

SCHOOL DAY/ BUILDING HOURS

SPRING VALLEY: The school day begins at 8:30 AM and ends at 3:30 PM.

WESSINGTON SPRINGS: The school building will be open at 8:00 AM every morning. There is no need for any student to be in the building prior to that time. The only exceptions to this is when permission has been obtained from a teacher to come early to do some work, or permission is given by the principal for special circumstances. **School day for K-4: 8:20 –3:15 5-8: 8:15 - 3:15 Colony: 8:30-3:30**

Attendance Policy

State law requires that all students from age six up to age sixteen regularly attend school. The basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents.

Parental cooperation is expected by law. It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused for specific purposes only through the principal's office.

A. Absenteeism: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:

- a. personal illness
- b. family emergency (death, serious illness)
- c. funeral
- d. dental or medical appointments
- e. school sponsored activities
- f. prearranged absence by the parent, advanced make-up work
- g. any absence where the student is accompanied by a parent

2. If a student is expected to be absent, parents should call the school between 8:00 and 8:30. If the parent does not notify the school a phone call will be made to the home.

3. If your student is to participate in any after school activities you must notify the office or classroom teacher by 1:00 p.m. unless an emergency occurs. 4. If a student becomes ill while in school, he/she shall report to the office. An attempt will be made to contact a parent, students will stay at the school until a responsible adult will take charge of the child.

5. Perfect attendance recognition is accorded those students not absent on a quarterly, semester, and yearly basis.

6. A student must be in attendance during the day of an evening activity in order to participate. The principal will evaluate any special circumstances.

1. An absence from school without the authorization of the parents or the school is an unexcused absence and shall be considered truancy.

B. Excessive Absenteeism: Any student having five or more absences in a semester will be subject to the procedures defined in the following sections:

1. Letter will be sent to parents upon the fifth and seventh absences in a semester.

2. Upon the eighth absence, the parents/guardian and the student will be notified that any additional absence may result in time that may have to be made up at a time designated by the principal.
3. Students having twelve or more absences in a semester may be retained at the current grade level. The principal will make this decision after receiving input from the parent, student, teacher, and counselor.
4. Extension Provisions
If a family experiences difficulties that lead to absences in excess of the maximum; the family can request an extension to the policy from the board of education.

Special circumstances may occur in which the administration may waive the attendance stipulations as outlined above. Special circumstances may include, but are not limited to severe weather that impedes travel, family emergencies, extended illness, and prearranged absences for family travel or vacations.

- B. Truancy: Absence from school without the authorization of the parents or the school is an unexcused absence and shall be considered truancy. It will be the responsibility of the student to make arrangements with the teacher for assignments and class discussions missed during the absence.
1. Upon the first unexcused absence, the student will serve a minimum of three days in-school suspension and be referred to the counselor.
 2. Upon the second unexcused absence, the student will serve a minimum of five days in-school suspension and the parents will return for a conference.
 3. When a condition of prolonged absenteeism exists, the building principal shall provide the parents with written notice of the school's concern. Parental response is to be documented by the principal. If after initial contact the student fails to return to school, the school will take appropriate legal action.

C. Tardies

1. A student will receive two "free" tardies per quarter
2. Once a student exceeds the two "free" tardies per quarter, the students will be placed on detention for a period of 30 minutes for each tardy over the two "free" tardies.
3. A student that fails to serve the detention will be subject to in-school or out-of-school suspension at the discretion of the elementary school principal.

SCHOOL CLOSING - WEATHER

School shall be closed when conditions become unsafe for buses to operate or children to walk to school. Parents/Guardians will receive a phone call from an automated system informing them of any school announcements. School closing announcements will be

broadcast over KELO TV - channel 3, KIJV Radio (Huron) - 1340 and WNAX Radio (Yankton) - 570. KMIT (Mitchell) - 105.9.

INCLEMENT WEATHER

During inclement weather when playground conditions are snow packed and/or muddy, students will be required to wear boots, stocking hats, mittens or gloves. It is the responsibility of the parents to provide proper winter clothing. School will NOT provide winter wear. During periods of severe weather, or when playground conditions are snow packed and icy, recess and lunch break may be taken in the classroom or in the gym.

