

McKinley School

2023-2024
HANDBOOK



“Enabling all children to succeed in an
ever-changing world.”



**Welcome to
McKinley Elementary
School!**

5 12th St SW
Watertown, SD 57201
Phone: 882-6350 Fax 882-6351
www.watertown.k12.sd.us

SCHOOL COLORS:
Red and Blue

SCHOOL SONG:
"McKinley, We Salute You"

SCHOOL MASCOT:
"Colt"

MCKINLEY ELEMENTARY SCHOOL

The McKinley School staff believe that, with the help of the home and community, we can provide all students with the opportunity to:

- Develop the value of setting and realizing goals.
- Experience success-oriented programming.
- Have continuous and coordinated curriculum development.
- Develop a self-awareness and positive self-image.
- Develop positive peer group relationships and experiences.
- Initiate self-motivation.
- Learn pertinent skills with carry-over for later use.

To enable students to achieve these goals, they should be provided with:

- A variety of programs in our schools to develop a knowledge of opportunities.
- Opportunity for a sound, basic education necessary for an individual to function in society.
- Adequate facilities for instruction, keeping mind class size, availability of materials, relevancy of textbooks and classroom setting.
- Instruction that is student-centered, recognizing individual needs, differences and abilities.

MCKINLEY SCHOOL GOALS

Quality of Work

All students' work will be:

- completed and turned in on time.
- neat and legible.

Manners

All students will:

- use social skills.
- be respectful of others.
- use appropriate voice tone and volume.
- say please, thank you, and excuse me.

Dress Code

All students will wear:

- clothes that cover their stomachs and undergarments.
- Clothes with appropriate messages without drugs and alcohol.
- Shoes that are appropriate for physical education, with closed toes and no wheels.
- Snow pants and boots are required to be in the snow at recess.

Attendance

All students will be in school every day from 8:30 to 3:20.

We believe all children can learn to read.

We believe all children should be read to daily.

We believe all children that are read to daily will increase their vocabulary and develop better listening skills.

We believe all children benefit from daily reading at home.

We believe learning to read is a development process.

We believe all children benefit when they read for enjoyment.

We believe all children need to be able to read for information.

We believe reading improves writing and writing improves reading.

We believe all children should become independent readers.

We believe independent readers should be aware of their reading level and challenge themselves to improve.

We believe all children benefit when there's a home/school reading partnership.

REPORTING TO PARENTS

- Parent/Teacher Conferences for grades K-4 are scheduled for the end of the 1st quarter and 3rd quarter. The Parent/Teacher Conference is an opportunity for you to meet your child's teacher, exchange information and help develop the best possible educational program for your child. We encourage all parents to attend if it is at all possible. You will receive the 1st quarter report card at your conference.
- Report Cards are sent home with students at the end of quarters 2, 3 and 4.
- Assessments & Achievement Tests – throughout the year, students are assessed in a variety of ways to determine their progress. When applicable, achievement tests are sent home at the end of the year.

THE SCHEDULE AT MCKINLEY ELEMENTARY SCHOOL

Parents, please stay clear of the bus zone.

8:00 am	Staff reports to work. Office opens.
8:00-8:30 am	Breakfast is served. Students eating breakfast may enter the front doors.
8:15 am	Non-bus students are asked not to arrive at school until 8:15, if they are not eating breakfast. They should be dropped off on the playground. Students grades K-4 may play on the playground.
8:25 am	Bus students arrive at school and may eat breakfast.
8:30 am	School starts.
3:20 pm	Dismissal Grades K-1 students are dismissed out the south doors. Grades 2-4 students are dismissed out the northwest doors by the playground.



ATTENDANCE POLICY AND PROCEDURE

South Dakota State Law has placed the legal obligation for your child's attendance in school on parents. School attendance has a direct effect on each student's educational growth and development.

South Dakota Code Law 3-27-1 states: 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 eighteen years, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school is 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 the child has graduated or is excused as provided in this chapter.

The attendance policy for McKinley School is as follows:

1. For each absence or dismissal from school, a call or written excuse from the parent must be given to the school office.
2. Parents are requested to notify the teacher if their children are going to be absent for several days.
3. Parents who request their child be dismissed during instruction are urged to limit these requests to emergencies only. Frequently,

doctors and dentists will comply with parent requests for appointments during non-school hours, if possible.

4. Tardiness – Students are tardy if not in their classroom by 8:30. Bus students are not counted tardy if the bus is late.

Both parent and school personnel should support each other's efforts to build a strong appreciation in our students for a good school attendance.

