

Gayville-Volin School District  
Elementary Student Handbook  
2012-2013



District Information

Gayville-Volin School District

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## Gayville-Volin School's Motto:

"To empower all students to enter the global community as productive citizens."

## District Philosophy

The Gayville-Volin School District encourages maximum development of learning potential, concern for moral and ethical behavior standards, sensitivity to social problems and their solutions, enthusiasm for health and wellness, and the appreciation of the aesthetic aspects of our lives.

To that end, we feel that education is not simply the accumulation of knowledge but more importantly the development of intellectual curiosity, which will stimulate the student towards life long growth, and development. While the development of creative thinking skills is the basis of our education, it is vitally necessary to include the enhancement of skills in the use of media and research, creative problem solving, and health and fitness into our total educational experience, as well as constant growth in our successful relationships with others and communication skills.

It is the goal of the district that students are able to maximize their individual potential in such a way as to lead fulfilling successful lives and to become positive factors in our community, nation, and world.

## Policy

### Non-Discriminatory Policy

It is the policy of the Gayville-Volin School District 63-1 that no person be subjected to discrimination in its policies and programs on the basis of race, color, national origin, age, gender, disability, creed or religion. The following people have been designated to handle inquiries regarding nondiscrimination policies: Title II (discrimination based on disability), Title VI (discrimination based on national origin or race) or Title IX (discrimination based on gender): Jason Selchert, Superintendent, Gayville-Volin School District, 100 Kingsbury, Gayville, SD 57031. Section 504 (discrimination based on disability): Jesse Sealey, Director of Special Education, Gayville-Volin School District, 100 Kingsbury, Gayville, SD 57031.

### Sexual Harassment Policy

The Gayville-Volin School will not tolerate any sexual harassment. All students must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment includes, but is not limited to:

1. Sexual advances,
2. Requests for sexual favors, and

3. Other verbal or physical conduct of a sexually harassing nature when:
  - a. submission to the harassment is made either explicitly or implicitly
  - b. submission to or rejection of the harassment is used as the basis for decisions affecting an individual; or
  - c. the harassment has the purpose or effect of unreasonably interfering with an individual's school performance; or
  - d. the harassment creates an intimidating, hostile or offensive environment.

A student, who has a complaint of sexual harassment on school property and at school activities including students, teachers, staff, or visitors, should clearly inform the harasser that his or her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues the student must immediately bring the matter to the attention of the classroom teacher. If a teacher is involved in the harassing activity, the violation should be reported to the administration. If an administrator is involved in the harassing activity, the violation should be reported to the Board of Education.

If a teacher/staff member finds a student is involved in an incident of sexual harassment, he or she will immediately report the incident to the administration. If the alleged harassment involves any type of threat of physical harm to the victim, the alleged harasser shall be suspended. During the suspension, an investigation will be conducted by the Administration. If the investigation supports the charges of sexual harassment, the "Progressive Discipline Plan" will be initiated. If the investigation reveals that the charges were brought falsely and with the malicious intent, the charging party may be subject to disciplinary action. The incident(s) may be reported to the law enforcement authorities, if deemed appropriate and as required by law.

The investigation shall include:

- a. documentation of the specifics of all sexual harassment claims
- b. the details of the investigation; and the nature of the corrective action; if any is taken.

### Public Law 98-380 – Family Rights and Privacy Act

According to Public Law 98-380, the Family Rights and Privacy Act of 1974 public notice must be made by the Board of Education of intent to disclose to the press, media, and others authorized by the school personally identifiable data designated as directory information. The parent or guardian of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given.

This information will be entitled directory information:

1. Student's name and grade level.
2. Participation in officially recognized activities or sports.
3. Weight, height, grade level participant.
4. Honors, awards, and degrees.
5. Other information which denotes accomplishments and achievements.
6. Individual and group photographs pertaining to any of the above activities.
7. Dates of attendance.
8. Most recent previous education agency or institution attended by the student.

