

Wakpala Public School Smee School District #15-3

2018-2019 School Year



STUDENT HANDBOOK

ACTIVITY HANDBOOK

Adopted: August 8th 2011

Revised: 08/07/2012, 09/10/2013, 07/14/2014, 7/8/15, 8/7/18

BOARD OF EDUCATION

WILLARD TWO BEARS-----PRESIDENT
ALLEN FISCHER-----VICE-PRESIDENT
VERNA GONE-----MEMBER
PAT HAWK-----MEMBER
MARLO THOMPSON-FREE-----MEMBER

The Board of Education usually meets the **second Wednesday** of each month at
7:00 p.m. in the School Library

CEO-----JAY SHILLINGSTAD

BUSINESS MANAGER-----LINDSAY SANDQUIST

Wakpala Public School
Smee School District #15-3
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Wakpala, South Dakota 57658-0111
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VISION STATEMENT

Wouinspe waste hiyagleya! (A good education leads to success): Every staff member is responsible for preparing each student to achieve success academically, socially, and culturally in a safe school environment.

MISSION STATEMENT

Smee School District #15-3 is a public school located in Wakpala, South Dakota, on the Standing Rock Indian Reservation. We are dedicated to the intellectual and social growth of each student as they learn to live effectively in a contemporary, bi-cultural world. Our school educates students to help them become successful in all aspects of life with attention to individual differences.

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ADMINISTRATION

CEO-----Jay Shillingstad
Middle/High School Principal-----Barry Mann
Elementary Principal-----Karyl Knudson
Business Manager-----Lindsay Sandquist
Special Education Director-----Kathleen Schmeichel
Title I/School Improvement Coordinator-----Jay Shillingstad
School Nurse-----Britni Wolff
Social Work/Counselor----- Mandy Wolf Necklace
Athletic Director-----Melvin Hill

CLASSROOM TEACHING STAFF

Kindergarten -----Raquel Schlomer
Grade 1 -----Sandra Gipp
Grade 2 -----Lindsey Wientjes
Grade 3 -----Patti Stewart-Dame
Grade 4 -----Deb Griewski
Grade 5 -----Valerie Good Shield
Elem Math-----Heather Overland
AIMSweb/data-----Rebecca Lefebre
Middle School----- Fern White Buffalo
Middle School English, Language Arts-----Cindy Martel
6 & 7 Math & Science-----Christine Hammer
8-12 Science-----Melvin Hill
9-12 Math DDN-----Dawn Davis
HS Social Studies-----Randy Brickey
MS/HS English----- Doug Oliver
Art-----Derek Stewart
K-12 PE-----David Souhrada
K-12 Lakota -----Terri Smith
Title I -----Patti Stewart-Dame
E-Learning Center -----Colleen Froseth
Special Education (6-12) ----- Kathleen Schmeichel
Special Education (K-5) -----Mary Fried
Career Counselor-----Jackie Heil
Librarian-----Jeanne Janson
Vocational Electives-----1st semester—Health Science Careers II-----Linda Reinbold
2nd semester-Welding Technology-----Todd Ludeman

SUPPORT

Secretary/Receptionist-----Sarah Hawk
Clerical-----Stephanie Holzer
Paraprofessionals-----Julie Brown-----James Krause
Linette Martian-----Rosemary Shelley
Bonnie Swanson----Alan Linde---Valerie Van Kley
Daryl Smith----Dawn Davis-----Kaitlin Holzer
Technology Coordinator-----Eric Skillingstad
ISS Supervisor-----Elverda Little Dog
Food Service Director/Head Cook -----Cathy Hintz (Interim)
Cooks-----Kim Hamre
Pam Fischer
Bus Driver/Custodian-----Cathy Hintz
Eugene LaFromboise
Bus Drivers-----Steph Tiger
Terry Dane
Custodians-----Kathy Sam
Danny Hawk ----- Curtis Jakeway

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice of Rights - Student Records

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

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants,

volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - (a) develop, validate, or administer predictive tests;
 - (b) administer student aid programs; or
 - (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as "directory information."

STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student's information disclosed without their prior written consent.

If a student's parent, guardian or an eligible student, does not want the District to disclose directory information from the student's education records without prior written consent, the student's parent, guardian or an eligible student must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment.

The District has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended.

As required by state law, the District shall provide, by November first of each year, a list of students by name in grades seven to twelve, inclusive, together with their mailing addresses, to the executive director of the Board of Regents unless the parent has directed that the District not release directory information about the student.

As required by federal law, the District shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students; and shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, unless the parent of the student has submitted a request to the District that the student's information not be released without prior written parental consent.

The District shall annually notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's or eligible student's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to the South Dakota Board of Regents and, upon request, to military recruiters, subject to a parent's or eligible student's request not to disclose such information without written consent; and
3. Notification on how the parent or eligible student may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

SECTION 1 – CALENDAR AND DISMISSALS

1. HOLIDAYS AND DISMISSALS POLICY

The school, including all offices and departments of the Board of Education, shall be closed on the following days: Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday and Easter, Memorial Day, & July 4th.

The closing of school on any other day than previously mentioned will be by specific action of the Board of Education or as so delegated to the superintendent. Announcements of school closing will be made as far in advance as possible.

Please do not call the school during severe weather unless you have an emergency because it ties up the phone lines. Parents are encouraged to develop a family plan of what to do and where to go if the parent works or cannot pick up their child or if a child cannot go home. This may include a plan to ride with a neighbor or friend or go to a neighbor's or friend's home. Please notify the school of your plan for your student.

Radio
KLND 89.5 AT LITTLE EAGLE and KOLY 1300 AT MOBRIDGE
TV
KELO and KSFY

2. PROCEDURES AND ROUTINES / DAILY SCHEDULE

1. Buses transport students to school on routes approved by the Smee School Board. At the school, adult supervisors are on duty at 8:00 AM.
2. Breakfast will be served K-12 from 8:00 to 8:30 a.m.
3. Students will report to classes at 8:30 a.m. Once the school day begins, all students are required to carry a pass when outside of their classroom.
4. Elementary school students have lunch and recess between 11:30 a.m. and 12:15 p.m. Middle school and senior high students have lunch from 12:15 to 12:45 p.m.
5. During inclement or below zero weather, students will use the gym for recess.
6. The regular school day ends at 3:30 pm and buses will return students to their bus stops.
7. Students enrolled in the 21st Century Program, co-curricular activities, or other school-sponsored activities must report to those assigned areas at 3:35.
8. The Wakpala School has a closed campus policy unless a student is participating in a school-sponsored event which takes him/her from the campus grounds.
9. Once students report to school they are to stay on public school property and in the designated grade/program -appropriate areas.
10. If a student must leave the school due to illness or emergency, he/she must be signed out in the office by a parent or guardian in order to leave the building.
11. Students who drive cars, motorcycles, pickups, or any other type of motorized vehicle to the school must park in the designated areas of the school parking lot. The student driving the vehicle must sign in at the reception desk and turn in the keys. A copy of the student's driver's license must be on file at the school. Any student that drives to school and does not have a driver's license on file will be reported to law enforcement. Students are not allowed to go to their vehicles during the school day without permission from their immediate supervisor or the school administration. At the end of the day the student(s) will pick up their keys from the office. **If any students are passengers in a vehicle driven by another student, they must have written parental permission on file with the school.**

August 8 student contact days & 4 In-Service Days, 1 Comp Day

August 15 New Staff In-service

August 16 Staff In-service

August 17 Staff In-service

August 20-21 Staff In-service

August 22 1st Day of School

One teacher comp day for ½ day attendance at Wakpala Wacipi and ½ day for Back to School Night

September 18 student contact days & 1 In-Service Day

September 3 No School

September 7 In-Service Data Retreat

September 21 Midterm 1st Quarter

October 21 student contact days & 1 P/T Comp. Day

October 3 P/T Conferences

October 5 No School P/T/ Comp. Day

October 8 No School Native Am. Day

October 26 End of 1st Quarter

November 19 student contact days

November 16 End of Midterm

November 21, 22, 23 No School

Thanksgiving Break

December 15 student contact days

December 21 Last Day of 1st Semester

December 24, 25, 26, 27, 28, 31 No School

Christmas Break

January 17 student contact days & 1 In-service day

January 1-4 No School Christmas Break

January 7 No School In-Service for Data Rollout

January 21 No School Martin Luther King Day

February 18 student contact days & 1 P/T Comp. Day

February 6 Midterm 3rd Quarter

February 6 Parent/Teacher Conferences

February 8 No School P/T Comp. Day

February 18 No School President's Day

March 20 student contact days.

March 8 End of 3rd Quarter.

March 15 No School Spring Break

April 20 student contact days.

April 12 Midterm 4th Quarter

April 19 No School Good Friday

April 22 No School Easter Monday

May 13 student contact days & 2 staff In-service days.

May 17 Last Day & Graduation

May 20-21 Staff In-service

Aug 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sep 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2018						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dec 2018						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First Semester	Second Semester	Total
81 Student Contact Days	88 Student Contact Days	88 + 92 = 180 contract days.
5 In-Service Days	3 In-Service Days	
2 P/T Comp. Day	1 P/T Comp. Day	
88 total contract days	92 total contract days	

SECTION 2 – INTRODUCTORY INFORMATION

1. GENERAL INFORMATION

The Smee School District School Board recognizes the importance of parental involvement with the Title I School Wide Program and the operation of the school. By working together, the quality of the educational programs will improve.

To respect and confidence between parents and the school, an atmosphere of openness and honesty will prevail. The Board will encourage parents and representatives to express ideas, concerns and judgments about the school to the school administration, to staff appointed advisory bodies, and finally to the Board. It will be the Board's responsibility to provide the public with accurate and complete information on the school and Board's activities.

At the beginning of each school year in a letter from the District superintendent, parents are informed of their right to know the qualifications of their student's teacher (s). The superintendent will also advise parents of the District/School state board of education status and parental rights in accordance with that designation.

Complaint Policy

Constructive criticism of the school is welcomed by the Smee School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing more effectively. Whenever a complaint about school personnel is made directly to the Board, it shall be referred to the school administration for study and possible solutions. The proper channeling of complaints involving instruction, discipline, or learning materials will be as follows: 1. Teacher; 2. Administrative Assistant/Principal; 3. Superintendent; 4. Board. See Appendix A, attached.

JOM

The Smee Board of Education will serve as JOM committee for the 2018-2019 school year.

PARENT INVOLVEMENT POLICY

Wakpala Public School shall:

Policy Involvement:

1. Convene an annual Back-to-School informational session to inform parents of the School-wide Title I program and their parental right to be involved.
2. Offer a flexible number of meetings throughout the school year where parents may become involved in the planning, development, review, and evaluation of the School-wide program.
3. Provide parents with timely information concerning school programs, curriculum, assessments, and proficiency levels of students.
4. Offer parental opportunities to discuss decisions relating to the education of their children and to comment on the School-wide program.

Shared Responsibilities for High Student Achievement:

5. Develop a school-parent-student compact that outlines how parents, the school staff, and students share the responsibility for student achievement; and develop a partnership between the school and parents to help students meet the state's academic achievement standards
6. Address the importance of communication between parents and teachers on an on-going basis through parent-teacher conferences, temporary Parent Advisory Committees, periodic newsletters, report cards, weekly calls, DDN grade reports from teachers, and parental involvement within the classrooms.
7. Make parents aware of and distribute information from the South Dakota Parent Resource Network (1-800-219-6247 or <http://www.bhssc.org.sdprn/>).
8. Provide materials such as take-home books, math activities, other curriculum-related activities, and school supplies for parents to encourage family involvement in learning.
9. Have parents assist the school staff in understanding the Lakota culture and traditions of the home and community.

