

Mellette Elementary School

*2010-2011
Student-Parent Handbook*



“Home of the Mellette Bears”

619 2nd Street NW • Watertown, SD 57201
Phone 882-6385 • Fax 882-6382
www.watertown.k12.sd.us

Mellette School's Core Beliefs

We believe that all students:

- Need love, respect, guidance, and a second chance.
- Want to be successful and need to believe that they can succeed.
- Are unique individuals who can be encouraged to work to their fullest potential.
- Demonstrate kindness and respect.
- Have a natural curiosity to learn.
- Can learn and become life-long learners.
- Deserve a well-rounded education, including academic, social, physical and emotional development.
- Need to develop and maintain a positive self-image.

We believe that all staff:

- Care about, respect, and want the best for their students.
- Can make a positive difference in the lives of their students.
- Create the environment and set the tone.
- Need to differentiate to meet students' needs.
- Are dedicated and genuine.
- Are flexible and open-minded.
- Are excited about learning.
- Collaborate and work together for the good of students.
- Set high expectations for self and students.

We believe that all parents:

- Want what is best for their child.
- Will partner with the school to do what is best for their child.
- Are actively involved in their child's education.
- Are supportive of the school's beliefs.
- Are a resource of their child's education.
- Are their child's first teacher.
- Are models for lifelong learning and healthy living.

Mission Statement

“Enabling All Students to Succeed in an Ever - Changing World”

By following our mission, we will create:

- Effective Communicators • Technologically Literate Individuals
- Globally and Culturally Aware Individuals • Healthy Individuals
- Investigative and Creative Thinkers • Quality Producers
- Collaborative Workers • Responsive Citizens • Lifelong Learners

Welcome To Mellette Elementary School

Mellette Elementary has a long and proud tradition of service to the Watertown community. The staff is committed to providing our students with the best education possible.

The educational process is a partnership between parents and the school. Parental involvement influences the child's academic success and develops positive attitudes towards school.

Please feel free to call or stop in the office if you have any questions or concerns.

John J. Decker
Principal

Non-Discrimination/ACCESSIBILITY

Watertown School District 14-4 provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital status, status in regard to public assistance, age or disability.

Persons with inquiries regarding implementation and compliance of Americans with Disabilities Act may contact Jennifer Heggelund, Special Needs Coordinator, Watertown School District 14-4, P.O. Box 730, Watertown, SD 57201-0730, 605-882-6312, and persons with inquiries regarding implementation and compliance regarding Title IX or Section 504 may contact the Watertown School District Superintendent's Office, P.O. Box 730, Watertown, South Dakota 57201-0730, 605-882-6312. Additional inquiries may be directed to the Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367, 816-880-4200.

Mellette Elementary

2010-2011 Calendar

August 24	Open House-5:00-6:00
August 26	School Begins (8:30-3:20)
September 3	School Pictures
September 6	Labor Day (No School)
September 24	Homecoming-School dismissed at 1:30 NO PM Kindergarten
September 28	PTO Meeting 6:30-7:30 School Conference Room
September 29	Early Dismissal 12:30 (Teacher In-service)
October 1	Midterms- First Quarter (Grades 3-6)
October 11	Columbus day/Native American day(No School)
October 21	Picture Retakes
October 26	PTO Meeting 6:30-7:30 School Conference Room
October 27	Early Dismissal 12:30 (Teacher In-Service)
October 28	Parent/Teacher Conferences 4:00 PM- 8:00 PM
October 29	End of First Quarter
November 4	Parent/Teacher Conferences 4:00 PM- 8:00 PM
November 11	Veteran's Day (No School) KIDSCOPE will be held at Mellette.
November 12	No School- KIDSCOPE will be held at Mellette.
November 24	Early Dismissal- 12:30
November 25-26	Thanksgiving Vacation (No School)
November 30	PTO Meeting 6:30-7:30 School Conference Room
December 3	Midterms- Second Quarter (Grades 3-6)
December 23-January 3	Winter Vacation
January 3	District In- service - NO SCHOOL
January 4	School Resumes
January 21	Early Dismissal 12:30 (Teacher In-service)
January 25	PTO Meeting School Conference Room
February 11	Midterms- Third Quarter (Grades 3-6)
February 18	Teacher In-service (No School)
February 21	President's Day (No School) KIDSCOPE will be held at Mellette.
February 22	PTO Meeting 6:30-7:30 School Conference Room
March 16	Early Dismissal 12:30
March 17-18	Spring Break (No School)
March 22	PTO MEETING School Conference Room
March 24	Parent/Teacher Conferences 4:00 PM- 8:00 PM (No School)
March 30	Early Dismissal 12:30 (Teacher In-service)
March 31	Parent/Teacher Conferences 4:00 PM- 8:00 PM (No School)
April 21	Midterms- Fourth Quarter (Grades 3-6)
April 22-25	Easter Vacation (No School)
April 26	PTO Meeting 6:30-7:30 School Conference Room
April 27	Early Dismissal 12:30 (Teacher In-service)
May 23	Success Maker/Study Island Party
May 24	Accelerated Reader Party- AM
May 24	FUN DAY -PM
May 24	PTO Meeting 6:30-7:30 School Conference Room
May 25	Last Day of School-DISMISSED at 12:30