STUDENT DRESS CODE AND CONDUCT

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming: invades the right of others; or disrupts the educational environment by detracting from the decency and decorum in school. Bizarre or unusual clothing or appearance will not be permitted if it can be determined that (1) it causes distraction or disruption in the learning process, (2) it can be characterized as being unsanitary for health reasons, or (3) it presents a safety hazard. No bare mid-riffs. Shorts must be an appropriate length; shorts may be worn after April 15 and before October 1. Students may be kept in from recess or PE if they are dressed inappropriately for the weather. (4) for safety reasons, we encourage appropriate foot ware for recess and gym activities. Students are not allowed to wear wheelie shoes, or Heelies, in our school building. HATS_OR CAPS create a distraction and are not to be worn during school hours or at in-door school activities except on days designated for that purpose. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

The students of the Wessington Springs School System have an excellent reputation for being well-dressed and well mannered.

DISCIPLINE

We believe each student has the right to an uninterrupted and safe education. Discipline will be designed to produce behavior changes that will enable each student to develop self-discipline which is a necessary part of any good education system. It is also a necessary part of a successful social environment.

All students are expected to conduct themselves as ladies and gentlemen while attending school and school related-activities. Students are expected to use appropriate language that is respectful to others and themselves. Offenders of school rules and classroom

procedures will be dealt with immediately. Teacher detentions, discipline referrals, in and out of-school suspensions, and expulsions if necessary, will be used as deterrents to behavior problems.

Discipline Standards of Behavior.

The following set of standards will be enforced in the halls, bathroom, etc. in the Elementary building.

1. Keep hands, feet and objects to yourself.
2. Walk in an orderly manner.
3. Walk in the halls.
4. Talk in quiet voices during lunch or while passing in the hall class breaks. If a teacher can distinguish your voice, you are talking too loud.
5. No congregating in the halls or in the bathrooms.

Suspension

In-school suspension or other reasonable disciplinary measures may be implemented by the administration as deemed necessary or appropriate. Aggressive behavior toward an individual is immediate ISS.

Detention

Detention will be served in the office. Detention will be held on the day of the infraction with the exception of Wednesday. However, if it is impossible for a student to stay on the given night, arrangements will be made with the principal to stay another night. The teacher or principal will call the parents to inform them that their son/daughter will be on detention.

CONDUCT AT SCHOOL ACTIVITIES

Students who attend school activities, such as assembly programs, games, music concerts, etc. attend to watch or participate. If it is necessary to leave the bleachers, students are asked to do so during intermissions, quarter breaks, half time, in between games, etc. If a student is reprimanded once he will spend time after school. If a student is reprimanded repeatedly he/she will not be allowed to attend school activities without a parent/guardian. Students are asked to remain in the building once they enter to attend an activity.

DANGEROUS WEAPONS

State law mandates that no weapons of any kind can be brought on school premises. Anyone bringing a weapon to a school event or to the school is subject to expulsion from school. Any type of object used as a weapon is not permitted on school property. This includes but is not limited to guns and knives of any kind. When an object is used as a weapon, it is considered a weapon. Disciplinary action will be taken under the discretion of the administration and school board. Law enforcement may be contacted.

TOBACCO:

The use of tobacco products is illegal and prohibited among students. The use of tobacco products when on school property, riding in school vehicles, or at school activities will not be tolerated.

Any student who may choose to disregard the policy shall be subject to reprimand, detention, or possible suspension from school.

ALCOHOL AND DRUGS:

Any student who is in possession of or under the influence of alcohol or drugs will be subject to immediate suspension from school.

Said possession or influence shall include in the school building, on the school ground, at school functions or activities even if held away from school premises.

POSSESSION OF DRUGS OR CONTROLLED SUBSTANCE

1. Law enforcement will be called
2. Parent/guardian will be called
3. Ten days of out of school suspension
4. Hearing with the Wessington Springs Schools Board of Education

BULLYING

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

- Physical – involves harmful actions against another person's body
- Verbal – involves speaking to a person or about a person in an unkind or hurtful way
- Emotional – involves behaviors that upset, exclude, or embarrass a person
- Sexual – involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

-Racial – involves rejection or isolation of a person because of ethnicity.

The school expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school believes that standards for student behavior must be set cooperatively through interaction among students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in selfdiscipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of community are required to report alleged violations to school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent shall develop an annual process for discussing the school district policy on bully prevention with students and staff. The school district will incorporate information regarding this policy in each school handbook.

CYBER BULLYING

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

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by

sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

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

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

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

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

HEALTHY SNACK POLICY:

Parents and school staff who supply snacks for the classroom are encouraged to follow the guidelines herein.