## General School Information

### After School Detention

It is occasionally necessary for the teacher and/or principal to keep a student after school for extra help, make-up work, or for disciplinary reasons. Parents will be called by the teacher, student, or principal when this occurs. It becomes the responsibility of the parent to arrange transportation from school if your child is kept after school. All students in grades 3 – 6 will be following the Homework Room Procedure. Students who ride the bus are not given preferential treatment or modified measures during school hours for after school detention.

### Assemblies

Assemblies are the extension of the curriculum and classroom. All students have the responsibility to attend all announced assemblies. When in attendance the students will display appropriate audience behavior.

### Attendance Policy/Truancy

If your child is going to be absent you must call the school office at 267-4476 ext. 101 by 8:30am to report the absence. Also, if your child needs to leave early from school you must call the office or send a note with your child before the absence. All students and parents MUST report to the office for checking in or checking out of school.

All absences are counted towards the student's attendance. Here are the ways students are counted absent:

1. Tardy – students will be considered tardy if they are not in their designated area when the class/period is scheduled to begin. If these become excessive school officials will determine if it is a truancy issue.
2. Absence – students will be considered absent if not accounted for by 8:15am each day.
3. Unexcused absences – Absences are unexcused when the school is not notified by the parent/guardian with a reason for the absence.
4. School officials may consider a student truant after a review of student's attendance records. A determination will be made whether the nature of the absence is due to extenuating circumstances or the improper action of a parent, guardian, or student. Should a determination of truancy be found, appropriate steps will be taken by the school. These steps may include administration, police and the States Attorney's office to improve the student's attendance.

This is the general policy on attendance. Administration can use discretion in dealing with instances of attendance.

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for make-up, class instruction or presentations, discussions, some audio-visual presentations, and student-teacher interaction can never be made up. With the foregoing in mind, together with the provisions of the state law, specifically SDCL 13-27-1, the official attendance policy of the Gayville-Volin School shall be as outlined in the paragraphs below. The following criteria will be used to define the number of days a student has missed toward his/her allowed eight absences.

1. Participation in school sponsored activities (NO COUNT).
2. Any absence for illness or doctor appointments, which can be verified by a written doctor's statement (NO COUNT).
3. A family emergency as interpreted by the administration, such as a death in the family, critical illness in family, etc. (NO COUNT).



4. Educational field trips such as 4-H, church sponsored trips, etc. (NO COUNT).
5. Family trips – including hunting trips, fishing trips, skiing trips, etc. – will count 1 day absent for every 2 days missed. Absences for family vacations must be reported to the principal at least one week prior to the absence. This is to allow for a decision to be made regarding the absence and to allow time for the classroom teacher to prepare advanced assignments when appropriate
6. Students suspended from school will count one absence for each day suspended.
7. Illness not verified by a doctor’s written statement will count as one absence for each verified illness.
8. Five unexcused tardies will count as one day absent.
9. After 10 unexcused tardies, each tardy will count as 1 day absent.

After a student has been absent from any class during a semester:

5 times-A form letter stating this fact will be sent to the parents. The letter will stress the importance of good attendance to good schoolwork. A conference may be held to include, if possible, the principal, the student, and at least one parent, to discuss the problems of attendance and academic progress.

8 times - After eight unexcused or excused absences from a class per semester, the student will be required to make up each class period missed after school.

## Behavior

### PK – 2

1<sup>st</sup> time – Warning

2<sup>nd</sup> time – Loss of Privileges

3<sup>rd</sup> time – Increased Loss of Privileges

4<sup>th</sup> time – Teacher/Principal

\*\*Severe Disruption – Immediately sent to principal’s office – Parents Informed

### 3 – 6

Behavior Chart - Each student 3-6 will place the behavior chart in his/her planner at the beginning of each week.