GIRL'S AND BOY'S TOWN CLASSROOM SOCIAL SKILLS

- #1 Following Instructions
 1. Look at the person.
 2. Say 'Okay'.
 3. Do what you've been asked right away.
 4. Check back.
- #2 Accepting Criticism or a Consequence
 1. Look at the person.
 2. Say 'Okay'.
 3. Don't argue.
- #3 Accepting 'No' for an Answer
 1. Look at the person.
 2. Say 'Okay'.
 3. Stay calm.
 4. If you disagree, ask later.
- #4 Greeting Others
 1. Look at the person.
 2. Use a pleasant voice.
 3. Say 'Hi' or 'Hello'.
- #5 Getting the Staff's Attention
 1. Look at the staff.
 2. Raise your hand. Stay calm.
 3. Wait until the staff says your name.
 4. Ask your question.
- #6 Making a Request
 1. Look at the person.
 2. Use a clear, pleasant voice.
 3. Explain exactly what you are asking for. Say 'please'.
 4. If the answer is 'Yes', say 'Thank you'.
 5. If not, remember to accept 'No' for an answer.
- #7 Disagreeing Appropriately
 1. Look at the person.
 2. Use a pleasant voice.
 3. Say 'I understand how you feel'.
 4. Tell why you feel differently.
 5. Give a reason.
 6. Listen to the other person.

#8 Giving Criticism

1. Look at the person.
2. Stay calm. Use a pleasant voice.
3. Say something positive or 'I understand'.
4. Describe exactly what you are criticizing.
5. Tell why this is a problem.
6. Listen to the person. Be polite.

#9 Resisting Peer Pressure

1. Look at the person.
2. Use a calm voice.
3. Say clearly that you do not want to participate.
4. Suggest something else to do
5. If necessary, continue to say 'no'.
6. Leave the situation.

#10 Making an Apology

1. Look at the person.
2. Use a serious, sincere voice.
3. Say 'I'm sorry for...' or 'I want to apologize for...'
4. Don't make excuses.
5. Explain how you plan to do better in the future.
6. Say 'Thanks for listening.'

#11 Talking with Others

1. Look at the person.
2. Use a pleasant voice.
3. Ask questions.
4. Don't interrupt.

#12 Giving Compliments

1. Look at the person.
2. Smile.
3. Speak clearly and enthusiastically.
4. Tell the person exactly what you like.

#13 Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say 'Thank You'.
4. Don't look away, mumble, or deny the compliment.
5. Do not disagree with the compliment.

#14 Volunteering

1. Look at the person.
2. Use a pleasant, enthusiastic voice.
3. Ask if you can help. Describe the activity or task you are offering to do.
4. Thank the person.
5. Check back when you have finished.

#15 Reporting Other Youths' Behavior

1. Look at the teacher or adult.
2. Use a calm voice. Ask to talk to him or her privately.
3. Describe the inappropriate behavior you are reporting.
4. Explain why you are making the report.
5. Answer any questions the adult has.
6. Thank the adult for listening.

#16 Introducing Yourself

1. Look at the person. Smile.
2. Use a pleasant voice.
3. Offer a greeting. Say 'Hi, my name is...'
4. Shake the person's hand.
5. When you leave, say 'It was nice to meet you'.

MCKINLEY SCHOOL EXPECTATIONS

Be Respectful, Responsible, Safe and Kind.

HALL:

H ands at your sides
A ll eyes forward
L ips zipped
L ow speed

GROUP:

G ood attitude
R eady to learn
O n topic
U se time wisely
P repared

LUNCH:

L isten
U se your manners
N oise is low
C lean up your area
H ands and feet to yourself

BATHROOM:

Go
Flush
Wash
Leave

COLTS RECESS:

C ome to the line right away
O bey the rules of the game
L isten to the teacher
T ake turns
S chool appropriate games

GYM (PE/Health):

- Students must bring a note from home to be excused from physical activity. Extended time from physical activity must be excused by a doctor.
- Students are expected to wear tennis shoes that are appropriate for physical education, with closed toes and no wheels.



LUNCHROOM

The school provides a very nutritious meal for a nominal charge. You may put any amount of money toward children's meals. The account is very similar to a checking account. Breakfast and lunch are deducted from their account each time they eat, and when money is brought in, a deposit is made.



Soda and/or caffeinated beverages are not allowed in the lunchroom. Parents packing sack lunches for their children are encouraged to pack fruit juices, water, or purchase milk from the school. Candy is also not appropriate for sack lunches. A nutritious meal is very beneficial to the well-being of each child.

