the event that a student has a negative account balance, the Miller School District will mail lunch bills monthly and with an additional notice when it is in excess of \$100. Should the account be past due and in excess of \$300, the Miller School District may turn the bill over to small claims for processing. If the bill is past due and is either in excess of \$500 or 60 days past the final day of the student's enrollment, the bill will be turned over to collections. Parents and guardians will be



responsible for any finance charges/fees that are accumulated as the result of small claims or collections processing.

## ENTRANCE AGE

### Kindergarten:

All children entering kindergarten for the first time must be five years of age on or before September 1.

When a child has been enrolled in kindergarten prior to moving to the district and does not meet South Dakota entrance age requirements, a conference involving the building principal, the teacher, and the parent will be held. The parent will be informed that the child will be placed in kindergarten on a trial basis until such time as the principal and teacher can determine whether the welfare of the child can best be served by retaining him in school or by withholding admission until the following school year. In most cases, the trial period will not exceed two or three weeks. All kindergarten students must be immunized before coming to school.

### First Grade:

All children entering first grade must be six years of age before September 1. A parent may request a waiver of compulsory attendance requirement under the age of seven years of age. First grade transfer students who do not meet state age requirements will be handled in the same manner as the kindergarten students. A student not yet prepared for first grade may be placed in kindergarten.

Proof of birth date will be required by submitting a certified copy of the child's birth certificate or affidavit. The school will make a copy of the original and place it in the school files.

## ATTENDANCE POLICY

Every person having control of a child who is six years old by the first day of September and who has not exceeded the age of sixteen shall cause the child to regularly and annually attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session until the child reaches the age of eighteen years, unless excused as provided in this chapter.

Any child under age six enrolled in any elementary school or kindergarten program is subject to the compulsory attendance statutes of this state. A waiver of the compulsory attendance requirement for children under the age of seven years of age shall be granted by the school district upon the request of the parents.

No student will be denied the right of attending school without due process of law.

The Board of Education and faculty of the Miller School District #29-4 believe that one of the things necessary for scholastic achievement is regular attendance.

It is imperative for the academic growth of children that they attend school regularly. The amount of growth that students experience during their early years is immense, and to be able to properly educate children we need them in school as much as possible.

It is our duty as parents and teachers to set the example as well as insist that each student attend school every day; we also realize, however, that absences will occur. Absences which do occur will be categorized in the following manner:

(1) EXCUSED and (2) UNEXCUSED

### I. EXCUSED ABSENCES

- A. Illness of the student that is serious enough as to make attendance at school unsafe, or harmful either to the student or to others. (A doctor's statement may be requested by the Principal. Optical and dental appointment verification may be required.) If your child/children miss school for a medical, optical, or dental appointment please bring a note from the provider when your child returns to school.
- B. Death or serious illness in the student's immediate family
- C. Inclement weather (rural students)
- D. Observance of religious holidays
- E. A student may be excused for certain other reasons:
  - 1. Other nationally recognized youth programs
  - 2. Other exceptional reasons with advance approval of the administration
  - 3. Parental request – The school realizes that parents may wish to have their sons/daughters excused from school at their request. Parental requested absences will be limited to five (5) times per semester. Should parental requested absences exceed five (5) per semester, make-up work will no longer be given unless prior arrangements have been made through the principal's office.

### II. UNEXCUSED ABSENCES

10. Any absence which does not meet the requirements as listed under I. above, and therefore does not have school authorization.

\*\*Each student's attendance is tracked by the minute. Every minute counts in order to maximize learning opportunities!

### III. PROCEDURE

The parent/guardian must either call the school or provide a written and signed excuse stating the reason for the absence.

- A. Teachers are required to make a FAIR WRITTEN assignment for each absence no matter what the reason for the absence (unless parental requested absences have exceeded five (5) per semester and no prior arrangements were made). If the make-up work is not completed by the end of the nine week period, the student will receive an "I" grade and it can revert to

an “F” grade if not completed 2 weeks after the nine week period is over. There shall be no exception to this procedure.

- B. Students must be in school the day that they are to participate in a school event unless personally excused by the principal.

### ABSENCES (TOTAL DAYS)

- When a student has been absent a total of **8 days** in any semester, the parent/guardian will be notified by letter to make them aware of the school’s concern.
- When a student has been absent a total of **10 days** in any semester, the parent/guardian will again be notified by letter. Future student absences in the current semester will require a doctor’s note.
- When a student who is under the age of 18 reaches **12 total days** absent for a semester, the State’s Attorney will be contacted and truancy proceedings will begin.

LEGAL REF: SDCL 13-27-1

### TARDINESS

Punctuality is an important lesson for a pupil to learn. All children are expected to be on time. Parents are asked to cooperate fully in this matter. A good school citizen takes pride in an excellent attendance record. A student will be counted tardy if they arrive at their classroom after the 8:30 bell or if the student is late coming back from lunch. In the event a student accumulates 10 or more tardies in a semester, a referral to the district’s truancy officer will take place and further action will ensue. Students riding the bus and who are late because of bus trouble or poor road conditions will not be counted tardy.

### EFFECTIVE SCHOOL DAYS

There will be teacher in-service scheduled August 15 & 16 and January 3-4. There will be no school on these days.

### TELEPHONE CALLS AND MESSAGES

Telephone messages from parents which are to be relayed to their children should be kept at a minimum. Teachers and pupils are not to be called from class to answer the telephone except in cases of emergency. The telephones should not be used by elementary pupils for inconsequential arrangements for after school play, forgetting PE clothing or other items, etc. Parents are asked to impress upon their children the necessity for restricted use of the school telephone.

### CELL PHONES

There will be no use of cell phones in school. If a student needs to carry a cell phone back and forth to school in order to communicate with his/her parents, the phone must be turned off during school hours and kept in a backpack.

## CLASSROOM VISITATION

Classroom visitation by parents is encouraged. **Please check in at the office when you arrive at school.** Because of the schedule and flexibility of each classroom, parents are encouraged to contact the teacher before a visitation is made.