<b>Behavior Chart</b>				
<b>Name:</b> _____				
<b>Week:</b> _____				
	Warning	Loss of Privilege	Parents	Principal
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

## Books and Equipment

Each student is responsible for books and equipment issued to them. If an item is misplaced, damaged, or stolen, the student will be required to pay for the items. Teachers take an inventory at the beginning of the year and determine the condition of books. Students should note any damage to books when issued. Teachers will fine students for damage.

## Bus Transportation

Students and parents are reminded that riding a school bus is a privilege and not a right. Inappropriate behavior on the bus may result in a student losing this privilege. A second referral to the administration will result in one week of suspended bus privileges. A third referral to the administration will result in two weeks of suspended bus privileges. A fourth referral to the administration will result in termination of bus privileges for the remainder of the school year.

The following rules are to be obeyed:

1. Be on time.
2. Share your seat with other students.
3. Remain seated while the bus is in motion.
4. Obey the bus driver's rules.
5. Keep your head, hands, and arms inside the windows.
6. Hold the tone of conversation as low as possible.
7. Continuous misbehavior will result in losing bus privileges.
8. Any student who rides the bus to a school-sponsored event must return unless the student's parents meet with the bus driver or instructor in charge. Students are to be released to parents or legal guardians. Written excuses will not be accepted.

## Conferences

Parents of students at Gayville-Volin Elementary School are invited to participate in conferences regarding your child's progress at any time. Conferences are scheduled twice throughout the school year, however, you are always welcome and encouraged to make arrangements to visit with classroom teachers anytime throughout the year.

## Curriculum

The Gayville-Volin School District's curriculum is set and adopted by the Gayville-Volin School Board. The content standards are established by the South Dakota Department of Education.

## DDN Campus

The Gayville-Volin School District utilizes an online reporting system that is accessible to the students and parents via the Internet. Discipline and grades are viewable using this system. Parents will be given a log-in at Back to School Night.

## Dress Code

School clothing should be neat and clean. Parents should be instrumental in assisting students to make wise selections of clothing for school wear. Any type of clothing which is disruptive and/or a distraction will not be permitted.

## Field Trips / Activity Trips

All students going on school trips will be transported by school transportation. The district expects parents to notify advisors and/or school officials of a change in transportation plans. Students will be released to their parents with written authorization. Notes given to students are not acceptable.

## Friday Letters

Each Friday all elementary students will bring home a Friday Letter. This is a positive way the school communicates effectively with parents at home. The Friday letter consists of important school related information. Please be sure your child shares this with you each Friday. At the end of each quarter, reports cards will be included in the Friday letter.

## Grade Reports

Grade reports will be handed out directly to students at the end of each quarter. A midterm progress report will be given to students to take home mid-way in each nine-week period or more if necessary. Midterm progress notes are not given to any PK-2 grade students. Parents may obtain an additional copy by contacting the school. At the end of the school year, students should come back on a designated date to pick up their report card. All school fees must be paid in full before students' report cards are given.

### Grading Scale 3-6

A – 92 – 100

B – 84 – 91

C – 76 – 83

D – 68 – 75

F – 00 - 67

### Grading Scale K-2

\*Varies depending on grade level

## Health Services

Special health services are provided to the Gayville-Volin School by the Yankton Community Health nurses. Eye screenings, general health checks, and scoliosis screenings are done periodically in our school.

We also need your help in providing a safe and healthy environment for our children. If your child has a contagious disease please inform the office immediately. Your child needs to stay home if an illness is indicated.

The law requires that anyone with a communicable disease must not attend school until he/she is treated for the disease. We seldom see anything of a serious nature in the school, however, head lice does fall under the category of a communicable disease. Initial check for head lice may be conducted at the beginning of the school year as well as periodic checks throughout the year. If your child is found to have head lice you will be contacted and informed how to treat it. Your child may not attend school until he/she is treated.

If there is special information concerning the health of your child please inform the classroom teacher and the office. An explanation in writing is also required so that a notation can be attached to your child's record.