Mellette Elementary Staff 2010-2011

John Decker.....	Principal
Jody Janzen.....	Secretary
Haylee Swiden.....	Kindergarten
Paula Orthaus.....	1st Grade
Karen Phillips.....	1st Grade
Stacie Lindgren.....	2nd Grade
Jessica Sellin.....	2nd Grade
Michelle Heupel.....	3rd Grade
Gretchen Wiechmann.....	3rd Grade
Karen Johnson.....	4th Grade
Wade Taylor.....	4th Grade
Radeanna Johnson.....	5th Grade
Carol Slama.....	5th Grade
Mark Bellum.....	6th Grade
Buffy Heesch.....	6th Grade
Lesa Dahl.....	Music
Robyn Magstadt.....	5th Band
Peggy Moeller.....	6th Band
Kristin Rasmussen.....	Orchestra
Corby Shelsta.....	Orchestra
Lori Sumner.....	Art
Lori Petersen.....	Health and Fitness
Jenny Berg.....	Special Education
Dawn Dahle.....	Special Education
Darla Graves.....	Speech Therapist
Deb Holter.....	Teacher Assistant
Jennifer Koistinen.....	Teacher Assistant
Kristi Weber.....	Reading Specialist
Heidi Hall.....	Reading Specialist
Becky Lubbers.....	Title 1 Math
Carol Madsen.....	Counselor
Sara Foust.....	Social Worker
Belinda Multhaup.....	Classroom/Office Paraprofessional
Suzanne Byer.....	Classroom Paraprofessional
Todd Leininger.....	Classroom Paraprofessional
Gail Wahl.....	Librarian
Sherri Sellers.....	Success Maker Paraprofessional
Mindy Shubert.....	Success Maker Paraprofessional

Mellette Elementary Staff (cont.)

Sandy Wiesner	Special Education Paraprofessional
Penny Mack	Learning Center Paraprofessional
Loretta Redder	Classroom Paraprofessional
Mary Tesch	Learning Center Paraprofessional
Duane Meyer	Head Custodian
Don Epps	Custodian
Roger Mack	Custodian
Roseanne Chandler	Nutrition Service Manager
Jeri Wagner	Nutrition Services
Irene Deal	Nutrition Services
Esther Bakeberg	Foster Grandparent
Doris Fryslie	Foster Grandparent

Mellette Elementary PTO 2010-2011

President	Tonya Holien
Vice President	Michelle Pahl
Secretary	Michelle Pahl
Treasurer	Angie Pries

ABSENCES

If your child has to be absent from school, or late to school, parents are requested to call the school at (882-6285) between 7:30-9:00 AM. If we do not hear from you before 9:00 AM, a routine phone call will be made to determine the reason for absence. NOTE: Whenever your child arrives to school after 8:40 AM, the parent needs to report to the office and sign the student in before going to their classroom to avoid being counted tardy.

ACCIDENTS AND INJURIES

The school will make every effort to notify parents in cases of illness or serious injury at school. If parents cannot be contacted in an emergency, the school nurse will be contacted. If the emergency warrants the child will be taken to the office of the family physician named on the child's health card. Please keep this information up to date.

ACTIVITY TICKETS

You may purchase a season ticket to all Watertown athletic events for \$10.00. Please contact the office. Make checks out to: Watertown School District.

ARTICLES BROUGHT TO SCHOOL

Electronic games, CD players, headsets, radios, trading cards, toys, and large amounts of money should not be brought to school. The school will not assume responsibility for these items if they are lost or stolen. These items are subject to confiscation and will be given back to the parent/guardian.

ATHLETIC EVENT STUDENT BEHAVIOR EXPECTATIONS

1. Athletic events sponsored by the school system employ the same rules as any other school related activity.
2. Students are expected to be respectful of the rights of others and take responsibility for their actions.
3. Students are asked to sit with their parents and stay in your seats as much as possible.
4. Students are to refrain from running up and down the bleachers.
5. Students may stand during the contest as long as they are not blocking the view of other fans.
6. Students are to refrain from hanging over the railings on the top or the side of the bleachers.
7. Students are asked not to throw objects off from the bleachers.
8. Students cannot play football on the grass field south of the bleachers during football games.
9. Students are asked to properly dispose of any refuse in the proper containers.