Building Capacity for Involvement:

10. Provide parents with assistance in understanding state content standards, in monitoring a child's work and progress, and in working with educators to improve student achievement.
11. Provide materials and training through District professional development and the South Dakota Parent Resource Network.
12. Coordinate parent involvement programs with Head Start, 21st Century, Title III, and other academic and cultural programs, as well as District in-service programs.
13. Ensure that information related to school, parent programs, and meetings is sent to parents.
14. Pay reasonable and necessary expenses associated with local parental involvement activities.
15. Encourage parental involvement by:
 - a. Asking parents to solicit the involvement of other parents.
 - b. Maintaining an atmosphere of openness, honesty, and mutual respect between the District and parents.
 - c. Conducting in-home conferences between parents and educators.
 - d. Adopting and implementing model approaches of parental involvement.
 - e. Establishing, maintaining and supporting the JOM committee, which meets periodically to plan, review, and improve the Title I School-wide Plan and provide advice on matters related to parental involvement.
 - f. Including families as participants in school decisions, governance, and advocacy.

Accessibility:

16. To the extent practical, provide opportunities for the participation of parents with disabilities and parents with limited English proficiency, including the provision of information and reports in understandable language.
17. Employ a school social worker and Attendance Coordinator to assist families with the social, emotional, and physical issues that may affect student achievement.

Evaluation:

18. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I funds, including:
 - a. Identifying barriers to greater parental participation in parent involvement activities.
 - b. Using the findings of the evaluation to design strategies for more effective parental involvement.
 - c. Revising, if necessary, the District's parental involvement policies.

2. SCHOOL WIDE IMPROVEMENT

The goals of Title 1 are to improve the educational opportunities of students by helping them succeed in the regular program, to attain grade level proficiency and to improve achievement in basic and advanced skills. The Title 1 School Wide Improvement serves students in the Wakpala Elementary School (K-5), Wakpala Middle School (6-8) and Wakpala High School (9-12).

Smee School District will implement effective school programs to promote instructional improvement through:

- Strong and effective administration and instructional leadership.
- Emphasis on the acquisition of basic and higher order thinking skills.
- A safe and orderly school environment that allows teachers and pupils to focus their energies on academic achievement.
- A climate of expectations that all children can learn under appropriate conditions.
- Continuous assessment of students and programs to evaluate the effectiveness of instruction

3. JOHNSON-O'MALLEY PROGRAM

The Johnson-O'Malley Act's main objective is to insure that Indian children receive the educational opportunities that would not be otherwise provided. Its basic purpose: To provide supplementary financial assistance to meet the unique and specialized education needs of Indian children.

4. NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relation to race, gender, religion, national background, disability, age and other human differences. Respect of each individual is important in the establishment of all policies.

The compliance officer for the Smee School District #15-3 is the Superintendent of Schools.

5(i) NONDISCRIMINATION ON THE BASIS ON DISABILITY

It will be the policy of the District to adhere to the concept of nondiscrimination on the basis of handicapping conditions disability. The District will adhere to Section 504 of the Rehabilitation Act of 1973.

5(ii) PROGRAMS FOR HANDICAPPED CHILDREN WITH DISABILITIES

In keeping with the philosophy that a public school system is responsible for the education of all children within the community and, further, that every child is entitled to equal education opportunity, the Board will provide programs and services designed to meet the individual needs of handicapped children under the age of 21.

5(iii) SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is the part of the Rehabilitation Act of 1973 which applies to persons with disabilities. Section 504 is a civil rights act which protects the civil and constitutional rights of persons with disabilities. It states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Section 504 and special education are two separate services. Questions regarding Section 504 should be directed to the Smee School District Superintendent who is the Section 504 Coordinator.

6. TITLE VII

The Indian Education Formula Grant program provides grants to support local educational agencies in their efforts to reform elementary and secondary school programs that serve Indian students. The programs funded are to be based on challenging State content standards and State student performance standards used for all Students, and are designed to assist Indian students to meet those standards. The Smee School District uses this grant in the areas of Math and Reading.

7. VISITORS TO THE SCHOOL

All visitors must report to the school office and receive a Visitor's Badge. Any person on school property who does not have a School Badge will be asked to report to the administrative office for permission to remain in the school. Any request to be on school property for any purpose deemed to be disruptive to the educational process will be denied permission to remain. See Appendix B, attached.

8. OPEN ENROLLMENT POLICY

The Smee School District may accept open-enrolled students pursuant to and consistent with the Open Enrollment Policy which is available in the business office upon request.

9. TRANSFER STUDENTS – GRADE LEVEL & CREDITS

Students in K-8 who enroll within the Smee School District after receiving instruction from an unaccredited school or through alternative instruction pursuant to SDCL 13-27-3 will be placed at the grade level consistent with the student's academic ability. Student in high school shall receive credits (on a pass/fail grading system) consistent with the student's academic history and performance. 2 semesters of a course that meets 5 days per week is equal to 1 credit/unit. To move up a grade level, a student must meet these minimum credit requirements: Sophomore 5.5 credits; Junior 11 credits; Senior 16.5 credits.

10. LOST/FOUND/DAMAGED

All items of clothing or belongings should be marked with the student's name. Found items are returned to the office. Money and items of value such as watches and glasses are kept in the office until claimed. Although every effort will be made to assist loss or theft /damage of an item, the school is not responsible for the loss or theft of money, valuables or damage of personal property.

11. PETS

No animals are to be brought to school without the permission of an administrator. Animals may pose health and safety concerns.

12. FIRE AND TORNADO DRILL POLICY

A fire drill will be held twice each semester, or a minimum of four fire drills each school year. Specific instructions in fire drill and tornado procedures shall be given to students before the first drill is conducted.

A minimum of 1 tornado drill will be held annually in conjunction with the SD state tornado drill.

Drills will be varied in procedure as well as time of day. Order, rather than speed, shall be stressed and all drills after the first drill of the school year should be held without warning unless extenuating circumstances exist.

13. MIDDLE SCHOOL/HIGH SCHOOL STUDENT COUNCIL

1. Council members will be elected by the beginning of the 1st week in October.
2. The number of members will be determined by the Student Council Advisor.
3. Student Council meetings must be scheduled through the advisor and approved by the principal or his/her designee.
4. Student Council members are expected to conduct themselves in a respectable manner and abide by the school rules.
5. Student Council members are subject to removal if they violate a student code.

14. EQUAL ACCESS POLICY – LIMITED OPEN FORUM

This policy creates a limited forum during which all non-curricular-related student groups shall have equal access and a fair opportunity to conduct meetings. The School District encourages students within the District to participate in co-curricular and extra-curricular activities which are part of the overall school program. Only student organizations which relate directly to the educational program within the district (curricular, co-curricular and extra-curricular organizations) as approved by the Board may conduct meetings on school premises during and after school hours.

All other groups or organizations (non-approved school/student organization and public groups/organizations) must adhere to the District's Use of Facilities policy

15. STUDENT FUNDRAISING ACTIVITIES

There will be no solicitation of donations of any kind from students without authorization from the superintendent.

16. GYMNASIUM RULES

1. Students must wear proper gym shoes at all times when on the gym floor:
 - a. Use only shoes with non-marking soles.
 - b. No gym shoes that have been worn outside.
 - c. Gym shoes must be clean of all rocks or debris.
 - d. No street shoes at all on the main floor.
2. School-owned chairs will be used in most circumstances. Exceptions may be made for certain events when the floor covering is in place.
3. Children must be under adult supervision at all times
4. No liquid solvents or abrasive materials will be allowed in the gym.
5. No climbing or hanging from basketball goals or backboards.

17. WEIGHT ROOM RULES

1. Everyone must wear proper gym shoes at all times:
 - a. Gym shoes must be clean of rocks or debris.
 - b. Absolutely no street shoes.
2. Absolutely no liquids other than water or food of any kind in the weight room.
3. Students using the weight training equipment shall be under adult supervision from an adult who has received instruction in the proper use of the equipment.
4. Do not misuse the machines.
5. No other furniture may be brought into the weight room.

6. Appropriate attire will be worn at all times.
7. Absolutely no slamming or dropping of weights when using them.

SECTION 3: STUDENT HEALTH AND MEDICINE

1. PHYSICAL EXAMINATIONS OF STUDENTS & INOCULATIONS OF STUDENTS

The Board encourages parents and students to preserve and protect each student's general health. The Board will, therefore, recommend that each child should have a complete physical examination by a licensed physician upon entrance to the kindergarten or first grade, and upon entering fourth, eighth and twelfth grades. All new entrants to the school system will also receive a recommendation for a physical examination.

Also by law, all entrants must, prior to admission, have received or are receiving immunization against polio, diphtheria, pertussis, rubella, mumps and tetanus.

Exceptions to immunization include certification by a physician that such immunizations would endanger the life or health of the child, or a written statement by the parents that such immunizations are against the religious beliefs of the child's family.

Physical examinations may also be required for all students who participate in interscholastic athletics and other school activities. The examination would be administered by a licensed physician and may be arranged by school personnel.

Annually, students will also be subject to routine health screenings for hearing and visual acuity, and dental, scoliosis, and communicable diseases.

2. ACCIDENTS/ILLNESS AND FIRST AID

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies. Parents will be notified if there is any doubt as to the seriousness of an injury.

3. HEAD LICE CONTROL POLICY

Based on scientific research and best evidence-based management and treatment options, the school nurse will conduct screenings of students suspected of lice infestation as needed. Students found to have an infestation will be allowed to remain in school until the end of the school day. Classroom and other contacts will be screened immediately and if more than 2 students in the classroom are infested the parents/guardians of all students in the classroom will be notified. Parents/guardians of all students will be given detailed instruction for a 2 step home treatment method and encouraged to remove as many nits as possible.

The student may return to school immediately after treatment. The child must be examined by the school nurse upon return to ensure that the student has been treated successfully. The child will continue to be examined over the next few weeks to ensure re-infestation has not occurred. The parent/guardian completing the student's treatment will be asked to fill out a short form stating the date and type of treatment used.

4. ADMINISTERING MEDICATIONS TO STUDENTS

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the school district nurse acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/ guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in medication administration. Prescription medications to be stored and/or administered must be in a pharmacy labeled container. The label must specify the student's name, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

Prescription medication administration may be delegated only to those individuals who have successfully completed the training program as required by law. No school employee, other than the school nurse, shall be required to be trained by a licensed health care profession for the purpose of being trained in the administration of prescription medication, or shall be required to administer prescription medication, without the employee's prior written consent.

4A. SELF ADMINISTRATION OF MEDICATIONS BY STUDENTS

"Self-administration of prescription medication" means a student's discretionary use of prescription asthma or anaphylaxis medication, or both. Any student with asthma or anaphylaxis, or both, may possess and self-administer prescription medication while on school property or at a school-related event or activity if:

1. the prescription medication has been prescribed by a physician or other licensed health care provider for that student as indicated by the prescription label on the medication;
2. the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider;
3. the parent/guardian of the student provides to the school on a form provided by the school:
 - a) written authorization, signed by the parent/guardian, for the student to self-administer prescription medication while on school property or at a school-related event or activity
 - b) a written statement, signed by the parent/guardian, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct
 - c) a written statement from the student's physician or other licensed health care provider, signed by the physician or provider and which shall be kept on file in the office of the school nurse, that states:
 - i) the student has asthma or anaphylaxis or both, and is capable of self-administering the prescription medication;

- ii) the name and purpose of the medication;
 - iii) the prescribed dosage for the medication;
 - iv) the times at which or circumstances under which the medication may be administered; and
 - v) the period for which the medication is prescribed.
4. If any student uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school; however, the disciplinary action may not limit or restrict the student's immediate access to the medication.
 5. The parent/guardian (or student, if 18 years old or older), authorizes the school nurse to inform appropriate school employees (i.e., instructors, teacher aides, school administrators, activity supervisors, bus drivers who would have a need to know) that the student may self-administer medication.
 6. The parent/guardian gives permission for the student to have the prescription medication with the student while on school property or at a school-related activity or event.

SECTION 4: ATTENDANCE

1. STUDENT ABSENCES, EXCUSES, AND MAKE-UP

A student's contribution to and achievement in class are directly related to attendance. Students miss a vital portion of their education when they are absent from school. Written work can be completed for make-up; however, class instruction or presentations, discussions, audio-visual presentations, or student teacher interaction cannot be replaced.