## Homework Room

### Procedure (3rd-6th Grade Only)

Homework is an essential part of a student's educational experience. By having homework there is reinforcement of information that was taught for a particular lesson, plus students learn to take responsibility of his/her choices. \*\*Third grade homework room will start the 2<sup>nd</sup> nine weeks of school not at the beginning of the school year like 4th, 5th and 6th grade.

Procedures:

1. If a student chooses not to complete his/her homework by the designated day/time of the teacher, the student then is assigned Homework Room. Homework Room is a non-threatening place to finish incomplete homework that was due that day.
2. The student will make a phone call during homeroom time or class time to parents to inform the parents that he/she will be staying after school the current day to complete his/her incomplete homework. \*\*Transportation of the student who chose not to complete his/her homework is the parent's responsibility. The student will be required to stay immediately after school unless there is an emergency. **(Please Note: doctor's appointments, athletic events etc. will not be considered emergencies.)**
3. If a student does not complete the assignment, the student must finish the assignment that evening on his/her own and hand it in by 8:15am the next day to the specific teacher in order to receive credit.

**Special Note:**

If a student would complete the incomplete assignment sometime throughout the school day, the student is still required to attend the Homework Room. Again, this continues to teach students choices and responsibilities.

**Consequences of Skipping Homework Room:**

**\*\*A "No Show" results in a call to the parent and more mandatory Homework Room time, plus additional percentage off of that assignment.**

Incllement Weather

If the weather conditions are so severe that it is unsafe to conduct school, an announcement will be made on the radio and TV as soon as possible. Please do not call the school or administration at home.

In the event that the weather changes during the course of the day, it may be necessary to send the buses home early. This too, will be broadcast over the radio and TV. In the event that severe weather storms occur during the school day and it is unsafe to send the buses out, students will be directed to a safety shelter, such as the community center or church. The decision not to send the buses out will be broadcast over radio and TV.

If an evening event is to be called off, every attempt will be made to get this information broadcast before 6:00 p.m.

The following is a list of radio and TV stations that will be called concerning school closings.

WNAX RADIO	KDLT TV
KYNT RADIO	KELO TV
KVHT RADIO	KSFY TV

It is suggested that students and parents listen to both the radio and television for announcements.

Internet Use

Any action by a student that is determined by their classroom teacher or a system administrator to constitute an inappropriate use of the Internet at Gayville-Volin School District will have consequences.

## Library

The library is open to student use only when the library staff is present. Students who want to use the library must have a planner pass granted by a teacher. Students who do not act appropriately in the library may lose their library privileges and face other disciplinary actions. Students will abide by the guidelines set forth by the librarian.

Checkout rules:

1. Current magazines may not leave the library area.
2. The student using those materials must personally check out all materials. Students are responsible for returning the materials.
3. Reference books may not leave the library.
4. Students with overdue material may not check out additional material.
5. There will be a fine for damaged material. Lost materials will be paid for by the student.

Overdue library books:

A list of the students who have overdue materials will be shared with homeroom teachers. If the materials are returned within 5 days after the day they were due, there will be no penalty. All overdue library materials must be returned.

## Lost and Found

The office is the collection point for all lost and found items. Every attempt is made to find the owners of lost and found items as quickly as possible. If your child should lose something please check with the office. We have found that many items turned in to the office are never claimed. Labeling your child's possessions helps eliminate this problem.

## Lunch

Students will be issued a code, which must be entered into a computer terminal to obtain a meal. Reminders will be sent to students when they are in need of meal money. Students are only allowed to charge up to \$50.00 on his/her account.

If you would like to join your child for lunch, please call the office by 8:30am so we are able to plan accordingly.

## Make-Up Assignments

Students who are absent must find his/her teacher immediately upon arrival the next school day to get assignments from missed day. These assignments must be written in the student's planner and made-up in a timely manner.