Meal Payment/Charging

The Watertown School District provides healthy meals for students each day. Unpaid charges place a financial burden on our Nutrition Services Department. The purpose of this standard practice is to insure compliance with Federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this standard practice is to establish uniform meal accounting procedures throughout the District. The provisions of this standard practice pertain to regular and reduced priced breakfast and lunch meals. The USDA Child Nutrition Program does not require the District to provide meals to students without payment. Under this standard practice, the Nutrition Services Department will be allowed to provide meals to students as a courtesy to students who may have forgot or lost their lunch money.

Elementary and Middle School Students who do not qualify for free or reduced priced meal benefits shall pay for meals at the District's approved price per meal rate each day they obtain a District meal. Payment for the meals is via a reduction in their pre-paid account. Students will be allowed to charge meals to their account after their account balance reaches zero. Building Principals will work with and encourage parents/guardians to provide payment for both the charged meals and future meals. The student will continue to be served a regular meal. The meal will be charged to the student's meal account at the standard price per meal.

High School Students who do not qualify for free or reduced priced meal benefits shall pay for meals at the District's approved price per meal rate each day they obtain a District meal or when they make a la carte purchases. Payment for meals and a la carte purchases is via a reduction in their pre-paid account or a cash payment. Once a student's account balance reaches zero, the student will continue to be served a regular meal, but will not be allowed to charge a la carte items. The meal will be charged to the student's meal account at the standard price per meal.

Students Qualifying for Reduced Priced Meals shall pay for meals at the reduced price as authorized by the District and the Federal USDA Child Nutrition Program each day they obtain a District meal. Students will be allowed to charge meals to their account after the balance reaches zero. Building Principals will work with and encourage parents/guardians to provide payment for both the charged meals and future meals. The student will continue to be served a regular meal, but will not be allowed to charge a la carte items. The meal will be charged to the student's meal account at the reduced price per meal.

Students Qualifying for Free Meals will be allowed to receive a free breakfast and lunch each day. Free meal benefits do not extend to a la carte purchases and therefore they must be purchased.

Parents/Guardians are responsible for payment to the Nutrition Services Department for the meals of their children. Notices of low or deficit balances are sent to parents/guardians at regular intervals during the school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available by setting up an account at www.mymealtime.com or by contacting the cafeteria manager.

Students/Parents/Guardians may pay for meals in advance via www.mymealtime.com or with a check payable to Watertown School Nutrition Services. Additional information is available on the District's webpage at www.watertown.k12.sd.us. It is recommended that appropriate account balances are maintained to minimize the possibility of a child being without funds to purchase a meal. Funds remaining in a student's account at year-end will be carried over to the next school year.

Parents of Students that Graduate or Move Away may request that their account balance be refunded to them. Parents of graduates may also request that the account balance be transferred to a sibling's account. These requests shall be in writing (email requests are also acceptable) and must be made within six months. Unclaimed balance shall become the property of the Watertown School District Nutrition Services Department.

District Administration will investigate situations where a student is consistently without adequate funds to purchase meals to determine what action is needed. When financial hardships exist, parents and families will be encouraged to apply for free or reduced price meal benefits for their child(ren).

THE ELEMENTARY SCHOOL CURRICULUM

The Elementary School Curriculum consists of the following areas:

Art
English or Language
Health
Math
Music
Penmanship
eSpark
Physical Education
Reading
Science
Social Studies



- All elementary schools in Watertown use the same curriculum.
- Students at McKinley spend 25 minutes per day in the Computer Lab working on math, reading and technology skills.



ELEMENTARY GRADING PROCEDURES

GRADING SCALE

- 3 (proficient)
- 2 (approaching proficiency)
- 1 (below proficient)

- Parents may view their child's grades at any time. You must contact the school office to sign up for this service.
- Parents may also sign up for the McKinley notifications on our app "Watertown School District, SD". Visit the school district website at www.watertown.k12.sd.us
- Follow us on Facebook

HOMEWORK

Definition: School work done outside the classroom.

1. Daily assignments not finished during class time.
2. Assignments given in relation to a unit of study and completed over a period of time. Example: book report on South Dakota during South Dakota study and completed over a five-week period.

Homework should:

1. Follow direct teacher instructions and opportunities for practice in the classroom.
2. Be something the student understands.
3. Be a planned experience.
4. Never be a negative consequence.
5. Be important to the academic progress of the student.
6. Have clearly printed instructions.
7. Be of print quality that leaves no doubt as to the content of the material.

NOTE: Students are expected to complete work missed during an absence. Work may be completed ahead of time if arranged in advance with the teacher.

*The school provides a homework room from 3:30-4:30pm for 2nd, 3rd and 4th grade students to stay after school and complete their homework. This program is called GIFT (Get It Finished Today).