Absences that are excused include:

1. Illness, quarantine, doctor or dental appointments.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons including but not limited to up to five days each term for attendance at a District, state or nationally recognized youth program of educational value, with approval of the school administration.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

2. STEPS TO FOLLOW TO NOTIFY THE SCHOOL OF AN ABSENCE:

- The parent/guardian are to phone the school and inform the office of a student's absence prior to 8:20 am or prior to the day of a planned absence.
- A student who was absent shall provide the office with a call or written verification of the absence from their parent/guardian. The note must include the student's name, date of the day absent, reason for absence, and signature of the parent/guardian.
- Students who are attending a school activity are required to get a pre-planned make-up slip from their teacher/coach/advisor prior to the absence.
- Students who miss school will have two (2) days to make up work in the event of an unexcused absence and three (3) days to make up work in the event of an excused absence. If work is not completed within the days allotted the grades for missed assignments will become a zero (0).

3. MULTIPLE ABSENCES - CONSEQUENCES

- After three (3) days of absence during the school year, the school will send a written notice to the parent/guardian. Copies of all letters will be forwarded to State's Attorney office for truancy follow-up.
- After five (5) days of absence during the school year, the school will send a written notice to the parent/guardian. The parent/guardian will also have a personal contact by the school.

- After seven (7) days of absence during the school year, a parent/guardian will be notified by phone, followed up by a letter, that a conference will be held. The parent/guardian conference will determine if there were any extenuating circumstances (serious injury, hospitalization, death in the family, etc.).
- After ten (10) days of absence during the school year a parent/guardian will be notified by phone, followed by a letter, that a conference will be held. During the conference time will be used to determine if there were any more extenuating circumstances for the absences.
- The parent/guardian, along with the student with more than 10 absences may be referred to the School Board for an Attendance Due Process Hearing. IF there are no extenuating circumstances, the School Board may elect to expel a student from enrollment.

4. TRUANCY

Through cooperation with parents, strict adherence to regulations in regard to tardiness and unexcused absence, and diligence in investigating the causes of absence, the Board will endeavor to reduce tardiness and truancy. ** Note: SDCL 13-27-10 states "any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor."

5. TARDY POLICY

- If a student receives a pass from a teacher, counselor, principal, or social worker, that student will be admitted to the class and will not be subject to a tardy penalty.
- A student is considered tardy after class has begun.
- Chronic classroom tardiness will result in classroom consequences, which may include, but are not limited to classroom detention, after school make up time, noon detention, or other specified classroom assignments.
- When tardies are excessive, the parent/guardian will be notified by the school and a parent/guardian conference will be arranged.

6. STUDENT DISMISSAL

Students in any school, grade, or class may not be dismissed before the regular hour of dismissal except with the approval of the Superintendent or his designee. A teacher may not permit any individual student to leave school prior to the regular hour of dismissal except by permission of school administration.

No student will be permitted to leave school prior to the dismissal hour in the company of anyone other than a school employee, or parent/guardians of the child, unless the permission of the parent/guardian has been first secured in writing. If a policeman or court official requests the dismissal of a pupil during school hours, he/she must have a warrant or written request or authorization by parents/guardians before the student is dismissed.

SECTION 5: HOMEWORK, GRADING, RETENTION & GRADUATION

1. HOMEWORK

The Board believes that homework meets a real need and has a definite place in the educational program.

2. MAKE-UP WORK

Students are required to get make-up assignments before/after an absence; class course outlines will specify specific class make-up work guidelines and may include:

- Due dates for tests, speeches, projects, etc
- Amount of credit issued for late work
- Regular homework expectations

3. STUDENT RETENTION POLICY

Student retention in grades K-8 is decided by the school administration after consultation with the teacher(s) and parent/guardian. It is a decision based upon individual student academic performance and projected ability to succeed at the next academic level.

4. GRADING SYSTEM AND HONOR ROLL

It is the philosophy of this Board that students will respond more positively to the opportunity for success than to the threat of failure. The district, therefore, will seek to make achievement both recognizable and possible for its students, and will emphasize achievement in its processes of evaluating student performance.

The grading system will evaluate and record student progress. The District will use South Dakota Content Standards. The records and reports of individual students will be kept in a form which will be meaningful to parents as well as teachers. The grading system will be uniform district wide.

A marking system of letter grades will be used in grades 6-12:

A+	4.33 points	98-100%
A	4.00 points	95-97%
A-	3.67 points	92-94%
B+	3.33 points	90-91%
B	3.00 points	87-89%
B-	2.67 points	85-86%
C+	2.33 points	83-84%
C	2.00 points	78-82%
C-	1.67 points	75-77%
D+	1.33 points	73-74%
D	1.00 points	70-72%
D-	0.67 points	68-69%
F	0.00 points	67% or below

For Kindergarten through grade 5, a standards-based report will be given to parents which will note academic and behavioral areas as Advanced, Proficient, Basic, and Below Basic.

The Board will approve the grading and reporting system as developed by the faculty, upon the recommendation of the superintendent. The Board will support administration and professional staff efforts to find better ways to measure and report student progress.

The Board expects all faculty members to conduct student evaluations as objectively as possible. The honor roll is reported at the conclusion of each quarter. The honor roll will be determined and published following the distribution of report cards. The "A" and "B" Honor Rolls of Excellence are for those students performing at grade level. To be on the "A" Honor Roll of Excellence, the average grade received must be an "A-" or equal to an average of 3.67 points. As for the "B" Honor Roll of Excellence, the average grade received must be a "B-" or equal to an average of 2.67 points.

5. GRADUATION REQUIREMENTS/EARLY GRADUATION

The standards for graduation shall meet the minimum standards of the South Dakota Department of Education as well as those of the North Central Association of Colleges and Secondary Schools. The minimum requirements for graduation from a four-year high school will be 22 credits.

Effective for the 2016-2017 school year, one semester of Lakota will be required for graduation according to the Smee School board of Education.

The following is a list of courses required for the three high school programs of study adopted by the State Board of Education.

Section 6: STUDENT RECORDS POLICY

A Federal law, the Family Educational Rights and Privacy Act, commonly called FERPA, requires prior written consent from a student's parent or guardian (or student age 18 or older) prior to any disclosure of a student's educational records unless a specific exception is applicable such that prior written consent is not required.

A student's educational records are those records that are:

1. directly related to a student
2. maintained by the District or by a party acting for the District.

Student educational records do not include:

1. records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record,
2. records of the law enforcement unit of the District, subject to certain limitations,
3. records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - a. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity,

— High School Graduation Requirements —

As approved by the South Dakota Board of Education Nov. 2, 2009

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year.

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- | | |
|---|---|
| <ol style="list-style-type: none">(1.) Four units of Language Arts – must include:<ol style="list-style-type: none">a. Writing – 1.5 unitsb. Literature – 1.5 units
(must include .5 unit of American Literature)c. Speech or Debate – .5 unitd. Language Arts elective – .5 unit(2.) Three units of Mathematics – must include:<ol style="list-style-type: none">a. Algebra I – 1 unitb. *Algebra II – 1 unitc. *Geometry – 1 unit(3.) Three units of Lab Science – must include:<ol style="list-style-type: none">a. Biology – 1 unitb. Any Physical Science – 1 unitc. *Chemistry or Physics – 1 unit | <ol style="list-style-type: none">(4.) Three units of Social Studies – must include:<ol style="list-style-type: none">a. U.S. History – 1 unitb. U.S. Government – .5 unitc. World History – .5 unitd. Geography – .5 unit(5.) ~One unit of the following-any combination:<ol style="list-style-type: none">a. Approved Career & Technical Educationb. Capstone Experience or Service Learningc. World Language(6.) One unit of ^ Fine Arts(7.) One-half unit of Personal Finance or Economics(8.) One-half unit of Physical Education(9.) ~One-half unit of Health or Health Integration |
|---|---|

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

~Required beginning Sept. 1, 2013

Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.

^ Local decision. A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of ¼ credit may be granted for each activity in each school year.

- b. made, maintained, or used only in connection with treatment of the student, and
- c. disclosed only to individuals providing the treatment. (For the purpose of this provision, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution,

4. records created or received by an

educational agency or institution after an individual is no longer a student and that are not directly related to the individual's attendance as a student and

5. grades on peer-graded papers before they are collected and recorded by a teacher.

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - (a) develop, validate, or administer predictive tests;
 - (b) administer student aid programs; or
 - (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as "directory information."

The District shall not collect information which is not necessary for the determination of student academic progress, state and federal reporting requirements, or other duties prescribed to a school district, or for the calculation of funding for public education.

Adopted: 7/13/04

Revised: 7/14/14 respect to student educational records.

SECTION 7: INTERNET SAFETY & TECHNOLOGY APPROPRIATE USE POLICY

Smee School District staff and students must sign a Technology Use Agreement (attached) at the beginning of each school year to verify that they have read and will abide by the policies of the district which have been attached to this document.

Students, staff members, and community members are also allowed to use computers for their personal use with permission and in accordance with the enclosed policy. Log-ins and passwords are issued to all staff members and students.

The school district retains rights of ownership for all software from school licenses. The School District will not take any responsibility for software not owned by the district. Teacher-created documents such as lesson plans and instructional activities are owned by the creator. Student-compiled papers and work are owned by the student, but monitored by district staff members. Confidentiality of records is protected by passwords and the acceptable use policy. School-owned documents require a separate log-in and password, giving users access only to their own professional documents. Individuals found to have violated policy may be subject to penalties provided for in other district policies dealing with the underlying conduct. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the Systems Administrator.

This Policy addresses circumstances that are particular to the Information Technology arena and is intended to augment but not to supersede other relevant district policies.

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives.

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not to provide students and employees with general access to the Internet. The school district system has an educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network. The use of the school district system and access to use of the Internet is a privilege, not a right.

I. Purpose

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic missions of the district in teaching, learning, research, and administration. In particular, this Policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT Systems;
- To ensure that use of IT Systems is consistent with the principles and values that govern use of other district facilities and services;
- To ensure that IT Systems are used for their intended purposes; and
- To establish processes for addressing policy violations and sanctions for violators.

II. Scope

This Policy applies to all users of IT Systems, including but not limited to district students, staff, visitors, and community. It applies to the use of all IT Systems. These include systems, networks, and facilities administered by ITS, as well as those administered by individual departments, or other district-based entities.

Use of IT Systems, even when carried out on a privately owned computer or software application that is not managed or maintained by the district, is governed by this policy.

To clarify, staff members and/or students who bring in technology or data on campus for personal use could potentially have their hardware confiscated and/or their data reviewed. Upon confiscation, administrative authorities will investigate a possible breach of policy. If incriminating content is found on

the device it may be turned over to the proper authorities.

Private social networking, email, or other forms of "home use or private" communication may come under review by administrative personnel if it is suspected that the end user was attempting to communicate or use technology in a way that was in violation of the schools policies. In addition, the information may be shared with other proper authorities or other administrative personnel.

The Smee School District will not ask for or confiscate passwords or user account information that originates from home or personal use. Information that is discovered or intercepted on the schools Information Technology Systems may come under review by administration and found to be in violation of the school policies.

Staff members and students who sign the Technology Use Agreement agree to the terms as specified above.

III. Acceptable Use of IT Systems

Although this Policy sets forth the general parameters of appropriate use of IT Systems, students, and staff should consult their respective district policy manuals for more detailed statements on permitted use and the extent of use that the district considers appropriate in light of their varying roles within the district. The schools Acceptable Use policy is to be used in conjunction with the Internet Safety Policy. In the event of conflict between IT policies, this Acceptable/Appropriate Use Policy will prevail.

A. Acceptable Use: IT Systems may be used only for their authorized purposes -- that is, to support the research, education, administrative, and other functions of Smee Public School District. The particular purposes of any IT System as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the User.

B. Proper Authorization: Users are entitled to access only those elements of IT Systems that are consistent with their authorization. Staff members and students will be assigned an account by the Technology Coordinator. To use a different account other than what you are assigned is a violation of school policy. Disciplinary action may be taken for those who violate this policy.

