Home of the Bulldogs

Milbank High School Student Handbook
2026-27

Milbank High School
Milbank School District #25-4
1001 East Park Avenue
Milbank, SD 57252
(605) 432-5546
Fax: (605) 432-5514

This agenda belongs to:

Name: _____

Milbank High School Student Handbook
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Welcome to Milbank High School

"Home of the Bulldogs"

School Mascot: "Tuffy" the Bulldog

School Colors: Maroon and Vegas Gold

Message from the Principal:

I want to welcome all of you to Milbank High School for the 2026-27 school year. We have new students and new staff members which we are all excited about this year. The opportunities abound for you so get the most you can out of your high school career.

Have a great year Bulldogs!

Principal
Dan Snaza

History of Milbank High School

The first Milbank High School class graduated in 1894 with a total of 4 graduates. The High School at that time was located where the present Middle School is located. A new building was built in 1897 and since the community was growing so rapidly, another new building was constructed in 1906. The new school building had only a small gym and no stage, so it wasn't until the City Auditorium was built in 1923 that a good-sized facility became available for community events.

The High School program went through a great deal of turmoil from 1943, when the 1906 building burned to the ground, and in 1949 when the building was replaced. Students attended classes in the City Auditorium and other buildings around town until the building was finished.

The school district grew in enrollment and size during the 1960's due to the reorganization of county districts. In 1974, the present gymnasium was built in cooperation with the South Dakota National Guard. In 1978, the present High School building was erected at a cost of $3.5 million. In 2004, the new media center was constructed and the Middle School was moved up to the High School building. The enrollment in grades 9-12, at that time, was 520 students. Today's enrollment is around 310 students. With the addition of the Middle School students, the enrollment will be around 530 students in the building. Milbank High School has a rich tradition and the community is very supportive of its programs. In the years of its existence, nearly 7000 students have graduated from MHS with a large percentage of those students going on to post-secondary institutions.

MHS School Song

Milbank High we're all for you

Loyal to our colors true

We'll stand for you no matter what the test

For our alma mater we shall always do our best

May our colors ever be

Emblems of our loyalty

We pledge our love and allegiance too

So here's to you!

Written and composed by Stella Meyers
Music Teacher at MHS (1924)

Milbank School District Administration and Staff

Administrative Staff
Mr. Dan Snaza, Principal
Mrs. Andrea Hagen, Special Services Director
Mr. Ryan Scoular, Middle School Principal/Athletic Director

High School Office Staff
Mrs. Tammy Rieger, Secretary/Registrar
Mrs. Heidi Wellnitz, Guidance Counselor
School Nurse- Johanna Fischer

Library and Media Services
Media Specialist, Rita Louisiana
Audio/Visual Technician, Custodial staff

Milbank School District Administration
Mr. Justin Downes, Superintendent
Mr. David Graf, Elementary Principal
Mrs. Nancy Meyer, Business Manager

Technology Coordinator
Logan Diede

Tech Integrationist
Mark Keeton

Central Office Staff
Mrs. Peggy Greiner, Secretary
Mrs. Pam Liebe, Accounts Payable

Board of Education
Richard Schwandt, President
Jeremy Stephenson
Annelies Seffrood
Amy Thue
Jon Christensen

Jurisdictional Statement

All school policies and rules apply to all school-sponsored events. This includes events held off school grounds.

Non-Discrimination Statement

The Milbank School District does not discriminate in its policies, employment practices, and program on the basis of race, color, creed, religion, age, gender, sexual orientation, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or any other anti-discrimination law may be referred to the Director of Special Services, 400 East 10th Avenue, Milbank, SD 57252 with phone number (605)432-4393 or facsimile (605)432-4137 or to the Office of Civil Rights, US Department of Education, Kansas City Office, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114 with phone number (816)823-1404, TDD (800)437-0833, or email OCR.KansasCity@ed.gov.

Sexual Harassment

Sexual Harassment will not be tolerated at Milbank High School. Sexual Harassment by any student or staff member toward any other student or staff member is illegal. The Board Policy (ACAA) is stated below:

Sexual Harassment Policy

It is the District's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated.

No student or staff member of the school district may sexually harass another. Any student or employee will be subject to disciplinary action including possible expulsion for violation of this policy.

Definition

Any unwelcome sexual advances, solicitations, or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or by creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Responsibility

School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of this policy will be posted in all administrative offices.

Complaints

Any student who feels that he or she has been a subject of sexual harassment by a district employee or other student should report this incident immediately to a school official and/or the school guidance counselor. All reported incidents will be thoroughly investigated by a school official and/or guidance counselor. Confidentiality consistent with due process will be maintained.

If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

LEGAL REFERENCE

South Dakota Executive Order 81-08
Federal-Title IX (1972 Education Amendments)

Asbestos Management Plan

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of our school buildings for asbestos containing building materials. The inspection findings and asbestos management plans have been on file in the school district administrative office since that time.

All asbestos containing materials in our schools are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

Our Asbestos Program Manager, Phil Seehafer, is available to answer any questions you may have about asbestos in our buildings at (605) 432-5579, or you may contact Scott Seamands, Nova Environmental Services, Inc. at (701) 281-9585.

We are intent on not only complying with, but also exceeding federal, state, and local regulations. We plan on taking whatever steps necessary to ensure your children and our employees have a safe and healthy environment in which to learn and work.

Student Anti-Discrimination Grievance

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following: (1) that a school rule; (2) that the application of a school rule; (3) that the procedure used to arrive at a consequence, discriminates against a student on the basis of his/her race, color, creed, religion, age, sex, disability, national origin, or ancestry. Grievances are processed through 3 steps: (1) to the Director of Special Services (2) to the principal (3) to the superintendent, in that order. On all 3 levels, an informal conference is to be held within 5 school days of the date of filing the complaint so that no student's complaint shall consume more than 15 schooldays. The burden of proof is upon the student to show that a rule is discriminatory or that a discriminatory procedure (or lack of due process) has been perpetrated.

The final resolution of the grievances to be in writing at the principal level and designed to provide the student with basis for resolution of the problem as originally stated in the complaint.

Student Grievance Procedure

If a student feels that he/she has been discriminated against, the student needs to present it in writing to:

Level 1: The Special Services Director will schedule an informal discussion of said grievance. It is expected that many grievances be resolved at this level. The Special Services Director must hold a conference within 5 school days from the date of filing.

Level 2: If the student is not satisfied with the resolution made at level 1, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance.

Level 3: If a student is not satisfied with the resolution made at level 2, he/she may appeal to the superintendent for an informal conference and discussion of said grievance. The decision at this level is binding and cannot be appealed unless the superintendent so indicates. Student grievance forms are available in the High School office.

Directory Information

Congress has passed legislation that requires schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. In accordance with the legislation, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. **Milbank High School will release this information on all juniors and seniors unless a parent request to opt out of the public, nonconsensual disclosure of directory information is filed with the high school office.**

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. If asked, the school will also give out directory student information. The complete policy, JOA, can be found on the District website or in the District Policy Handbook which is located in each school office.

Parental Notification

Search Institute Profiles of Student Life: Attitudes and Behaviors Survey

Since 1990 the Milbank School District has administered the *Search Institute Profiles of Student Life: Attitudes and Behaviors* survey every other year to 6, 8, 10, and 12 graders in the spring of the year. This survey is used to evaluate our Safe and Drug Free Schools (Title IV) program. It is administered every other spring.

The *Search Institute Profiles of Student Life: Attitudes and Behaviors* is a 156-item survey that measures eight principal asset domains: support, empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies, and positive identity. In addition to measuring developmental assets, the survey also measures eight thriving indicators, five developmental deficits, and 24 risk-taking behaviors.

Complete student anonymity/confidentiality is maintained by having students fill out surveys without names and placing completed surveys in an envelope which is sealed after the whole class has finished. The sealed envelopes are then boxed together and mailed to Search Institute where they are scanned, and the reports are generated and then returned to the school district.

A survey is available for your perusal at the elementary, middle school, and high school offices. Please feel free to contact Mrs. Hagen-Title IV Coordinator, or Mr. Snaza, Mr. Graf, Mr. Scoular- building principals, with questions. If you **do not** want your child to participate in the survey you need to inform the school of your wishes.