Other children will not be permitted to “visit” in the classrooms. This includes brothers, sisters, friends, and relatives. If you have questions regarding visitation, contact the principal.

## MONEY AND VALUABLES

Children are discouraged from bringing large sums of money or valuables to school.

## MARKING CHILDREN’S CLOTHING

Many children wear similar pieces of clothing, so it is helpful to have mittens, caps, jackets, etc., marked with their names. Lost articles should be reported immediately. A lost and found box is located by the principal’s office in the elementary. Please check this if you are missing items.

## BICYCLES

Riding bicycles around the school premises at recess periods, noon, or immediately after school is dismissed is prohibited because of the danger to other pupils in a crowded area. School officials cannot be responsible for bicycles lost at school. Skateboards are not allowed on the school grounds. Parental cooperation is appreciated. All bikes should be parked in the bike rack during school hours.

## BIRTHDAY/OTHER PARTIES

No invitations will be distributed at school unless all students (or all boys or all girls) in the class are invited. If you are picking up only a select few students from the class after school to attend a party, please try to do so in a discreet manner.

## PLAYGROUND

There will be playground supervision during recesses only and all supervision will be discontinued at 3:45 in the afternoon. Pupils are to leave the school grounds once school is dismissed. All students must leave the building by 4:00 p.m. Pupils should not bring hard balls, any kind of play guns, water pistols, or pocket knives to school for play purposes for safety reasons. All tackling games or games involving hard body contact cannot be permitted on the playground. Throwing snowballs on the school grounds or around the buildings is dangerous and will not be allowed. **\*\*Insubordination or failure to follow playground rules set forth by the**

supervisor may result in walking “The Green Mile” (perimeter of the playground for the remainder of the recess or upcoming recess).

### OPEN GYM PARTICIPATION RULES

Open gym is defined as any use of gym or facilities by anyone not under the direct supervision (school district coach) at the actual time of the use of the gym or facility. The school reserves the right to designate or limit times of usage and to impose regular rules on everyone! Please pay user fees in advance to the school office, school coach, or custodian on duty. Your name will then be placed on the membership roster.

### Gym User Fees

Family	\$ 65.00
Adults	\$ 40.00
Students Grade 3-College	\$ 25.00
Sr. Citizen (62 & over)	\$ 30.00
Per Day	\$ 5.00

### Admission-Senior High Activities

Adults	\$ 5.00
Students	\$ 3.00

### Admission-Junior High Activities

Adult/Students	No Charge
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### Football Parking/Ticket Fees

Football Seasonal Parking	\$ 65.00
Includes (2) admission	

### Season Passes

20 Punch Adult	\$ 90.00
10 Punch Adult	\$ 47.50
20 Punch Senior Citizen (62+)	\$ 70.00
10 Punch Senior Citizen (62+)	\$ 37.50
20 Punch Student	\$ 50.00
10 Punch Student	\$ 27.50

### Athletic Yearly Season Passes

Adult	\$125.00
Senior Citizen	\$100.00
Student	\$ 75.00

### HOMEWORK

Homework assignments are a necessary part of an educational program. A quiet study area at home, designated for your child to do his/her homework, is also a necessity.

The amount of homework that students have will vary with the grade level, the teacher, and the subjects involved. If your child is bringing home large amounts of work on a regular basis and it becomes a concern, please consult your child's teacher.

### PROGRESS REPORTS

Progress reports for students in grades K-6 will be handed out the fifth week of each quarter. These reports will let parents know how their children are doing in their academic work.

### PROPER DRESS

Suitable attire will be worn to school and also when representing the school at an out-of-town activity. Students are asked to be well-groomed and appropriately dressed. Student appearance reflects upon the school and community. If the garment exposes too much, students may be asked to change.

#### Appropriate dress:

Shirt, blouse or T-shirt

Dress slacks or jeans

Regular shoes or tennis shoes

Caps may be worn to and from school, but the wearing of caps in school is not permitted.

\*Tennis shoes must be worn for PE. Boots, flip flops, etc. will not be acceptable forms of dress for PE. Tennis shoes are strongly encouraged for playground use.

#### Inappropriate dress:

Clothing with suggestive or derogatory pictures, phrases, or advertising of alcohol, tobacco or drugs

Cut up or torn clothing

Short shorts or short skirts (**shorts/skirts must reach to the end of your fingertips when arms are extended**)

Midriff tops, spaghetti strap tops, halter tops, razor back tops

Bare feet

Clothing that causes a distraction, is unsanitary, or presents a safety hazard

If dress is inappropriate, students will be asked to go home to change. All dress code decisions are up to the principal's discretion.

### INITIATION

Initiation or hazing of students shall not be permitted.

### MEDICATION

If medication is required for students in order to help them function in the school setting, the parent/guardian should contact the principal for further guidelines. Paperwork will need to be completed and signed in the school office before meds can be administered in school. (See pages 42-43.) **Please send no more than 30 pills at a time.** All medication must be stored and administered in the school office. Students will not be allowed to carry medication with them or take medicine at school without appropriate supervision.

### OTHER HEALTH ISSUES/GUIDELINES

Head lice – After proper treatment, student may return to school when there is no evidence of remaining lice.

Impetigo – When sores have crusted over, student may return to school.

Strep– Student may return to school 24 hours after being placed on medicine.

Fever – Student should be fever free (without fever reducing medication) for 24 hours before returning to school.

Pink Eye – Once on antibiotic eye drops, student may return to school the next day.

Influenza – The child is contagious one day before symptoms start and for 5-7 days after onset of symptoms. The child will be excluded from school for at least 5 days and until fever and behavior changes are no longer present.

Chicken Pox – When all scabs are dry and there have been no new pox for 2 days, student may return to school.