SPECIAL SERVICES OFFERED THROUGH THE WATERTOWN SCHOOL SYSTEM

Speech Therapist * Gifted Program
Title Math & Reading Interventionists
Social Worker * Special Education Teacher
School Counselors (Referral forms must be obtained from the Principal)

MEDICAL SERVICES

The school nurses are on call during the school day to counsel and assist students and parents with health problems. Parents can help with our health services to students by alerting the school office and the nurse to any change in vital information (address, telephone number, physician, and person with whom the child is staying if you are away).

MEDICATION

Parents are requested to give medication at home whenever possible. If it becomes necessary to administer medication to students during school hours, the following regulations will be observed:

1. Medication to be administered must be prescribed by a licensed medical professional. The school may contact the professional as necessary.
2. Medication to be administered by school personnel **must be provided in the prescription container with prescription attached.** Medication improperly packaged or labeled will not be administered.
3. Parents or guardian must provide the information requested on the Parent Medication Request form and sign the form granting the school permission to administer the medication. Forms are available in the office.




BULLYING

The School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students will be treated with respect and dignity. The Board expects students to conduct themselves in a cooperative manner through their interactions. Persistent bullying can severely inhibit a student's ability to learn effectively and may have a lasting negative effect on a student's life. Bullying consists of repeated physical, verbal, non-verbal, written, electronic, or any conduct directed toward a student that is so pervasive, severe, and objectively offensive that it: 1. Has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment; or 2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. If bullying does occur, students must inform staff and know that the incidents will be dealt with promptly. Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor. Students may report bullying anonymously through the process that is established at individual school buildings. This policy is in effect while students are on property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; and while students are attending or engaged in school-sponsored activities. The Board requires school administrators to implement procedures that ensure both consequences and remedial responses to students or staff members who commit one or more acts of bullying. The District will act to investigate all complaints (formal or informal, verbal or written) of bullying. A formal complaint may be submitted to the building principal. The school principal and/or principal's designee is responsible for determining whether an alleged act constitutes bullying. Any student engaging in an act of bullying is subject to discipline pursuant to the District's student discipline procedure. This policy may not be interpreted 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.

If you are thinking about reporting an incident, you may choose to report anonymously and the report will get to the correct building Principal. However, the report, does not have to be made anonymously.

Here is a form to submit an anonymous report of bullying: <https://safe2say.sd.gov/>

<div>  District-Wide Kindergarten - 4th Grade Discipline Matrix </div>						
<i>Administration and staff reserve the right to administer alternative consequences to inappropriate behavior, as it is impossible to list every inappropriate behavior and/or its possible consequence.</i>						
			1st Incident <small>Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.</small>	2nd Incident <small>Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.</small>	3rd Incident <small>Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.</small>	4th (or more) <small>Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.</small>
<small>*Violation of each behavior infraction follows through its own progression of violation/s. (ie. Multiple Class One violations do not add up unless they are the same behavior violation.)</small>						
Level One	Academic Dishonesty, Class Disturbance, Keeping Hands and Feet to Self, Dress Code Violation, Electronic Device Violation, Inappropriate Language, Tardy	1	Warning Incident Report Office Intervention	Incident Report Office Intervention Detention Behavior Contract	Incident Report Restriction Detention (1+) Behavior Contract ISS (1/2 to 1 day)	Restriction Detention (1+) Behavior Contract ISS (1-3)
Level Two	Bullying, Electronic Device Violation, Inappropriate Language, Theft, Non-Compliance, Physical Aggression, Threat/Intimidation	2	Warning Incident Report Office Intervention Restriction Restitution	Incident Report Office Intervention Detention (1+) Behavior Contract Restriction Restitution Counselor Referral	Detention (1+) Behavior Contract Restriction Restitution ISS (1/2 to 1 day) Risk/Threat Assessment	Detention (1+) Behavior Contract Restriction Restitution ISS (1-3) Risk/Threat Assessment
Level Three	Disorderly Conduct, Electronic Device Violation, Fighting, Gross Insubordination, Harrassment, Theft, Vandalism	3	Incident Report Office Intervention Restriction Detention Restitution	Incident Report Office Intervention Behavior Contract (20) Restriction Detention Restitution ISS (1/2 - 1 day)	Behavior Contract (20+) Restriction Detention Restitution ISS (1-3) Counseling Referral	Restriction Detention Restitution ISS (3-5) Risk/Threat Assessment OSS (1-3)
Level Four	Alcohol, Battery/Aggravated Assault, Drugs, Theft/ Larceny, Threat/ Intimidation, Tobacco, Vape, Weapons	4	Office Intervention Parent Conference Detention ISS (1/2 - 1 day)	Detention Parent Conference ISS (1-3) OSS (1) Law Enforcement Conversation	ISS (1-2) OSS (1-2) Law Enforcement Conversation	ISS (2-3) OSS (2-3) Law Enforcement Conversation
Level Five	Battery/Aggravated Assault, Alcohol/Drugs (under influence, selling), Firearms, Threat/ Intimidation, Tobacco, Vape, Weapons	5	Referral to D.O. and/ or SRO Long Term Suspension Expulsion	Referral to D.O. and/ or SRO Long Term Suspension Expulsion	Referral to D.O. and/ or SRO Long Term Suspension Expulsion	Referral to D.O. and/ or SRO Long Term Suspension Expulsion