In accordance with the CIPA law and S.D. Codified Laws Ann. § 22-24-55 to 59, all school owned & personal devices on campus will utilize the state of South Dakota's web filter equipment. As to how these laws will affect the devices on the network please refer to the table below:

<u>Who owns the device?</u>	<u>Where is it being used?</u>	<u>Is internet E-rated</u>	<u>Is filtering required?</u>
School	On campus	Yes	Yes
School	On campus	No	Yes
School	Off campus	Yes	Yes
School	Off campus	No	Yes
Personal	On campus	Yes	Yes
Personal	On campus	No	Yes
Personal	Off campus	Yes	Yes

These devices include, but are not limited to: Laptops, Desktops, iPads, Kindles/Nooks, etc., Smartphones, iPhones, Android, Tablet devices, and Mobile devices.

Should visitors or community members elect to bring their own devices, it is their responsibility to comply with school's web filter policy. Any visitor caught using technology that allows the circumvention of the web filter will be asked to refrain from using the device until they are off campus. The school will take no responsibility for any guest's lost, damaged, or stolen technology.

C. Specific Proscriptions on Use: The following categories of use are inappropriate and prohibited. The following includes but is not limited to:

1. Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in any way, including by "resource hogging," misusing mailing lists, propagating "chain letters" or virus hoaxes, "spamming" (spreading email or postings widely and without good purpose), or "bombing"

(flooding an individual, group, or system with numerous or large email messages). Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.

2. Use that is inconsistent with Smee Public School District's non-profit status. The district is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-district purposes is generally prohibited, except if specifically authorized and permitted under district conflict-of-interest, outside employment, and other related policies. Prohibited commercial use does not include communications and exchange of data that furthers the district's educational, administrative, research, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.

Use of IT Systems in a way that suggests district endorsement of any political candidate or ballot initiative is also prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes district involvement, except for authorized lobbying through or in consultation with the district school board.

3. Harassing or threatening use. This category includes, for example, display of offensive, sexual material in the workplace and repeated unwelcome contacts with another. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks

4. Use damaging the integrity of district or other IT Systems. This category includes, but is not limited to, the following six activities:

a. Attempts to defeat system security. Users must not defeat or attempt to defeat any IT System's security -- for example, by "cracking" or guessing and applying the identification or password of another User, or compromising room locks or alarm systems. (This provision does not prohibit, however, ITS or Systems Administrators from using security scan programs within the scope of their Systems Authority.)

In addition, the schools firewall is not to be viewed as the sole governing factor as to what is and what is not permitted. Should a user discover a site such as Facebook is not blocked by the firewall; this does not mean the web site has now been rated acceptable by the school district.

If there is any question as to what is and what is not permitted, both staff and students are to always remember that technology is to be used for educational reasons.

b. Unauthorized access or use: The district recognizes the importance of preserving the privacy of Users and data stored in IT systems. Users must honor this principle by neither seeking to obtain unauthorized access to IT Systems, nor permitting or assisting any others in doing the same. For example, a non-district organization or individual may not use district IT Systems without specific authorization. Similarly, Users are prohibited from accessing or attempting to access data on IT Systems that they are not authorized to access. Furthermore, Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System. Users must not intercept or attempt to intercept or access data communications not intended for that user, for example, by "promiscuous" network monitoring, running network sniffers, or otherwise tapping phone or network lines.

c. Disguised use. Users must not conceal their identity when using IT Systems, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading as or impersonating others or otherwise using a false identity.

d. Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.

e. Modification or removal of data or equipment. Without specific authorization, Users may not remove, move, or modify any district-owned or administered equipment or data from or within IT Systems.

5. Use in violation of law. Illegal use of IT Systems -- that is, use in violation of civil or criminal law at the federal, state, or local levels -- is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; and making bomb threats.

With respect to copyright infringement, Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for some educational purposes (protecting certain classroom practices and "fair use," for example), but an educational purpose does not automatically mean that the use is permitted without authorization.

6. Use in violation of district contracts. All use of IT Systems must be consistent with the district's contractual obligations, including limitations defined in software and other licensing agreements.

7. Use in violation of district policy. Use in violation of other district policies also violates this AUP. Relevant district policies include, but are not limited to, those regarding sexual harassment and racial and ethnic harassment, as well as district, departmental, and work-unit policies and guidelines regarding incidental personal use of IT Systems.

8. Use in violation of external data network policies. Users must observe all applicable policies of external data networks when using such networks.

9. Use in violation of policy or laws governing pornography. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene, illegal or sexually explicit material.

Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.

Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.

10. Posting of personal information. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

11. Use of "Social Networking" web sites. Social Networking sites such as Facebook, Twitter or Instagram are prohibited. Staff members and students will not use the school district systems to post private information about themselves or another person online. Staff members are not permitted to use social networking sites, such as Facebook, to communicate with students. Violating this rule could mean private information may come under review by administrative staff or the proper authorities.

To clarify, this element addresses communication that may or may not originate from home.

Some websites that could be categorized as "Social Networking", such as YouTube, may be allowed as a legitimate teaching resource. However, the posting of information policy as clarified above will still be in effect. In these cases the content may be accessed, but the posting of information and/or the communication stipulations will always be in effect. Posting information may be defined as, but not limited to text, audio, and video. Chat rooms fall under the category of a "Social Networking" site.

12. Permission to use.

a. Students: All students must obtain permission before using any computer or technology systems owned, managed, or connected to the district's systems. All students must be monitored during use of said systems. Students must also have a Technology Use Agreement signed and on file before they are allowed to use the internet on any computer or technology systems owned, managed, or connected to the district's systems. If the student does not have an Internet Consent form on file they may be allowed to use a temporary account for testing only. In this case the Testing Coordinator will log on for the student. See also item 15. Use of Internet) NOTE: Should the situation arise, K-2 educators are permitted to allow students to use their own personal account to log on to a computer system.

b. Staff: Staff members will be issued I.T. equipment by the Technology Coordinator. This will be based on the Technology Coordinators and the Administrative team's assessment of needed resources. Staff members will use this equipment to perform work related tasks. Staff members are encouraged to work with the Technology Team and Administration to voice their classroom needs. Student systems are not to be reassigned to different areas by educators. Only administration and the Technology Coordinator will reassign equipment based on the district's needs. Staff members not issued equipment will be allowed to check out student systems from the library to take off campus to perform work related tasks. The amount of time of checkout is not to exceed two weeks in duration per semester. Staff members are not permitted to keep student equipment any longer than this time frame. After a two week duration requests for continued use of student resources will be denied. Staff members will need to speak to a member of administration to request a permanent I.T. solution.

13. Prohibited use of e-mail systems. Staff, students, visitors and community are only permitted to use those e-mail systems as approved by policy. Currently the DDN K12 webmail system is the primary email client approved for students and staff. Staff members who elect to use other third party e-mail systems do so at their own risk. The school will not take any responsibility for data loss, connectivity issues, or performance factors with third party e-mail clients. Students are prohibited from using other third party e-mail clients.

The Smee School District utilizes the DNN k12 Email systems in correlation with following the email policies set forth by the State of South Dakotas K12 Data Center. This policy can found online on the members site at: <https://members.k12.sd.us/in/Downloads2/7/491/K12DataCenterPolicyManual.pdf>

Certain elements of the States policy have been added to this AUP for clarity.

4.10 Administrative Email Monitoring

4.10.1 Users with K-12 email accounts agree that the K-12 Data Center has the right to:

Monitor the system electronically for the purposes of system administration and maintenance.

Disclose any information as necessary to satisfy any law, regulation or other governmental request.

Determine how to best operate the system.

Protect itself or its users.

4.11 School District Requested Email Monitoring

4.11.1 If a school district wants to monitor or request data from an email account, the Superintendent

will need to communicate with the Director of the K-12 Data Center by sending an email to help@k12.sd.us

The request must be detailed and include account information, scope, and time frame.

14. Gambling. Gambling in any form, either for money or alternate compensation, is strictly forbidden.

15. Free Inquiry and Expression. Users of IT Systems may exercise rights of free inquiry and expression consistent with the principles and the limits of the law.

16. Personal Account Responsibility. Users are responsible for maintaining the security of their own IT Systems accounts and passwords. Any User changes of password must follow published guidelines for passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization by the applicable Systems Administrator. Users are presumed to be responsible for any activity carried out under their IT Systems accounts or posted on their personal web pages.

17. Responsibility for Content. Official district information may be published in a variety of electronic forms. The Certifying Authority under whose auspices the information is published is responsible for the content of the published document.

18. Use of Internet. The internet is to be used at the Smee School District for educational purposes. Educators need to prioritize that students in their classroom are using the internet to complete an assignment or educational activity. Students can obtain permission from an educator to use the internet for personal reasons (e.g. to shop, play video games, etc). The educator must monitor their students and make sure the content the student is viewing is acceptable. Students must obtain permission every time they wish to use the internet for personal reasons as specified in the schools AUP. Educators will assume full responsibility for allowing students unmonitored internet access for personal reasons. As specified in the schools AUP all students must have an Internet Consent form on file before they are allowed to have their own account for internet access.

Printing images from the internet also needs to be for educational purposes only. Students are not allowed to use printers for personal use. Students can obtain permission to use the printer for a personal print job from an educator. (The educator needs to make sure the content is acceptable) However, students must obtain permission for each job they want to print as specified in the schools AUP.

This policy will be enforced through auditing and preventative measures. When using the I.T. systems on the Smee School District network, students should be on task.

If the student does not have an Internet Consent form on file and needs to access the internet for educational reasons please follow this procedure. Instructors have the option of logging on for the student with their own personal account. The educator can also request a temporary account to be created for this purpose. Requests must be made to the Technology Coordinator only. When requesting a temporary account the Educators must still log in for the student. The student will not be provided with any log in credentials for internet access. After the student has performed the educational task internet access will no longer be available to the student. The instructor will then provide the student with an internet consent form to take home and have the parent/guardian sign it. The completed form should then be turned into the Technology Coordinators mailbox.

Educators who attempt to bypass this policy and procedure by allowing students to log on under a different students account or staff member account will be subject to review by administration where school disciplinary action may be taken, and/or appropriate legal action may be taken.

IV. Conditions of District Access

The district places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the district may

determine that certain broad concerns outweigh the value of a User's expectation of privacy and warrant district access to relevant IT Systems without the consent of the User. Those circumstances are discussed below, together with the procedural safeguards established to ensure access is gained only when appropriate.

A. Conditions. In accordance with state and federal law, the district may access all aspects of IT Systems, without the consent of the User, in the following circumstances:

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law

2. When required by federal, state, or local law or administrative rules. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system

3. When there are reasonable grounds to believe that a violation of law or a significant breach of district policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct, or as ordered by a court of law.

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under authority of the district and any applicable laws

4. When such access to IT Systems is required to carry out essential business functions of the district

5. When required to preserve public health and safety.

B. Process. Consistent with the privacy interests of Users, district access without the consent of the User will occur only with the approval of the Superintendent/CE) and/or Smee Public School District Board of Education, except when an emergency entry is necessary to preserve the integrity of facilities or to preserve public health and safety.

Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

C. User access deactivations. In addition to accessing the IT Systems, the district, through the appropriate Systems Administrator, may deactivate a User's IT privileges, whether or not the User is suspected of any violation of this policy, when necessary to preserve the integrity of facilities, user services, or data. The Systems Administrator will attempt to notify the User of any such action.

D. Use of security scanning systems. By attaching privately owned personal computers or other IT resources to the district's network, Users consent to district use of scanning programs for security purposes on those resources while attached to the network.

V. Enforcement Procedures

A. Complaints of Alleged Violations. An individual who believes that he or she has been harmed by an alleged violation of this Policy may file a complaint in accordance with established district grievance procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of

racial or ethnic harassment) for students and staff. The individual is also encouraged to report the alleged violation to the Systems Authority overseeing the facility most directly involved, or to the System Administrator, which must investigate the allegation and (if appropriate) refer the matter to district disciplinary and/or law enforcement authorities.

B. Reporting Observed Violations. If an individual has observed or otherwise is aware of a violation of this Policy, but has not been harmed by the alleged violation, he or she must report any evidence to the Systems Authority overseeing the facility most directly involved, or to the System Administrator, which must investigate the allegation and (if appropriate) refer the matter to district disciplinary and/or law enforcement authorities.