### IMMUNIZATIONS

It is required by the State that any child entering kindergarten must have completed the following immunizations: 4 DPT (one after the age of 4), 3 polio (one after the age of 4), 2 MMR, and 2 chicken pox. Contact your family physician or Renae Simons, County Health Nurse, with any questions.

6<sup>th</sup> Grade Requirements – All incoming 6<sup>th</sup> grade students are required to be vaccinated with one dose of Tetanus, Diphtheria, and Pertussis vaccine, also known as Tdap and one dose of meningococcal vaccine, also known as MCV4. Both of these vaccines should be received on or after the 11<sup>th</sup> birthday. This requirement will be deferred for students that have not yet reached their 11<sup>th</sup> birthday. On the 11<sup>th</sup> birthday the requirement would apply. Please visit with your physician or your local community health nurse to see if your child needs these and other recommended vaccines.

### ALCOHOL, TOBACCO, AND ILLEGAL DRUGS

There shall be NO use of alcoholic beverages or illegal drugs anywhere on the school premises.

## TOBACCO POLICY

The Miller School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use.

All areas of school property and all student activities are tobacco-free, without exception. This includes the building, grounds, and Miller School District owned vehicles. Tobacco products and organizations will not be promoted, featured, sold or given away on any school property or at any student activities.

Signs stating the policy will be clearly posted on the perimeter of the property, at all entrances, and other prominent places. No ash trays or other collection receptacles for tobacco trash will be placed on the property.

Enforcement of this policy is the shared responsibility of ALL Miller School District personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy with Miller citizens and visitors. If difficulties arise with compliance of this policy, notify administration.

Incidents of smoking and/or tobacco use by employees or students are to be documented for administrator follow-up, as well as evaluated for trends and patterns of non-compliance. Administration will determine consequences on an individual basis.

Any questions regarding the tobacco policy should be directed to the Miller School District.

Adopted 3-12-12 Effective Fall of 2012  
LEGAL REF: SDCL 34-46-2

## STUDENT COMMUNICABLE DISEASES

Students who are afflicted with a communicable contagious and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school.

The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal, building administrator or designee. In situations where the decision requires additional expertise and



knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making.

The advisory committee may be composed of:

1. A representative from the State Health Department
2. The student's physician
3. The student's parents or guardians
4. The principal or designee
5. The school health service's supervisor
6. The superintendent or designee
7. Primary teachers

In making the determination, the advisory committee shall consider:

1. The behavior, development level and medical condition of the student
2. The expected type(s) of interaction with others in the school setting
3. The impact on both the infected student and others in that setting
4. The South Dakota Department of Health guidelines and policies
5. The recommendation of the County Health Officer

The advisory committee may officially request assistance from the State Department of Health.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal.

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and

work areas, maintenance, cleaning, and other personal hygiene measures are part of creating a healthy environment.

LEGAL REF: SDCL 13-28-7.

## DISCIPLINE

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline procedures may vary according to the individual child and/or the severity of the problem.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place associated with the school and at any time. If necessary, contact to parents will be made. An office referral form will be filled out and kept on file by the principal.

## FIVE BASIC SCHOOL RULES

Adopted by Miller Elementary Student Council – Fall, 2012

1. Protect the bubble.
2. Protect school/private property.
3. Protect each other.
4. Clean language
5. Do your best.

“Rustler Reward” tickets will be distributed by staff to recognize and promote positive student behavior. “Rustler Reward” tickets earned by students will be collected in the office and entered into a weekly drawing for prizes.

You are welcome to visit our school anytime. We are available to discuss your questions, concerns, and/or comments about Miller schools.

## STUDENT CONDUCT

Disturbance of school as misdemeanor: A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

LEGAL REF: SDCL 13-32-6

Any of the following actions will subject a student to suspension, expulsion, or other school disciplinary measure:

1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object.
5. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. There shall be no use of electronic cigarettes or like products.
6. Knowingly using or copying the academic work of another and presenting it as his own without proper attribution.
7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program.
8. Intentionally violating the computer network/Internet Acceptable Use Policy.

In addition to school disciplinary measures, some of the above actions are subject to punishment through civil authorities.

### BULLYING POLICY

The Miller School Board (District 29-4) is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The Miller School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the board's collective bargaining agreements. *\*\*This policy and its regulations as well as all required forms are available on the Miller School website: [www.miller.k12.sd.us](http://www.miller.k12.sd.us)*

GRADING PROCEDURE - For consistency, the marking system will be as follows:

- |                                   |  |
|-----------------------------------|--|
| K, 1 & 2                          | S+, S, S-, P+, P, N, and U will be used for all subjects.<br>Interpretations of letters: S+ = excellent progress,<br>S = satisfactory, S- = not quite satisfactory, P+ = marginal,<br>P = progressing, N = needs improvement, and U = unsatisfactory |
| 3 <sup>rd</sup> – 6 <sup>th</sup> | A, B, C, D, and F will be used in all subject areas.   |

Percentage Grades - Percentage grades in all grade levels will be converted using the following table:

100 - 93 = A

92 - 85 = B

84 - 77 = C

76 - 68 = D

67 - 0 = F

In order to pass the basic subject area, a student must achieve an average of at least 68%.

Grade Point Values - Grade point values will be converted using the following table:

A = 4 range = 4.0 - 3.6

B = 3 range = 3.5 - 2.6

C = 2 range = 2.5 - 1.6

D = 1 range = 1.5 - 0.6

F = 0 range = 0.5 - 0.0

Range for converting grade point average to a letter grade

Nine Weeks Grades - Nine weeks grades will be determined as follows:

K – 3<sup>rd</sup> Will be determined by the average daily grade (tests included)  
4<sup>th</sup> – 6<sup>th</sup> Daily grade average will have 2/3 value, the average of the accumulated tests during the nine week period will have 1/3 value.

If assignments are not completed by the end of the grading period, the student will receive an “I” grade, and it will revert to an “F” grade unless the work is made up two weeks into the following nine week period or two weeks after the end of the school year.