## Medication at School

The school prefers that medications be managed by the parent at home. If it is necessary for medicine to be taken during school hours, such medication must be prescribed by a doctor and written verification from parents must be on file in the district's office. All medications will be kept in the school office. Pain relievers will not be distributed to students without written parental permission. When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

\*The above procedure covers all prescription and other drugs.

## Money and Valuables

Students are discouraged from bringing large sums of cash and/or valuables to school. The practice of leaving such items on or in desks, in lockers, etc. may be at risk. Please do not bring such items to school.

## Recess

District administration and teachers make the decision if students will be outside or inside for recess each day during the winter months. Typically students will be out for recess unless the following occurs:

- Wind Chill or Temperature is below 0 degrees

## Rules and Regulations

### Classroom Rules:

1. Follow directions according to the teacher.
2. Show respect for others, property of others, and self.
3. Complete assigned work on time.
4. Raise hand unless otherwise directed.
5. Put all materials in proper place.

### Other School Rules:

#### Playground:

1. See the teacher at all times.
2. Report any concerns to teachers.
3. Avoid rough play such as tackle football, throwing snowballs or rocks.
4. Use the slide in the correct manner.
5. Wear appropriate winter gear when expected.
6. Show respect to all school personnel and other students. (No fighting, swearing etc.)

#### Gymnasium:

- Students must be wearing pe shoes
- Avoid playing on the bleachers and stage.
- Avoid screaming.
- See the teacher at all times.
- Avoid using hard balls in the gym.

#### Building:

- Move quietly throughout halls.
- Enter and Exit the building in an orderly and proper way.
- Gum, candy, and pop will not be allowed other than on special occasions. Only water is allowed at all times.

#### Electronic Devices:

- Electronic devices may include, but are not limited to: pagers, cellular phones, laser lights, DVD, MP3, and CD players.
- These devices are confiscated and returned only to the student's parents.

## School Day Hours

School begins at 8:05am and ends at 3:30pm. Students should not arrive prior to 8:00am. Students who ride the bus from Volin should meet at the designated spots by 7:45am. Please make arrangements for your children so they will not arrive early before the designated times. There is no teacher on duty before 8:00am at school.

## School Parties

Special events are occasionally celebrated in the elementary school. It is acceptable for your child to bring class treats for his/her birthday. The treats must be packaged treats, such as candy bars or snack bars, and that all the treats must be the same. Birthday parties in the classroom, parties for teachers, etc, are not permitted. Birthday invitations may NOT be delivered at school.

## Special Drills

Fire drills are held as required by law. These drills are important and are taken seriously. Your child's teacher will review the procedure for exiting the building. Each classroom has a specific evacuation route, which is posted in the classroom. An alternate route is also posted.

Tornado/emergency drills are also conducted on a routine basis. The purpose of the tornado/emergency drill is to provide the safe evacuation and care of students, faculty and others in case of an actual tornado or emergency during school hours.

## Student Conduct at School Events

Disruptive behavior by students at an extra curricular event may result in the student being sent home. Elementary must be accompanied by an adult at school events. Also, elementary students must sit with the adult at the event or in the student section. Students must be watching the school event. There will be no leaving the building or roaming the halls. Students will have to pay to get in again if they leave.

## Student Insurance

### Accident:

An accident insurance for students is available to interested parents at the beginning of each school year. This insurance is offered through a private insurance company and has no connection with the school.

### Dental:

Student dental insurance is also offered to students through a private company. Claims for benefits are sent directly to the company.

All accidents/injuries are reported to the duty teacher and to the principal's office. A record is kept of any injury requiring treatment, and parents are notified if the injury is of a serious nature.

Information regarding student insurance is sent home at the beginning of the school year. It is the parents' responsibility to return the forms to the office.

## Student Lockers

Lockers are provided for student use. Students are responsible for keeping their lockers in a neat fashion. Any damage done during the year will be the responsibility of the person to whom the locker has been checked out. Students are not allowed to occupy empty lockers, or to switch lockers without permission from administration. Lockers remain the property of the school district and may be randomly searched. Do not leave money or valuables in your lockers.