ATTENDANCE AWARDS & RECOGNITION

Mellette Elementary students who have been in school EVERY day of the year, with zero tardies or absences or early releases, will qualify to receive an attendance award at the end of each month and quarterly. Honor roll, (given to grades 3-6 only), are given quarterly and at the end of the year. Parents are responsible to read and understand the attendance policy/procedures when making decisions about pulling children out of school for appointments and how this has an impact on their perfect attendance qualification. An awards ceremony is held the last day of school.

The **President's Award for Educational Excellence** will be given to any sixth grade student who meets the following criteria:

1. Earn a 3.5 or better throughout the fourth, fifth and the first semester of sixth grade. AND
2. Achieved advanced in Math and Reading on the Dakota Step test during fifth grade.

The school principal has final authority to determine which students receive these awards.

ATTENDANCE POLICY

Class attendance is necessary for students to gain optimum benefits from their school experience. Attendance is a responsibility of the student and parent, although the school will cooperate and assist students and parents to strive toward good attendance practices. Please telephone the school office at 882-6385 to notify us when a student will be tardy or absent. When your child returns to school from a doctor's appointment, a written excuse for our files would be appreciated.

ATTENDANCE/TARDIES

Promptness to class is VERY IMPORTANT! It is important that students arrive at school on time at the beginning of the day. Parents will be contacted due to being continually tardy. Students will have thirty minutes after school for every **six unexcused tardies**.

ACHIEVEMENT TESTING

Various achievement tests are administered throughout the course of the school year.

The **STAR Reading Assessment** and **STAR Math Assessment** is a computer based test given to grades 2-6 at the beginning of the first quarter and the end of each quarter. This assessment helps to determine a student's level of reading and math which enables us to determine growth.

First grade students are given the **CBM-Curriculum Based Measurement**, to determine which students will receive Reading Recovery services.

The **Dakota Step** test is given in the spring for students in grades 3-6. Reports are sent to parents in the fall of the following year.

BOX TOPS FOR EDUCATION

Mellette has participated in this General Mills sponsored fundraiser for the past few years. The school receives \$.10 for each box top collected. In the past money from collecting Big G Box Tops has been used to purchase playground equipment, Accelerated Reader (AR) books, fund school improvements, or other student incentives that are above what the school budget will allow.

Box Tops can be saved year-round and turned in to Mellette at any time throughout the school year.

BREAKFAST PROGRAM

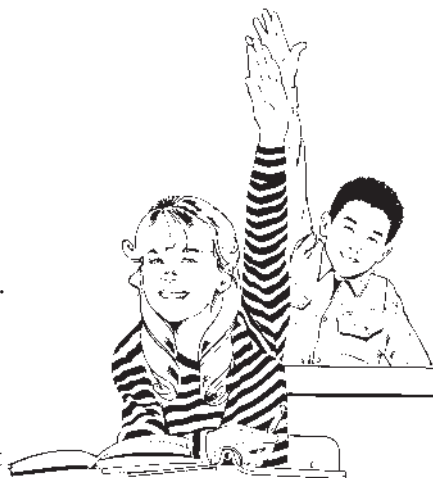
Breakfast is served Monday through Friday starting at 7:55 AM-8:25 AM. Cost of the meal is charged to the student's "Mealtime" account. The cost of a breakfast is \$1.50. Students who are approved for free or reduced lunches also qualify for free or reduced breakfast.

CAMPBELL'S SOUP LABELS

Mellette School participates in the Campbell's Soup Label Program. Students collect and bring Campbell's Soup labels to the school. It is important to cut out the PUC label for redemption.

CAUGHT BEING GOOD PROGRAM

Students who show exceptional behavior could receive a "Caught Being Good" ticket from any staff member at Mellette Elementary. Once a week, five names will be drawn grades k-3 and 4-6, and prizes awarded to the recipients. A student may receive more than one ticket throughout the school year. Students are also eligible to sign their name on the Good Graffiti Wall.



CHANGE OF ADDRESS AND WITHDRAWALS

It is important that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic year. If the student is moving out of the district, the school should be notified at least a day in advance so proper transfer records can be prepared and the student's books and supplies can be collected.