### STANDARDS FOR PASSING GRADES K, 1, 2, & 3

The student must have a passing grade in reading the fourth quarter and two of the three other quarters.

The student must have a passing grade in mathematics for three of the four quarters.

### STANDARDS FOR PASSING GRADES 4, 5, & 6

The student must have a passing final (average) grade in 5 of the following subjects: reading, mathematics, language, spelling, science, and social studies. They must also have all assigned work completed before advancing to the next grade.

### SPECIAL EDUCATION

Special Education is a program which is available to students within the Miller School District for children birth to age 21 years old who have been identified as being a child with a disability. The school follows the intent of the Individuals with Disabilities Education Act. If a child is suspected of having a disability, the child can be referred for evaluation by the child's parent or classroom teacher. For preschool children the referral can be made by medical personnel, preschool teachers, county health nurse, and/or parent. Once the child has been referred, the child will be evaluated in the areas of suspected disability. The school and parent will work together to determine the area of concerns that need to be evaluated. If the child is determined to be a child with a disability and the parents consent to placement, an Individualized Education Plan (IEP) will be developed to meet his/her individual educational needs. Modifications and/or accommodations can be made according to the individual needs of the child.

The child must qualify for Special Education services. Eligibility categories include:

1. Autism
2. Deaf-Blindness
3. Deaf
4. Hearing Impairment
5. Multiple Disabilities
6. Orthopedic Impairment
7. Other Health Impaired  
(possible impairments include ADD/ADHD, heart condition, leukemia, etc.)
8. Developmental Delay
9. Emotional Disturbance
10. Specific Learning Disability  
(areas include reading, written expression, math, oral expression, listening comprehension)
11. Traumatic Brain Injury
12. Visual Impairment
13. Speech and Language Impairment  
(Articulation Disorder, Fluency Disorder, Voice Disorder, and/or Language Disorder)
14. Cognitive Disability

If a child birth to 5 years old is suspected of delays in social, cognitive, motor, speech/language or self-help skills they can be referred by contacting the Elementary Office, Birth to 3 Connections, or Skillbuilders Program. Preschool specific categories include:

1. Developmental Delay (Part C)
2. Prolonged Assistance

Miller School follows the qualifying criteria for eligibility according to the South Dakota Special Education Guidelines.

The following Special Education documents are available for public inspection at the Miller School Business Office (Monday through Friday 8:00 a.m. to 4:00 p.m.):

1. Special Education Comprehensive Plan
2. Application for Federal Funds
3. Monitoring Report

#### TITLE I READING AND MATH PROGRAMS:

Beginning in August of 2021, Miller Elementary School began using a School Wide (SW) Title I approach.

#### **School-Wide title I Program:**

All K-6 students will be tested 3 times per year (fall, December, and April) using the AIMSWEBPlus online testing product. The Title I programs are highly individualized. Children differ in their learning potential, and achievement must be judged in relation to the child's learning capacity. The purpose of the Title reading and math programs is to correct poor habits and to improve the children's skills until they have reached their full potential.

#### MILLER TITLE I PARENT INVOLVEMENT POLICY

- I. Miller Title I insures parents that their child will receive adequate opportunity to meet their learning needs.

The following activities may be included in the program:

- A. Notifying a child's parents that the child has been selected to participate in Title I.
  - B. Informing parents that Title I activities and regular classroom activities will be coordinated.
  - C. Reporting a child's progress to their parents.
  - D. Providing materials and suggestions to parents upon request to help them promote the education of their children at home.
- II. Miller Title I will hold at least one formal parents' meeting during the school year. Another meeting opportunity is parent-teacher conferences. A parent may request a meeting with the Title I staff at any time during the school year.

Advisory plans may include:

- A. Information concerning the Title I program plans and evaluations.
- B. Involvement of parent's suggestions in planning, developing, and implementing the program and plan.

- C. Opportunity for parental input to achieve objectives.
- D. Training programs for teachers and parents.

A survey for Title I parents may be sent home at the end of the school year. Information requested from parents will include: strengths and weaknesses of the Title I program, changes needed on the Parent Involvement Policy, and suggestions for improvement.

### **PARENTS RIGHT-TO-KNOW**

#### **Parents Right-to-Know - Title I Part A, Section 1111 (h) (6)**

At the beginning of each school year, any school receiving Title I funds shall notify the parents of each student in their district and let them know that they may request, and the school will provide the parents in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum the following:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. -

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.  
(Authority to Act)

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request additional information on the level of achievement of their child in each of the state academic assessments.

If you would like this information, please send a letter to the school superintendent – Mr. Eric Norden, PO Box 257, Miller, SD 57362, and your request will be answered.

#### **WHAT CAN I, AS A PARENT, DO TO HELP MY CHILD AT SCHOOL?**

##### **Some Suggestions:**

1. Give children a chance to talk, express their ideas and describe their experiences.
2. Learning to listen is most important. A child's ability to learn is improved by his/her feeling that his/her ideas are valued.
3. Provide a variety of experiences that will enrich your child's life and develop curiosity about the world around him/her--visit parks, beaches, zoos,

sports events, hikes, camping trips, concerts, art galleries, farms, factories, science fairs, historical sites, government and industrial centers. Then let him/her discuss his/her observations and reactions.

4. Show an interest in the child's work.
5. Become acquainted with your child's teacher.
6. Insist on adequate sleep and rest on nights preceding a school day, and moderation in viewing evening television programs.
7. Take pride in an excellent school attendance record of the child.
8. Encourage the child to work up to the limit of his/her capabilities.
9. Encourage a favorable attitude toward academic learning. Cooperate with the school to establish desirable attitudes toward school life.
10. Try to avoid criticism of the school programs and personnel before the child.
11. Try to not get caught up in gossip and other's school problems. Make your own judgment and come to school and visit with the appropriate school personnel if you have a question or concern.
12. Respond promptly to requests for parent-teacher conferences.
13. Visit the teacher or principal to clear up any suggestions regarding your child's school experience.
14. Don't become discouraged. The improvement of some learning difficulties may be a slow process. There is hope of considerable improvement even after children reach high school.

