



# **Winner School District**

**We Are Warriors! We Have PRIDE!!  
Prepared – Respectful – Involved – Determined – Empowered**

**Elementary School Handbook  
2024-2025**

# WINNER ELEMENTARY SCHOOL 2023-2024 STUDENT HANDBOOK



Winner Elementary School  
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852 W 3<sup>rd</sup> St (Physical School)  
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Telephone: (605) 842-8170  
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**We Are Warriors!! We Have PRIDE!!**  
**Prepared – Respectful – Involved – Determined – Empowered**

The elementary school staff, administration, and the members of the School Board want to welcome you to the 2024-2025 school year. We hope every student/family will take full advantage of the opportunity to further their education. It is nearly impossible to over-emphasize the importance of a strong elementary education. As the Winner Elementary School, we strive to help each and every student in becoming a responsible citizen and an excellent student! WE will work hard to be a safe and orderly school.

The purpose of this handbook is to give each family a reference to the rules, regulations, and general information about the Winner Elementary School. Please read your handbook carefully. If there are any questions, do not hesitate to contact school personnel. The school number is (605) 842-8170.

We are hopeful that your experience at the Winner Elementary School will provide all students with the opportunity to successfully achieve any goals the students set in the future. The elementary school staff are here to help all students attain a quality education to reach those future goals.

Enjoy the 2024-202 school year!

Brian P. Naasz  
Principal WES  
[Brian.Naasz@k12.sd.us](mailto:Brian.Naasz@k12.sd.us)

## Philosophy of Education

The Winner School District focuses on establishing and revising learning goals, encouraging students to higher levels of achievement and development, and emphasizing the interrelationships among curricular as well as communication among all stakeholders.

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### **Acceptable Network & Internet Use Policy**

Board Policy 7.29 covers an acceptable network and internet use policy.

### **Addressing Staff Members**

All students are to address the members of the Winner School District staff in the appropriate manner requested by the staff member. Using Mr., Miss, Ms., Mrs., and/or Coach, before the staff member's last name is encouraged as the most appropriate way to address a staff member.

Staff members for the 2024-2025 school year at Winner Elementary School are listed below:

Brian Naasz	Principal/SPED Coordinator	Diane Kludt	Counselor
Sarah Novotny	Preschool	Tammy Sunday	Beginndergarten
Emily Tideman	Beginndergarten	Linda Bergjord	Kindergarten
Monica Ellwanger	Kindergarten	Shawn Soles	Kindergarten
Jaime Keiser	1 <sup>st</sup> Grade	Jolene Vavra	1 <sup>st</sup> Grade
Nicole Vogt	1 <sup>st</sup> Grade	Amy Kartak	2 <sup>nd</sup> Grade
Melanie Morehart	2 <sup>nd</sup> Grade	Michelle Sharkey	2 <sup>nd</sup> Grade
Taia Wickham	3 <sup>rd</sup> Grade	Gail Curtis	3 <sup>rd</sup> Grade
Bria Peppel	3 <sup>rd</sup> Grade	Ashley Duffy	4 <sup>th</sup> Grade
Ross Patmore	4 <sup>th</sup> Grade	Lisa Vesely	4 <sup>th</sup> Grade
Jessica Calhoon	5 <sup>th</sup> Grade	Sonny Corkle	5 <sup>th</sup> Grade
Caitlyn Jelinek	5 <sup>th</sup> Grade	Skyler Best	Resource Room
Marlie Schuyler	Resource Room	Morgan Juracek	Resource Room
Lexie Stenson	Preschool Resource Room	Liane Christensen	Reading Specialist
Jenny Engel	Reading Specialist	Sarah Taggart	Math Specialist
Jo Streifel	Physical Education	Myrna King	Vocal & Intro Music
Kelli Curtis	Computers	Lori Kingsbury	Speech Lang Path
Madyson Schelske	Speech Lang Path	Laura Cernetisch	Speech Lang PathAsst
Danielle Kucera	Native Am Advocate	Lorna Phillips	Secretary
Jessica Eagle Hawk	Custodian	Bayli Grossenburg	Aide