COMMUNICATION

A school newsletter is published and distributed at the beginning of every month. This newsletter includes announcements, recent school news, upcoming events and other school-related news. Announcements will be sent home the last day of the week. Many classroom teachers send take-home folders. Please review the content and return promptly any information needed to be returned.

COMPLAINT OR CONCERN

If a parent has a concern about school related activities, classroom expectations or workload, please contact your child's teacher first. If a parent has concerns about other issues or wishes to discuss them further, please contact the building principal.

DAMAGE TO SCHOOL PROPERTY

If school property is damaged by a student, the student's parent/guardian will be expected to pay for the replacement or repair.

DISCIPLINE

Discipline is an important dimension of life. We want to create an atmosphere of respect and responsibility at Mellette Elementary. We want to foster an environment conducive to learning and caring. In order to do this, students must work at treating all people with respect and take responsibility for their own personal behavior. Each teacher at Mellette has a classroom management plan. The staff at Mellette Elementary requests parental support in helping maintain appropriate conduct in school.

DRESS CODE

Students should wear clothing which is clean, in good taste, and does not attract other than normal attention. Clothing displaying obscenities or slogans inappropriate to school will not be permitted. Shorts should be long enough so the child's fingertips touch the hem part. Halter tops or "spaghetti" strap tops are prohibited. Since many students have similar pieces of clothing, such as gym shoes, coats, mittens, and boots, it is recommended these items be marked with the student's name. During the cold season, please make sure that your child arrives at school dressed with a proper coat, hat, boots, and gloves. Snow pants and boots are necessary in order to crawl around in the snow.

EMERGENCY FIRST AID

Every effort will be made to provide an environment in which students will be safe from accidents. If your child is injured, the staff will take whatever steps necessary to provide the needed medical attention and care. Please make sure to have emergency phone numbers updated.

EXTRA CURRICULAR ACTIVITIES

- **FIT FOR LIFE**- the Fit For Life program is for all students, parents and staff promoting a healthy lifestyle. Points are given for different types of physical fitness activities, and participants can earn chances at winning prizes.
- **BASKETBALL-BOYS AND GIRLS**- The sixth grade basketball program is sponsored by the school district in the fall quarter for girls and winter quarter for boys. Students practice and play games after school.
- **WRESTLING**- Wrestling is a district sponsored program for students in grades three to six. It is held in February, and students practice after school in the gym at Mellette.
- **VOLLEYBALL**- Sixth grade girls may participate in this fall activity. Practices will be held at Mellette School.
- **FIELD DAY**- Fifth and sixth grade students take part in track and field events during the last week of school. Each student may participate in three events. Students prepare for this during the track unit in physical education class scheduled each May.
- **SWIMMING LESSONS**- Fifth and sixth grade students take part in a 10 day swimming unit.



FIELD TRIPS

When parents fill out the enrollment card at the beginning of the year they are asked to authorize student's attendance at field trips for the school year. Students will not be allowed to participate in any field trips if the permission form is not checked. Parents will be notified by note from the teacher of any upcoming field trips. The note will explain the purpose, date, and time of event. Parents may be asked to chaperone classes on school-related field trips.

FIRE/TORNADO/LOCKDOWN SAFETY DRILLS

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire, tornado, and lockdown drills are carried out to meet regulations and to make certain students learn proper safety procedures and adhere to all safety guidelines.

FOOD, CANDY, GUM & DRINKS

Food, candy, gum and drinks (pop, juice, etc.) are not to be brought to school by students for consumption during the school day unless authorized by the classroom teacher for special events. We encourage children who eat cold lunch to bring healthy and nutritious food. Please try to refrain from sending pop or candy during lunch.

FREE/REDUCED MEALS

Students approved for free and reduced lunches for the previous year will continue for ten days into the new school year. You must reapply each school year. The application is sent home at the beginning of the year at open house.

GETTING TO AND FROM SCHOOL(CAR, BIKE, WALKING, DROPPED OFF)

- BY CAR- students should realize that if they are driven to school, the driver should let them off by the school and the student(s) should cross at the crosswalk.

- BY WALKING- children should be aware of the safest route to school, understanding they should never accept rides from strangers. They should always follow the directions of the crossing guards.

- BY BIKE- the school cannot be held responsible for stolen or damaged bicycles. Students may not ride their bikes once on school property. We will ask students who continue to not follow this rule to not ride their bikes to school anymore. Please discuss bike safety with your child.



GATE

The GATE Program is for students with high academic abilities. A student may be referred for testing by a parent, teacher, or principal. To be eligible for the program, a student must score two or more years above grade level on an educational achievement test in reading or math and 125 or higher on an IQ test. Classroom enrichment and challenges or individual programs are available for students who qualify for the program.