#### Specific Suggestions for Reading and Math:

##### Reading:

1. Develop a pleasant association with reading by letting children see the adults around them enjoying it.
2. Start at the beginning. Setting the foundation for reading success is necessary before your child begins first grade, and will be crucial to academic achievement in a variety of subjects. Research shows that reading to children as early as infancy can give them a strong base for language concepts and cognitive skills related to print. Introduce your children to colorful story and picture books to foster a love of reading. Establish a routine; reading stories at bedtime is a cozy way to promote literacy.
3. Explore your neighborhood library together. Take your children to the local library and introduce them to the wide selection of books, newspapers, magazines, and story-telling programs that they have to offer. Also, don't forget that your library's computer provides the perfect opportunity to introduce your children to the Internet. Go online with them and show them how to do research for school projects and papers.
4. Enroll your children in after-school, child care, or summer programs that reinforce reading skills.
5. Be a "study buddy." You can help your child organize information, look for key ideas in books, and practice reading out loud. Point out everyday tasks



like interpreting instructions, recipes, and road signs that require solid reading skills. Be sure to have plenty of interesting reading materials at home such as books, magazines, and newspapers to encourage your child to read more frequently. Practice makes perfect.

6. Ask for help. If your child is having difficulty with reading, speak with your child's educator about having the problem addressed.
7. Rhyme to reason. Giving children experience with rhyming is an effective way to build phonemic awareness and requires children to focus on the sounds inside words.

#### Math:

1. Regardless of your own experience with school mathematics, you can encourage your child to develop a love of math through supporting his/her performance, helping with school projects, and discussing their homework. Help him/her appreciate how a strong foundation in math can lead to great opportunities in the future.
2. Make math fun. Spend time with kids on simple board games, puzzles, and activities that encourage better attitudes and stronger math skills. Even everyday activities such as playing with toys in a sandbox or in a tub at bath time can teach children math concepts like weight, density, and volume.
3. Mix in math. The kitchen is filled with tasty opportunities to teach fractional measurements, like doubling and dividing cookie recipes.
4. Use real world examples to teach math. Point out ways that people use math every day to pay bills, balance their checkbooks, figure out their net earnings, make change, and tip at restaurants. Involve older children in projects that incorporate geometric and algebraic concepts like planting a garden, building a bookshelf, or figuring how long it will take to drive to your family vacation destination.
5. Prepare them for a profession. Let kids know what vocations require a sound base in mathematics. Careers in carpentry, landscaping, medicine, pharmacy, aeronautics, and meteorology all require strong math skills. Let them know that they too can be successful in math.
6. Encourage children to solve problems. Provide assistance, but let them figure it out themselves. Problem solving is a lifetime skill.

We as parents and teachers should strive to MAKE LEARNING A SUCCESSFUL EXPERIENCE.

**MILLER ELEMENTARY PROGRAMS TO ENHANCE ACADEMIC SUCCESS**

## RtI

In the fall of 2010, Miller Elementary School implemented RtI (Response to Intervention). This program is designed to help our students achieve reading and math success early in their academic careers. It is a process that provides intervention and educational support to all students. Miller Elementary School's RtI model includes children in grades K-6. There are three tiers of intervention, each tier building upon another, each offering more intensive levels of support. All Miller students in grades K-6 are given an academic screening test three times throughout the year (beginning, middle, end). This screening helps to identify students that may be "at risk" for not meeting grade level standards. Once students have been identified, they may receive extra instruction in reading skills.

## BAD WEATHER AND ROADS

SITUATION 1 - Inclement weather is threatening or apparent and the opening of school for the day is questionable.

### PROCEDURE:

- A. The superintendent will make calls to or receive calls from the board members located in the various rural areas of the school district to assess the weather condition in their respective areas.
- B. The superintendent will call or receive calls from Doyle Foreman, bus owner, and the County Highway Superintendent.
- C. The superintendent will then make a decision based on the weather conditions observed and the advice and recommendations thus obtained.
- D. If the weather is inclement or threatening only in a particular rural area of the district, the school board member representative of that area shall make the decision on whether or not to operate that school for the day. The patrons, teacher and principal involved should be notified.
- E. If inclement conditions prevail for an extended period of time, procedures for the operation of the various schools on a day to day basis will be employed.
- F. In all cases, the final decision as to whether or not to send children to school on questionable days shall rest with the parents.
- G. If the decision reached is NO SCHOOL FOR THE DAY, the following procedure shall be in effect:
  1. The superintendent will call Infinite Campus "School Reach" and the following news stations: KELO (3 or 6), KABY (9), KDLT (5), KTTW-FOX (12); radio stations WNAX - Yankton, and KIJV-KOKK - Huron.

SITUATION 2 - School is already in session for the day and inclement weather is threatening or apparent and the continuation of school for the day is questionable. (After consultation with the various individuals named in situation 1, A and B, the decision will be made as to whether or not buses will operate.)

### PROCEDURE:

A. School is being closed; buses will operate.

1. The bus supervisor, high school principal, elementary principal, and business manager will notify the respective personnel under their supervision as to the decision to dismiss school for the day and time for the anticipated bus arrival.
2. The teachers of rural school will attempt to notify their patrons by telephone.
3. The superintendent will notify "School Reach" and the various news media listed under situation 1 (A through G) so that parents are aware.