- Snacks served during the school day or in after-school care will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks. The district will provide a list of healthful snack suggestions. (List of possible healthy snacks at end of this policy)
- School personnel will be encouraged to use healthy foods or beverages as rewards for academic performance.
- Birthdays – Students can bring in snacks of their choice, but are encouraged to bring healthy snacks if possible. (Please refer to healthy snack list at end of this policy for possible ideas)
- Celebrations – The school will recognize the following school wide celebrations when students/staff can bring in snacks of their choice: Fall Festival, Christmas,

Valentine's Day. (Again students/staff are encouraged to bring snacks from healthy snack list)

- Students are encouraged to bring healthy snacks onto the bus.
- The school district highly values the health and well-being of every staff member and will support personal efforts to maintain a healthy lifestyle. Staff is encouraged to model healthy snack choices at school.
- Healthy snack list: fruits, vegetables, applesauce, fruit cups, canned fruit, dried fruit, frozen fruit, fruit leathers, popsicles, smoothies, ants on a log, cereal, whole grain crackers, rice cakes, popcorn, baked chips, granola bars, pretzels, yogurt, low-fat cheese, trail mix, seltzer, low-fat milk, fruit juice, raisins, raisins, bagels, muffins

Head Lice Policy

Any student that is found to have head lice will be sent home and not allowed to return to school until treatment for the head lice has begun. Parents can show proof of treatment either by doctor's note or medicated treatment box. Students will be rechecked at school by trained medical personnel periodically following their return to ensure medicated treatment has taken care of the live lice.

Playground Rules/Conduct on the Playground:

Time on the playground can best be utilized by organization of games and activities.

Playground Rules:

1. Supervising staff are responsible for all students on the playground.
2. No tackle football.
3. No hard balls are to be used (baseballs & softballs).
4. No wrestling on the playground.
5. The playground is supervised at all times during recess.
6. No snowballing.
7. Playground equipment is available in the classrooms. Mark all equipment.
8. All equipment must be used properly
 - One person on a swing, no standing
 - No twisting or jumping out of swings
 - No walking up the slides.
 - No using jump ropes around the waist
9. When the whistle is blown, students will line-up immediately and enter the building in an orderly manner.
10. Swearing or profanity will not be tolerated anywhere and will be subject to rigid disciplinary action.

11. Gym- only soft balls (nerf balls)
Your playground should be a fun and safe time.

SCHOOL BUS REGULATIONS:

Students riding a school bus are always under the supervision of the bus driver, who has as much authority as any school official. Some of the rules for pupils riding buses as listed in the "**SOUTH DAKOTA BUS DRIVERS MANUAL**" are as follows.

(BUS RULES)

1. The driver is in full charge of the pupils and the bus. The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom. Bus transportation of pupils is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver to report to the school administrator the names of any pupils who persist in violating rules and regulations. The administration may find it necessary to temporarily withhold the privilege of riding the bus from these pupils who fail to cooperate.
2. Pupils shall obey all instructions from the school bus driver and authorized student monitors.
3. All pupils must be seated before the bus is placed in motion. Pupils must occupy the seat assigned to them, if seats are assigned.
4. The same courteous conduct that is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
5. Pupils must refrain from unnecessary conversation with the bus driver. The job requires his/her full attention.
6. Pupils must be on time at the designated bus stop; the bus cannot wait beyond its regular scheduled time for tardy pupils. A time schedule should be posted in the bus and it should be followed.
7. Pupils must not stand in the traffic lanes while waiting for the bus.
8. Pupils will assist the driver in keeping the interior of the bus clean, sanitary, and in an orderly condition. Pupils must not throw waste paper or rubbish on the floor or out the windows of the bus.
9. Pupils will not open or close the windows with out the permission of the bus driver
10. Pupils will not, at any time, put hands, arms or heads out of the bus window.
11. Pupils must not move about inside the bus or try to get on or off while the bus is in motion.
12. Pupils will immediately report to the driver any damage occurring to the bus.

13. Pupils must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road.
14. Pupils must await the signal from the bus driver to cross a road or highway, then cross promptly. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver.
15. Pupils will be courteous to the bus driver, fellow pupils, and the general public.
16. No more than two students may ride with a regular passenger on any evening without permission from the bus supervisor and bus driver. The permission must be granted two days prior to the event.

NOTE: It shall be the responsibility of the parents / guardians to inform the bus driver when a pupil is to get off the bus at a place other than the designated stop.

BUS LOADING TIMES:

The times listed below are the times designated when each class should be boarding his / her bus each afternoon when school is dismissed.

WESSINGTON SPRINGS

Students at the Elementary	3:15
Students at the High School	3:30 (HS)

Students who do not ride the bus are to remain on the school grounds until all the buses have left the school grounds at the end of the day.

STUDENT PROGRESS REPORTING

Regular or periodic student reports and evaluations will either be mailed to the parents or given to them at Parent / Teacher Conferences.