C. Disciplinary Procedures. Alleged violations of this policy will be pursued in accordance with the appropriate disciplinary procedures for faculty, staff, students, and community as outlined in the Smee Public School District Handbook, various student regulations (e.g., the student handbook), and other applicable materials. Staff members will be disciplined for violations of this policy in accordance with the relevant disciplinary provisions set forth in the Smee Public School District's Policy Manual.

Systems Administrators may participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. Moreover, at the direction of the appropriate disciplinary authority, Systems Administrators are authorized to investigate alleged violations.

The Scope of what Administrators may investigate will be determined by this policy. It is important to emphasize the use of IT Systems, even when carried out on a privately owned computer or software program that is not managed or maintained by the district, is governed by this policy.

D. Penalties. Individuals found to have violated this policy may be subject to penalties provided for in other district policies dealing with the underlying conduct. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the Systems Administrator.

E. Legal Liability for Unlawful Use. In addition to district discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any IT System.

F. Appeals. Users found in violation of this policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant district procedures.

VI. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

VII. USER NOTIFICATION

All users shall be notified of the school district policies relating to Internet use.

This notification shall include the following:

- Notification that Internet use is subject to compliance with school district policies.
- Disclaimers limiting the school district's liability relative to:
- Information stored on school district diskettes, hard drives or servers.

- Information retrieved through school district computers, networks or online resources.
- Personal property used to access school district computers, networks or online resources.
- Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
- Notification that should the user violate the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

VIII. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

IX. ORAL POLICY

From time to time an oral policy may be issued by the District School Board, Administrative Staff, or the System Administrator and will be enforceable under these policy guidelines until such time as this policy can be amended to include the oral policy.

X. USE OF SMOE PUBLIC SCHOOL DISTRICT PROPERTY AWAY FROM SCHOOL

All staff, students, visitors, and community members are responsible for ensuring technology does not leave campus. Anyone taking unauthorized equipment off campus will be subject to school disciplinary action, and/or appropriate legal action may be taken.

All school owned I.T. equipment will need to be first approved by the acting superintendent. Once permission is granted, the user must then visit the Technology Coordinator to sign out for a specific device. The only exception will be the machines that are specifically assigned to staff. These machines are configured with the required off-site web-filter for compliance with CIPA regulations.

XI. ELECTRONIC DEVICE POLICY

Definition:

Students are not allowed to bring, possess, or use personal cell phones, I-pods, I-pads, ear buds, headphones or any other type of personal electronic device during the school day (7:45 a.m. to 4:00 p.m.)

Electronic devices, ear buds, and headphones may be allowed during the school day for educational purposes when granted permission by school staff.

Consequences for violating this policy:

Any student in violation of this policy will have their cell phone, I-pod, I-pad, or other electronic device confiscated and returned only when the parent comes to school to pick it up.

Any violation of this policy will result in an Office Discipline Referral and be subjected to consequences determined by administrative action and Positive Behavioral Intervention Supports (PBIS) protocols.

XII. REMOTE ACCESS TO SYSTEMS

Any user accessing the district's systems remotely is responsible for any intentional or unintentional damage, security breaches, loss of information, hardware or software corruption caused by use of the remote connection. It is the user's responsibility to ensure that no introduction of damaging software is entered into the system while connected remotely. Users may only access the systems via a secure connection as determined by the System Administrator.

XIII. RIGHT OF ENFORCEMENT

If any part of this policy is found to be unconstitutional in any legitimate court of law, the Smee Public School District reserves the right of enforcement of any remaining part of this policy.

SECTION 8: POLICY PROHIBITING SEXUAL HARASSMENT

POLICY

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy.

DEFINITION

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of 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.

COMPLAINTS

Any student who believes that he or she has been a subject of sexual harassment should report this incident immediately to his or her principal, teacher or guidance counselor. Confidentiality consistent with due process will be maintained.

SECTION 9: POLICY PROHIBITING HAZING

It is the policy of the Board of Education and school district that hazing activities of any type is inconsistent with the educational process and will be prohibited at all times. Hazing is defined as:

“Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.”

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, faculty member, or other employee of the school district will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing. Administrators, faculty member, and all other employees of the school district will be particularly alert to possible situations, circumstances of events, which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the superintendent.

Administrators, faculty members, students, and other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with state and/or federal law. This policy will be distributed in writing to all students and school district. In addition, this policy will be incorporated into building, employee staff meetings or in-service programs.

SECTION 10: POLICY PROHIBITING BULLYING

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students’ educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student’s educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying by District students of other persons, including other students of the District, students of other schools who are at a District activity, school employees, and guests and visitors of the District shall also not be tolerated and is strictly prohibited.

The policy shall apply to persons on school property and at school activities and events on non-school property, including when the person is in any school vehicle or when in a private vehicle located on school property.

District students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion.

SECTION 11: STUDENT RIGHTS AND RESPONSIBILITIES

1. Introduction:

The Board recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees students under the federal/state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

A student is responsible for the way he/she exercises his rights, and he must accept the consequences of his actions and recognize the boundaries of his/her rights. Each exercise of an individual’s rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.

4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make, and delegate authority to its staff to make, rules regarding orderly operation of the schools.

2. Student Due Process Rights:

All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process refers to the hearing procedures established by the State Board of Education.

Due process procedures will conform to the following basic practices:

1. They must be fair.
2. They must apply equally to all.
3. They must be enforced in a fair manner, which involves:
 - adequate and timely notice and an opportunity to prepare a defense.
 - an opportunity to be heard at a reasonable time and in a meaningful manner.
 - the right to a speedy and impartial hearing on the merits of the case.

3. Searches

The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators. Lockers remain the property of the school district and the school district has the right of access to these lockers. This authority may be exercised as needed in the interest of safeguarding children and employees, and their own and school property.

Whenever school authorities have reasonable suspicion to believe that articles may be in a locker, desk, or other storage space which constitutes contraband or are in violation of a school rule, a search will be made.

4. Law Enforcement/Department of Social Services/SRST Child Protection Student Interviews

When students are at school or involved in a school activity off school ground, the school has an obligation to the students and their parents, and also an obligation to authorities such as law enforcement, the Department of Social Services and SRST Child Protection. This policy balances the rights of students and parents with the rights and responsibilities of law enforcement, Department of Social Services and SRST Child Protection as those entities investigate juvenile delinquency/criminal matters and matters related to suspected child abuse and neglect. It is therefore the policy of the District that

(1) should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school or at a school activity and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not grant permission for the law enforcement officer to talk with the student unless the school has first notified the student's parent(s)/guardian(s) and receive permission. Parents/guardians have the right to deny the request from law enforcement to talk with the student. Parents/guardians shall also be afforded the opportunity to be present during the interview.

(2) the request to talk with a student shall be documented by the school administrator, including the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The Department of Social Services (DSS), SRST Child Protection or a law enforcement officer may investigate suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services, SRST Child Protection or law enforcement to talk with a student in such instances.

* Upon the student reaching the age of 18, the student is a legal adult and has the authority to make the decision whether or not to talk with the law enforcement officer without parental involvement. However,

the student shall be afforded the opportunity to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement.

SECTION 12: STUDENT CONDUCT

1. General Policy:

Students in the district schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Conduct, which will subject a student to suspension, expulsion, or other school disciplinary measure include, but are not limited to:

1. Intentionally causing or attempting to cause substantial damage to school or private property; or stealing or attempting to steal school or private property.
2. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
3. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object.
4. Knowingly possessing, using, transmitting, or being under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
5. Knowingly using or copying the academic work of another and presenting it as his own without proper attribution.
6. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program.

In addition to school disciplinary measures some of the above actions are subject to punishment through civil and/or tribal authorities. The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

2. Electronic Device Policy

Students are not allowed to bring, possess, or use personal cell phones, I-pods, I-pads, ear buds, headphones or any other type of personal electronic device during the school day (7:45 a.m. to 4:00 p.m.)

Electronic devices, ear buds, and headphones may be allowed during the school day for educational purposes when granted permission by school staff.

Consequences for violating this policy:

Any student in violation of this policy will have their cell phone, I-pod, I-pad, or other electronic device confiscated and returned only when the parent comes to school to pick it up.

Any violation of this policy will result in an Office Discipline Referral and be subjected to consequences determined by administrative action and Positive Behavioral Intervention Supports (PBIS) protocols.

3. Displays of Affection:

All relationships between students in and around school are expected to demonstrate appropriate and acceptable social skills. Handholding, embracing, kissing, or other displays of affection on school grounds will NOT be allowed in school, on school property, or at school sponsored events. The Wakpala School Board believes such actions have a negative effect on a positive school environment, which is promoted at

Wakpala School. The Wakpala School Board expects students to use sound judgment in demonstrating appropriate school social behavior including displays of affection.

4. Student Dress Code Policy:

The responsibility for the dress and appearance of students enrolled in the District primarily rests with parents/guardians and the students themselves. However, some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. In general, students shall not dress or groom themselves in a manner that causes a disruption, poses a significant risk of a disruption to the operation of the school, or subject other students to the presence of inappropriate clothing being worn at school.

Student Dress Code:

1. Shirts or blouses will not be tied up at the waist or midriff.
2. Undergarments may not be exposed.
3. The size of shirts and blouses shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
4. Shirts and blouses shall not extend past the tip of the fingertips when both arms are extended by the side of the student.
5. Spaghetti straps and tank tops with appropriate neck lines, may be worn with an outer shirt covering, but may not be worn alone.
6. Halter-tops, midriff tops, tube tops, or clothing that exposes the upper torso are not allowed.
7. Pants/Jeans shall be worn so the waistband is worn at the waist and not below the waist. The size of the pants/jeans shall be appropriate to the student's body size and shall not be unduly "oversized and/or undersized."
8. Belts are optional and, if worn, must be of appropriate size and fastened in a customary manner.
9. The width of the legs of pants shall not be unduly "oversized," the length of pants/jeans will not be of length that they drag on the ground/floor.
10. Students may wear hemmed walking shorts, athletic shorts or Bermuda shorts that fit at the waist and shall not be shorter than the tip of the fingertips when both arms are extended by the side.
11. The hem of girl's skirts or dresses shall not be shorter than the tip of the fingertips when both arms are extended by the side
12. Hooded sweatshirts will be allowed, but hoods are not allowed to be up in the building.
13. All students shall wear shoes/footwear.
14. Wearing and displaying any items that identify gang activity or gang association is prohibited (as gang activity/affiliation is determined by law enforcement).
15. Clothing encouraging the use of drugs, alcohol, or violence and clothing which refers to sexual conduct is prohibited.
16. Clothing associated with discrimination of the basis of age, color, handicap, national origin, marital status, race, religion, or sex is prohibited.
17. Clothing (or lack thereof) exposing any portion of the torso or upper thighs such as see-through garments, mini-skirts, or mini-dresses, halters, or backless dresses is prohibited.
18. The mid-section of the body shall have no skin exposed at any time.
19. Spandex-style "bicycle" shorts, cut-off jeans, frayed jeans or pants, jeans or pants which have holes above the knees, cut-off sweat pants, short-shorts and running shorts, are not permitted.
20. Overalls worn with one or both straps unfastened are prohibited.
21. The wearing of chains (such as security, "hardware chains" and dog chains or any other chains attached to the clothing) is prohibited. This prohibition does not apply to jewelry, unless the jewelry item is disruptive potentially disruptive.
22. The wearing of sunglasses, gloves, caps, stocking caps, hoods, scarves, hairnets, or bandanas is prohibited from the time classes begin to the time classes end during the school day.
23. The wearing of trench coats by students during school hours and at school activities is strictly prohibited.

Exceptions to the Dress Code Policy: Exceptions to the Dress Code Policy shall be permitted by the Principal upon appropriate documentation. In the event the wearing of clothing in compliance with the Dress Code violates a student's sincerely held religious belief, or materially impacts a student's documented medical condition, then such student and the student's parent/guardian shall submit a signed

affidavit setting forth the religious or medical issue and the requested exemption to the Dress Code Policy. The Principal may request additional documentation to substantiate the requested exemption and the student and student's parent/guardian shall provide the additional documentation as requested. The Principal, upon his or her discretion, shall determine if an exemption to the Dress Code Policy is appropriate, and communicate that decision to the student and student's parent/guardian.