Keith McCarty	Custodian	Sheri Bolander	Aide
Bhavna Chaudhari	Aide	Ann English	Library
Kara Gregg	Aide	Roxann Heinzman	Aide
Jessica Klein	Aide	Rena Nagel	Aide
Mercedes Hillman	Aide	Jenna Phillips	Aide
Pat Rehak	Aide	Becky Sitting Bear	Aide
Loni Stirling	Aide	Deb Hoffer	Aide
Lindsey Zeigler	Aide	Torie Melius	Aide
Cindy Bennett	Aide	Megan Mead	Aide

### **Administrative Disciplinary Procedures**

It is necessary that students learn to develop self-discipline to further their learning. The importance of and need for good behavior and a good attitude while at school cannot be stressed enough. Superintendents, principals, supervisors, teachers, aides, coaches, have disciplinary authority over all students while the students are in school or at school district activities either on or off school premises. Superintendents and principals may also discipline students for aggressive or violent behavior that disrupts school or affects the health/safety of the school or its programs. Students who break school rules and cause class disruptions may be sent to the principals and proper disciplinary action will be taken. Disciplinary action is at the discretion of the school administrator and may include the following actions:

- |   |                            |
|---|----------------------------|
| Before school detention   | Lunch detention            |
| After school detention  | In school suspension (ISS) |
| Out of school suspension (OSS)  | Expulsion                  |
| Ineligibility for attendance/participation in school sponsored activities |                            |

### **Advanced Education Mission Statement and Philosophy of Education**

Mission Statement: We are Warriors! We have P. R. I. D. E.

- Prepared
- Respectful
- Involved
- Determined
- Empowered

Philosophy of Education: The philosophy of the Winner School District focuses on establishing and revising learning goals, encouraging students to higher levels of achievement and development, and emphasizing the inter-relationship among curricular areas as well as communication among all stakeholders.

Advanced Education Goals: The WSD will promote academic achievement among all students, and students will improve reading comprehension and develop problem solving skills through improvement in math. The WSD will promote academic achievement among all students and improve graduation rates at WHS. The WSD will develop and promote a positive climate for social, emotional, and physical development for all students.

### **Alcohol and Other Drug Use by Students**

Board Policy 7.18 covers alcohol and other drug use by students.

### **Attendance/Truancy Policy**

Board Policy 7.15 covers student attendance.

### **Attendance Procedure**

Regular school attendance is necessary for your child to make satisfactory progress. To account for all children each day, please call us by 8:30 a.m. or send word, via a brother or sister, that your child will not be in school that day. If by 9:00 a.m. we have not received a message from you, we will attempt to contact you. On the day following the absence, please send a written note to school explaining the absence. If your child needs to be dismissed before the end of the regular school day, parents/guardians must either call the elementary office (605) 842-8170, the child's teacher, or send a written note to school prior to the dismissal. If a student leave prior to 1:30 p.m. he/she will be marked absent ½ day. A student who leaves after 1:30 will not be marked absent.

### **Appropriate Behavior**

We expect that as a student you will act and behave in an appropriate manner. We expect you to treat your fellow classmates and school personnel with dignity and respect. We believe students can make their own decisions and therefore should be willing to accept the consequences. The following is a partial list of infractions which will not be tolerated under any circumstances and are subject to disciplinary procedure:

- Fighting on or near the school premises or on the school bus
- The use of "hard looks/stare downs" by students toward other students/staff
- All forms of bullying and cyber bullying
- Insubordination or disrespect of students to staff members
- Disrespecting the rights of other students
- The use of profanity or vulgar expressions or actions
- Possession or use of anything that might be considered to be a weapon
- Destruction or defacing of school property
- Removing items belonging to the school or any other student/staff without permission
- Damage to and abuse of school property
- Possession or use of cigarettes or any other tobacco/vape products

- Violation of cell phone and portable media devices policy
- Possessing, using, transmitting or being under the influence of alcoholic beverages or drugs or any substance presented as a drug
- Communication of a terroristic threat or hoax
- Continual and willful disobedience of school rules and classroom rules and their purpose
- Causing an interruption of the education of students

### **Beginnergarten**

Winner Elementary will be continuing for the 2024-2025 school year our program called Beginnergarten, which was started at WES during the 2005-06 school year. The students enrolled in this program must be 5 years of age by September 1<sup>st</sup> of the present school year. This is the same age requirement for students that will be attending the Kindergarten classes. Beginnergarten class will be for students who are younger in age, possibly having their 5<sup>th</sup> birthday in the spring or summer of 2024 or they may be developmentally younger and not quite ready for the KG program. This will not be a replacement for the KG program. Beginnergarten students will be in KG class next school year.