Progress reports will be sent at the mid-point of each quarter and at the end of each quarter. Students involved in 7th/8th grade athletics or higher will have their grades checked on a weekly basis to determine eligibility. If a student has 2 or more failing grades they will be ineligible to participate in games or events of that activity until the

CHEATING

Students that are caught cheating on homework or tests will receive a zero and the parents will be notified.

Grading Standards Based Report Card Performance Codes

Four levels of progress are noted on the new report cards using a numeric marking system (4, 3, 2, 1, and N/A). A descriptor for each score is provided below:

4 Exceeding Grade-Level Standard <i>Student consistently demonstrates an understanding above and beyond what is expected at this grade level</i>	3 Meeting Grade-Level Standard <i>Student consistently demonstrates mastery of the knowledge and skills expected at this grade level</i>	2 Progressing Towards Grade- Level Standard <i>Student is adequately progressing toward mastery of the knowledge and skills expected at this grade level</i>	1 Does Not Meet Grade-Level Standard <i>Student is not yet demonstrating an understanding of the knowledge and skills expected at this grade level and requires</i>	X Standard Is Not Assessed At This Time <i>This standard is assessed later in the school year</i>
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SCORING:

On a standards-based report card, a **mark of “3” is the expected goal for students**, which indicates that the student is meeting the requirements of the academic standards for his/her grade level. Marks of “3” and “2” both indicate that a student is working within the expectations of his/her grade level. The difference is the level of independence and support a student needs to demonstrate mastery. The expectation is that most students will achieve a “3” by the end of the year for each grade-level standard.

4 – A mark of “4” indicates that the student’s progress exceeds standards because s/he has demonstrated mastery in terms of knowledge, and s/he applies that knowledge in ways that go beyond expectations. Instruction needs to be differentiated for this student because the student has demonstrated mastery of the grade level expectation at this time. Typically, very few students would be at this level of performance. In terms of behavior, students receiving a “4” demonstrate academic and social maturity beyond their years and those of their age/grade appropriate peers.

3 – A mark of “3” indicates that the student’s progress towards end of the year standards meets the district’s expectations at this time. For example, a student who scores a 30% on the unit math pretest and receives a high score, even a 100%, on the posttest has responded well to instruction and receives a “3”. This student has met the expectation independently and requires little to no adult support to demonstrate proficiency after instruction has been delivered. In terms

of behavior, the student who consistently (more times than not) demonstrates age/grade appropriate social and academic behaviors meets the expected standard and should receive a “3”.

2- A mark of “2” indicates that the student’s progression of skills and information is in the expected range, but s/he still requires support and assistance to meet the requirements of the academic standard for his/her grade level at this time. In terms of behavior, a student would receive a “2” for any of the academic or social behaviors when s/he inconsistently demonstrates or needs reminders to meet the age/grade appropriate expectations as communicated by the teacher.

1 – A mark of “1” indicates that the student is not meeting the requirements of the grade level standard at this time. His/her instructional level is characterized as requiring maximum teacher support and differentiation/accommodations or even modifications. In terms of behavior, the student who often (more times than not) demonstrates social and academic behaviors below what is expected for their age/grade receives a “1”. These behaviors are interfering with their learning and possibly the learning of others. It is expected that teachers have had dialogue with parents prior to the distribution of the report card for any student receiving a “1” for any standard.

X – A mark of “X” indicates that the standard has not been adequately introduced, covered, or assessed during the marking period. All standards on a grade-level report card will be addressed by the end of the school year.

PROMOTION OR RETENTION K-6:

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly. Retention will not be used until other possibilities have been exhausted, including special help, remedial work, and if appropriate, summer school opportunity. In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, teachers will use the advice and help of the guidance and other special school personnel.

Although teachers may recommend retention, all retention’s (as well as promotions) will be assigned by the school principals. Teachers, in recommending retention’s and principals in assigning them, will give the reasons why they feel the student should repeat a course or grade level.

PARENT / TEACHER CONFERENCES:

Parent / Teacher Conferences will be held during two times throughout the year. Once during Fall semester and once during Spring semester. When evening conferences are scheduled the hours will be announced. Conferences for Grades PreK - 6 will be scheduled. Report Cards will be distributed at these conferences. Second and fourth period report cards will be mailed to parents.

CARE OF SCHOOL PROPERTY, BOOKS, AND SCHOOL BUILDINGS:

Students guilty of marring desks, walls, books, or damaging school property in any way shall be subject to a fine, replacement of said property, and disciplinary action. Students who contribute to littering on the school grounds or in the building will be subject to detention, or "work detail", and / or disciplinary action.