Violations of this Policy: Violations of this policy will be addressed through the PBIS process.

5. Student Conduct on School Bus:

School vehicles are provided for those students whose distance from school or health makes this service essential. Misconduct will not be tolerated and will result in forfeiture of the privileges of riding. Students are expected to discipline themselves and comply with the instructions of the vehicle operator. The driver will be in full charge of the vehicle and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following rules of conduct while riding in a school vehicle.

1. Students should always be at the pick-up stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the vehicle.
2. Riders should not move to board a bus until it is completely stopped and the door is open.
3. Students will enter the vehicle in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the vehicle is in motion.
4. Riders should not leave their seats until the vehicle has stopped at their stop completely.
5. Riders who must cross a street at their stop will cross in front of the vehicle.
6. Students will keep their hands, arms and heads inside the vehicle.
7. Shouting, screaming, smoking, running, fighting, vulgar talk and pushing are not permitted.
8. All articles such as athletic equipment, books, etc., must be kept out of the aisles of a bus or away from the driver of a smaller vehicle.
9. No drinking or eating is permitted in school owned vehicles without the consent of the driver. If given permission, it is the responsibility of the student given permission to pick up after himself/herself so the vehicle is left clean and free of trash.
10. All riders should help to keep the vehicle clean and sanitary on the inside.
11. Any damage to the vehicle will be paid for by the rider and/or parent/guardian of the student inflicting the damage and will be subject to possible suspension or expulsion from school.
12. Riders are expected to be courteous and obedient to drivers at all times.
13. Riders in cars, vans or any other small passenger vehicle are required to wear seat belts at all times.

Parents and students will be informed of these regulations at the beginning of each school year, and parents/guardians will be asked to return signed forms indicating that the regulations have been received and read.

6. Violence and Threats of Violence:

A student that is involved in an incident involving violence or the threat of violence to any staff member or student will be immediately referred to the Principal.

7. Dangerous Weapons in the School:

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons WILL be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

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

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

8. Vandalism:

The superintendent is authorized to sign a criminal complaint and to press charges and may delegate authority to sign such complaints and to press charges against a student who has committed any form of vandalism or defacement of school property will be disciplined in conformance with school district policy.

Parents and students will be made aware of the legal implications involved. Reimbursements will be sought for all or part of any damages.

9. Zero Tolerance Gang Policy:

The Wakpala School will not tolerate any gang or gang related activity or behavior on school premises or at any school sponsored activity. School premises shall be defined as all school buildings and grounds.

1. Wearing gloves is not permitted in school. Gloves will be removed upon entering the building.
2. Head gear including, but not limited to, caps, hats, head wraps, bandanas, and scarves may not be worn in the school.
3. Colored scarves/bandanas are not permitted in the school.
4. Gang style graffiti is prohibited.
5. Throwing hand signs, using verbal gang signals or any other form of gang signs are prohibited.
6. Gang related tattoos must be covered at all times while in school or during athletic events in which the student is a participant.
7. Any writing on the skin of gang style or suspected gang related writing will be washed off or covered. No stickers will be worn on the face or body.
8. Gang related gatherings or activities are prohibited on school premises (including the school building, playground or school yard).
9. School computers and printers may not be used to print or copy gang related articles, posters, etc. unless permission has been granted for research for a school project.
10. Backpacks and purses must be left in lockers.

10. Smoking:

Students using any tobacco product on the school premises or school vehicles, and at school related activities is prohibited and violations will be subject to the following:

First Offense: Student will be required to receive one (1) day OSS, watch a smoking prevention video with the school nurse, and any other follow-up activities deemed necessary by the principal of the school.

Second Offense: The student will receive three (3) days Out-of-School-Suspension and be required to speak to an elementary class about the health factors involved with smoking from the videos that he/she watched following the first offense. Parents/Guardians must accompany the student on his/her return and with the principal and/or superintendent.

Third and Subsequent Offenses: The student will receive five (5) days OSS and will be required to meet with the school board for a due process hearing due to violations of a no smoking policy.

- Students who are suspended pursuant to this provision shall not receive academic credit during the period of suspension.

11. ALCOHOL AND OTHER DRUG USE BY STUDENTS

The following document outlines the policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Students and parents/guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

Policy

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to either sell nor deliver, nor be under the influence of alcohol and/or other illegal drugs. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

Disciplinary Sanctions and Implementation Procedures

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

First Offense:

1. The administration will notify the parent(s)/guardians(s) and schedule a conference.
2. The administration shall suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration shall notify available law enforcement authorities.

The suspension of a student who schedules/completes a drug/alcohol assessment from a certified or licensed addition counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days. The ninety (90) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.

2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):

- (1) The administration will contact the parent(s)/guardian(s) and schedule a conference.
- (2) The administration shall notify available law enforcement authorities.
- (3) The administration shall suspend for ten (10) days in compliance with student due process procedures.
- (4) A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
- (5) A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
- (6) State and federal regulations regarding special education students will be followed.

USE OF ALCOHOL SENSORS

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board authorizes the Superintendent, Principals, and designee(s), to use a portable breath test (PBT) and passive breath alcohol sensor device (PBASD) to screen for evidence of breath alcohol.

The purpose for using a PBT and PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff and community members attending school events and to deter the use of alcohol by pupils. As PBT and PBASD implementation is intended primarily as a deterrent to student and youth alcohol use, nothing set forth in this policy precludes school district personnel from using the power of observation and professional judgment when there is reasonable suspicion of youth alcohol consumption.

The Board authorizes PBT and PBASD screening of students during the school day upon reasonable suspicion that a student may have consumed alcohol, and of attendees before, during and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies.

Procedurally, district personnel will not vary from the normal course of action outlined in Policy JGD: Student Suspension or Expulsion when evidence of alcohol consumption is derived from a PBT, PBASD reading or personal observation.

If the PBT or PBASD screening indicates the presence of alcohol on District student, the matter shall be reported to the Principal or designee and law enforcement. District students violating this policy will be disciplined according to the discipline procedures outlined in this policy and other relevant policies. School age persons from other districts attending school and district sponsored events who are suspected of alcohol consumption will be reported to the Principal or designee and law enforcement.

The Board shall provide notices to students, staff, parents and guardians of this policy.

12. Playground Rules: Students are expected to listen to and follow the instructions of the playground supervisors. Basic playground rules include but are not limited to the following:

1. No swearing or fighting.
2. Proper use of equipment.
3. Students will not play with animals that have wandered on the playground.
4. All food and beverages must be left in the lunchroom and not taken onto the playground.
5. Unless it is an emergency or excused by a classroom teacher, students must stay on the playground during recess.

6. Students must line up at the doors, with their class, when the signal is given to indicate that recess is over.
7. All toys should be left at home and not brought to the playground.
8. Staff must be stationed in different areas of the playground.
9. Students will dress properly for the weather outside.

SECTION 13: DISCIPLINE

1. General Policy Statement:

Staff and students share responsibility for maintaining a climate in which education can be pursued. What is best for the individual must be balanced with what is most desirable for the entire school population.

PBIS (Positive Behavior Interventions Supports), The Circle of Courage elements, and Lakota Virtues have been interwoven to form the discipline guidelines for Smee School District.

- RESPECT
- RESPONSIBILITY
- SAFETY
- ACHIEVE SUCCESS

Students will be given the PBIS Discipline Guidelines (including definitions) and Matrix the first week of school; teachers will review these guidelines and matrix in their classrooms. The PBIS Matrix will include Misbehaviors/Offenses and the resulting Consequences. Guidelines and Matrix will be periodically reviewed thereafter.

A copy of the PBIS Office Referral form is listed on the next page.

WAKPALA PUBLIC SCHOOL

OFFICE DISCIPLINE REFERRAL FORM-Positive Behavior Intervention Supports (PBIS)

PART I

Student Name

Grade:

Incident Date:

Time:

Location:

Reporting Party:

Witnesses:

Others Involved:

Description of Incident:

Possible Precipitating Events: Possible Motivations:

Obtain Peer Attention

Avoid Peer(s)

Unknown

Obtain Adult Attention

Avoid Adult(s)

Other:

Obtain Items/Activities

Avoid Task or Activity

Actions Taken by Staff:

Positive Practice

Time Out in Classroom

Teacher Detention

Verbal Directive/Warning

Loss of Privileges/Activity/Object

Behavior

Contract

Time Owed:

Referred to: School Counselor

Parent/Guardian

Contacted

Classroom Modification

Separate student's seating

Time Out

Teacher/Staff Expectations for Behavioral Interventions:

Soonest Date/Time Reporting Party plans to complete the processing format with the Student: If ISS is warranted, what assignments were provided:

Which Parent/Guardian Contacted:

If not at this time, why not:

Attempted Dates/Times/Numbers:

Completed Date/Time:

WAKPALA PUBLIC SCHOOL

PART II Administrator's Only

Minor Behavior-In class	Major Behavior-ISS	Absolutes Require Principal Action-OSS
<input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Inappropriate Physical Contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruptive <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Property Misuse <input type="checkbox"/> Tardies <input type="checkbox"/> Technology Violation <input type="checkbox"/> Talking Back <input type="checkbox"/> Not Leaving Keys @ Front Desk <div style="background-color: cyan; padding: 5px; text-align: center;">No Administrative Action Needed</div>	<input type="checkbox"/> Threatening/Abusive Language <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Skipping Class <input type="checkbox"/> Truancy <input type="checkbox"/> Gossiping/Spreading Rumors <input type="checkbox"/> Insubordination/Non-Compliance <input type="checkbox"/> Theft/Forgery <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Left Class w/o Permission <input type="checkbox"/> Cell Phone Violation <input type="checkbox"/> Other: <div style="background-color: yellow; padding: 5px; text-align: center;">Refer to In School Suspension</div>	<input type="checkbox"/> Fighting <input type="checkbox"/> Instigating/Participating <input type="checkbox"/> Use/Possession of Weapons <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Harassment/Bullying/Hazing <input type="checkbox"/> Gang Display/Activity <input type="checkbox"/> Tobacco Use/Possession <input type="checkbox"/> Alcohol/Drug Use/Possession <input type="checkbox"/> Combustibles Use/Possession <input type="checkbox"/> Arson/Bomb Threat <input type="checkbox"/> False Alarm <input type="checkbox"/> Left school building w/o permission <input type="checkbox"/> Left School grounds w/o Permission <input type="checkbox"/> Other: <div style="background-color: red; padding: 5px; text-align: center;">Out of School Suspension/Expulsion</div>
How Many Incidents in this category for this student with this teacher?	How Many Incidents in this category for this student with this teacher?	How Many Incidents in this category for this student with this teacher?

ISS-Coordinator's Comments:

Administrator's Comments:

MTSS Review Date:

- | | | |
|---|---|---|
| <input type="checkbox"/> Loss of Privileges/Activity/Object | <input type="checkbox"/> Parent/Guardian Contacted | <input type="checkbox"/> Time-Out |
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Hallway Restrictions | <input type="checkbox"/> Detention date(s) |
| <input type="checkbox"/> Referral to Law Enforcement | <input type="checkbox"/> Superintendent's Hearing | <input type="checkbox"/> Bus Suspension date(s) |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Peer Mediation | <input type="checkbox"/> ISS Date(s)/Hours |
| <input type="checkbox"/> Counselor Referral | <input type="checkbox"/> Individualized Instruction | <input type="checkbox"/> OSS Date(s) |
| <input type="checkbox"/> Teacher/Administrator Conference | <input type="checkbox"/> Teacher Assistance Team Referral | <input type="checkbox"/> Other: |

Entered into SWISS:

CC: MTSS

Elverda Little Dog; Kathy Schmeichel; Karyl Knudson; Barry Mann; Mandy Wolf Necklace; Jay Shillingstad

2. Use of a Reasonable Force:

Superintendents, principals, supervisors, and teachers and their aides and assistants have the authority to use the physical force *that is reasonable and necessary for supervisory control over students*. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding, boarding, or leaving the buses.