### **Books Lost or Damaged**

If a student loses a book, textbook, library book, he/she may have to pay for it before he/she is issued another one. Students may be charged the full replacement price of a book. Students may also be charged for damaged or dirty books.

### **Bullying Policy**

Board Policy 7.41 covers bullying.

### **Breakfast/Hot Lunch Program**

Breakfast and lunches are available every day school is in session unless otherwise noted. Milk is provided for breakfast and lunch. Students may bring their own lunch if they wish to do so. A microwave is available to warm up food. We ask that you cook all items at home and just send them in a microwavable container (for example Easy Mac). Pop is not allowed during breakfast or lunch. Breakfast is available in the multi-purpose room from 7:30 until 7:50.

Free and reduced meal tickets are available for low-income households. The information is available at the district office and on the district website.

### **Bus Behavior**

Students are expected to discipline themselves and comply with the instruction of the bus operator and or bus monitor. They will be in full charge of the bus and the passengers. There must be no disturbances of any kind that might distract the driver and impair the safety of the passengers. Students will observe the following minimum rules of conduct while riding the bus:

1. Students must be on time at the designated bus stops. The bus cannot wait beyond its regular time schedule for tardy students.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Students must not approach the bus while it is still moving or run behind the bus after release.
4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
5. Students must occupy the seat assigned to them if seats are assigned.
6. Ordinary conversation is permitted. Shouting, screaming, running, fighting, vulgar talk, and pushing is not permitted.
7. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
8. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Pupils must not throw wastepaper or rubbish on the floor or out the windows of the bus.
9. Students will not open or close the windows without the permission of the bus driver or monitor.
10. Students must not, at any time, put hands, arms, or heads out the bus window.
11. Be courteous and obedient to the bus driver at all times.
12. Tobacco, alcohol, vapes, and illegal drugs are prohibited.
13. Dangerous weapons are prohibited.
14. A student may be held liable for any damage inflicted on the bus by them.

#### Violation of Bus Rules

1. The bus driver or monitor will visit with the student about the violations and make a seat assignment if necessary.
2. The bus driver or monitor may report the violation to the building principal. The principal will have a conference with the student about the violation and inform the parent/guardian of the violation. If necessary, the principal may call a parental meeting concerning the violation of bus rules.
3. For serious violations (such as 6, 12, 13, 14) of the bus rules or repeated violations of the bus rules, the principal, with the approval of the superintendent, may suspend a student from riding privileges of a period of 1-10 days. Repeated violations may increase the number of days suspended.
4. The superintendent may suspend a student from riding privileges for a period of 1-90 days.
5. The school board will make the final determination of any suspension of a student's riding privileges over 90 days.

#### **Class Field Trips**

During the school year, your child's teacher may plan field trips. Teachers will send home notifications of the trip. Permission forms are not necessary as the trip is an 'extension' of the classroom. However, if you choose not to have your child take part in the field trip just contact the classroom teacher or school office.

### **Classroom Snacks**

Classroom snacks may include such times as birthday treats, classroom rewards, classroom parties, and KG/BG snacks. Teachers will send home a note with accommodations needed if there is a student with a life-threatening food allergy or other special dietary needs. If your child has a food allergy, please contact the school office or classroom teacher as soon as possible. Please note Board Policy 7.38.

### **Closed Campus**

There will be closed campus for all elementary school students. Elementary students who leave campus at lunchtime on an occasional basis must be checked out by a parent or guardian. Parents and guardians will assume full responsibility and supervision of the student for the full lunch period.

### **Communicable Disease Policy**

Board Policy 7.08 and 7.09 cover student communicable disease policy.

### **Complaints/Grievances**

Constructive criticism of the schools will be welcomed by the school board when it is motivated by a sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively. Board Policy 2.11 covers complaints.

### **Complaint Policy for Federal Programs**

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. Disputes addressing enrollment, transportation, and other barriers to the education of children and youth experiencing homelessness are addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose. The parent or guardian or unaccompanied youth shall provide 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 circumstance 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, 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 stack holder to the SD Department of Education for review.