GENERAL INFORMATION

1. The classroom teacher is the first source of information regarding your child's academic and social adjustment. Questions concerning your child should first be directed to the teacher for easy resolution.
2. If you have a change of address, home telephone number, cell number, email or work number, please notify the school as soon as possible. If you move to an address outside of the McKinley attendance area, you have the choice of remaining at McKinley until they complete 4th grade or enrolling in the school located in your new attendance area. Please notify us in either case.
3. Parents are welcome and encouraged to visit the school at any time. We believe that instructional time is extremely important and ask that parents contact teachers, when possible, before visiting classrooms. Please use the front entrance when visiting. All other entrances remain locked at all times, for security purposes. We also ask that the visitors stop in the office and pick up a visitor badge. This is also a safety feature for our students, as we need to be aware of outside visitors who have no purpose being in the building. Younger siblings or friends may not come to school for any part of the day. They are welcome for special programs or events.
4. Parents often wish to send a treat to the class for their child's birthday. Please make arrangements with the teacher ahead of time. Due to food allergies, only pre-packaged treats are allowed. NOTE: Because of the potential for causing "hard feelings" between classmates, invitations are not allowed to be handed out at school
5. WE DISCOURAGE DELIVERIES OF FLOWERS OR GIFTS FOR STUDENTS DURING THE SCHOOL DAY. In the event there is a delivery, it will be kept at the office, and the student will be notified that the surprise may be picked up after school. We recognize birthdays are special, but we ask that parents not take flowers or balloons to their child in the classroom. Bring them to the office or give it to them at home.

MCKINLEY SCHOOL PARENT/TEACHER ORGANIZATION

All interested parents are invited to be part of the McKinley Parent / Teacher Organization. This committee will serve several purposes:

1. It will provide the principal with a group of parents to act as a sounding board for ideas/proposals.
2. It will provide an opportunity for parents to share questions/concerns with the building principal.
3. It will act as a liaison between home and school, and direct fundraising activities.

The committee will meet once each month for an hour.

If you are interested and willing to serve on this committee, please contact the office at 882-6350.



Annual Notifications – FERPA, Citizen Concerns about Federal Programs, and Parent’s Right to Know

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Watertown School District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Watertown School District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Watertown School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Watertown School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901**

Directory Information:

Under FERPA, the Watertown School District may disclose directory information without consent, unless the parent or eligible student has requested the Watertown School District not disclose directory information about them. The parent or eligible student has fifteen calendar days from the date of the annual publication of FERPA to submit a written request to the student's building principal or superintendent regarding the non-disclosure of directory information.

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate; full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

FERPA requires that school districts use a reasonable method to identify and authenticate the identity of parents, students, school officials, and any other parties to whom they disclose personally identifiable information from education records. The Watertown School District method for verification of identity will include requiring photo identification for any individual who is not a current student in the Watertown School District, or is not a current member of the district staff who seeks educational records in person. Requests for records in writing will be made on the letterhead of the school or agency making the request.

Citizen Concerns About Federal Program

A parent, student, employee, or District stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the District's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the District or District's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision.

Students should be provided with all services for which they are eligible while disputes resolved.

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

Parents Right to Know

In accordance with Title I Part A, Section 1111 (h)(6), this is to notify you that, as a parent of a student attending a Title I school, you may request information regarding the professional qualifications of your child's classroom teachers. The WSD will provide a response to the parent's request in a timely manner.

The information provided to parents will include the following:

1. Whether any teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
 2. Whether any teacher is teaching under an "Authority to Act" status,
 3. The baccalaureate degree or major of the degree held by the teacher, and the field of discipline of the certification or degree, and
 4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Parents may also request information on the level of achievement of their child in each of the state academic assessments. The Watertown School District will give parents timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Any parent wishing to obtain information regarding the qualifications of their child's teacher may direct inquiries to the building principal.

notes