3. Suspension/Expulsion:

Serious breaches of standards of behavior may result in suspensions or expulsions from school. A principal is authorized to suspend pupils for not more than ten school days and a Superintendent is authorized to suspend pupils for not more than 90 days. The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsion for consumption or possession of beer or alcoholic beverages may not extend beyond ninety school days.

Any student bringing a firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon to school, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to decrease the length of expulsion on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

A suspension may be imposed, but is not limited to, when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises or creates a serious disruption of the school environment. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making a false alarm or terroristic threat; lewd or threatening behavior or language; possession of drugs; or possession of beer or alcoholic beverages on the school premises or at school activities may result in suspensions.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsion.

In case of a suspension by the Superintendent for more than ten school days, the Superintendent may schedule a hearing before the Board of Education if requested and the hearing shall be scheduled within ten (10) school days of the first day of the student's suspension.

Additional procedures mandated by state and federal law apply to special education students.

NOTE: Statute states that no school board may impose a lesser consequence than those established in SDCL 13-32-9 but may by board policy adopt more strict consequences for adjudication, conviction, informal adjustment or court-approved diversion program, or a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana. Statute also says the suspension "may" be reduced and the student "may" be allowed to practice during the period of suspension. To avoid discriminatory application, it is the Board's decision on a case by case basis, if the suspension period is to be reduced upon the student meeting the requirements, and if reduced to what extent, and whether the student may participate in practice during a period of suspension.

Suspension from Extra-Curricular Activities:

First offense: if a student is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs/substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the student shall be suspended one year which shall be reduced to thirty calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a

first offense is reduced to 30 calendar days, the student is also ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

Second offense: The one year suspension for a second offense shall be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is also ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

In order for events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates.

Third offense: Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the student is ineligible to participate in any extracurricular activity.

Adopted: 7/10/01

Revised: 7/13/04, 7/14/14

SECTION 14: CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Board believes that student extra-curricular activities are an essential part of deliberate education in the United States. Such activities form a logical adjunct to the required or general curriculum and the elective or special curriculum.

1. Guidelines for Extra-curricular activities programs

The following guidelines will govern the student activities programs:

1. Student extra-curricular activities are those school activities that are voluntarily engaged in by students, have the approval of the school administration and are sponsored by the faculty, and do not carry credit toward promotion or graduation.
 2. Each school, under the direction of the principal and professional staff, will have a well-balanced and effectively administered student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities.
 3. Each activity should be designed to contribute directly to the educational, civic, social, ethical, and leadership development of students involved.
 4. The student activity program should receive the same attention in terms of evaluation that is given the regular school curriculum.
 5. Each program shall have definite written guidelines and procedures regulating the organization and administration of student activity programs.
 6. Activities must be open to all students, regardless of race, religion, sex, national origin, or disability.
 7. No extra-curricular activity shall place undue burdens upon students, teachers, or the District.
 8. Activities should be held on non-school class time or at an appropriate designated school class time.
- In addition to the above guidelines, district high schools will abide by the rules and bylaws of the South Dakota High School Activities Association (SDHSAA). Membership in the SDHSAA will subject to annual approval of the Board.

2. School Traditions:

SCHOOL TRADITIONS

NAME

Sioux

COLORS

Blue and White

LOYALTY

“On Wakpala”

**On Wakpala, On Wakpala
Fight boys (girls) for your fame
Take the ball right down the lane
A basket every time
RAH, RAH, RAH,
On Wakpala, On Wakpala
Fight for victory
Fight boys (girls), Fight, Fight, Fight
And win this game**

W-A-K-P-A-L-A

W-A-K-P-A-L-A

Wakpala, Wakpala, Wakpala

2. Definitions:

Student participating in co-curricular and/or extra-curricular activities: This term is meant to encompass each student participating within the co-curricular or extra-curricular activity program.

Parent/guardian: This is any person(s) who have legal physical custody of the student.

Contest/practice/event: Any activity where students are participating or involved in an event as a student, athlete or support personnel.

Co-curricular and Extra-curricular activity: Any activity sponsored by the Smee school district for the enrichment and/or of a competitive nature for the benefit and development of the student.

3. Student Responsibilities:

Each student participating in co-curricular and/or extra-curricular activities is a representative of the school and must strive to be the example and role model for all those who observe and come into contact with them. Failing to maintain behavior consistent with sportsmanship and responsibility guidelines will place the individual student participating at risk of losing the privilege of representing the Smee School District.

The privilege of participation by each student in co-curricular and/or extra-curricular activities is to accept the following responsibilities:

1. To respect the rights and beliefs of others.
2. To treat others with courtesy and consideration.
3. To be fully responsible for the actions and the consequences of the actions.
4. To respect the property of others and the school.
5. To respect and obey the rules of the school and the laws of the community, tribe, state, and country.
6. To respect those who are responsible for enforcing the rules and laws.

4. Sportsmanship: A student-athlete is to follow these guidelines in regards to sportsmanship:

1. Show respect for all other student-athletes who are participating.

2. Show respect for the officials at all times.
3. Know, understand, and appreciate the rules of the extra-curricular activity in which they are participating.
4. Maintain self-control at all times while participating in an extra-curricular activity.
5. Recognize and appreciate skill in performance by any student regardless of school affiliation.

5-A General Participation Rules:

*As used below, "confirmation" means upon reasonable belief (i.e., preponderance of the evidence). Except as may be modified for specific infractions identified in Section 14, these rules refer to infractions which occur in or out of season. Guidelines also apply during the entire calendar year when the student participating in co-curricular and/or extra-curricular activities is actively engaged in a school related activity on or off campus. Consequences for infractions by student participating in co-curricular and/or extra-curricular activities are determined by the following guidelines if the violation is not specifically covered by existing penalties. Conduct subject to disciplinary action includes but is not limited to fighting, threats of violence, unacceptable behavior, attendance in school, etc. and the disciplinary action shall be the following:

1. First offense: Out of season: minimum penalty is a warning and probation.
In season: Suspension from at least one extracurricular event
2. Second offense: Out of season: Suspension from at least one extracurricular event. Penalty will begin with the initial contest of his/her next extra-curricular season. In season: Suspension from at least two to six extra-curricular activity events.
3. Third offense: In or out of season: Suspension from all extra-curricular activities for the remainder of the school year.

5-B Academics: Smees school district has as its primary goal: the academic education of all students. Each student participating in co-curricular and/or extra-curricular activities is expected to maintain reasonable academic progress, regular attendance, and appropriate behavior. The following guidelines are in effect.

- a. Each student participating in co-curricular and/or extra-curricular activities must be in full attendance during the regular school day to be eligible to participate in any co-curricular or extra-curricular event scheduled that day. Each student participating will comply with the STUDENT HANDBOOK policy, "Steps to Follow to Notify the School of an Absence." The high school principal and athletic/activities director will make a determination should any case arise where a student participating in co-curricular and/or extra-curricular activities attendance is questionable.
- b. Any student participating in co-curricular and/or extra-curricular activities suspended either through in-school suspension (ISS) or out-of-school suspension (OSS) is ineligible to participate until the suspension has been served. A student may practice on the same day that the ISS or OSS was served but is not eligible to participate in event if the event falls on the same day that the ISS or OSS was served.
- c. Any student-athlete carrying an "F" in any subject will be allowed to practice, but not compete until they are passing all of their classes. All classroom work MUST be turned in by 3:35 on Friday to be counted for that week. Weekly grade checks will be run Monday morning at 8 AM. Students failing will be notified by noon on Monday and will be ineligible to compete until the following Monday.

5-C Medical Consent: Each student-athlete must have on file in the athletic director's office a current medical consent statement signed by a parent or guardian.

5-D Parent/Guardian Permission: Each student-athlete must have on file in the athletic/activity director's office a current parental/guardian permission to participate statement.

5-E Physical Examination: Each athlete must have an **annual** physical examination statement on file in the athletic director's office.

5-F Participation Agreement: Each student-athlete must have on file a current participation agreement signed by both the student-athlete and the parent/guardian.

5-G Equipment: Each student-athlete is responsible for each item of equipment issued to him or her. Lost or stolen equipment must be paid for at the replacement rate cost. A student-athlete will not be allowed to participate in the next extra-curricular activity season or will not be allowed to receive their awards until the issued equipment has been returned.

6. Athletic Eligibility: A student-athlete is not eligible if:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 days or participation in an interschool contest shall constitute a semester. Semesters shall be consecutive.
3. You did not pass 20 hours of high school work per week or receive two credits for high school per past semester attended in courses approved for graduation for the preceding semester.
4. You are not enrolled and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four year high school or an institution of equivalent rank.
6. You have not enrolled by the 16th day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of the students or a death in the immediate family is accepted)
8. You have transferred from one high school to another without a corresponding change in the residence of you parents/guardians.
9. You do not have on file in the athletic director's or high school principal's office a signed physical examination and parent permission form.
10. You have ever participated in an athletic contest under an assumed name.
11. You have ever participated in athletics in any institution of learning of higher rank than a secondary school.
12. You have violated your amateur standing.
13. During a high school sport season you competed as an individual or as a member of another team.

7. Fine Arts/Co-curricular Eligibility: A student is eligible to participate in fine arts activities/ co-curricular activities if:

1. You have not reached your 20th birthday.
2. You have not attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 days or participation in an interschool contest shall constitute a semester. Semesters shall be consecutive.
3. You did pass 20 hours of high school work per week or receive two credits for high school per past semester attended in courses approved for graduation for the preceding semester.
4. You are enrolled and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have not graduated from a regular four year high school or an institution of equivalent rank.
6. You have not been absent for school more than 10 consecutive school days. (Illness of the students or a death in the immediate family is accepted)
7. You do have on file in the activity director's or high school principal's office a signed parent permission form.
8. You have not violated your amateur standing.

8. Amateur Status and Awards: A student participating in co-curricular and/or extra-curricular activities representing the Smee Public School in any co-curricular or extra-curricular activity shall be an amateur in all recognized extra-curricular activities of the SDHSAA. An amateur is one who engages in competition solely for the physical, mental, social, and pleasure benefits. An amateur forfeits amateur status in any extra-curricular activity by:

1. Participation for money, savings bonds, or other monetary compensation (allowable travel, meals, and lodging expenses may be accepted).
2. Receiving any award or prize of monetary value which has not been approved by the SDHSAA.
3. Capitalizing on fame by receiving money or gifts of monetary value.
4. Signing a professional contract in that particular extra-curricular activity.

The Smee School District will not give awards for extra-curricular activity participation of any kind except when prior approval has been sought and given by the SDHSAA.

9. Practices and Contests:

1. The student must attend practices and contests set by their respective coach.
2. The student must notify their respective coach when he or she is going to be late or miss a practice or contest.
3. Illness or death in the immediate family will always be a valid reason for a missed practice or contest.
4. The student will not wear clothing, jewelry, or equipment that might cause injury to themselves or other student-athletes.
5. Student will follow sanitary hygiene procedures.
6. The student will not be allowed to participate if they have visible hickies.
7. The student shall be appropriately dressed at extra-curricular events and are visible to the public and are representing the Smee school district.
8. Each coach will add to these rules as needed to maintain a safe, healthy, environment conducive to the development of the student and that particular activity. Rules set by the head coach must be in writing, approved by the athletic/activities director, and must be communicated to the student before being utilized.

10. Travel:

1. Students participating in co-curricular and/or extra-curricular activities are required to travel to and from the place of competition or practice by the mode of transportation arranged by the extra-curricular activities department.
2. Only written permission from parents/guardians to travel with parents/guardians after the activity/event will be authorized. Authorization will not be granted if the coach (or administrator or supervisor) has reason to believe the parent/guardian is under the influence of alcohol or drugs.
3. The students are responsible for keeping vehicles clean when traveling to and from events.
4. Students will obey all vehicle rules when traveling.
5. Students need to be on time and prepared to leave at the scheduled departure time.