### **Constitutionally Protected Prayer**

The WSD has no policy that prevents or otherwise denies participation in constitutionally protected prayer in the school during the school year.

### **Contacting Pupils or Teachers During School Hours**

Occasionally it is important for you to telephone a teacher or student during classroom hours; however, we must urge you to call only when absolutely necessary. Calls should be made, or conferences held with staff members from 7:45 am to 8:00 am or 3:30 pm to 3:45 pm. Other arrangements can be made with the teacher at a mutually agreeable time.

### **Community Health Nurse**

The Community Health Nurse or school personnel will make periodic checks for head lice, Board Policy 7.43 covers the head lice policy. Vision screening will be done in grades KG through 5th grade. If you need to contact the Community Health Nurse, the office phone number is (605) 842-7166.

### **Cyber Bullying**

Board Policy 7.42 covers cyberbullying.

### **Dangerous Weapons**

Board Policy 7.13 covers dangerous weapons in school.

### **Discipline Policy & Matrix**

It is necessary that students learn to develop self-discipline to further their learning. The importance of, and need for, good behavior and a good attitude while at school cannot be stressed enough. The superintendent, principals, supervisors, teachers, and support staff have disciplinary authority over all students while the students are in school or while the students are involved in school sponsored activities either on or off school grounds. The superintendent and principals may also discipline students for aggressive or violent behavior that disrupts school or affects the school environment and safety. Students who break school rules and cause disruptions may be sent to the principal and the proper disciplinary action will be taken. Disciplinary action is at the discretion of the school principal and may include the following actions.

- Loss of recess
- Before school detention
- After school detention
- In-school suspension

- Out of school suspension
- Expulsion

The Discipline Matrix can be found on page 20.

### **Dress Code**

Board Policy 7.01 covers the student dress code.

### **Electronic Devices**

Board Policy 7.37 covers electronic device use by students.

### **Extra Reading and Math Help**

Some students may be selected for small group instruction to build reading and math skills during the regular school day. The few openings will be assigned based on need.

### **Fire Drill/Tornado Drill/Intruder Drill**

Each teacher will cover Fire, Tornado, and Intruder drill procedures with their students. The fire alarm is a loud bell and flashing lights. Every person must leave the building in a quiet and orderly manner as quickly as possible to get to the designated area. In the event of a tornado or intruder drill students will be instructed by the teachers to follow the appropriate drill procedure.

### **Fliers and Posters**

The principal must approve any fliers or posters displayed in the building. Approved fliers and posters must have the principal's stamp in order to be displayed.

### **Gang Related Activities**

Board Policy 7.28 covers gang-related activities.

### **Grading Scale**

A – 92

B – 83

C – 74

D – 65

F – Below 65

- BG/KG/1<sup>st</sup> and 2<sup>nd</sup> grade will use a standards base report card.

### **Guidance Program**

The Winner Elementary School officers a BG-5<sup>th</sup> grade guidance/counseling program to meet the needs of its students. Many activities are presented at a group level. The opportunity for one on one or small group counseling is available. Referral for counseling services may be

made by the parent, guardian, teacher, or through requests by individual students. Please contact the counselor for further information and assistance.

### **Homework**

Elementary teachers realize that the normal active student needs to be alone, to think, to relax, and to enjoy herself/himself. Homework, therefore, in the elementary grades, should be minimal. Homework, when assigned, will reinforce principles learned that day. Ample time will be given to students to complete homework assignments in school.

Time guidelines for homework when assigned are as follows:

Grades 1-2; 10-20 minutes    Grades 3-4; 20-30 minutes    Grade 5; 30-60 minutes

If you feel your child is spending too much time on homework; please contact the classroom teacher.

### **Ill/Sick Students**

Keep your child at home and consider contacting your health care provider if he/she has: a fever, nausea, sore throat, diarrhea, skin rash, enlarged glands, earache, inflamed eye, discharging ear, extreme paleness, extreme coughing. Board Policy 7.09 has the list of communicable diseases.

If your child is home sick or at a doctor's appointment, please call the school office at (605) 842-8170.

### **Immunization**

South Dakota State Law (SDCL 13-28-7) (Rev. 2000) requires that any pupil entering school, shall be required to present or have access online from a licensed physician to the minimum immunization requirement by law.