Damages will be assessed for lost or damaged books. The scale for lost or damaged books is as follows: 80% of the new book price if this is the first year the book is used; a two year old book - 60% of the new book price; a three year old book - 40% of the new book price; a four year old book - 20% of the new book price.

Damages will be assessed for damaged technology hardware and software. The student will pay for all costs associated with the damage if the student is negligent. The fines will be determined by the technology coordinator.

COUNSELING SERVICES:

The school counselor is a person trained to help students with their educational and personal planning's. In order for counseling to be helpful a student must feel free to talk about his/her feelings and problems. The things that are talked about in the counselor's office will not leave that office without the student's permission. State law prohibits the counselor from giving any person any information that he/she received in confidence.

SCHOOL SPONSORED ACTIVITIES:

All major school activities realize financial benefit from activity ticket sales. If a student does not purchase an activity ticket, they will be expected to pay the price of admission, even if they are a participant. If a student should lose his/her activity ticket, he/she will be able to purchase a duplicate for fifty (\$.50) cents.

Activity tickets are available to all students in grades K – 8 for \$5.00. Students in grades 5-12 must purchase an Activity Ticket for \$5.00. Students in grades K-4 who do not purchase an activity ticket, admission fees are as follows:

High School Athletic Events & Music Concerts	\$5.00 Adults
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\$3.00 Student

Double Header Basketball Games

\$6.00 Adults

\$4.00 Students

*NOTE: Adults and Senior Citizen Activity tickets may be purchased at the High School.

*NOTE: Activity tickets will not be honored at post-season play or musicals

DAY OF AN ACTIVITY

Students are required to be in school the entire academic day of an activity if they expect to represent WSES in an activity that day or night.

Provision of this policy will NOT be waived unless the school knows of the absence before the end of 1st period of the school day the activity is scheduled and the principal approves it.

DAY AFTER AN ACTIVITY

Students are expected to be in school the entire academic day after an activity. The idea that a student might be too tired after representing WSES is not acceptable. If a student misses school the day after an activity, they will not be allowed to represent WSES in the next activity in any season they might be participating. A student has one sick absence before they cannot compete or perform.

The only exception is that if the school knows that the student will be absent prior to the end of 1st period on the day after the activity or if sick and sent home by the office, the student is excused from this provision.

For purposes of this provision: Parent/guardians verified illness does not count as a reason to miss the day after an activity. However, Doctor verification of illness or injury will not count against participating in the next activity, but will count as an absence.

CHURCH NIGHT:

The school and the ministers of the various churches have agreed that Wednesday evening is Church Night. The school will attempt not to schedule activities for that evening, thus leaving the students free to participate in the activities of their respective churches. It is hoped however, that some activities might find it necessary to coordinate their practice along with church night in such a way as not to conflict with one another. No school activities can be scheduled for Sunday without permission of the Superintendent.

TELEPHONE USE AND MESSAGES:

The office telephones are available for illnesses or other emergencies. Students will not be called to the phone to take a message except in the case of an emergency.

A telephone is located inside the secretary's office to be used by students to make local calls after 4:00 pm.

Parents are encouraged to contact teachers before school from 8:00-8:20 and after school from 3:15-3:45. Teachers are actively involved with students during the school day.

OFFICE TELEPHONE NUMBERS: 539-1754 or 539-9500

CELL PHONES

Students are not allowed to use cell phones on school grounds during the school day. If a student brings a cell phone to school it must be shut off and kept in a bag or coat. The first violation of the cell phone policy will result in the cell phone being kept by the principal until the end of that school day. A second violation will result in the cell phone being taken by the principal and a parent will have to pick up the cell phone. A third violation will result in a meeting with the principal, parent, and student and possible discipline will be discussed for the student.

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

MEDICATION: CHECKING OF LEGAL ISSUES WITH DISPENSING MEDICATION

Medication Procedure:

1. A permission form must be filled out every time a new medication is sent to school.
2. For each prescribed medication a permission form must be filled out every time a new medication is sent to school.
3. All medication brought to school must be in their original bottle. Medication should be brought to school by the parent or the responsible party.
4. All medications must be locked in one of our medication cabinets.
5. A record of medication administered will be kept.
6. Parents are encouraged to give their children their medications before and after school hours or to come to school to administer the medication to their own child. However, if this is not possible, medication will only be administered by certified medication staff. High School students have the option of carrying one dose for the

day of their needed medication. Medications will not be allowed in desks, book bags, or lockers.

Please contact the school if you have any questions.