Special Assistance Programs

A full range of special programs for students with disabilities is available at MHS. Some programs include 504 plans, special education classrooms, resource room, student monitoring, speech and language service, educational/psychological evaluation, instructional accommodations, and any other programs mandated by the school district, the South Dakota Department of Education, PL 94-142, DL 99-457, and any other required programs. Special Services Director, Mrs. Hagen, is responsible for student evaluations, special student placements, and all other special service programs. Milbank School District will follow the rules, procedures, guidelines, and policies of the school district, the state and federal governments. Parent rights and due process procedures are implemented in accordance with local, state, or federal guidelines and laws. Any student or parent may contact Mrs. Hagen to learn about laws, programs, and procedures or to request a special service evaluation and/or programs. A copy of the school district's comprehensive special education plan is available for examination in the offices of the Superintendent and Special Services Director.

Special Services Referrals

All referrals must go through the Principal's office for any of the special education programs (learning disabled, early childhood, speech, cognitively impaired, etc.) The following should be noted when making a referral:

1) A referral form (Referral for Special Education form) can be obtained from the Special Services Department or the Principal's office.
2) The referral form should be completed and show, or have documentation attached, that interventions have taken place.
3) The referral is given to the Principal.
4) A letter is sent home to the parents to receive permission for testing to take place.
5) Once the letter is signed by the parent and returned to the school, the school has 25 school days to complete the testing. If the parent does not sign the referral, **no** testing will take place.

After the testing is complete, a meeting will be held with the parents, staff, and possibly the student, must take place within 30 calendar days. It is at this meeting that the decision is made as to whether the child meets guidelines to be placed in a special services program. If guidelines are not met, then the staffing team will make a decision on an appropriate program.

Student Responsibility

Students at Milbank High School are expected to follow the laws of South Dakota, the rules, regulations, and procedures set forth in this handbook and policies adopted by the Milbank School District Board of Education. The failure of a student to comply with these rules, regulations, and procedures constitute insubordination and/or misconduct and such a student is liable to detention, suspension, or expulsion. Students are expected to:

1. Comply with the rules, regulations, and procedures of the Milbank School District and Milbank High School.
2. Obey and respect the authority of the administration, teaching staff, and support staff of the school.
3. Display proper conduct and refrain from acts of misconduct while on school grounds, in school buildings, or while attending a school-sponsored activity.
4. Be diligent in your study habits:
    a. Complete all assignments in a timely manner
    b. Pay attention
    c. Do that caliber of work consistent with the student's ability and grade level
    d. Be regular and punctual in attendance

Title IX

Please go to Milbankschooldistrict.com and click on the Title IX link under Menu option for Title IX Policy, complaint form, Student and Employee Notice, and Training Slides.

RESPECT

Milbank High School expects the students to treat staff members and other students with respect and dignity. The administration also expects the staff to be respectful of each and every student. It is imperative that the teacher be in charge of the classroom. Anything else would lead to a poor educational experience for all. A show of disrespect toward a staff member or other student or insubordination on the part of the student will not, under any circumstances, be tolerated.

Appropriate Behavior

The students of Milbank High School are expected to:

1) Demonstrate respect for each other through language and actions.
2) Follow school rules at all times.
3) Attend school on a daily basis prepared to learn.
4) Practice honesty, fairness, and consistency in all of their efforts and relationships.
5) Preserve school and personal property.
6) Practice and encourage the acceptance of individual differences.
7) Use language deemed acceptable by our society and school district.

*** Each discipline case will be handled by the Administrator on an individual basis in order to take into account all circumstances, and do what is right for all parties involved, and with the safety of our students in mind.**

Signing Out Procedure

Students may not leave the school building at any time during the school day without signing out in the High School office. Permission must be obtained from the principal to leave the building. After 8:15am, all exits and entrances must be through Door 1, the main entrance.

School Property on Loan

Books, equipment, or other school property supplied by the Milbank School District must receive reasonable care. Students defacing/losing furniture, books, or other school property will be fined in the amount sufficient to restore or replace the damaged article.

Hazing

All students are reminded that Milbank School District 25-4 has a standing policy (JFCF) that prohibits hazing. This policy speaks specifically about initiation and other such activities.
Suspension and/or expulsion may result from violation of this policy.

Search and Seizure Policy

All students are responsible for obeying state law, policies of the Board of Education, and the rules of the school. No student should bring anything to school that is prohibited by statute, policy, or school rule. The administration has the authority to search school property, student property (including cars), and students themselves when there is reason, under the circumstances, to believe that a student has violated a statute, policy, or rule, or that the search may reveal items which may be injurious to the health, welfare, safety, or morals of the students or employees in the school. Specially trained dogs may also be brought in to the school to assist in searches when deemed necessary by school administration. ***This includes searching bags prior to overnight trips.**
***If a student refuses to be searched, they will be suspended for 3 days.**

Announcements/Pledge of Allegiance

The announcements will be read to all students during first period. Lunch count will also be taken at this time and we will also recite the Pledge of Allegiance each morning. Announcements are also read before school is dismissed.

Activity Tickets

Student activity tickets are offered to give each student the opportunity to attend home high school sporting events and Fine Arts activities at a minimum price. **This ticket does not cover admittance to tournaments.**

Automobiles/Parking

Due to maintenance expenses of the parking lot, parking passes will cost $10.00 per year. Failure to obtain a pass will result in the towing of your vehicle.

Student's cars should be parked appropriately at all times. Students are not allowed to park on the east side of the building by the agriculture or auto shop. Any violation after the third offense may result in your vehicle being towed away at the owner's expense. The Principal may skip the first two offenses if violation is of a serious nature.

*All vehicles must have a M.H.S. parking sticker in the window. Students have one week from the 1st day of school to obtain their parking pass.

You will receive a ticket if you:

1) Block any fire lane
2) Take up 2 spaces
3) Create a hazardous situation
4) Park in a reserved space or a no parking area (this includes staff parking)
5) Park in Visitor parking or a Handicapped spot

Ticket Information

1st offense: Warning
2nd offense: Warning mailed to parents.
3rd offense: Tow vehicle

Change of Address

Please inform the High School office if you change your address or telephone number.

Closing School

Information concerning the closing of school during times of emergencies can be secured by tuning to the news broadcasts over the following radio stations:

KMSD 1510 AM 106.3 FM

Dances

During the school year, there is the possibility of having school dances. The following rules will be in effect for these dances:

1) All dances will end at 12:00 midnight.
2) Dances must be sponsored by a school organization and be approved by the Principal.
3) The sponsoring organization will receive the revenue from the dance.
4) Dances will only be open to Milbank High School students unless approval has been granted by the Principal. (Guests must be under the age of 21)
5) Students will not be allowed into the dance after 10:30 pm.
6) Once a student leaves the dance, they will not be allowed to return.
7) If a student is suspected of being under the influence will be asked to leave and could face possible legal action.
8) You must wear clothes that are appropriate during the school day. If you are dressed inappropriately, you will be asked to leave the dance.
9) Sexually suggestive dancing will not be tolerated.

Fire Drills

Fire drills are required by state law and are an important safety precaution. It is essential that when the fire alarm goes off, everyone obeys orders promptly and clears the building by the route given to the students by the classroom teacher as quickly as possible.

Tornado Drills

Tornado drills will be conducted during the fall and spring of each year. Students will be instructed in the procedure to follow for the drill.

Lockdown Drills

At least one per year will be practiced.

Fundraisers

All fund raising activities must be approved by the Principal. Only those sales that are sponsored by school classes or clubs are allowed, and all such activities must be approved in advance by filing a Fundraiser Form with the High School office before solicitation begins. **Sales cannot start until the form has been signed by the Principal.**

Noon Hour

Milbank High School institutes a closed campus policy(9-11) to ensure the safety of its students. Periodically students will be given the opportunity to access an open noon.
Seniors who leave the school building for lunch must go directly home. Students may not ride with any other student, no exceptions. The principal may also do spot checks to see if the student is in fact at their home address. If you are not there when the call is made, you will lose your noon hour privileges. Special requests for use of the noon hour need to be made to the Principal in advance. Improper use of the noon hour pass is treated as an unexcused absence and detention will be assigned and/or the noon hour pass will be revoked.

Payments and fines

All fines or bills must be paid before a student will be allowed to receive their report card or take advantage of any privileges.

Visitors

Due to safety concerns, no visitors will be allowed during the school day. The exceptions will be parents or adults who are working in a classroom or guests of a classroom teacher.

Schedule Changes

Schedule changes will only be made in cases of extreme hardship, emergency situation, or educational need. Changes must be made the week prior to the start of the new semester and **a schedule change permission form must be filled out before the change will be made.**

Books and Book Fines

Your textbooks and library books are loaned to you by the taxpayers of the school district without cost. Take care of them! You will be fined if you misuse or lose them. Each teacher can assess fines for damages done to textbooks.