11. Overnight Stays:

1. Only students, staff, and chaperones from the Smee School District may be allowed in rooms occupied by Wakpala students. These are rooms charged to the Smee school district's use.
2. Students are not allowed to be in any rooms other than those occupied by Smee school staff or students.
3. Students must be in their rooms at curfew time set by the head coach.
4. Students will be checked periodically during the night by an assigned chaperone or coach.
5. Students are to immediately report any incidents of injury, misconduct, damaged property, stolen property, and lost property to chaperones or coaches.
6. The volume of stereos, televisions, etc... shall be kept to a minimum as not to disturb other motel guests.
7. Running in the hallways is prohibited
8. Wrestling in rooms is prohibited
9. Students must request permission from the head coach to leave the motel for any reason.
10. Parents/guardians will not be allowed to take their student from the motel.
11. Students shall keep their rooms neat and clean at all times.
12. Female students shall not be in male students' rooms and vice versa.
13. The head coach will make other guidelines as necessary to insure the health, safety, and welfare of the students and staff.

12. Tobacco and Alcohol:

During the school year , co-curricular and the extra-curricular activity season of practice and competition a student-athlete shall not use or consume, have in possession, buy, sell, or give away any alcohol or any tobacco product. *As used below, "confirmation" means upon reasonable belief (i.e., preponderance of the evidence). Penalties are:

1. After confirmation of the first violation the student participating in co-curricular and/or extra-curricular activities shall be ineligible for the next 2 consecutive extra-curricular events in which the student would be participating in. The high school principal will be informed of the student participating status.
2. After confirmation of the second violation the student participating in co-curricular and/or extra-curricular activities shall be ineligible for the next 6 consecutive extra-curricular events in which the student would have participated in. The high school principal will be informed of the student participating status.
3. After confirmation of the third violation the student shall be ineligible for the rest of the season. The high school principal will be informed of the student status.

13. Drugs/Controlled Substances: During the school year co-curricular and the extra-curricular activity season of practice and competition a student participating in co-curricular and/or extra-curricular activities shall not use or consume, have in possession, buy, sell, or give away any controlled substance. *As used below, "confirmation" means upon reasonable belief (i.e., preponderance of the evidence). The penalties are:

1. After confirmation*of a first violation the student participating in co-curricular and/or extra-curricular activities shall be ineligible to participate for 1 year in any extra-curricular event provided by the Smee school district and sanctioned by the SDHSAA.
2. After confirmation of a second violation the student participating in co-curricular and/or extra-curricular activities shall be ineligible to participate in any co-curricular or extra-curricular event provided by the Smee school district and sanctioned by the SDHSAA.

14. Suspension and Appeal Procedure: A student participating in co-curricular and/or extra-curricular activities may be suspended from participation in any co-curricular or extra-curricular activity according to the following procedures:

1. All reports of violations by a student participating in co-curricular and/or extra-curricular activities are to be made immediately to the athletic/activities director and to be followed up as soon as possible with a written report by the reporting person.
2. The athletic/activity director contacts the student participating in co-curricular and/or extra-curricular activities, parents/guardians, and the head coach to inform them of the alleged violation. A meeting will be scheduled within two (2) school days. This meeting includes the athletic/activity director, student participating in co-curricular and/or extra-curricular activities, parents/guardians (if they desire), and the head coach.
3. The athletic/activity director and head coach will determine the course of action. The student participating in co-curricular and/or extra-curricular activities and the parents/guardians are immediately notified of the decision.
4. A student participating and their parents/guardians may appeal a decision by writing a letter to the athletic/activity director and sending a copy to the high school principal within two (2) school days following the meeting. This letter may request a hearing with the high school principal and superintendent.
5. Within five (5) days after the letter is received the athletic/activity director will notify the parents/guardians of the time and place of the appeal hearing. The high school principal and superintendent will hear both sides of the case and will take action which the principal and superintendent considers to be in the best interests of the student participating in co-curricular and/or extra-curricular activities and the school. The decision of the principal and superintendent shall be final.
6. Any student participating in co-curricular and/or extra-curricular activities who violates the guidelines and/or does not satisfactorily complete the season may not be eligible for any award or special recognition given for participation in that co-curricular or extra-curricular activity.
7. Penalties will be applied in every area of the co-curricular or extracurricular activity in which the student participating in co-curricular and/or extra-curricular activities participated. Any offense constitutes a violation in all extra-curricular activities covered under the guidelines.

Section 15: STUDENT SURVEYS

No elementary school or secondary school student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning the following subject matters, without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent:

- (1) Political affiliations or beliefs of the student or the student's parent;
- (2) Mental or psychological problems or aspects of the student or the student's family;
- (3) Sex behavior or attitudes of the student or the student's family;
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) Critical appraisals of other individuals with whom the student has a close family relationship;
- (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (7) Religious practices, affiliations, or beliefs of the student or student's parent;
- (8) Personal or family gun ownership; or
- (9) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Prior consent from parents must be obtained through a parental signature on a written notice received by the parents, identifying the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the parent has the right to refuse participation by the student in the survey, analysis or evaluation.

(The term, parent, for purposes of this policy, includes a legal guardian or other person standing in loco parentis)

Prior written consent from an emancipated minor or student age 18 or older must be obtained through the student's signature on a written notice which identifies the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the student has the right to refuse participation by the student in the survey, analysis or evaluation.

The student shall not participate in the survey, analysis or evaluation if the school does not receive the required written consent.

Denials of consent shall be reflected through the form being returned and in which consent is denied, or when the form is not be returned.

Written consent is required prior to a student participating in a survey addressing one or more of the topics identified above and in no case shall consent be presumed.

The District shall annually provide notice to students and parents/guardians of their rights as set forth in this policy, by publishing notice of the policy in the newspaper and/or in the student handbooks.

Section 16: PATRIOTIC EXERCISES & FLAG DISPLAYS

The American flag will be flown from the mast at each school every day that school is in session. The principal of the attendance center is responsible for flying the flag on school days. A small flag shall be provided for each classroom. The District shall provide all students the opportunity to salute the United States and the flag each day by reciting the pledge of allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag; however, a student who does not participate in the salute shall maintain a respectful silence during the salute. The national anthem may be sung during any school day or school event.

Observation and commemoration of special days and events will be considered a valuable part of the instructional program of the school.

FORMS: The next few pages are the various forms that need to be completed as it relates to each area listed on the various forms.

Forms on pages 51-55 need to be completed for ALL students, please turn these into to Sarah at the front desk for grades 6-12 & those in grades K-5 to the classroom teacher.

CONSENT FOR MEDICATION ADMINISTRATION FORM

1. I am the parent/guardian of _____ and I authorize my child/ward _____, grade _____, to be administered the prescription/nonprescription medication identified below while on school property or at a school-related event or activity by the school nurse or employee trained in the administration of prescription medication.
2. I hereby release the District and its employees and agents from liability for injury arising from the school's administration of the medication while on school property or at a school-related event.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the school to inform appropriate school employees who would have a need to know of the administration of medication (i.e., such as school nurse, instructors, teacher aides, school administrators, activity supervisors, bus drivers).
5. I acknowledge and agree that the school shall secure (store) the medication for the student until administration of the medication is necessary, and that in no circumstances shall the medication be stored in the student's locker.

Medication: _____

Dose: _____

Time: _____

Authorization Start Date: _____

Authorization End Date: _____

Signature of Parent/Guardian

Date

Approved: 7/10/01

Revised: 7/14/14

**AUTHORIZATION FOR ASTHMA OR ANAPHYLAXIS
SELF-ADMINISTERED MEDICATION**

PHYSICIAN/LICENSED HEALTH CARE PROVIDER STATEMENT

The student _____ has

____ asthma

____ anaphylaxis

____ both asthma and anaphylaxis

and is capable of self-administering the following prescription medicine:

name and purpose of medication _____

prescribed dosage of medication _____

times which the medication may be administered _____

period for which the medication is prescribed _____

Signature of Physician/Other Licensed Health Care Provider

Date

PARENTAL AUTHORIZATION

1. I am the parent/guardian of _____ and I authorize my child/ward _____ to self-administer the prescription medication identified above while on school property or at a school-related event or activity.
2. I hereby release the District and its employees and agents from liability for injury arising from the student's self-administration of the prescription medication while on school property or at a school-related event unless in case cases of wanton or willful misconduct.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the school nurse to inform appropriate school employees (i.e., instructors, teacher aides, school administrators, activity supervisors, bus drivers who would have a need to know) that the student may self-administer medication.
5. I give permission for the student to have the prescription medication with the student while on school property or at a school-related activity or event.

Signature of Parent/Guardian

Date

Adopted: 7/14/14

Revised:

PERMISSION FORM FOR SURVEY, ANALYSIS OR EVALUATION

It is the policy of the District that no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning

- (1) Political affiliations or beliefs of the student or the student's parent;
- (2) Mental or psychological problems or aspects of the student or the student's family;
- (3) Sex behavior or attitudes of the student or the student's family;
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) Critical appraisals of other individuals with whom the student has a close family relationships;
- (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (7) Religious practices, affiliations, or beliefs of the student or student's parent;
- (8) Personal or family gun ownership; or
- (9) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

Prior consent from parents must be obtained through a parental signature on a written notice received by the parents, identifying the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the parent has the right to refuse participation by the student in the survey, analysis or evaluation. (The term, parent, for purposes of this policy, includes a legal guardian or other person standing in loco parentis.

Prior written consent from an emancipated minor or student age 18 or older must be obtained through the student's signature on a written notice which identifies the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the student has the right to refuse participation by the student in the survey, analysis or evaluation.

The student shall not participate in the survey, analysis or evaluation if the school does not receive the required written consent. Denials of

consent shall be reflected through the form being returned and in which consent is denied, or when the form is not be returned. Written consent is required prior to a student participating in a survey addressing one or more of the topics identified above and in no case shall consent be presumed.

Consent Form:

A request is being made by _____ (instructor) to survey students for the _____ (class/program). The topic of the survey is _____.

The purpose of the project is _____.

I / We (check one)

____ authorize _____ (student's name) to participate in the survey.

____ do not authorize _____ (student's name) to participate in the survey.

Date
Parental/Guardian/adult or emancipated Student signature

Adopted: 7/14/14

Revised:

TECHNOLOGY USE AGREEMENT

STUDENT: I have read and understand the school district policies relating to acceptable use of the school district's networked computer system, the Internet, and other technology. I agree to abide by these policies and understand that any violation of the policies may be unethical and may constitute a violation of law. I am also aware that my access to the schools network is granted solely for educational purposes. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Students Full Name (please print): _____

Students Signature: _____

Students Grade: _____ Date: _____

PARENT OR GUARDIAN: As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the school district's networked computer system, the Internet, and other technology. I understand that this access is designed for educational purposes. I also recognize it is impossible for the school district to restrict access to all controversial material. I will not hold the school district, its employees, or agents responsible for materials acquired on the internet by my child. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. I also understand that the school district will put my phone number on the School Messenger calling list and use my child's image in materials by default. I further understand that it is my responsibility to clarify on this form if I want my phone number withheld or if I want to deny permission to use my child's image.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Household Phone Number: () - _____ - ____ Date: _____

SCHOOL MESSENGER: This service is used to contact parents and community members concerning school events; including, program changes, conference dates, community events, sporting announcements, and weather related incidents. The school may possibly contact your household at a time you may consider inconvenient. It is also possible that a message may be sent to your household in error. In the event this happens, your above signature will be used clarify you understand these conditions and that you agree to these terms. Please check the box below to opt out. (NOTE: Leaving both boxes unchecked will enroll you into the School Reach program by default.)

- I want to be contacted via School Messenger.
 I do NOT want to be contacted via School Messenger.

PARENTAL RELEASE FOR MEDIA RECORDING: Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the school district's website. (NOTE: Leaving both boxes unchecked will allow permission by default.)

- Grant permission to use my child's image.
 Deny permission to use my child's image.

ICU DATABASE: This technology is used to notify you of your child's missing assignments. The school needs your mobile cell phone number to send you text messages. You also have the option of receiving these notifications by email. Leaving these fields blank will opt you out of the program.

Mobile Cell Phone that can receive text messages: () - _____ - _____ Email: _____