ILLNESS RELATED ABSENCES:

When a student has been ill and needs to stay inside or not participate in playground or PE activities for more than 4 days they must have a doctor's written justification.

SCHOOL LUNCH PROGRAM:

Meals will be served every day school is in session. It is a difficult task to serve a large number of students in a very short period of time. We do need the student's cooperation in keeping things neat and orderly in the lunchroom. The lunchroom is your dining room away from home, help keep it clean. Please keep your voices down so the noise in the lunchroom is kept at a minimum. Students will be dismissed from the lunchroom by rooms. Lunch will be supervised by an adult.

Breakfast/Lunch Prices:

Lunch: Grades K-4 \$2.35 Grades 5-12 \$2.65 Adults \$3.90

Breakfast: Grades K-12 \$1.30

Lunch Account Payment Policy

It is the intent of the current lunch billing system for families to have money in their account in advance of charging meals. As their children eat, it is subtracted from their account.

Statements will be run on approximately the 15th and last day of the month. Any family with a balance below \$0 will be sent a notice stating that their account is overdrawn. They have until the next billing (approximately 15 days) to make the payment to their account. Should payment not be made by then, they will be given a grace period until the next billing (approximately 15 days) to pay their account. If payment is not received by the stated date, their family will not be allowed to charge any more meals. The child(ren) may eat by paying cash for that day's meal or bringing a sack lunch. They will be denied the opportunity to charge meals until their account has been taken care of.

If receiving payment in a timely manner is a chronic problem, the family may be denied the privilege of charging any meals altogether. **Report cards will not be distributed for any child with a delinquent lunch bill.**

BOE Adopted

August 9, 2001

STUDENT LOSSES:

Students are urged not to leave money, jewelry, or anything of value in their desks, in the gym, or in the locker rooms at any time. If you do, you do so at your own risk. We are sorry to report that several valuable articles were lost in past years. The school cannot be responsible if such things disappear. Articles left in the school which are not claimed will be disposed of within a reasonable length of time. Please report to the office **IMMEDIATELY** if you have lost any articles of clothing, etc. Please label your clothing and other possessions. Many articles are lost unnecessarily each year because they aren't labeled.

STUDENT VISITATIONS:

Students are welcome to bring a friend to visit their classroom for **no longer than one (1) hour at a time**, unless special circumstances which the teacher and principal must approve. Please clear all visitations with the teacher and principal prior to the time of the visit.

BAND, VOCAL MUSIC, AND PHYSICAL EDUCATION:

All students who participate in band, vocal music, and PE are to remain with their respective groups until the entire group is ready to return to the classroom. When everyone in the group is ready then the group will return to the classroom. Those students who forget their music, horn, or PE clothes will sit with their group during instruction in band, music, and PE. All PE students will remain in the gym until everyone is dressed and ready even though you have been unable to participate. If you can't participate in PE for some reason, you must have your parents/guardian write a note prior to the class and give the note to the PE instructor. All Students are required to wear clean tennis shoes for physical education class. All students should keep an extra pair of clean tennis shoes at the school.

ACCIDENTS:

There is a possibility that you may hurt yourself during the school day in PE class, on the playground, or during an extra-curricular activity. If you are hurt, you are to do the following,

1. Report all accidents to the supervising teacher or coach.
2. Report all injuries to the principal's office. If medical attention is needed, your parents/guardians will be notified immediately and first aid procedures for treatment will be followed.
3. An accident report will be filled out and kept on file in the office.

GYM:

The gym is "off limits" to all elementary students, before and after school each day, unless supervised by an adult. Elementary students will not be allowed in the gym anytime when there is high school basketball, volleyball, and / or wrestling practice or when the football team or track squad is working out indoors unless they are a part of the team. The only time K - 6 students will be allowed in the gym during the regular school day is when an elementary teacher/coach supervises them.

BIRTHDAY PARTIES AND AFTER SCHOOL OUTINGS

Any student wanting to hand out invitations for a birthday party cannot give out the invitations in school unless everyone in the class or all the same gender in that class is being invited to the party. The teacher and/or principal must also be notified before handing out the invitations. Student will not be allowed to give birthday presents to other students during school. The school also asks parents to notify the office or teacher with a note if their child will be attending a birthday party.

SCHOOL PARTIES AND DANCES:

All parties and school dances must be cleared through the principal's office. Parties must be well planned and well organized. Care of equipment and of the building should be stressed in planning. Groups should leave the room/building clean and tidy when they leave. Teachers / sponsors must work with the particular group that is putting on the party or dance to insure proper supervision.