Guidance Services

The purpose of the guidance department is to assist each student in their social, educational, vocational, and personal development. The Guidance Counselor is in his/her office daily from 7:45-3:45pm. Students needing a conference with the counselor will be given top priority. The guidance counselor will assist the students in the following areas:

1)Recommending materials that the student may use to improve his/her study or test taking skills.

2)Planning a schedule and school program.

3)Making realistic curriculum selections and suitable plans for the future.

4)Assisting students with post-secondary education decisions and advice.

Cell Phone Policy

Cell phones/Headphones/AirPods and the like may be accessed during passing time and the last ten minutes of the lunch period.

No cell phones or headphones/AirPods in the lunchroom.

Cell phones-headphones-AirPods, etc must be in your backpack whenever you are in a classroom which includes Homeroom time. The cell phone/headphones/AirPods, etc. need to enter the classroom in the backpack.

Consequences are as follows:

1st Offense- The teacher/substitute will ask for your phone/headphones/AirPods. You can pick it up at the end of the day. *If you refuse to hand over the device, suspension for the remainder of the day and the following school day will occur.

Additional Offenses: All additional offenses will result in the confiscation of the phone and will need to be picked up after school by a parent or guardian only.

*Consequences for headphones, Airpods and the like will be the same.

*There will be instances in which a classroom teacher allows the hearing device to be used for academic purposes.

Health Services

The school nurse is on duty at the High School from 8:00 am to 1:00 pm. Any medication that is to be administered to the students during the school day will be done by the nurse or authorized personnel. All medication is to be brought to the nurse's office and dispensed from there. No medication will be dispensed without a completed medication consent form signed by a parent or guardian. Medication Request/Release forms may be obtained from the High School office.

SCHOOL HEALTH SERVICES AND POLICIES

The school nurse is on duty in the building from 8:00 AM to 1:00 PM and assumes responsibility for student attendance in cooperation with the office staff. The school nurse also maintains immunization and health records for each student, and conducts health screenings which include heights and weights, head lice checks, blood pressures, vision, hearing, and scoliosis.

An Emergency Medical Data card is required for each student enrolled in the Milbank School District. Please indicate any current medications, allergies or health problems of the student on this card and include the name and telephone number of an emergency contact person if the parents/guardians are not available. This card also includes a directive to dispense certain nonprescription medications from the health office. None of these medications can be given to a student unless the student has a card on file. **This is extremely important!**

Any medication (prescription or over the counter) brought from home to be administered during the school day will be done by the school nurse or authorized personnel. All medication is to be brought to the nurse's office prior to 8:15 AM and dispensed from there. Students are **not allowed** to keep any medication in their locker. A medication consent form must be completed and signed by a parent or guardian before the nurse can dispense any medication. The Medication Release/Request form may be obtained from the nurse's office.

If a student's participation in Physical Education class needs to be limited due to illness or injury, the parent/guardian is to notify the school nurse with a signed and dated written request prior to 8:15 AM. **A health care provider's order to excuse a student from P.E. is required if these limitations exceed three school days.**

The Health office is to be used **ONLY** by those students who are ill or in need of assistance, **NOT** as an excuse to get out of class, or a place to sleep. Any health concerns a student may have should be discussed with the school nurse.

Student Records

Parents have access to school district records pertaining to their child(ren) according to district, state, and federal guidelines. Confidentiality of student records according to district, state, and federal laws and policies will be maintained. The Federal Educational Rights and Privacy Act (FERPA) provide parents (and eligible students) the right to control and examine the student's record. An educational agency or institution shall give full rights under FERPA to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or other legally binding documents relating to such matters as divorce, separation, or custody that specifically revoke these rights.

Attendance

It is the goal of Milbank High School to provide educational opportunities for all students. To do this, one of the most important factors is for the student to be physically present in school. **Students should consider school their number one priority** and if they are absent from class, they are missing out on information that is presented. While it is true that written work can be made up; class instruction, presentations, audio-visual presentations, and student-teacher interaction can never be made-up. The classroom teacher will take attendance each class period. It has been proven through research that students who have very few absences perform at a higher level than students with excessive absences

Absences

Students are allowed a maximum of 8 absences per semester.

a. **Illness**- We would like parents/guardians to notify the office as soon as possible on the day of the absence. Upon returning to school, the student needs to present a written note from the parent/guardian explaining the absence.

b. **Medical and Dental** - In these cases, when a student returns to school, the absence will be exempt if a card/note is presented from the professional

or office upon return. Students are expected to obtain their assignments for the time they will miss. This also includes funerals.

c. **Family Vacations**- Parents/Guardians should call to inform the office of an impending family vacation and send a note with their child well in advance of the trip. The student will be issued an advance make-up slip which needs to be taken to each teacher and signed by the teacher. Prior to leaving for the trip, students are asked to turn in the make-up slip with the signatures of their teachers.

d. School Sponsored Activities/Athletics- It is the responsibility of the student-athlete to complete work as requested by the classroom teacher of the class they will miss. Failure to do so will result in suspension from the team activities until all work is satisfactorily complete.

d. Unexcused absences are subject to a truancy ticket issued by law enforcement.

e. Absence Due to 504 Disability: If you are absent due to a documented 504 Disability, please call the school on the day of the absence and state that the absence is due to the documented 504 disability. This will ensure the absence is marked as "Excused" in accordance with the 504 plans until day 8(Day 8 includes all absences 504 related and unrelated.) After day 8, 504 related absences will be marked 504 unexcused. If your child accumulates 7 days of absence per semester, the District will convene a 504 meeting to ensure appropriate accommodation and support are in place to improve attendance.

Excessive Absence Policy

Regular attendance is one of the established principles that underlies and gives purpose to education. Recognizing the importance of regular and punctual attendance, the Board of Education urges each student, with the assistance of that student's parents, to establish and maintain a satisfactory record of attendance.

It is expected by the Board of Education that no student will be absent (excused and unexcused) for more than 8 cumulative days per semester. ***Any absence after 8 will be unexcused. If the absence is accompanied by a doctor's note, it will not count towards truancy.*** When potentially excessive absences become apparent to the attendance officer, the following steps will be taken to correct the cause of such absences:

1) When **a student records 8 cumulative days of absences** in any semester, the attendance officer will notify the student and the student's parent/guardian by letter. This notification will include the dates of absence. All absences beyond 8 will be unexcused.
2) When 10 absences is reached, an attendance hearing will be held for the student with his/her parents. The school district will be represented by the administrative team. The purpose of this hearing will be to discuss the reason for the excessive absences and to create a plan of improvement.

***90% Rule-** Students below a 90% attendance rate will not be eligible for activities such as Prom, fieldtrips, Spring Fling week activities, etc.

***Students must be in school at the beginning of period 5 in order to participate in activities or work that day.**

Perfect Attendance

Students who have had perfect attendance for their 4 years of high school will be recognized at the end of the year. Perfect attendance will be defined as having been in

school everyday, all day with no more than 2 tardies and 2 periods of absence. The only exception to this is involvement in a school-sponsored activity and funerals.

Drivers Exam- We will only excuse this if it is done over the students noon hour.
****MAKE-UP WORK** When you return to school after an excused absence, it is your responsibility to ask your teachers to explain your make-up work. As a general rule, you will have 1 day to make up work for each day you are absent. An exception to this rule is work that was due on the day you were absent ie. a research paper due or a test scheduled for the day you are gone must be handed in or taken the day you return to school.

Tardiness

Tardiness is defined as any unexcused appearance of a student when a class begins. Tardies will only be given for the first 10 minutes of class. If a student arrives to class more than 10 minutes late, it will be considered an absence. **If you arrive to school after 8:15, you must report to the office to check in. Students are allowed a max of 4 tardies per semester. Excessive tardies will also affect attendance to special activities.**
Tardies 5 & 6- 1 hour of detention each. On #6 a parent meeting will be convened.
Tardy 7 and beyond- 1 day of Out of School Suspension for each tardy beyond 6.

Graduation Requirements

English	4 Credits
Social Studies	3 Credits
Science	3 Credits
Math	3 Credits
Technology	.5 credit
Fine Arts	1 Credit
PE/Health	1 Credit
Service Learning	1 credit
Personal Finance	.5 credit
Electives	7 Credits
TOTAL	**24 Credits**

*The Milbank School District will always encourage students to earn 4 math credits and 4 science credits. The above are minimums.