GIFT

Teachers or parents can request that a student attend the after school program Get It Finished Today. This program is designed for students in grades 3-6 not getting homework done.

The program is run by the Boys and Girls Club and is held in the school library from 3:30-4:30. It is not a program designed as an after school care center.

GRADING SCALE 3-6

A = 100-92 %

B = 91-84

C = 83-76

D = 75-68

F = 67 and below

HEALTH

1. Students should not be in school if they have a fever, sore throat, upset stomach, rash, or other indication of illness.
2. All communicable diseases should be reported to the school as soon as diagnosed.

There are times when a parent cannot be reached. The school requests an emergency phone number of a relative or friend who can be contacted in case the parent is not available. It is the parent's responsibility to keep this information current.

HIGHLY QUALIFIED TEACHERS

The No Child Left Behind Act of 2001 requires that all teachers are highly qualified for their teaching assignments. If you would like information regarding the professional qualifications of your student's teacher, please contact the building principal at 882-6385.

HOMEWORK

Educators and parents share one common goal: To help each student in our school to be successful.

Homework is one way families and schools can cooperate to improve students' learning. Homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. The amount of homework will vary at each grade level and with each teacher.



Grades 1-2 will have occasional memorization work and at home reading.

Grades 3-6 can expect homework on a daily basis. The amount can vary from 30 to 50 minutes per night.

Homework helps students learn better and faster.

Homework helps families become involved with their child's education.

Homework communicates the high expectations that schools hold for their students.

Homework helps students develop self-discipline and organizational skills.

HONOR ROLL

The Honor Roll is intended for students in grades 3-6 who achieve a 3.5 grade point average or higher. We recognize that students achieve at various levels. It is our goal to honor the hard work of these students. Students will be recognized at the end of each quarterly grading period. A student's Grade Point Average determines their quarterly level.

IMMUNIZATION

NO SHOTS-NO SCHOOL. All students entering school for the first time are required to have proof of immunization. Failure to do so will result in the student excluded from school.

LOST AND FOUND

All items that are found in school will be placed on the lost and found table located in the front hallway by the office. Unclaimed items will be given to a charitable organization at the end of the year.

LOST TEXTBOOKS/LIBRARY BOOKS

All basal textbooks are issued without a charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged replacement or repair fees. Library privileges may be revoked until a book is returned or replaced.

LUNCH SCHEDULE

	Recess	Lunch
First Grade	10:45-11:00	11:00-11:20
Third Grade	11:00-11:15	11:15-11:35
Fourth Grade	11:15-11:30	11:30-11:50
Fifth Grade	11:30-11:45	11:45-12:05
Second Grade	11:45-12:00	12:00-12:20
Sixth Grade	12:00-12:15	12:15-12:35

LUNCHROOM BEHAVIOR

The following rules apply in the lunchroom:

1. Wait in the hallways quietly, keeping hands, feet, and other objects to yourself.
2. Visit using indoor six inch voices at your assigned table.
3. Use good table manners.
4. Absolutely, NO throwing of food.
5. Raise your hand when you need help and wait for a lunchroom supervisor.
6. Remain seated until dismissed by the lunchroom supervisor.
7. Follow directions of ALL staff.
8. Do not exchange food.
9. Clean your area when finished eating.



MAKE-UP WORK

When a student has been absent from school, it is likely that there will be some work to be done at home or after school in order to complete the make-up work. Although the school is willing to cooperate with parents in these cases, it should be understood that teachers cannot duplicate all missed assignments (ex. Lectures, field trips, experiments). It is asked that parents give teachers adequate time to prepare missed school work. Requests for homework will be delivered to the office by 3:00. Advanced notice of a student's absence is greatly appreciated.

MEAL ACCOUNTS

Lunch and/or breakfast money can be paid in the office. This will be applied to the student's account. A notice will be sent home when the account is down to one and two meals. A phone call from school personnel will also be made as a courtesy reminder. The regular lunch price for students is \$1.75 and the price for an adult is \$2.50. Breakfast prices are \$1.50 for students and \$1.75 for adults. The price of an additional milk is 30 cents. Students will not be allowed to charge. An alternative lunch will be provided and the parent/guardian will be called.

MEDICATION

Medication brought to school must be in its original, pharmacy labeled container. The parent needs to complete the "Parent Request for Assistance with Medication" form. In the event that permission is not received from the parent, medication will be given for one day only, upon telephone consent. ALL prescription medications must be brought to the Administrative Office of the school, placed in the custody of the principal, and stored in a locked location. It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by trained school personnel when taking medication.