### **Invitations**

Some of our students celebrate their birthdays during the school year. We ask that **NO** party invitations be handed out at school. We realize that it would be difficult for your child to invite everyone from his/her class to a party, yet those who do not receive an invitation feel slighted and left out.

### **Jump Start**

Jump Start is available to all students NEW to the building in grades BG and KG. Early in August these students will have an opportunity to come to the elementary school from 8:00 am to 11:30 am to get to know the school, teachers, procedures, lunch, etc...

It is our hope that this small introduction will make the transition to elementary school easier for students and parents.

## **Lakota Awareness Policy**

Board Policy 8.21 covers the Lakota Cultural Awareness policy.

## **Leaving School**

When school is dismissed at the end of the day, students will leave the building or go to OST as soon as possible unless they are under the supervision of a staff member. Students will not be allowed to play on the playground after school since there is no supervision. No student should leave the building during the school day without leaving with a parent/guardian.

## **Lost and Found**

All lost and found items should be turned in and claimed at the office. At the end of the school year, unclaimed items will be given to the Thrift Store.

## **Lunchroom Rules**

- Students will:
1. Wait in the lunch line quietly, keeping your hands to yourself.
  2. Visit using indoor voices at the lunch tables
  3. Use good table manners, throwing food will not be tolerated
  4. Raise your hand when they need help and wait for a supervisor

## **Make Up School Day**

Make up days due to weather are posted on the school calendar.

## **Medication**

We would like to inform students and parents of the policies that are in place to ensure the health and safety of children needing medication (including over-the-counter medications such as Tylenol) during the school day. Our school district requires that the following forms must be on file in your child's health record before any medication is allowed at school.

- Signed consent by the parent/guardian to give medicine.
- Signed medication record.
- Signed release of responsibility.

The appropriate paperwork is available at the school office. Parents/guardians may also choose to come to the school office to personally administer medication to their child.

## **Money**

When students bring money to school, especially younger students, it should be placed in an envelope with student's name, grade, and purpose of the money written on the envelope. This will help prevent money from becoming lost or unidentified.

## **Parent Involvement and Title 1 Programs**

Board Policy 8.08 covers parent involvement and Title 1 programs.

### **Parent Teacher Conferences**

PTC's are scheduled twice a year. We at the elementary school will work with parents and have a scheduled time for those parents. Special conferences can be arranged by contacting the classroom teacher.

### **Playground Rules**

- All inappropriate activities that are harmful to self or others are prohibited, such as., skating, sledding, snowballs, piggyback rides, pyramid building, fighting, rock throwing, etc...
- Deliberate interruption of games/play in progress is prohibited.
- Students may not return to the building from the playground unless given permission by a supervising staff member.
- Climbing fences, trees, buildings, picnic tables, equipment not for its intended use is prohibited.
- At the end of recess, the students will line up quickly and quietly.
- Consumable edible items are prohibited on the playground.
- Running into the street after a ball is prohibited.
- Swing rules: forward/backward swinging only, no under pushes, no twisting the chain, one child on the swing at a time, only sitting on the swing.
- Slide rules: sit down with feet first, only climb up using the steps, one person at a time, no foreign materials on the slide.
- No playing tag on the playground equipment.
- Riding bikes during recess will not be allowed. Bikes must be parked in the bike racks located at the north and south ends of the building.
- Students on the playground without supervision is prohibited. Playgrounds are only supervised during recess times.

### **Personal Computers**

Students will have access to personal computers in grades 3<sup>rd</sup> to 5<sup>th</sup>. Students in grade BG to 2<sup>nd</sup> grade will have access to iPads. Students are responsible for any damage they cause to the devices.

### **Pledge of Allegiance**

The elementary school staff and students will be asked to stand each day of school and honor our flag with the Pledge of Allegiance. "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### **Permanent Records and Release of Information**

Board Policy 7.03 covers permanent records and release of information.

### **Phone/Address Change**

When parents/guardians change their phone numbers and mailing addresses the school asks that we be notified as soon as possible. Not having updated information can/may cause undo delays in reaching parents/guardians.

### **Pupil Rights**

Board Policy 7.17 covers pupil rights.

### **Racial/Ethnic Harassment Policy**

Board Policy 7.34 covers racial and ethnic harassment policy.