Grading Scale

Milbank High School makes serious attempts to evaluate the progress of the students. The following grading scale will be used by all teachers for this purpose:

A	100-92.5	The student is more than meeting the demands of the teacher and has their work in on time. The work is superior quality. It shows mastery of the subject matter. The student demonstrates a positive attitude in the class.
B	92-83.5	The work is of superior nature and the required work is well done. The student meets the demands of the teacher and contributes positively to the class.
C	83-71.5	The student completes the required work in a satisfactory manner. The work is on time and is average in quality.
D	71-64.5	The student is not doing the assigned work, is dependent on others, is inconsistent, uncertain, and not understanding the material. Work is below average, but does show some growth.
F	64-below	The student is doing unsatisfactory work.

Loss of Credit Policy

Loss of Credit will be used in the following situations:

Unexcused absences-	Loss of credit for the day.
Removal from class-	Loss of credit for the day.
OSS-	All assignments are expected to be completed and turned in upon return to school. Tests can be made up with a max of 75% for the grade.

Honor Roll Requirements

There are 3 levels of the Honor Roll.

Honor Roll Perfection:	4.00 or higher
Honor Roll Distinction:	3.50 or higher
Honor Roll Merit:	3.00 or higher

Honor Cords for Graduating Seniors

Single	**3.50 or higher**
Double	**3.75 or higher**
Maroon/Gold	**4.00 or higher**

South Dakota Opportunity Scholarship Program

In 2004, the state Legislature authorized funding from the state of South Dakota's Education Trust Fund to provide our most academically accomplished high school graduates an affordable education at any (public or private) university, college, or technical school in South Dakota that is accredited by the North Central Association (NCA).

In order to qualify for the scholarship, the students must be eligible for a Regent's Scholar Diploma (see requirements below) and score a 24 on the ACT test.

*The scholarship provides $6,500 over four years to qualifying students.

Regent's Scholar Diploma

Recipients of the Regent's Scholar Diploma are accepted for automatic entrance into any South Dakota College or University. To be eligible, a student must have completed the following courses with no grade below a "C" and a GPA no lower than a "B":

English	4 Credits	Math	4 Credits
Science	4 Credits	Social Studies	3 Credits
Foreign Language	2 Credits	Fine Arts	1 Credit
Computer	.5 Credit		

Classification

It is important to remember that there are minimum requirements to be classified into the various classes.

Freshmen	8th grade diploma
Sophomores	5.5 Credits
Juniors	11 Credits
Seniors	16 Credits

***Failure to complete Service Learning hours will result in not advancing to the next grade.**

Milbank National Honor Society

The Milbank National Honor Society recognizes outstanding scholarship. Our chapter is bound by the Keystone Chapter bylaws. In the spring of the year, students are notified of their academic eligibility. They then fill out a student activity information form.
The criteria for membership is as follows:

1) Cumulative GPA = 3.5
2) Proven leadership experiences
3) Proven community service experiences
4) Outstanding character

Athletic Physicals

The South Dakota Activities Association requires that students have an athletic physical before they can take part in any type of school athletics, including cheerleading. This physical is required every year in the Milbank School District. All athletes and cheerleaders who do not have a physical on file, will not be allowed to practice or participate in their respective sports until the completed forms are submitted to the school office.

Incomplete Grades

An incomplete grade is given to a student who has not met the requirements for a class or is not in good standing with the school. Incomplete grades will be marked with "Missing" and count as a zero until completed or the deadline has passed. Teachers may use their discretion in these instances.

Online Classes *

We are able to receive classes from numerous providers. Any cost for these classes or materials will be the responsibility of the student taking the class. Students will be limited to two of these classes each semester(unless prior approval has been given). Juniors and Seniors are eligible for these classes.

Dual Credit Course Drops

If a student drops an online class, they are required to enroll in a Milbank HS class no matter what time of the quarter or semester the online drop takes place.

Edgenuity- Credit Recovery
*This option is available only through approval from administration.

Cheating
Students who attend Milbank High School are expected to do their own work at all times, unless specifically instructed by the classroom teacher. A student who elects to cheat from another student, as well as the willing student providing the information, will have consequences. Cheating will be handled in the following fashion. The student will receive a 0 for the assignment or test in which they cheated. They will be given the opportunity to come in after school that day and redo or retake the test. The two grades will then be averaged for a score. If the student chooses not to do the retake, a zero will be given.
***Any student found with an electronic device such as a cell phone or Apple watch while completing a graded assignment or test will receive an automatic 0. It doesn't matter if the device is on or off it will be a 0.**

Student Event Attendance
Attending such events as dances, Prom, games, plays, etc. is a privilege and not a right. The Principal will use his discretion in determining whether or not all students will be able to attend these events. Possible reasons for students not being able to attend could include but are not limited to poor attendance, unsatisfactory grades, behavior issues, suspension etc.

Student Service Requirement
All hours must be verified and approved by the homeroom teacher and/or the Principal.

Student Service Guidelines:
1) The hours must benefit the community as a whole.
2) Helping those who are not able to help themselves will qualify. (Family obligations do not qualify)
3) Community service for businesses only qualifies when the service is for the well being of the patient or resident. If the business stands to gain a profit because of your efforts, it is not community service.

Hours Required:

Seniors	3 hours per quarter, 12 hours total
Juniors	3 hours per quarter, 12 hours total
Sophomores	3 hours per quarter, 12 hours total
Freshmen	3 hours per quarter, 12 hours total

Makeup-Failed Courses

All required classes will need to be repeated or made up. Seniors who fail a required class can complete credits on Edgenuity in some cases, take a correspondence course or return in the fall as a 5th year student. Juniors, Sophomores, and Freshmen will repeat the class to earn credit. After failing a class twice, alternative means to earn the credit will be explored**.** You are encouraged to do everything you can to successfully complete each course. Exceptions will be made only in extreme cases. **In the case a class is repeated, all grades will remain on the transcript.**

Graduation Ceremony

Participating in the graduation ceremony is a privilege, not a right. If you are short credits for graduation, you will not participate in the graduation ceremony. **All necessary credits must be completed or in good standing by the Thursday prior to graduation day.** You may still receive your diploma if all requirements have been met but at a later date. If you have any other obligations to the school, you may be excluded from the graduation ceremony.

Detention

The principal and staff may assign students detention. Detention may be assigned for undesirable patterns of attendance, tardiness, or other disciplinary problems. Detention assigned by staff will be served with that staff member and will follow the same rules as stated below.

Detention will be served from 7:30-8:00 am Tuesday-Friday and from 3:20-3:50 on Monday-Thursday in the classroom of the teacher supervising detention. **Failure to begin assigned detention within two days will result in OSS.** Failure to complete detention will bring about further consequences and possible loss of credit for the semester. The Principal may also hold report cards or diplomas if these obligations are not met. Please see the Principal to make arrangements to serve detention if special circumstances exist.

Dress Code

Students are expected to dress in a neat and clean manner. There will be no discrimination on the basis of sex/gender or how the staff and administration interpret these regulations. Students in violation of the dress code policy will wear a suitable replacement or be sent home. This will be counted as an absence. **The dress code will be strictly enforced.**

Dress Regulation Guidelines:

1) Students are not to wear shorts, cutoffs, **which includes cut off sweats,** unless the Principal grants permission.
2) Skirts must extend beyond the tips of your finger.
3) Shoes must be worn at all times.
4) Undergarments worn as outer clothing are not acceptable.
5) Undergarments may not be showing- underwear, bra straps
6) No clothing that is ripped, ragged, torn, or frayed may be worn.
7) No clothing or accessories may be worn that would possibly cause injury or harm to another person.
8) No clothing will be permitted that has printing or illustrations that are offensive or that advertise alcohol, tobacco, or establishments that distribute such items.
9) No hats, caps, or head coverings are to be worn in the school building or in a building that is sponsoring a school event. **This includes bandanas and scarves.**
10) Clothing will not be worn that exposes the mid-riff area.
11) Tank tops or tops with spaghetti straps are not permitted.
12) Any article of clothing that is offensive to staff or other students will not be permitted.

Computer User Policy

Each year the Milbank School District requires that any student who is going to use a school computer follow certain rules and guidelines. The rules and guidelines are written in our Acceptable Use Policy which is located at the end of this section. The students will be bringing this policy home for both the parents and student to read and sign. If a student violates this policy, computer privileges will be suspended according to the policy.