ORCHESTRA PROGRAM

Students in grades 5 and 6 are eligible to take part in orchestra. Students have the opportunity to advance their ability level.



PARENT/TEACHER CONFERENCES

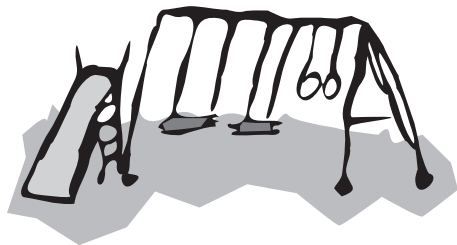
Parent/teacher conferences are held twice a year. The school believes these conferences are beneficial because it provides the parents and teachers an opportunity to share information which will be of assistance in working with the students. Parents or teachers may request additional conferences when necessary.

PARTY TREATS/INVITES

Parents often wish to send a treat to the class for their child's birthday. Please make these arrangements with the classroom teacher. Many of our students have severe allergic reactions to eggs, nuts, and other ingredients. This is done to maintain a safe environment. Please avoid sending party invitations to school unless the entire class is invited. This is done to avoid hurt feelings that may occur.

PLAYGROUND BEHAVIOR AND EXPECTATIONS

1. Students are to report any problems on the playground immediately to the playground supervisors.
2. All inappropriate activities that are harmful to self or others are prohibited, such as: skating, sledding, snowballs, fighting, karate, snow hills, piggy back rides, pyramid building, etc.
3. Students are not allowed to climb on fences, hand rails, ramps, bike racks, backstops, trees and the building.
4. Students must obtain permission from a playground supervisor to retrieve any type of object that goes into the street.
5. Students are to sit on the benches NOT stand.
6. Students are to line up quickly and quietly when the recess bell rings.
7. Food items are not allowed on the playground.
8. Electronic devices and toys from home are prohibited on the playground (cameras, CD players, Gameboys, trading cards, cars, skateboards, electric scooters etc.)
9. Bikes must be walked on school premises at all times (before and after school). They are to be parked in the bike rack.



PLAYGROUND BEHAVIOR AND EXPECTATIONS (CONT.)

10. Students must obtain permission from the playground supervisor before entering back into the building.
11. Proper use of playground equipment:
 - a. Playing tag is prohibited.
 - b. Do not push people.
 - c. Take turns.
12. Proper use of the slide:
 - a. Sit down with feet first.
 - b. Climb the steps slowly.
 - c. One person at a time.
 - d. Sliding head first is not allowed.
13. Students may not play on the playground after dismissal. Students are to go directly home after dismissal at 3:20.
14. All students are encouraged to use sportsmanship, be courteous, and agree to follow the rules before participating in any game.

PARENT INVOLVEMENT/PTO

The Mellette PTO exists to promote the welfare of children. It sponsors worthwhile experiences for our youngsters, family activities and gifts our school. Parents are encouraged to join and participate in the activities.

PARENT VOLUNTEERS

Parent volunteers are an important part of a child's educational experience. The evidence is now beyond dispute that, when schools work together with families to support learning, children tend to succeed not just in school, but in life. Research clearly indicates that parent involvement directly affects academic achievement and improves student behavior. Mellette Elementary values parent involvement and would like anyone interested in helping, to call their child's teacher or the office at 882-6385.

PERMISSION TO GO HOME WITH ANOTHER STUDENT

Children who wish to go from school to another student's home must bring a note giving permission from parents of both children. Please notify the office in advance with your written permission if arrangements of this nature are necessary. Please remind your child that they will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.

PETS AT SCHOOL

Pets are only allowed at school for special classroom purposes. Otherwise, please keep all animals out of the building and off of school property during school hours. This is due to safety and health concerns.

POP TABS

Mellette Elementary School collects the tabs from pop cans. These are given to the Ronald McDonald House, which provides temporary housing for parents with children in the hospital.

RECESS

The schools operate on the assumption that if students are well enough to be in school, they are usually well enough to participate in recess. School personnel will use their judgment with regard to taking students outside for recess during the winter months. If rainy conditions begin while students are outside, playground supervisors are responsible for signaling students to come into the building. Parents are requested to be aware of weather conditions and to dress children accordingly. Students will be allowed to stay in from recess up to two days with a note and parent signature. A doctor's note may be required if a request is made for more than three days.

REPORT CARDS/MIDTERMS

Report cards are sent home to parents/guardians of students in grades K-6 at the end of each nine week period. Please review the school calendar to see when each quarter ends. Midterms will be sent home for students in grades 3-6 for each nine-week grading period.

RELEASE OF STUDENTS

Definite procedures are followed to assure the safety of children who are released during the day.