B. School is being closed and buses will not operate.

1. Experience has taught us that South Dakota weather is extremely unpredictable and that we should be prepared to accommodate students who are unable to return to their respective homes for the night.
2. During the first few weeks of school each fall, each rural student attending elementary school in Miller will be asked to provide the name of a relative or friend who lives in or near town in whose home he or she could stay in case sudden weather conditions should make it impossible to return students to their homes by bus or car.
3. Each town elementary teacher and each senior high first period teacher will have in his or her possession a list of all rural students. This list will show the number of the bus, the name of the driver, and the name of the family that each rural student is to be housed with.
4. Should such an emergency arise, notification will be made as described in situation 2 - 1, 2, and 3. Upon receipt of this message, ALL senior high students will report to their first period room. First period teachers will report to their classroom and take charge. Elementary students will assemble in their rooms if they are not already there.
5. Parents and/or neighbors may call for a student's dismissal prior to the designated time. The principal's office and teacher concerned will keep a record of this so that all students are accounted for.
6. Again, it is emphasized that the final decision will rest with the parents or guardian. This is especially true in the rural areas. Parents are urged to watch the local weather conditions during periods of inclement weather so as to help assure the safety of their children.

SITUATION 3 - Weather is inclement to the degree that the decision is made to hold school but operate the buses one hour (or more) late.

1. School will begin one hour or more late in all attendance centers in the district.

CIVIL DEFENSE PROCEDURES FOR MILLER SCHOOL DISTRICT #29-4  
MILLER, SOUTH DAKOTA 57362

NATURAL DISASTERS (TORNADOES)

DEFINITIONS OF TERMS:

TORNADO WATCH - (Forecast) is announced. This means that tornadoes are expected in or near our area.

TORNADO WARNING - This means that a tornado has actually been sighted and may strike in our area. Take shelter at once!

PROCEDURE:

TORNADO WATCH - If a tornado watch is announced by the weather bureau, the superintendent or business manager will be notified immediately by the Hand County Civil Defense Director. The school official so informed will then immediately contact all building principals.

TORNADO WARNING - (Signal--A steady blast of the siren from 3 to 5 minutes)  
When a tornado warning is issued; take shelter immediately! You must take action to protect yourself and those under your supervision from being blown away, struck by falling objects, or injured by flying debris.

INFORMATION: Where can teachers and students go for the most protection from injury inside the school building?

For the most protection inside a building, you should go to the basement or to the inner hallways on the lower floor. Tornadoes usually come from a south-westerly direction in our area; therefore, it would be wise to stay near the south and west walls, especially if you are in a basement. You may receive additional protection by taking cover under heavily constructed furniture on the ground floor in the center part of the building.

Doors and windows on the sides of the building away from the tornado may be left open to reduce damage to the building, but stay away from them to avoid flying debris.

## NUCLEAR DISASTER

### DEFINITION OF TERMS:

ATTACK WARNING SIGNAL: This signal will be sounded in case of enemy attack. The signal is used nation-wide and will be a 3 to 5 minute wavering sound of the sirens. The various communities have developed their own warning system. You should become familiar with the one in your community. This means that an actual enemy attack against the United States has been detected, and that protective action should be taken immediately. This signal has no other meaning and will be used for no other purposes.

PROCEDURE: If an enemy attack were to take place against the United States and not strike in our immediate area, we would have from 1 to 7 hours to evacuate our school and make the necessary preparations to protect ourselves from radio-active fallout. If the attack warning signal were sounded, the superintendent or business manager will instruct the principals to evacuate their building immediately.

- A. Children living within the city are to be dismissed to go to their homes or other pre-arranged destinations.
- B. Students driving cars will be dismissed to go to their homes immediately or to follow previously made family plans.
- C. All children riding buses are to be transported by school bus to their respective homes using the established bus routes.

INFORMATION: As civil defense authorities feel that the minimum time it will take radioactive fallout to reach the area is 60 minutes, all student and faculty personnel will be evacuated from the school premises.

Families are encouraged to formulate plans to make it possible for the family members to be together during a period of man-made disaster.

Parents are requested not to pick up their children at school unless this is their normal method of transportation. In this way, all children will be provided for through normal procedures.

All staff, students and parents are expected to read and know what is contained in this policy statement. In addition, all staff members of Miller School District #29-4 are requested to have in their possession and be familiar with the civil defense and disaster preparedness plans bulletin,

which is prepared by the state civil defense office. In this way, maximum protection will be assured for all school personnel in case of natural or man-made disasters.

The foregoing plans have been formulated with the assistance and approval of the Office of Civil Defense, Hand County, Miller, South Dakota.

### BOMB THREAT

In case of a bomb threat, all K-6 students will be immediately moved to the Catholic Church. Parents will be notified once all children are safely at the church.

### OTHER EVACUATION PROCEDURES

If it becomes necessary to move students quickly to a safe place without going through the main entrance, classrooms in the east/west hallway, resource, and Title will leave by the west doors and walk to the Methodist Church. Classrooms in the north/south hallway will leave by the doors nearest the elementary gym and walk to the Catholic Church. Parents will be notified once all students are safely at their designated locations.

If it is safer to stay in the classroom, students will remain there.

### ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of the management plan, which outlines the recommended steps to eliminate any asbestos hazard.

The Miller School District has both friable and non-friable, asbestos materials in only the armory (gym) section of the high school building. All asbestos is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal school hours in the Administrative office.

## ANNUAL NOTICE OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) requires that the school annually notifies all parents of their rights under the law. Under the FERPA law, parents have the right to:

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

If you have a question regarding the Family Educational Rights and Privacy Act, please call the school at 853-2711.

### STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law and yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with the state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The Board wishes to make clear that all individual student records of the district are confidential (this extends to giving out individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the student as "directory or public" information. The release of this data does not require the consent of students, parents or guardians. Directory information will include: the student's name, date and place of birth, participation in official activities, weight and height of members of athletic teams, and date of attendance.

### PARENTAL COMPLAINT PROCEDURE

This policy has been established to ensure that a citizen's complaint is given respectful attention and that the integrity of all concerned is upheld.

The term "complaint" in this policy is restricted in meaning to that criticism of particular school employees, by a citizen of Miller School District, which includes and/or implies a demand for action by school authorities.