Dismissal from Class- Voluntarily Leaving A Class

When an instructor dismisses a student from class, the student is to report immediately to the Principal's office. The student will not be re-admitted to the class until the student has talked to the Principal. Any student dismissed or that walks out of a class will receive a zero for the day and possibly detention.

Fighting

Milbank High School will not tolerate fighting or physical confrontation. This includes in the hallway, classroom, school grounds, or at any school function. Fighting will result in a consequence of a 3-day out-of-school suspension and possible legal action. Verbal threats will be treated the same as fighting.

Insubordination
Students are expected to follow the directives of all school employees at all times when in the building or on school grounds. Students are also expected to exercise proper respect and courtesy to all school employees.

Profanity
The use of profane or inappropriate language will not be tolerated at Milbank High School. This includes the classroom, hallway, or at a school activity. The consequence ranges from detention to out-of-school suspension. If the infraction is directed at another person, the student will be suspended from school. The consequence will be determined by the Principal.

Display of Affection
The school setting is not an appropriate place to display overly affectionate behavior. This includes, but is not limited to, walking arm-in-arm or kissing. Your cooperation in this matter is appreciated.

Lockers
USE ONLY THE LOCKER ASSIGNED TO YOU! CAUTION: Do not give your combination to anyone. The school assumes no responsibility for any loss of property belonging to students. If you have locker problems, report it to the office. Keep your locker clean and orderly. Posters, pictures, and other material displayed in the lockers must be appropriate. Lockers are property of the school district and are therefore subject to searches and inspections by school personnel at any time. (See Search and Seizure Policy) Damage to lockers should be reported to the office. Students may be assigned to a new locker and may lose the right to use a locker. The student will be fined for damage to their locker as the situation warrants. It is also against school policy to "JAM" your locker. **Consequences for kicking or damaging the locker in anyway will be immediate detention and if it continues, suspension will be considered as well as restitution.**
***Backpacks may be used by the students but are subject to search when deemed necessary by the principal.**

Suspensions (ISS/OSS)
If a student is given an In-School-Suspension, he/she will be placed in an appropriate area and will work on their schoolwork or janitorial work. The freedoms and movements of the student in this setting will be monitored by an adult and the Principal's office. In the case of an Out-Of-School Suspension, the student will be sent home for the specified time. During an out-of-school suspension, all work that is missed by the student must be made up for no credit. If the student doesn't complete the work, an I will be reported on the report card until completed. The student will not receive credit for daily work missed during an OSS. Tests may be made up for a maximum score of 70%. **Students serving any type of suspension are not allowed to participate in or attend an athletic event or school related activity.**

Candy, Gum, and Refreshments

Students may chew gum. Students may not consume soda pop during the school day unless they have been given special approval by the Principal. Any student caught breaking this rule will be warned and reoccurrence will result in detention. Students are reminded that all food must be consumed in the lunchroom. **Water purchased in the building is allowed in classrooms. You may bring water bottles to school to use each day. The bottles should be left in your locker over night. No beverages are allowed from outside the building.**

Smoking and Tobacco

Students are not permitted to smoke, vape or use tobacco products at any time in the school building, on school grounds, or within the area surrounding school grounds. This applies to all school sponsored activities, noon hour passes, and during the regular school day. Violation of this rule constitutes a serious offense and suspension from school for 3 days and detention will be given. Possession of tobacco is illegal and shall not be present in the lockers or on the student. Law enforcement will be notified when laws are broken. Milbank High school is a smoke-free facility.

Alcohol/Drug Use

The use or possession of alcoholic beverages, drugs and narcotics or synthetic mood altering drugs is prohibited on school property and at school sponsored activities or events. Disciplinary action will be taken when this policy is violated. Administration and staff will have the authority to exclude students from activities and events if it is suspected that alcoholic beverages have been consumed. Law enforcement will be notified if you violate school board policy JFCH/JFCI. A copy of this policy will be distributed to students during the first week of school.

Dangerous Weapons in School

State and Federal laws, as well as school board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities or events. Any weapon taken from a pupil will be reported to the student's parent/guardian. Confiscation of weapons will also be reported to law enforcement. Appropriate disciplinary or legal action or both will be pursued by the building principal.

A dangerous weapon is defined as any firearm, airgun, laser, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily injury.

Any student bringing a firearm to school will be expelled for not less than 12 months and will be referred to law enforcement authorities.

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 are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating 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.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Cyber Bullying

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, blogs and social media. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

HS Class Schedule		**2 Hour Late**		**1 Hour Late**
Period 1	8:15-9:03	Period 1	10:15-10:47	9:15-9:49
Period 2	9:07-9:55	Period 2	10:51-11:23	9:52-10:26
Period 3	9:59-10:47	Period 3	11:27-11:59	10:31-11:06
Period 4	10:51-11:39	Period 4	12:03-12:35	11:06-11:39
Period 5	11:43-12:31	Period 5	12:39-1:11	
Period 6	A 12:32-1:02	HR/Lunch	A 1:14-1:40	
	B 1:02-1:32	HR/Lunch	B 1:40-2:04	
Period 7	1:35-2:24	Period 7	2:07-2:40	
Period 8	2:28-3:15	Period 8	2:43-3:15	

AM A/A		**PM A/A**	
Period 1	8:15-8:56	Period 7	1:30-2:01
Period 2	9:00-9:41	Period 8	2:05-2:36
Period 3	9:45-10:26	A/A	2:40-3:15
Period 4	10:29-11:11		
Period 5	11:14-11:56		
A/A	12:00-12:32		

Nine Week Periods

Qtr 1 ends 10/17	Midterm 9/17
Qtr 2 ends 12/23	Midterm 11/19
Qtr 3 ends 3/6	Midterm 2/4
Qtr 4 ends 5/15 for Seniors	Midterm 4/8
5/19	Midterm 4/15

*HS Semester Test Dates: At the teachers discretion.

Breakfast and hot lunches are served daily at all Milbank schools. Children have the opportunity to participate in the breakfast and hot lunch program. Breakfast begins at 7:30 each school morning. During the noon hour, students may participate in the lunch program or bring a sack lunch from home. Please keep in mind the salad bar is accessible only to the students who are purchasing a meal that day. No pop is allowed in the lunchroom during the lunch service.

Breakfast money or lunch money is deposited into **one** student account. The Milbank School District breakfast and hot lunch program require that meals be paid for i**n advance.** All cash submitted to the office **must** be placed in an envelope addressed to Lunch Department. Be certain to include the child's full name on the envelope. **Checks *must* have the full name of the student in the memo area and written in black or blue ink.** Parents and grandparents are welcome to eat with students. **Please call the school office by 8:30 if parents or other adults are going to eat noon lunch.** This will ensure that enough food is available each day.

The Milbank School District participates in the National School Lunch and School Breakfast Programs. This district has a policy on eligibility for free or reduced price meals. The Milbank School District knows that nutrition plays an exceedingly important role in the education abilities of children. We encourage you to look at the availability of this program for your family during difficult times. A detailed information packet was given to every family at registration. If you did not receive this information, the Milbank School District's Central Office has a complete packet available. It is located at the Milbank High School. The phone number is 432-5579.

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Diet adaptations will be accommodated with a statement of need signed by the child's physician. Please contact Food Service Director, Deb Underwood at 605-432-5579 if your child requires a special diet.

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For your convenience, payment of school lunches can be made at any of the Milbank schools or at the Central Office in the high school building. If you have any questions about accounts, please call 432-5579 after 1:00 p.m. any school day

Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth

The Milbank School District policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.

- Keep a child or youth experiencing homelessness in the school or origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.

- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.

- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:

    - Transportation services.
    - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
    - Programs in vocational and technical education.
    - School nutrition programs.

Adopted: March 8, 2010

ACCA

Complaint Procedure Pertaining to Federal ESSA funds and McKinney-Vento

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, transportations (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 are 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 be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education 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 forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure.

Adopted: March 8, 2010

ACC

COMPLAINT PROCEDURE

The following complaint procedure is hereby established to be used as a vehicle to resolve complaints, allegations or alleged misapplication of school district policies, rules, or procedures relating to the programs or program requirements listed below:

1. Title VI, civil Rights Act of 1964.
2. Title VII, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972.
3. Executive Order 11246 as amended by Executive Order 11375.
4. Equal Pay Act as amended by the Education Amendments of 1972.
5. Title IX, Education amendments of 1972.
6. Rehabilitation Act of 1973.
7. Education for all Handicapped Children Act of 1975 as amended by IDEA.
8. Others as may be passed by state or federal legislative bodies which may apply to the operation of the Milbank Schools, its employees, activities, or programs.