School parties may be held on Halloween, Christmas and Valentine's Day. Fall Festival and Valentine's parties are for students in grade K - 6. The Christmas party is for all students in grades K – 6.

BICYCLES:

Students may ride their bikes to school on good weather day. Students should park the bikes at the bicycle rack on the south side of the building near the playground.

Wessington Springs School District Acceptable Use Policy (AUP)

The superintendent, along with the Technology Committee, is responsible for the system-wide implementation, review, and evaluation of this policy. Principals are responsible for building-level implementation, review, and assessment.

This Acceptable Use Policy covers all school district equipment used on and off school premises. All users of technology will be informed of expectations, responsibilities and consequences related to technology use prior to gaining access to the equipment.

Code of Ethics

Users of technology are responsible for appropriate behavior on school technology networks just as they are in a classroom or a school activity. Access to electronic resources is provided in order for students and staff to complete educational activities and to communicate with others. Technology users are expected to act in a considerate and responsible manner and are expected to abide by the following.

1. Use school facilities and equipment only for school-related, educational activities. This includes, but is not limited to, the use of the Internet, e-mail, local school networks, and other electronic and online resources.
2. Be courteous and use appropriate language. Do not harass or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity, obscenities, sexually explicit, or offensive materials.
3. Protect privacy and safety by not disclosing such personal information as telephone numbers, addresses or passwords. The use of other's passwords is forbidden.
4. Recognize and respect the intellectual property of others, for example, do not tamper with, copy, or download files without permission.
5. Adhere to Federal copyright laws and publishers' licensing agreements.
6. Install only software licensed to Wessington Springs Schools for use on its computer systems only after permission has been granted by the technology coordinator or the administration.
7. Only the technology coordinator, administration, and/or teachers may uninstall software on school technology equipment.
8. Respect the integrity of the network system. Do not tamper or alter the system in any way that would disrupt the network.
9. Report suspected computer viruses or other problems immediately so that action can be taken and damage can be minimized.
10. Use equipment responsibly. Do not damage in any form or manner hardware, electronic systems, or networks.
11. Conserve resources, including but not limited to, file storage space, bandwidth, online time, toner, and paper.
12. Do not use the equipment or network system to sell merchandise or operate a business.

Areas of Responsibility

Users of technology in the Wessington Springs School District are responsible for various areas of that technology use. Areas of responsibility for the school district, administration, staff, and students are as follows.

1. School administrators are responsible for informing school staff of the policy guidelines as outlined in this policy.
2. School staff is responsible for informing students and their parents of the policy guidelines as outlined in this policy.
3. School staff is responsible for providing guidance and monitoring students' technology use.
4. All technology users are responsible for reviewing and abiding by the guidelines of this policy.
5. Authorized Wessington Springs School District personnel may review files and communications to maintain system integrity. All users should assume that electronic communications and storage are not private, permanent, nor necessarily secure.
6. Wessington Springs School District is not responsible for any unauthorized access or damages resulting from the loss of data, delays, service interruptions, or accuracy or quality of information obtained through its electronic resources.
7. Wessington Springs School District is responsible for maintaining electronic communication networks in compliance with State and Federal telecommunications laws and regulations.
8. Wessington Springs School District is not responsible for students or staff use of technology resources outside of school. However, staff or students may be disciplined for any technology use

whatsoever that negatively affects the Wessington Springs School District or that negatively affects the ability or fitness of any staff person to effectively serve the school.

Internet and other Wide-Area Networked Resources

The Wessington Springs School District will deploy a wide-area network that will allow staff and students to communicate with each other and throughout the world. Additionally, this network will provide the staff and students with access to a multitude of administrative and instructional resources.

Staff and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is accurate and some material is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and that access of such resources will not be permitted.

The school district will provide a computer interface to Internet services that student should use in accessing instructional and reference material on the Internet using various search and retrieval tools. Students and parents should be aware that inappropriate materials could be encountered during student research required to achieve valid instructional objectives, and that if such inappropriate materials is inadvertently encountered it shall be disengaged from immediately. Students and teachers will be instructed in the necessary procedures of evaluation for valid and reliable resources and information.

Ownership of Software and Data

Software purchased by the school district for educational purposes will be owned by the school district and loaded on school district owned computers. Faculty and students may use the software for educational purposes.

The school district will respect the copyright rights of students and staff.

1. Students own the copyright of their creative work, including works created using district resources. The Internet agreement signed by parents will include a request for permission from parents to post student work on the Internet. All student work posted on the Internet will contain a copyright notice indicating the ownership of that work by the student.
2. District staff shall own the copyright to works created outside the scope of their employment responsibilities and without the use of district resources. District staff may post such work to the district web site to facilitate access by students and/or staff. By posting such work to the district's web site, the staff member will grant permission for any staff member or student within the district to freely use such work.