### **Reading Program**

The Reading Program is also part of the Title 1 program. This program identifies first grade students who need concentrated correction in some areas of reading.

### **Report Cards**

Report cards concerning your child's progress will be sent home with students four to five days after the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters. Report cards after the 2<sup>nd</sup> and 4<sup>th</sup> quarters will be mailed home. Students who have not acquired the necessary skills to be successful at the next grade level, as explained in Board Policy 7.05, may be considered for retention if this action would benefit the student.

### **Resource Room/Special Education Assistance**

Special education services are available to students after an evaluation by a school psychologist, and achievement evaluations by a special education instructor have been completed. Once all evaluations are completed there will be a MDT meeting to interpret the results and a possible Individualized Education Plan may be written for the student. This process can take place after parental permission is given in writing.

### **Respect of Facilities and Property**

Each student is expected to assume responsibility for the proper care and treatment of all school property. The buildings and property are a reflection of you to all members of the community. Please keep them clean and as nice as possible for everyone to see. Take PRIDE in your school and treat the buildings and property as if they were your own.

### **School Closing**

Procedures will be as follows: Announcements of school closing or a late start will be made on all area radio, TV stations, as well as Facebook as soon as possible. The Winner School District will also use School Messenger; expect a phone call from the school district for all important notices. Once you register all possible phone numbers you would like to have the messenger calls and those will stay in the database unless you notify us of a possible change in phone numbers.

## **School Health Assessments**

From time to time during the school year, screenings may be provided through a contract with the SD Department of Health/Community Health. HIPAA requires that the SD DOH/CH provide access to their Notices of Privacy Protections. You may view the SD DOH/CH notice on their website at [www.state.sd.us/doh](http://www.state.sd.us/doh) or request a copy by calling 800-305-3064.

Screenings may be provided for: vision, scoliosis, head lice checks, and hearing screenings. These are screenings and parents will be notified of any concerns and the possibility of needing further evaluation by the provider of the parent's choice. Community Health can be reached if you have any questions at 606-842-7166 or 245 Main St.

## **School Hours**

Parents/guardians are asked to not drop off students before 7:30 am. Students in grades 1<sup>st</sup> to 5<sup>th</sup> grade report to the multi-purpose room. At 7:50 they will start to be dismissed to their classroom. BG and KG students should be dropped off at door O and they will sit in the hallway before being dismissed to their classroom once the other students have been dismissed. Class begins at 8:00 am.

BG and KG students will be dismissed at 3:20 pm. 1<sup>st</sup> through 5<sup>th</sup> grade will be dismissed at 3:30 pm. **It is important that parents/guardians communicate with their students as to where they are to be picked up after school. It is important that you be consistent with the location as to where they will be picked up.**

<u>Noon Break</u>	<u>Recess</u>	<u>Lunch</u>
Beginnergarten	11:00-11:10	11:20-11:45
Kindergarten	11:05-11:15	11:25-11:45
1 <sup>st</sup> Grade	11:20-11:30	11:40-Noon
2 <sup>nd</sup> Grade	11:25-11:35	11:45-12:05
3 <sup>rd</sup> Grade	11:40-11:50	Noon-12: 20
4 <sup>th</sup> Grade	11:45-11:55	12:05-12:25
5 <sup>th</sup> Grade	11:55-12:05	12:10-12:30

## **School Lunch Policy**

Board Policy 3.06 covers the school lunch policy.

## **School Supply List**

The Winner Elementary School supply list toward the end of this handbook.

## **Sexual Harassment Policy/Procedures**

Board Policy 7.16 covers sexual harassment policies/procedures.

## **Student Suspension/Expulsion**

Board Policy 7.12 covers student suspension/expulsion.

### **Student Use of Physical Threats**

The Winner School District will not tolerate the use of physical threats towards any student and/or staff member. Any student using physical threats will be subject to disciplinary procedures.

### **Tardiness**

A student is tardy if he/she arrives after 8:10 am. If a student arrives after 10:00 am, he/she is counted as absent for half a day. It is the responsibility of the parents/guardians by state law to see that their children attend school and arrive at school on time.

### **Telephone**

Students will not be called to the telephone unless an emergency exists. A message will be taken by the office staff and the students will be notified. Students who need to use the phone during the school day need to use the office phone rather than a cell phone. The office staff will restrict the use of the school phone if they feel that the student is abusing the privilege.