Complaint Procedure:

Prior to implementing the formal complaint procedure, an effort must be made to resolve any complaint through discussion between the complainant and the Special Services Officer. If a resolution cannot be affected in this manner, a formal complaint may be filed by utilizing the procedure set forth below.

Step I - Any person, parent, teacher, advisory council, or organization having a complaint relating to any of the identified acts, or requirements of such acts, shall present such complaint to the Special Services Officer, in writing. Within five (5) days of receiving such written complaint, the Special Services Officer shall schedule a hearing and so notify the complainant of the time, date, and place of such hearing by certified mail. At such hearing, the complainant may present evidence and question parties involved in the complaint. At the conclusion of the hearing, the Special Services Officer shall render a decision in writing with a copy to be sent to the complainant by certified mail, to the superintendent, and a copy placed on file. Such decision shall be mailed within ten (10) days from the date of the receiving of the original complaint.

Step II - If the complaint is not resolved at Step I, the complainant may file a review request with the Superintendent of Schools by certified mail, and shall also mail a copy to the Special Services Officer. Upon receiving a review request, the superintendent shall schedule a

review within five (5) days of the date the request is received, and notify the complainant of the time, date, and place of the review. Both parties to the complaint, the complainant and the Special Services Officer shall attend the review. At the conclusion of the review, the superintendent shall provide a written answer to the complainant by certified mail, the Special Services Officer, and a file copy, within ten (10) calendar days from the date of receiving the original review request.

Step III - If the complainant is not resolved in Step II, the complainant may file the complaint in writing, by certified mail, with the chairman of the Board of Education, within five (5) days after receipt of the superintendent's answer. The Board of Education shall consider the complaint at regular or special meeting, or at a special hearing called for hearing such complaint. The complainant shall have the right to present testimony, provide evidence and question the parties involved in the original complaint. The Board of Education shall render a decision, in writing, to the complainant with five (5) days of the date of the hearing by certified mail, to the superintendent, the Special Services Officer, and a file copy. The decision of the Board shall be considered as final, notwithstanding the appeal process.

Step IV - The decision of the Board of Education may be appealed to a federal agency for review within thirty (30) days after receipt of the Step III written decision.

NOTE: As a general rule, the complaint procedure should be completed within a 30 day period unless the complaint is of such a nature that a realistic decision cannot be expected within such 30 day period. If such is the case, officials of the appropriate state educational agency responsible for such programs shall be consulted regarding a time extension.

Adopted: January 1, 1980
Revised: October 12, 2009, March 8, 2010

Definition of Terms

Classroom Disturbances: Behavior which distracts from the educational process and disrupts the learning of others.

Insubordination/Disrespect: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

Profanity/Graffiti: Use of obscene language or communication either verbal written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way that does not permanently damages the property.

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other school officials including falsifying an admit slip, parent note, or parent phone call.

Harassment: Use of threats, bullying, coercion, intimidation, humiliation, or similar conduct that constitutes interference with an individual's rights or school purposes.

Inappropriate Dress: Students are expected to dress with standards that enhance a learning environment. (See Dress Code Policy)

Leaving Without Authorization: Leaving the High School to go to another place without permission of the school nurse, secretary, or Principal. Parents/guardians must be contacted and give consent before the student may be dismissed from school.

Cheating/Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work. In all instances of cheating or plagiarism, NO credit will be given.

Excessive ISS: Accumulating 5, 10, or 15 sessions of ISS.

Excessive Tardies: Accumulating 5 tardies in a semester.

Skipping/Truancy: The act of staying away from class without permission or reasonable cause.

Failure to Serve Detention: Failure to appear for detention at the time assigned of expected by the teacher or Principal. Also includes leaving or being dismissed before the entire detention has been served.

Theft: Stealing or attempting to steal private or school property.

Tobacco Possession or Use: Using, possessing, selling, or dispensing tobacco on school property or at a school sponsored activity. Law enforcement will be notified to administer appropriate legal consequences.

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school or a student's computer program, files, or system.

Fighting/Physical Violence: Use of force, physical aggression or similar conduct that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student.

Gross Insubordination: Insulting teachers, administrators, or any other staff member in a way that is profane and disrespectful.

Alcohol or Drug Consumption/Possession: Using possessing, selling, dispensing, or being under the influence of any mood altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law enforcement will be notified to administer appropriate legal consequences.

Dangerous Weapons: (See Dangerous Weapons Policy)

Endangerment to Life: Any negligent, threatening, or reckless behavior which could endanger a person's life or be capable of causing significant physical harm to an individual.

Edgenuity: Internet credit recovery program.

Milbank School District
Student Network/Internet Acceptable Use Policy

The purpose of these regulations is to provide acceptable use procedures and regulations for network and Internet resources as additional educational resources and communication tools for students of the Milbank School District. Access to the Internet allows users to explore an unlimited amount of information on a global "electronic highway." The benefits of such a system far outweigh the risk that users may access controversial and/or inappropriate information or use the resources available to them inappropriately. However, it is important that parents and students are aware that most information is appropriate and valuable, but some is not. These guidelines are provided to define expectations for students as they use these resources.

User Terms and Conditions

1. The use of the network and Internet must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Milbank School District along with state and federal regulations.

2. No student may access the network or the Internet without permission of his/her school and parents and have a signed Permission for Network/Internet Use Form. This does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the students are using the Internet and being supervised by the staff as part of the class and curriculum.

3. By using various websites in classroom instruction, students may have to create or access 3rd party accounts that have been set up for them. These accounts are subject to the terms of use of such sites. By agreeing to these terms, the students are also agreeing to the terms of such websites that they may use. A complete list of those sites which require separate accounts is available on the Milbank School District website.

4. For security purposes and to maintain the integrity of the system, all use and communication through the network or Internet is subject to access and review by school personnel.

5. The following uses of school provided network/Internet access are not permitted:

    a. To transmit, receive, access, download, or distribute offensive, threatening, vulgar, pornographic, obscene, or sexually explicit material, or any other software without permission of the teacher; or via a web page;
    b. To vandalize, damage, or disable property of the school or another individual or organization;
    c. To access another individual's materials, information, or files without permission of the teacher;
    d. To use the network or Internet for commercial or political campaign purposes;
    e. To release files, addresses, passwords, or other vital accessing information;
    f. To promote or solicit for illegal activities;

    g. To interfere with another person's use or account in any way;
    h. To violate copyright or other protected material laws;
    i. To attempt to log on to the network/Internet as a teacher or system administrator;
    j. To subscribe to mailing lists, e-mail, games, screen savers, or other services that generate several messages that can slow the system and waste other user's time and access;
    k. To use PDAs, cell phones, calculators, computers(except for labs owned and located in the schools), or any other electronic device to gain wireless access to the school's network/Internet without specific permission from the Technology Department Chair or the network administrator;
    l. To use any other communicational programs—e-mail, instant messaging, chat rooms, etc.—other than the ones the school provides. (The electronic mail is not guaranteed to be private; network supervisors have access to the e-mails.); and/or
    m. To change any files, systems setups, or default settings unless instructed by a teacher;
    n. To place student pictures, names social security numbers or other identifiable information on any web pages.

6. Milbank School District is not responsible for loss of information or any damages suffered from Internet use. Use of the Internet is done at the user's risk. The District is not responsible for the accuracy or quality of information obtained through Internet services.

7. No financial obligations will be binding on the District from individual use.

8. Any security or equipment problems arising from use of the network or the Internet must be followed by notification of a teacher or network administrator.

Inappropriate Use

Inappropriate use includes, but is not limited to intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district, that violate any international, federal, or state laws, or any other use that hampers the integrity of security of the school district's computer network or any computer network connected to the Internet.

Violation Consequences

Violations of the law, through use of the school district's network/Internet access, may result in disciplinary action or litigation against the offender by proper authorities.

Violations of network/Internet policies or procedures, or regulations will result in the following consequences:

Any damage or repair resulting from intentional abuse of the school's equipment or software will be the responsibility of the student.

1. For purpose of administering consequences, violations are minor, major or severe.

The teacher observing or catching the violation will consult with the principal of the building where the student is enrolled to determine whether the violation is major, minor, or severe.

Minor Violations include but are not limited to sharing passwords, using the computer for commercial or political purposes, using another person's password, and accessing other's files.

Major Violations include but are not limited to transmitting, downloading, or distributing offensive, threatening, vulgar pornographic, obscene, or sexually explicit material; vandalizing, damaging, or disabling school or other student's property; violating copyright laws; using unauthorized programs; using non-authorized communicational programs; and changing default settings without permission.