#### A. Oral Complaint

1. A complaint which comes first to the employee against whom it is directed shall be listened to courteously. The employee shall try to resolve the difficulty by explaining the background and educational purposes involved. The employee shall refer the complaint to the principal if the complainant remains unsatisfied. Complaints terminated on this level shall be logged on the employee's contact log.
2. A complaint which comes first to the principal or superintendent shall be listened to courteously. There shall be no commitments, admissions of guilt, or threats. A complaint which involves a particular employee shall be referred to the employee immediately by the principal or superintendent. A conference shall be recommended between the complainant(s) and the employee criticized. If the complainant has already conferred with the employee criticized and remains unsatisfied, the principal or superintendent will immediately invite the complainant to file his complaint in writing and provide the complainant with the appropriate form; FORM (1), together with a complete copy of the District's complaint policy.
3. Any other school employee or Board of Education member who receives a complaint shall refer the complainant to the employee criticized. The procedure in paragraph one shall then be followed.
4. No further action shall be taken unless the complainant submits a written record. Efforts to improve the school operation shall continue.

#### B. Written Complaint FORM (1)

1. A copy of the written complaint shall be given to the employee criticized. A written reply from the employee will be required. (Form 2) The criticized employee shall have the right to counsel. NOTE: All persons involved must treat the written complaint and response as confidential materials).
2. The principal and/or superintendent shall schedule a conference with the complainant, the criticized employee, and other personnel selected by either the



administration or the criticized employee who could contribute to settling the problem.

3. If the complaint is settled to the mutual satisfaction of all parties involved, in step 2, a written statement FORM (3) outlining how the complaint was resolved will be drawn up by the administrator involved. A copy of the complaint, the criticized employee's response, and the written statement outlining how the complaint was resolved will be placed in the District's "Complaint File".

C. Board of Education Action

The Board will consider hearing the complaints only when the complaints cannot be resolved by the administrator and employee involved. Matters referred to the Board must be in writing and specific in the terms of the complaint and action desired.

1. The Board will only consider or act on complaints that have been explored and processed in accordance with this procedure by the appropriate administrative level.
2. When the Board considers complaints, it shall do so in executive session in the presence of the complainant(s) and the employee against whom the complaint has been raised.

All parties to such executive sessions shall have the right to the representative of their choosing, the right to present evidence, and the right to cross-examine the witnesses.

The Board shall conduct the meeting(s) in a fair and just manner. Hearsay evidence shall be discounted by the Board in such proceedings.

The Board has the right to request a disinterested third party to act as a hearing officer to help the Board reach a mutually satisfactory solution.

D. Written Solution - FORM (3)

Solution on any level of the Complaint shall be logged on FORM (3). NOTE: All persons involved must treat this completed form as confidential material.

Parental Complaint Forms can be found on Miller School's website: [www.miller.k12.sd.us](http://www.miller.k12.sd.us)

## **Complaint of Federal Programs**

Miller School District #29-4

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds and is unable to solve the issue, may address the complaint in writing to the Miller School District Superintendent.

1. The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.

2. The superintendent will notify the complainant of the decision.
3. The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.  
If the issue is not resolved with the superintendent, the complaint will be forwarded to the Miller School Board for further review.
4. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

**BUS RIDERS RULES  
MILLER SCHOOL DISTRICT #29-4  
MILLER, SD 57362**

**SCHOOL BUS AND TRANSPORTATION RULES AND REGULATIONS:**

The driver of a school bus is in complete charge of the passengers and the bus. The driver's relationship with the students is on the same basis as that of a teacher in the classroom. Bus transportation of students is a privilege, conditioned on courteous behavior and observance of the rules for bus riding. The safety of the bus and its passengers requires total cooperation from everyone. The driver's duties include reporting to the principal the names of any students who persist in violating the rules and regulations of safe riding. Repeated violations may lead to short term suspension, long term suspension or expulsion from bus riding privileges.

1. Student Rules and Regulations:
  - A. Arrive at the bus loading zone at the designated time.
  - B. Do not cross the road or highway to load or unload until the bus driver clearly signals you to cross.
  - C. Do not fight, wrestle, threaten or molest fellow students at the bus loading zones or on the bus.
  - D. Students must be seated on the bus at all times.
  - E. Aisles must be kept clear of obstructions.
  - F. Don't open the windows without the bus driver's permission.
  - G. Keep hands, arms and heads inside the bus.
  - H. Don't throw articles inside the bus or out the bus windows.
  - I. Do not eat or drink on the bus without the driver's permission.
  - J. No loud or boisterous talking while the bus is in motion.
  - K. Don't use obscene, threatening or flagrantly disrespectful language or gestures.
  - L. Don't write or display obscene words or pictures.
  - M. No intimidating of students.
  - N. No talking at train crossings.
  - O. No deliberate defacing or destruction of school property.
  - P. Tobacco, alcohol and illicit drugs are not allowed on the school bus at any time. Students may not carry or have on their person tobacco, alcoholic beverages or illicit drugs in any degree on school buses.

Q. No act of insubordination toward the driver will be allowed.

2. Procedure for Suspension or Expulsion:

The District shall adhere to the Student Due Process Administrative Rules as adopted by the State Board of Education, Article 24:07.

## TECHNOLOGY

### **Access:**

Access is provided to school classes, members of the community and local civic and business groups. The groups outside of the school pay a charge determined by the Miller Area School District.

## **CHILDREN'S INTERNET PROTECTION ACT**

### **Background:**

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December, 2000, to address concerns about access in schools and libraries to the internet and other information. For any school or library that receives discounts for internet access or for internal connections, CIPA imposes certain requirements. In early 2001, the Federal Communications Commission (FCC) issued rules to ensure that CIPA is carried out.

### **What CIPA Requires:**

Under CIPA, schools and libraries must certify that they have certain internet safety measures in place. These include measures to block or filter pictures that: (1) are obscene, (2) contain child pornography, or (3) when computers with internet access are used by minors, are harmful to minors.