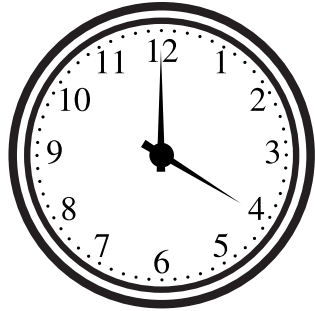
1. Written parental permission should be sent to the teacher stating the requested time of release.
2. PLEASE NOTE THE FOLLOWING: IF ANY PERSON OTHER THAN THE PARENT OR GUARDIAN IS TO PICK UP THE CHILD, THE SCHOOL MUST HAVE A STATEMENT SPECIFYING THE NAME OF THE PERSON ON RECORD AT THE SCHOOL.
3. If a student needs to be dismissed early for medical, emergency, or whatever reasons, the parent or guardian must come to the office to sign out the child. All children must be signed out in the office. Children will remain with the teacher until notified.

S.A.F.E.

Student Assistance For Everyone is a guidance service provided for all students. Counselors provide classroom instruction and individual or group counseling. The counselors also offer services to parents and teachers.

SCHOOL HOURS

The Mellette Elementary hours are from 7:45 AM TO 4:15 PM. Students may enter the building at 7:55 AM when the bell rings to eat breakfast. Students are dismissed at 3:20 PM. Teacher hours are from 8:00 AM until 4:00 PM. A well-prepared teacher is essential to your child's education. Teacher planning time in the morning is from 8:00 AM to 8:25 AM and 3:20 PM to 4:00. Mellette office personnel are available from 7:45 AM to 4:15 PM daily.



SCHOOL WEATHER CLOSINGS

If it is necessary to close school due to inclement weather, an announcement will be made on radio stations KWAT, KSDR, and KXIG. An announcement will also be made on the local television stations. SCHOOL REACH will be used to call parents.



SEXUAL HARASSMENT

Sexual harassment is a form of discrimination and compromises the attainment of educational and work excellence. The Watertown School District 14-4 strictly prohibits sexual harassment of the same or opposite sex. Harassment may be cause for disciplinary action up to and including expulsion of the student. This policy applies to employees and students attending any event on district property, and at any event or location when the behavior involves district employee(s) and/or students.

SPIRIT/BEAR PRIDE

It is important for students to take pride in their school. School spirit doesn't just happen; it takes special effort from all of us. The result is sense of loyalty and an atmosphere of caring. Parents can play a major role in making positive school spirit a reality!

Parents can positively reinforce what is happening at school. Students notice when their parents attend school events. Cooperation in standing behind any rules and regulations pertaining to the school or events sponsored by the school is also important. Talk with your children about school and keep the lines of communication flowing.



School spirit adds to a positive and supportive school climate. It will help to make all students feel a sense of family when they walk through the doors.

STARS OF THE WEEK PROGRAM

A student is chosen from each classroom each week to have lunch with the principal the last day of the week. Students are allowed to bring a portrait or anything they would like to have displayed in the display case by the library. During our lunch, we discuss the attributes of good character and our school pledge.

*"This day has been given to me fresh and new.
I can learn from it or throw it away.
Today, I will do my best in thoughts, words, and actions.
Today, I will be a S.T.A.R.
I will STOP, THINK, and ACT RESPONSIBLY*

STUDENTS LEFT AT SCHOOL AFTER DISMISSAL

School is dismissed at 3:20. Students who have not been picked up by 4:00 will be brought to the office and must be signed out there. A meeting will be set up with a parent/guardian if any student is left more than three times.

STUDENT VISITORS

Students from other schools or friends of Mellette students may not come to school for any part of the day. This can often serve as a distraction in the classroom. However, they are welcome for special programs or events.

STUDENT RECORDS

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student. Parents have the right to:

1. Review and inspect records
2. A listing of types and location of records
3. Request an explanation of or amendment to the records and a hearing regarding all records affecting your child should there be a disagreement as to any part of the content of such file.

TELEPHONE CALLS AND MESSAGES

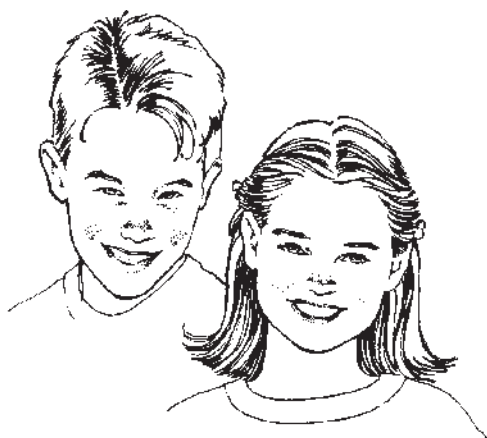
Teachers and students will not be called from class to answer the telephone except in case of emergency. A telephone message will be delivered to the classroom.