Severe Violations include incidents that cause damage taking considerable time and/or expense of the computer technician, teachers, or other repair persons to repair or to re-input lost data; severe violations include but are not limited to logging in as a system administrator, changing files, and changing system set-ups.

Consequences for minor violations:

1. First violation: The student will be verbally informed of the violation by the teacher. The teacher will inform the parent/guardian in writing of a violation and consequences with a copy files in the principal's office. Network/Internet privileges will be revoked for up to two school days.
2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to five school days.
3. Third violation: Same as the first violation except that Network/Internet privileges will be revoked for up to ten school days.

Consequences for major violations:

1. First violation: The student will be verbally informed of the violation by the teacher. The teacher will inform the parent/guardian in writing of the violation and consequences with a copy filed in the principal's office. Network/Internet privileges will be revoked for up the ten school days.
2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to nine weeks of school.
3. Third violation: Same as the first violation except that network/Internet privileges will be revoked for up to one semester.

Consequences for severe violations:

1. The student will receive a minimum of 10 days of out-of-school suspension and a maximum of one semester of out-of-school suspension. Parent/principal will be informed of the violations in writing.

2. The student will pay for any damage resulting from the violation including time of staff to reenter lost data.

Note: Student due process procedures will be followed in implementing the above consequences.

INAPPROPRIATE BEHAVIORS	POSSIBLE CONSEQUENCES		
CLASS ONE PER SEMESTER	**1ST OFFENSE**	**MULTIPLE OFFENSES**	**HABITUAL (5 OR MORE)**
• Breaking building rules • Physical aggression • Bullying • Inappropriate dress • Disruption of classroom Inappropriate use of technology	Infraction notice, student-staff incident report, parent contact, detention Loss of Privileges	Infraction notice Parent Contact Detention/ ISS	OSS (1 -10 days)
CLASS TWO PER YEAR	**1ST OFFENSE**	**SECOND OFFENSE**	**THIRD OFFENSE**
• Insubordination –disobedience • Disrespectful/obscene language or actions • Deliberate physical aggression • Minor vandalism • Pornographic materials	Student-staff incident report, ISS/detention or OSS (1-3 days), parent conference, behavior plan, referral to counselor, restitution of value	OSS (3-5 DAYS)	OSS (5-10 days), suspension may be reduced if parent and student participate in anger management/conflict resolution training; reassignment
CLASS THREE PER YEAR	**1ST OFFENSE**	**SECOND OFFENSE**	**THIRD OFFENSE**
• Violence/fighting • Assault (physical or verbal) • Intimidation • Tobacco • Theft • Physical injury • Destruction of property • Harassment /hazing • Retaliation • Major vandalism	Parent conference with police referral when appropriate. ISS or OSS (1-5 days). Referral to counselor and or appropriate agency, restitution of value.	Parent conference with police referral when appropriate, ISS or OSS (1-10 days), referral to counselor or appropriate agency, restitution of value.	Long term suspension, expulsion, legal action, referral to special needs team for emotional/behavioral assessment.
CLASS FOUR PER YEAR	**1st OFFENSE**	**SECOND OFFENSE**	**THIRD OFFENSE**
Possession/use/under the influence of drugs/alcohol; possession of drug paraphernalia	OSS (10 DAYS), PARENT CONFERENCE, COUNSELOR REFERRAL, POLICE REFERRAL, SUSPENSION MAY BE REDUCED TO 5 DAYS IF STUDENT AND PARENT PARTICIPATE IN DRUG EVAL/COUNSELING	LONG TERM SUSPENSION, POLICE REFERRAL, PARENT AND STUDENT MUST ATTEND DRUG/ ALCOHOL EVALUATION AND COUNSELING BEFORE STUDENT MAY RETURN TO SCHOOL	OSS (10 DAYS) AND RECOMMENDATION FOR EXPULSION
CLASS FIVE PER OCCURANCE	**1ST OFFENSE**	**SECOND OFFENSE**	**THIRD OFFENSE**
• SALE /DISTRIBUTION OF CONTROLLED SUBSTANCES • WEAPONS • BOMB THREAT • ARSON • ENDANGERING OR THREATENING THE LIFE OF OTHERS • FALSE FIRE ALARM	LONG TERM SUSPENSION, EXPULSION, PARENTAL CONFERENCE, REFER TO AUTHORITIES, COMPLETION OF SUPPORT GROUP SESSIONS, MANDATORY 12 MONTH EXPLUSION FOR FIREARM POSSESSION		

Milbank School District Transportation Plan for Students in Foster Care under Every Student Succeeds Act of 2015

Under ESSA, transportation procedures for children in foster care must:
· Ensure that children in foster care needing transportation to the school of origin (SOO) will promptly receive transportation in a cost-effective manner and in accordance with the CPS's authority to use child welfare funding for SOO transportation.
· Ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their SOO, the district will provide transportation to the SOO if the local CPS office agrees to reimburse the LEA for the cost of such transportation.
· the district agrees to pay for the cost of such transportation; or
· the district and the local CPS office agree to share the cost of such transportation.
District Point of Contact:
Marie Ivers, Special Services Director/Federal Programs Coordinator Marie.Ivers@k12.sd.us 1001 East Part Ave Milbank, SD 57252
CPS Point of Contact: DSSRegion5EA@state.sd.us (605) 432-9588
Sequence and Procedure:
1. When a student is placed in foster care or changes residence while in foster care, the CPS worker must notify the school district contact person. If the new residence is not in the same school district, the district's Point of Contact (POC) must be notified.
2. If necessary, the district's POC can notify the School of Origin's transportation designee.
a.) The POC should provide the student's name, current school, new residence address, and whether the student has an IEP with specialized transportation.
b.) The POC or the transportation designee identifies potential ways that the child could be transported to the School of Origin if that is in the best interest of the child.
3. The CPS worker and the district POC share their information. The joint decision is made by the CPS worker and the district POC.
4. If the decision is that the student will remain in the current school, the district POC can notify the transportation designee, who then assists in arranging transportation to and from school.
Options:
Multiple factors will be considered and addressed when determining transportation options for these students, including: safety for the student and other students being transported; student age; length of commute; and distance. Information from the POC and/or transportation designee about these factors will be provided so that the plan will be in the best interest of the child and include consideration of cost-effective measures.
The following options can be considered to provide transportation:
1. Existing transportation can be modified slightly to accommodate the new address such as:

a.) An existing bus route can be used.
b.) An existing bus route can be modified slightly to accommodate the new address.
c.) Specialized transportation offered to other students can be accessed, such as:
I. School district car;
II. Public transportation;
2. The CPS worker also should explore options outside of those provided by the school district, such as reimbursing the foster parents for transportation costs, or including transport in contracts with licensed child placing agencies or group homes.
Funding:
If the Milbank School District can offer an existing means of transportation at no additional cost, CPS will not be charged.
CPS and the Milbank District can work together, as described above, to provide a form of transportation that best meets the child's needs. CPS will explore different funding sources to assist with transportation. The school district's Title I, Part A funds may be used to assist with excess transportation costs if funds exist after mandated responsibilities (such as transportation for students experiencing homelessness).
If the student has an IEP that includes provisions for specialized transportation, transportation must be provided by the school district responsible for the student's Free Appropriate Public Education (FAPE). Based on South Dakota's special education regulations, any alternative special education placement, whether public or private, assumes specialized transportation is part of the IEP and must be provided for the student to receive FAPE.

Parent Right-to-Know Information

As Required by The Elementary and Secondary Education Assistance (ESEA) [Section

1112(e)(1)(A)] and Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

If your child attends Milbank Elementary, please know that your child benefits from Federal Title I funds to assist students in meeting state achievement standards. This is accomplished through direct access to additional help with reading and/or math, small group settings, smaller class sizes, or from family engagement events. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom and building staff working with your child.

At Milbank Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I School, we must meet federal regulations related to teacher qualifications as defined in ESSA. These regulations allow you to learn more about your child's teachers' training and credentials.

We are happy to provide this information to you. At any time you may ask:

● Whether the teacher met state qualifications and certification requirements for the

grade level and subject he/she is teaching,

● Whether the teacher received an emergency or conditional certificate through which

state qualifications were waived, and

● What undergraduate or graduate degrees the teacher hold, including graduate

certificates and additional degrees, and major(s) or area(s) of concentration.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all teachers and paraprofessionals meet applicable South Dakota state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your building's principal or email me at Marie.Ivers@k12.sd.us.