Schools subject to CIPA are required to adopt policies to:

- (1) Monitor online activities of minors;
- (2) Prevent access by minors to inappropriate matter on the internet and World Wide Web;
- (3) Insure the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
- (4) Prevent unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
- (5) Prevent unauthorized disclosure, use, and dissemination of personal information regarding minors;
- (6) Restricting minors' access to materials harmful to them.

The CIPA does not require the tracking of internet use by minors or adults.

Schools and libraries are required to ensure that safety policies and technology is in place to meet the above requirements.

# Acceptable Network and Internet Use Policy

## Miller School District

### I. Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware or software, the District's local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

### II. Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

### III. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.

Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.

All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

### IV. Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;
- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- I. Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**V. Off-Premise Use of Network**

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

**VI. Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

**VII. Enforcement**

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

**VIII. Technology Handbook**

The Technology Handbook sets forth additional guidelines, responsibilities, consequences for failure to not follow the School District's Technology Policies and fines assessed for damaging district technology equipment. The handbook is found on the District's web site ([www.miller.k12.sd.us](http://www.miller.k12.sd.us)) for your convenience. Please read the handbook.

I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy.

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal  
Guardian or Faculty  
Name: \_\_\_\_\_

Parent/Legal  
Guardian or Faculty  
Signature: \_\_\_\_\_

REVISED: 6-03-10

**Steps, policies and technology Miller School District has implemented meet CIPA Requirements.**

- 1) Students and parents are required to read and complete the school's acceptable use policy. Students or students of parents completing the acceptable use policy are given Internet access.
- 2) All Internet access must pass through a hardware Internet filtering device (Sonic Wall) and access to the schools network from the Internet is only allowed through the school's firewall (Sonic Wall), which is maintained by Golden West Technologies.
- 3) Student use of email is discouraged and web email sites are blocked utilizing Sonic Wall's filter.
- 4) Staff members are periodically instructed in the necessity of preventing unauthorized disclosure of student's personal information.
- 5) All Internet access is recorded and tracked through the use of Internet Tracker software located on a Microsoft ISA server.
- 6) Hosted a community meeting and a staff development meeting in the spring of 2002 by the South Dakota Criminal Investigation Division, Internet Protection Department, covering Internet crime/safety, and methods of protecting children from Internet crime and pornography.
- 7) All district personnel and students are subjected to the District's acceptable use policy.
- 8) The district's sonic wall firewall/filtering device is monitored, filter updates applied by and maintained by Golden West Technologies through a contract with the SD State's Department of Education.
- 9) The ISA software and Internet Tracker software is monitored and maintained by the district.
- 10) All school personnel are responsible for monitoring student's use of technological equipment to insure students do not misuse Internet browsing/usage, use of cell phones, CD/IPOD/DVD players and recorders, or cameras, and other technological tools.

## Parental Notification School Health Assessments

From time to time during the year, screening may be provided through a contract with Hand County Avera Hospital who is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that Hand County Avera Hospital provide access to our Notices of Privacy Practices. You may view the notice at Hand County Avera Hospital or you may request a printed copy by contacting us at 853-2421.

Screenings that will be provided during the 2022-2023 school year include:

Vision screening for students in grades 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>

Hearing screening for students in grades 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup>

Complete assessments for students in grades Pre K, 5<sup>th</sup>

Scoliosis screening for girls in grades 7<sup>th</sup>, 9<sup>th</sup>

Scoliosis screening for boys in grades 8<sup>th</sup>, 10<sup>th</sup>

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Hand County Avera Nurse.

Parents will be notified of any concerns identified during the health screenings so the child can be further evaluated by the provider of the parent's choice. If you prefer not to have your child participate in the screenings, please notify your school personnel. If you would like more information regarding the health screenings, you are welcome to call the Hand County Avera Office.



**MILLER PUBLIC SCHOOL DISPENSING MEDICATION FORM**

I hereby authorize medication

\_\_\_\_\_

(Name and Prescription Number)

For my child

to be administered Miller Elementary School.

\_\_\_\_\_

Reason child is taking

\_\_\_\_\_

Procedure for dispensing

\_\_\_\_\_

Doctor:\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date

MEDI  
CATIO

\_\_\_\_\_  
Parent/Guardian Signature

Date

N  
MUST

Verbal Permission by phone

\_\_\_\_\_  
Signature

Date

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## **The Table-To-Go Weekend Bag Program**

Overview: To begin a weekend food program for children who would benefit, the Outreach Committee of First Methodist Church has been researching and planning a weekend meal program for children grades K-6 at Miller Elementary School. This type of program has been effective in other SD communities in helping meet the needs of families. This has been and hopefully will continue to be a diligent labor of love. We are currently in the process of writing grants for this endeavor.

Rationale: As we sought to be a pillar of support and care in the community we noticed that there could be a need for a program of this type for the children of the Miller School District. In conversations with key individuals we found that it is indeed the case. Following the examples of other SD communities with similar programs, we believe that this can be accomplished here.

The Vision: To work with the Miller School District, religious as well as other community organizations in providing wholesome food supplies for weekend meals for children who would benefit from the program.

The Plan: The United Methodist Church as the parent organization of this program will store food items and use its space for the assembly of bags to be delivered to the Miller Elementary School for confidential distribution. Teachers will be placing the bags in children's back packs, in their lockers, so that a level of confidentiality can be observed. The Methodist Church will take on the task of working with volunteers in assembling the bags and also taking on the responsibility of financial stewardship of the program, seeking assistance from all interested donors. Children may be enrolled in the program by returning a letter to the school with their parent's or legal guardian's signature. Bags will be distributed the last day of the school week.

Conclusion: The Miller District School Board has approved of this program, so that we may increase our efforts in helping our children build their foundation for tomorrow and the future. This, we believe, is a wonderful opportunity for the community to bind together in reaching families and children while building a stronger connection throughout all of Hand County.

Current List of Partnering Entities and Organizations:

The First United Methodist Church  
Feeding South Dakota Food Program  
Caring Individuals Across SD  
Kesslers  
Dollar General