### **Title IX**

Board Policy 4.04 covers Title IX district non-discrimination statement.

### **Toys**

Please do not allow your child to bring toys or jewelry items to school unless it is specifically used for show and tell. The school will not be responsible if items are lost or stolen.

### **Visitors**

All visitors are asked to report to the main office upon entering the building. Students may not have friends/relatives visit the classroom during the day without the permission of the principal. Prospective students may be assigned a student to shadow for a day with prior permission of the principal.

### **Wellness/Nutrition Policy**

Board Policy 5.03 covers student wellness/nutrition.

## Winner School District 59-2 Disciplinary Action Guidelines

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case by case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program.

Classroom Pre-Referral Interventions	Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense
<b>Examples:</b> Give Warning to student(s)  Contact parent/guardian  Conduct parent/guardian conference	<b>Examples:</b> • Disruption/insubordination • Dress code violation • Inappropriate language • Out of class without permission • Skipping/judies • Unauthorized use of electronic device	<b>Examples:</b> • Bullying • Cheating • Computer policy issues • Disruption/insubordination • Inappropriate threatening language • Encouraging others to fight • Repeated level 1 offenses	<b>Examples:</b> • Fighting • Gang related activity • Harassment, ongoing bullying, intimidation • Sexual harassment • Theft • False fire alarm • Possession/use of tobacco/alcohol • Vandalism • Repeated level 2 offenses	<b>Examples:</b> • Possession or use of controlled substances • Possession of drug paraphernalia • Possession or use of alcohol • Offering or selling drugs to others • Bomb threat • Arson • Assault • Knives, weapons, dangerous objects • Physical attack on staff • Group gang fight • Repeated level 3 offenses
<b>1<sup>st</sup> Offense</b>	Discipline	Discipline to Short Term ISS	Short Term ISS to Long Term ISS	
<b>2<sup>nd</sup> Offense</b>	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Short Term OSS	
<b>Further Offenses</b>	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Short Term OSS	Long Term ISS to Expulsion

### Definitions:

**Discipline:** Any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, referral, detention, student Friday, loss of privileges

**Short Term ISS:** Denial of classroom attendance for more than a period or subject up to and not exceeding three consecutive school days.

**Long Term ISS:** Denial of classroom attendance for more than a period or subject up to and not exceeding five consecutive school days.

**Short Term OSS:** Denial of school attendance for one to ten consecutive school days.

**Expulsion:** Denial of school attendance for an indefinite period of time.

### **Non-Discrimination Statement**

The Winner School District 59-2 does not discriminate in its employment policies and practices or in its educational programs based on race, color, creed, religion, age, sex, disability, national origin, or ancestry.

The Winner School District 59-2 provides equal access to Boy Scouts and other designated youth groups.

Inquiries concerning the District's Compliance of Title VI, Title IX, Section 504, The Americans with Disabilities Act (ADA) or Boy Scouts of America Access Act, may be referred to the Superintendent of Schools or the Business Manager.

Winner School District 59-2  
431 E. 7<sup>th</sup> St  
Winner SD 57580  
(605)842-8101

Individuals may also contact the following regional address:

Office of Civil Rights Midwestern  
Division Kansas City Office  
One Petticoat Lane  
1010 Walnut St  
3<sup>rd</sup> Floor Ste 320  
Kansas City, MO 65106  
(816)268-0550

# WINNER SCHOOL DISTRICT ~ SCHOOL SUPPLY LIST 2024-2025

## **BEGINNERGARTEN/KINDERGARTEN**

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- 10- #2 pencils
- 1- two pocket folder
- 1- Fiskars scissors
- 6- large glue sticks
- 1- box for school supplies
- 1- book bag (large enough for a winter coat)
- 1- 8oz plastic bottles of white glue
- 2- boxes of 24 regular sized crayons

## **FIRST GRADE**

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- 12- #2 pencils - **NO Mechanical Pencils**
- 1- eraser
- 1- box of 24 crayons
- 1- Fiskars scissors
- 1- 8 oz. plastic bottle of white glue
- 1- box for school supplies
- 2- two pocket folders
- 1- WIDE-LINED 70 sheet notebook
- 1- book bag (large enough for a winter coat)
- 2- two pocket folders
- 2- large glue sticks
- 4- dry erase markers