Right to Know – Notifications regarding certified teachers: If your child is taught for 4 or more weeks by a teacher who is not state certified in the area they are assigned to teach, you will be notified by a letter.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Every Student Succeeds Act (ESSA), which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), includes additional right-to- know requests. At any time, parents and family members can request:

● Information on policies regarding student participation in assessments, and

● Information on required assessments that include

- subject matter assessed,

- purpose of the assessment

- source of the requirement

- amount of time it takes to complete the assessment

- time and format of disseminating results

Right to Know – Testing Transparency Information: All student in the Milbank School District will take both State and District assessments.

· NWEA testing is administered three times each year; once in the fall, once mid-year, and once at the end of the school year.

NWEA assessments are district-specific assessments and designed to target a student's academic performance in mathematics, reading, language usage, and science. These tests are tailored to an individual's current achievement level. This gives each student a fair opportunity to show what he or she knows and helps teachers gauge their teaching methods and efficiency.

· State Assessments will take place ONCE each year in April. These include: South Dakota English Language Arts Assessment (SD-ELA) – Grades 3-8 and 11 South Dakota Math Assessment (SD-MATH) – Grades 3-8 and 11 South Dakota Science Assessment (SD-SCI) – Grades 5, 8, and 11

· English Language Learner Assessments are given to those whose native language is reported as a language other than English. Assessments include:

ACCESS 2.0 – all English Language Learners take each year – 1/23/23 to 2/24/23

WIDA Screener for Kindergarten, WIDA MODEL for Kindergarten and WIDA Screener (for Grades 1-12) to identify English language learners. The WIDA Screener is given within the first 30 days of the school year or within the first 2 weeks of the student's arrival thereafter.

Milbank School District Parent Engagement Policy

Part 1: District Expectations

Milbank School District's written Parent and Family Engagement Plan establishes the district's expectations for parental involvement. The policy is driven by Milbank School District's vision: "Empowering All Students to Meet Life's Transitions and Future Challenges". Parent involvement with the Milbank School District expectations is to foster mutual respect and confidence between parents and the school district, where an atmosphere of openness and honesty will prevail. The Milbank School District will encourage parents to participate in two-way meaningful communication to express ideas about learning, programs, procedures, and activities.

a. Milbank School District will put programs, activities, and procedures into operation which involve parents in all of its schools with Title I, Part A programs, consistent with Every Student Succeeds Act (ESSA). These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

b. Milbank School District will ensure that the required school-level parental involvement policies meet the requirements of ESSA, which includes a school-parent compact.

c. Milbank School District will incorporate this District Parent and Family Engagement Plan into its Local Education Agency (LEA) plan.

d. In conducting the Title I, Part A parental involvement requirements, to the extent practicable, Milbank School District will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable language and uniform format, including alternative formats upon request.

e. If the LEA plan Title I, Part A is not satisfactory to the parents of participating children, Milbank School District will submit any parent comments with the plan when the school district submits it to the SD Department of Education.

Part II: District Parental Involvement Policy

1. Involve Parents

Milbank School District will take the following actions to describe how the district will incorporate the following components to involve families in the education of their child. Milbank School District will involve parents in the joint development of its District parent and Family Engagement Plan.

a. Steering Committees will be established annually to provide direction and advice on all matters related to parental involvement in Schoolwide Title I, Part A programs.

b. The Title I District Parent and Family Engagements Plan is jointly revised and reviewed annually with parents and staff members.

c. Milbank School District will, with the assistance of its schools and parents, educate its teachers, principals, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and how to implement and coordinate parent programs and build ties between parents and schools.

2. Establish Objectives

Milbank School District in collaboration with school's steering committees will establish objectives for meaningful parent and family engagement.

a. The steering committee is comprised of administrators, teachers, and parents of children attending Milbank School District.

b. Objectives will be established using resources such as the SD Toolkit for Parent and Family Engagement.

3. Provide the Coordination

Milbank School District will provide the necessary coordination, technical assistance, and other support necessary to assist Title I schools in planning

and implementing effective parental involvement activities to improve student academic achievement and school performance.

a. The schools provide ongoing strategies and tips on involving parents int the entire process of educating their children which includes regular attendance.

b. Schools provide newsletters to parents which offer tips to families to help their child in the home setting.

c. Teachers and administrators organize a Family Engagement Night in Title I, Part A schools which involve sharing information with parents and participating in an educational activity with their child.

d. Teachers personally contact parents to discuss the student and how to better meet each child's individual need.

e. School building staff give parents directives on how to access their children's information on the Infinite Campus Program.

f. All teachers are available at parent-teacher conferences held two times during the school year.

4. Build and Develop Strategies

Milbank School District will build the schools' and parents' capacity for strong parental involvement and will support a partnership among the schools involved, its parents, and the community to develop strategies to support successful school and family interactions that improve student academic achievement. Milbank School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

a. Teachers at Milbank School District utilize individual websites, social media, and a variety of digital communication tools to allow parents to receive guidance in their student's areas of need as well as to communicate efficiently with the teacher.

b. Training is provided to parents in utilizing the Infinite Campus program which allows them to assess and monitor their child's progress, grades, and attendance.

c. Parents are informed of their child's local (NWEA) and state assessment results; (South Dakota English Language Arts Assessment (SD-ELA), South Dakota Math Assessment

(SD-MATH), South Dakota Science Assessment (SD-SCI)). Parents are given guidance on how to read and interpret the scores.

d. Parents are provided with information regarding schoolwide services and the requirements set forth by the school district.

e. Milbank School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, home instruction programs for preschool children, Milbank preschools, and conduct other activities that encourage and support parents in more fully participating in the education of their children.

5. Coordination

Milbank School District will coordinate and integrate parent and family involvement strategies under Title I with parent and family engagement strategies, to extend feasible with other relevant Federal, State, and Local laws and programs. Milbank School District will be governed by the following statutory definition of parental involvement, and will conduct programs, activities, and procedures in accordance with the following definition: Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring the following:

a. Parents play an integral role in assisting their child's learning.

b. Parents are encouraged to be actively involved in their child's education at school.

c. Parents are full partners in their child's education and are included, as appropriate, in decision-making process on advisory committees to assist in the education of their child.

d. Parents will also be involved in conducting other activities, such as those described in ESSA.

6. Conduct Annual Evaluation and Identify Barriers

Milbank School District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement plan in improving the academic quality of all schools served under Title I. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Milbank School District will use the findings of the evaluation about its parental involvement policy and activities to design evidence-based strategies for more effective parent-involvement and to revise, if necessary, its parental involvement programs.

a. Annually, parents of children in Title I, Part A school complete a survey/evaluation based on their beliefs of the effectiveness of its Schoolwide Title I program. Milbank School District conducts as annual Parent Steering Committee meeting which gives the parents an opportunity to share concerns, comments, positive attributes, and areas of needed adjustment in its Schoolwide program. Parents are asked if they feel the District Parent and Family Engagement Plan, the Elementary School Parent Engagement Policy, as well as other policies are appropriate or need changes. The answers impact planning for the

future of our Title I Programs. Each meeting is complete with an agenda, members who participated, and meeting notes.

b. Milbank School District welcomes feedback from parents and community members. Parents and community members are given the opportunity to respond to district programs by attending scheduled district meetings such as regularly scheduled Milbank School Board meetings.

7. Involve Parents

Milbank School District will involve parents in the activities of schools served under its Title I Program. Milbank School District will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in language the parents can understand.

a. Parents are informed of upcoming activities through newsletters, letters sent home, personal telephone communication, text messages, School Messenger, emails, the district website and posting information at community facilities, newspapers, and social media outlets.

b. To maximize parental involvement and participation in their children's education, school meetings are arranged at a variety of times for parents to be able to attend necessary conferences and functions.

c. The information that is disseminated to parents is written in layperson terminology. The information is comprehensive and uses little education jargon. In addition, materials may be translated into the parent's native language.

Part III: Discretionary District Parental Involvement Plan Components

Milbank School District has not identified any other discretionary components with this District Parent and Family Engagements Plan.

Part IV: Adoption of District Policy

This District-Wide Parental and Family Engagement Policy has been developed jointly and agreed upon with parents of children participating in Title I, Part A programs, as evidenced by each school year's Parent/Teacher Involvement Steering Committee. This plan will be in effect for the current school year. Milbank School District will post this plan on the district's website, provide a link to it in each elementary handbook, and distribute it to all parents of student serviced in a program supported with Title I funds.