3. The district shall own the copyright on any works created by district staff within the scope of their employment responsibilities.

The district will provide instruction to staff and students on their rights and responsibilities with respect to the copyright ownership rights of others.

No materials may be disseminated through the district Internet system or posted on the district website unless the material is original, in the public domain, used in accord with the fair use provisions of the copyright law, or is disseminated or posted with permission of the copyright owner.

Inappropriate Material and Technology Use

Wessington Springs School District recognizes that users may encounter materials that could be viewed as inappropriate and non-educational. Therefore, provisions have been made to direct and monitor student use through the use of filtering software. The school district's filtering is in compliance with the Children's Internet Protection Act and the Code of South Dakota. Fortinet and SDN manage the filtering device. Local technology coordinator, after consultation with administration and staff, can manage additional Internet sites. However, it continues to be the responsibility of the individual user not to initiate access to inappropriate material or to initiate the inappropriate use of technology. The following guidelines refer to inappropriate material and technology use.

1. Technology will not be used for political or commercial purposes.
2. The use of electronic mail in any manner that is contrary to school district policy is prohibited.
3. There will be no use of profanity or other inappropriate language in electronic communication.
4. Any use of the technology that disrupts the educational and administrative goals of the school district is prohibited.
5. The use of a school district account by anyone but the authorized owner is prohibited.
6. The reproduction of copyrighted material without explicit permission is prohibited.
7. The access of material that has been deemed inappropriate for school use is prohibited. Should students encounter such material by accident, they should report it to a staff member immediately.
8. Technology users are expected to remain within the allocated disk space and delete files that take up excessive storage space.
9. Downloading or installing any commercial software, shareware, or freeware onto network and/or local drives or disks, unless given written permission from the technology coordinator, is prohibited.
10. The use of any form of chatting, instant messaging, free email services, social networking (such as, Facebook, Myspace and Bebo), and any type of peer-to-peer or other forms of file-sharing services without the express written consent of the technology coordinator and/or instructor is prohibited.
11. The use of proxy servers and other technology to bypass the school's firewall is prohibited.

Technology users must be aware that network and local storage areas may be treated like school lockers. The technology coordinator and school administrators may review communications and/or stored data and files to maintain integrity system-wide and ensure that students are using the system responsibly. This applies to the network, equipment hard drives, memory sticks, and other storage media owned by the school.

Consequences for Inappropriate or Illegal Use of Technology

Technology users are expected to follow the guidelines of this policy. The procedures for users who do not follow these guidelines are listed below.

First Offense: The student will be given a verbal warning and told that his/her parents or guardian will be notified by letter of the infraction. The teacher and/or administration will send a letter to the parents/guardians.

Second Offense: The student will receive suspended privileges for one week.

Third Offense: The student will receive suspended privileges for the rest of the year.

Major Offenses: The Wessington Springs School District realizes that some offenses may be so major that immediate, drastic action may need to be taken. These major offenses would include technology use that is considered illegal. If this should occur, the technology user will immediately lose all rights and privileges for the use of technology and appropriate administrative and/or legal action would be taken.

Special thanks to the following schools for the help in designing the AUP by having excellent policies currently written.

Arlington Public Schools, Virginia

<http://www.arlington.k12.va.us/schools/woodlawn/staff/brosiusc/AUP/index.htm>

Needham Public Schools, Massachusetts

<http://www.needham.k12.ma.us/AUP/netiquette.html> Eugene School District,

Oregon

<http://www.4j.lane.edu/4jnet/privacyguide.html>

PUBLIC COMPLAINTS:

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

- 1. Teacher**
- 2. Principal**
- 3. Superintendent**
- 4. Board**

In a complaint, which was presented to the Board and referred back through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to complainant.

Matters referred to the superintendent and/or Board must be in writing and should be specific in terms of the action desired.

Exceptions to this policy will be made when the complaints concern Board actions or Board operations only. (1997)

Please sign to indicate that you have read and discussed this Handbook with your child / children. Return this page to one of the homeroom teachers by Tuesday, September 6.

Thank You,

Student(s) Name: _____

Parent's Signature: _____

Date: _____

COMMENTS: _____

DDN Campus Parent Portal

_____ **I use the DDN Campus Parent Portal.**

_____ **I do not use the DDN Campus Parent Portal.**

In case of a storm where there would be no buses running please give us a name for storm housing in Wessington Springs.

NAME _____

PHONE _____

Cell Phone _____