## Student Planners

All third through sixth grade students will utilize a personal planner during every class period. All students must be signed out of scheduled classes using the student's personal planner as his/her pass.

## Visiting School

Any student wanting to visit school must first call one day in advance to gain approval from administration to make arrangements for the visit. All visitors to the Gayville-Volin school are asked to please report to the office when they arrive at the school. Parents and other adults are welcome to visit our school at any time. We want you to be acquainted with our school, and we encourage you to make arrangements to visit your child's classroom. We look forward to getting to know you and you becoming familiar with our staff, facility, and educational plan.

<h2>Programs</h2>
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### Afterschool Program

The afterschool program is provided for students who are in need of extra academic assistance. The students accepted are based on teacher referral and a collection of academic test scores. The afterschool program operates from 3:30 – 5:30pm at the school.

### Athletic Program

Information will be made available for elementary students throughout the year for participation in sports. Typically camps are also offered in the summer months for elementary students.

### Destination Imagination

Any students in third through sixth grade may apply to be involved with the Destination Imagination team. Teams have practice after the winter break and practice will either occur before or after school. Selection to the team is based on teacher referrals, a collection of academic test scores, character, and special talents. If your child is chosen, they will be required to provide parent permission before beginning practice.

### Guidance and Counseling Services

Counseling services are offered to all students enrolled in the Gayville-Volin School District. Counseling services include, but are not limited to: \*individual counseling, \*small group counseling, large group classroom guidance (prevention and development), consultation and referral.

\*(typically parents will be asked to sign a consent form for their child to participate in ongoing individual or small group counseling)

Confidentiality – Parents of minor children have the right to be included in the counseling process. However, school counselors must balance the parents' rights to be informed with the student-client's right to privacy. The school counselor must use his/her professional judgment on these matters, but will do his/her best to keep the parent involved and informed as deemed necessary.

As per South Dakota statutes, client information is confidential and will not be released without parent/guardian (students age 18 or older) authorization. The limitations or exceptions to client confidentiality are as follows:

1. If the student-client states that he/she wants or intends to do harm to himself/herself;



2. If the student-client states that he/she wants or intends to do harm to others;
  3. If the student-client states that an adult has harmed him/her.
  4. If the student-client reports suspected abuse or neglect of a child, elderly person, resident of an institution, or a disabled person; and/or
  5. If employees of the school district are court-ordered to release information.
  6. If the student-client counseling services are included as part of an Individual Education Plan, then
- members of the students' multidisciplinary special education team may be informed of progress toward counseling goals documented in the IEP.

### Instrumental Music Program

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

### Junior Kindergarten Program

Any student who is five by September 1<sup>st</sup> may attend the Junior Kindergarten Program. Junior Kindergarten runs Tuesday, Wednesday, Thursday and Friday all day. Transportation is provided within the school district. This program is provided to give parents options if they feel their child is not ready for full days of Kindergarten.

### Kindergarten Program

Any student who is five by September 1<sup>st</sup> may attend the Kindergarten Program. Kindergarten runs everyday Monday through Friday only from 8:05am - 3:25pm.

### Preschool Program

Any child three or four years old by September 1<sup>st</sup> is eligible to participate in the Gayville-Volin School Preschool program. Preschool for three year old students is held on Tuesday and Thursday from 8:05am – 11:15am. Four year old students will attend preschool on Tuesday, Wednesday, Thursday and Friday from 12:30pm – 3:30pm. The preschool program is free, plus transportation is provided if needed.

### Special Education Program

Special education services are offered as a part of our school program. Students needing these services may be referred to the program by parent referral, teacher referral with parental permission, or by student referral with parental permission. If you desire more information regarding the special education program please contact the elementary principal.

### Summer Education Program

The summer education program will run in the months of June and July to provide extra assistance to referred students. Students are accepted into the program based on teacher referral and a collection of academic scores. Students may attend one session or both sessions.