VISITORS IN THE BUILDING

Parents/Guardians are always welcome to Mellette Elementary School. They are encouraged to attend special activities, classrooms, and assemblies. ALL adult visitors must come to the office and sign in before going to any classroom. Visitor badges are to be worn by all visitors in the building. As visitors leave the building, they must stop by the office and sign out. These are safety procedures required by Watertown School District policy.





Children Learn What They Live

If a child lives with criticism,
He learns to condemn.

If a child lives with hostility,
He learns to fight.

If a child lives with ridicule,
He learns to be shy.

If a child lives with shame,
He learns to feel guilty.

If a child lives with tolerance,
He learns to be patient.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with security,
He learns to have faith.

If a child lives with acceptance and friendship,
He learns to find love in the world.

MELLETTE SCHOOL SUPPLY LIST, GRADES K-6

School supplies may need to be replenished throughout the school year

KINDERGARTEN

Fiskars for Kids scissors, 1- box of 16 Crayola (regular-sized) crayons, 3-2 pocket file folders (bottom pockets-green, yellow, blue), 4 small Elmer's glue sticks, 1 pkg. #2 Pencils (plain colors, no fancy ones, Large zippered book bag (no wheels)

GRADE ONE

Fiskars for Kids scissors (pointed), School box 8 1/2 x 5" (plastic), 2 boxes of 24 Crayola crayons, 3 No. 2 pencils, sharpened, 1 deck playing cards, 2 Elmer's glue sticks, 1 pocket file folder (bottom pocket), Book bag (no wheels), 1 box of Kleenex, 2 wide-ruled 70-sheet spiral notebook

GRADE TWO

Fiskars for Kids scissors (pointed), School box 8 1/2 x 5" (plastic), 1 box of 24 Crayola crayons, 1 pkg of 24 Crayola Colored Pencils, 1 box "Washable" Crayola Markers, 2 large pink erasers, 1 box zip-lock sandwich baggies, 4 Elmer's glue sticks, 1 pocket folder (bottom pocket), 1 dozen No. 2 pencils, sharpener, Book bag (no wheels!), 2 boxes of Kleenex, 3 wide-lined spiral notebooks (plain red/blue/green)

GRADE THREE

1 box of Crayola crayons, 1 dozen No. 2 pencils, 1 red checking pen, 2 large pink erasers, 1 package of 12 count colored pencils, 1 box of Kleenex, Fiskars for Kids scissors (pointed), Glue stick, 1 large zipper pouch or school box (small with no handle), 3 pocket folders (bottom pocket), Multiplication/division flashcards 3 wide-lined spiral notebook (red/blue/green), Book bag

GRADE FOUR

1 large glue stick, 1 Fiskars scissors (pointed), 1 box of 24 Crayola crayons, 1 dozen No. 2 pencils, 1 box of Kleenex, 1 orange highlighter, 1 package of markers (fine line), 1 package (50 count) 4 x 6 index cards, 1 large pink eraser, 1 red pen, 1 black or blue pen, 4 pocket folders (bottom pockets), 1 package of wide-lined loose-leaf paper, 1 wide-lined single subject spiral notebooks, 1 package 24 count colored pencils (not RoseArt)

GRADE FIVE

1 large glue stick, 1 Fiskars scissors (pointed), 2 dozen No. 2 pencils, 1 box of Kleenex, 6 spiral notebooks (wide lined & single subject), 2 red pens, (1) 12" ruler (metric and standard), 1 package of lined 4 x 6 index cards, 1 black or blue pen, 2 highlighters, 2 large pink erasers, 2 large zippered pencil pouch, 1 package of 24 or 36 count colored pencils, 1 sturdy plastic pocket folder (Take home folder), 1 package wide-lined loose leaf paper, 1 enclosed manual pencil sharpener

GRADE SIX

1 bottle Elmer's glue, 1 Fiskars scissors, 1 dozen No. 2 pencils, 1 box of Kleenex, 8 college-ruled single subject notebooks, 5 black or blue pens, 2 Glue Sticks, 1 highlighter, 2 large pink erasers, 5 red pens, 8 pocket folders (bottom pockets), 1 large zippered pencil pouch, 1 package of 36 count colored pencils or markers 12" ruler (standard and metric)

**FOR ALL GRADES: Please have tennis shoes for
Physical Education (no black soles)**