## **SECOND GRADE**

---

- 24- yellow #2 pencils - **NO Mechanical Pencils**
- 1- package pencil top erasers
- 1- small scissors
- 1- book bag (large enough for a winter gear)
- 1- box of 24 crayons
- 4- glue sticks
- 1- 5x8 in. box for school supplies
- 2- WIDE-LINED 70 sheet notebooks
- 2- two pocket folders (blue, red)
- 2- dry erase markers
- 1- one-inch three ring binder

## **THIRD GRADE**

---

- 12- #2 pencils - **NO Mechanical Pencils**
- 1- eraser
- 1- pair of scissors
- 1- box of 24 crayons
- 3- highlighters (different colors)
- 2- WIDE-LINED 70 sheet notebooks
- 1- book bag (large enough for a winter coat)
- 3- two pocket folders
- 2- glue sticks
- 1- box for school supplies
- 4- dry erase markers

## **FOURTH GRADE**

---

- 12- #2 pencils - **NO Mechanical Pencils**
- 1- eraser
- 1- red pen
- 1- box of 24 crayons
- 1- 8 oz. bottle white glue
- 1- pair pointed scissors
- 2- highlighters
- 1- two pocket folder
- 1- zip-up pencil pouch (no boxes)
- 3- WIDE-LINED 70 sheet notebooks
- 1- book bag (large enough for a winter coat)
- 1- box of colored pencils

## **FIFTH GRADE**

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- 1 book bag (large enough for a winter coat)
- 12- #2 pencils
- 1- box of 24 crayons
- 4- dry erase markers
- 1- package of pencil top erasers
- 4- WIDE-LINED 70 sheet notebooks
- 2- highlighters
- 5- two pocket folders
- 1- pencil container
- 2- glue sticks
- 1- ruler - 12 inch
- 1- pair of scissors

## **SIXTH, SEVENTH & EIGHTH GRADE**

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- 1- eraser
- 24- mechanical pencils
- 2- red pens
- 2- pens other than red
- 4- highlighters
- 1- pair of scissors
- 1- single subject notebook
- 2- 5 subject notebooks w/ pockets
- 1- two pocket folder
- 4- dry erase makers
- 1- pencil bag
- 1- package colored pencils
- 2- composition notebooks (1-6th grade)
- 1- trapper (7th/8th)
- 1- locker shelf (optional)
- 2-large glue sticks
- 1-headphones
- 1-water bottle



**ELEMENTARY PARENTS PLEASE MARK EACH PERSONAL ITEM WITH CHILD'S NAME**  
**NO TRAPPER KEEPERS @ ELEMENTARY**  
**WATER BOTTLES ARE STRONGLY ENCOURAGED FOR ALL STUDENTS.**

WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY FILE

COMPLAINT AGAINST SCHOOL EMPLOYEE REPORT FORM (Exhibit 1)

Date Form Completed: \_\_\_\_\_

Form Completed by: \_\_\_\_\_

Person Filing the Complaint (Complainant): \_\_\_\_\_  
\_\_\_\_\_

Address/Phone # of Complainant: \_\_\_\_\_  
\_\_\_\_\_

Employee Involved: \_\_\_\_\_

Nature of Complaint: The person making the complaint shall with specificity identify when and where the employee conduct occurred, the conduct of the employee which is the basis of the complaint, witnesses, and any other pertinent information. \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

(use additional sheets if necessary).

NEPN Code: KL-E (1) Page 2 of 2 ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered. Copyright © 2015 Associated School Boards of South Dakota. All rights reserved.

Was a meeting held between the person having the complaint and the employee? Yes \_\_\_\_ No \_\_\_\_ If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: \_\_\_\_\_  
\_\_\_\_\_

If a meeting was not held, explain why not: \_\_\_\_\_  
\_\_\_\_\_

Policy No. 2.11



Signature Page



WINNER ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
STUDENT/PARENT SIGNATURE PAGE

The 2024-2025 Student Handbook is available online through the district's website or the student's copy. I acknowledge that I have reviewed the handbook and am familiar with the policies it contains.

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Please Print Student's Name

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Signature of Parent/Guardian