## Title I Program

### **Overview of Gayville-Volin's Title I Program**

Title I is a federal program to help all students receive a proper education and meet academic standards. The Gayville-Volin School District for grades K-8 is considered a schoolwide Title I program. Schoolwide means that the school has forty percent or more of children from low-income families. Plus, the school is allowed to use Title I money to pay for educational programs for grades K-8. One of the areas of concentration for Title I programs is to develop higher level thinking skills. Each year the Title I instructors help students by providing remediation to improve each child's skill level.

### *Student Selection*

The students are selected for schoolwide Title I through a needs assessment evaluation, teacher referrals, school grades, Dakota STEP scores, and/or class performance. Parent referral is another method of placement used by the Gayville-Volin Title I staff. Any student who qualifies educationally is eligible to receive Title I services.

### *Service Delivery*

The Title I Schoolwide program is a combination of pull-out and/or inclusion. An inclusion program means that the identified Title I students remain in the classroom and the Title I teacher goes into the classroom to provide extra help. The Title I teacher will work more one-on-one with the student as the pull-out part of the process if necessary. The pull-out method is determined by the skill level of the student. However, care must be taken to provide supplemental support and not supplantive support. Title I instructors communicate continually to gain information on student progress and special needs. Cooperation between classroom teachers and Title I instructors is designed to give students opportunities to succeed.

### *Parent Involvement*

Title I requires that information be disseminated about the program each year. This occurs at Gayville-Volin's Back to School Night in the fall. Each year parents are also surveyed about the effectiveness of the program. This allows the school district's Title I committee to gain feedback to improve areas if needed. Also, progress reports are sent to parents four times a year. Parents are also encouraged to discuss academic progress with Title I staff during Parent-Teacher Conferences. The parents of Title I students must be informed that their child is receiving pull-out services on a regular basis through the Title I program. Parents are given every opportunity to be involved in the decision making and planning of their child's participation in the program. If parents request that their child not participate, this is documented in the folder, and the student is not pulled-out for Title I schoolwide services.

### **Parent Compact for Title I Program at Gayville-Volin**

In an effort to keep parents involved in their children's education the Gayville-Volin School District's Title I Committee has developed the following Parental Involvement Policy.

### *Policy Involvement*

All parents will be informed about the school's participation in Title I and their rights to be involved. Information will also be disseminated at the annual Back to School Night and Conferences. Plus, monthly newsletters will share ideas and strategies for parents to effectively assist their children at home. The Gayville-Volin Title I Committee will accomplish the following:

- Meet on an annual basis.
- Collect feedback from participant parents regarding planning.
- Continually review and improve the Title I program.

Parents of participating children will be sent information about the Title I program at the beginning of each year or when a child is receiving assistance on a regular basis during the school year. Updates on the program will also be provided as needed. School performance and individual assessment results will be discussed with parents as the assessments are administered. A description and explanation of the curriculum used and the proficiency levels students are expected to meet will be given to parents annually. Opportunities to formulate suggestions and participate in decisions relating to the education of their children will be provided at the Back to School Night, Parent-Teacher Conferences, and in quarterly reports.

#### *Shared Responsibilities for High Student Performance*

A school-parent-student compact that describes the responsibilities of each person involved in the program will be distributed to each participant, his/her parent, and school staff. Each person must make a commitment to provide high quality curriculum and instruction, support, and/or an effective learning environment that will enable students served to meet the State student performance standards. Ongoing communication between teachers and parents will be accomplished through two Parent-Teacher Conferences held each year. Student progress reports will be sent to parents at the end of each quarter.

#### *School-Parent Compact*

The school-parent compact is provided to all parents through the elementary and middle school handbooks. They are also provided to parents of students receiving Title I services by the Title I teachers.

### **Elementary Parent Compact for Title I**

As a result of our assessment, your child has been selected to receive additional assistance from the Title I program. In order to increase the academic gains of the student, the work done in Title I will require a team effort. This team is made up of teachers/school personnel, parents, and students. Each has their own responsibilities.

#### School Responsibilities

- Provide high quality curriculum and instruction in a supportive learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
  - Allowing small group interaction with qualified teachers
  - Focusing on classroom skills being learned in the regular classroom
- Hold parent teacher conferences twice a year (once each semester) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress at midterm and the end of each quarter.
- Provide parents reasonable access to staff. School staff members are available before and after school or by appointment.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Activities include:
  - Special programs
  - Daily classroom visits
  - Field trips

#### Parent Responsibilities

- Listening to your child read everyday
- Practicing concepts and skills taught
- Helping your child with assignments
- Attending parent meetings
- Monitoring attendance
- Promoting positive use of your child's extracurricular time
- Staying informed about your child's education and communicating with the school by reading all notices from the school either received by your child or by mail and responding, as appropriate.

Student Responsibilities

- Do my homework every day and ask for help when I need it.
- Read at least 20 minutes every night outside of school time.
- Give to my parents or the adult in charge, all notices and information received by me from my school every day.
- Work cooperatively with classmates.
- Take pride in my school
- Come to school prepared.

Principal Signature:

Teacher(s) Signature:

\_\_\_\_\_

\_\_\_\_\_

Parent Signature :

Student Signature:

\_\_\_\_\_

\_\_\_\_\_

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

*Building Capacity for Involvement*

The Gayville-Volin School District’s Title I Committee will actively work to provide opportunities for parents and school staff to become informed about such topics as the state content standards, the requirements of Title I, how to monitor a child’s progress, and how parents can participate in educational decisions. The program will provide materials to parents regarding such topics as literacy and working with children at home. School staff will also be involved in activities to promote communication between school and parents, understanding the value of parent contributions and building ties between home and school.

Any opportunities to work with other groups in activities that coordinate and integrate parent involvement will be pursued. All efforts to meet the needs of parents and the community on being cooperative members in the children’s education will be encouraged and pursued. Funds, as needed, from Title I will be made available for such activities.

*Accessibility*

Opportunities for parents with limited English proficiency or with disabilities to participate in Title I activities will be provided to the fullest extent possible.

*Complaint Policy*

In the event that a parent, or the parent advisory council, teachers, or other concerned organizations should have a complaint concerning violations of any federal program, the following procedures are to be followed to satisfy said complaint:

- Within five (5) days of the occurrence of said complaint, the persons having the complaint will notify the LEA Title I director, in writing, of all complaints. Within five (5) days of receiving the notice of complaint, the Title I director will respond, in writing, of the complaint, setting up a time and date to visit with the complainant.
- If the above meeting does not solve the problem, the complainant may within three (3) days notify the elementary principal of the problem and ask a meeting to discuss the problem. Within three (3) days of receiving the request, the principal will set up a meeting with the complainant.

If satisfaction is still not forthcoming, the complainant may, within three (3) days, request in writing, a meeting with the Superintendent of Schools, who will, in writing, notify the complainant of the time and date of such meeting.

- Should the complaint still not be satisfied, the complainant may appeal the LEA's decision to the SEA within thirty (30) days of receipt of the written decision of the LEA.

The complainant or complainants may present evidence or questions to parties concerned during any or all of the previously mentioned steps.

The complaint procedure will be disseminated upon request of all interested parties including all district and school advisory councils.

## **Student Questions and Comments:**



**REVIEW OF SCHOOL POLICIES (Only 3<sup>rd</sup> – 6<sup>th</sup> Grade Students must sign)**

I certify that I have read and understand the contents of the student handbook. The school rules have been explained to me and I have reviewed the handbook with my principal and my parents.

**Please sign and return:**

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

By signing the line below, I allow my child to attend school field trips approved by the administration. I will be notified through Friday Letters or other communication before a field trip takes place.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date