

Student Handbook

Policy, Procedures and Information



Wessington Springs Middle School & High School
Wessington Springs, South Dakota

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1. Attendance Policy

(adopted April, 2008)

1. The maximum number of times a student may miss a class without losing credit in the class is **7 times** during a single semester.
 - This applies to individual classes that the student is taking. Each individual class attendance will be considered in dealing with this policy.
 - If a student is over 20 minutes late for the class, they will be counted absent for that class period.

Sanction: Once a student has missed his/her 8th class period in an individual class, that student will need to make arrangements with administration to make up missed class time that exceeds 7 class periods. If a student does not make up missed class time they may be subject to not receiving credit for the class.

Interpretations:

1. **Illness:** Each one day illness will apply as one day for attendance purposes. When a student misses two or more consecutive days of class due to an illness and that illness is treated by a physician and the physician verifies the treatment with a signature, that absence will count as only one day of absence as far as the policy is concerned. Verification by other professional medical personnel will also be accepted (example: county nurse).

Other Considerations:

1. **Non-parent/guardian verified illness:** Counts as two (2) absences. Illness not verified by parent/guardian and includes any unexcused absence of any kind.
 2. **Doctor/Dentist Appointments:** Count time/class missed unless absence leads to consecutive days.
 3. **Child Birth:** Same provision as extended illness. Note: This extends to father as well.
 4. **Death in Family:** Counts the same as illness (verified by parent/guardian).
 5. **Visit to Sick Child/Sick Significant Other/Sick Parent/Guardian:** Same provision as extended illness (verified by parent/guardian).
 6. **Illness Related to Pregnancy:** Counts the same as illness (verified by parent/guardian)
2. **Other Extended Absence Provisions** (Count as 1 day absent if verified)
 1. **Legislative Page:** Same as extended illness (verified by host legislator or parent/guardian).
 2. **Trips to Washington DC:** Same as extended illness (verified by parent/guardian).
 3. **State Fair & Other 4-H Activities:** Same as extended illness (verified by parent/guardian). Students attending the State Fair displaying 4-H projects will not be counted absent.
 4. **Other Organized Sponsored Trips:** Example: Farm Bureau, Farmer's Union, Conservation Camps, Boy's & Girl's State, Presidential Classroom, American Legion, VFW, and others. Same as extended illness (verified by parent/guardian).
3. **Absences that count one day missed for each day**
 1. Family Vacations
 2. Work at Home Days
 3. Special Outings: state tournaments as spectators, high school rodeos, and other "personal" leave situations.
 4. Work at "job" days.
4. **Extension Provisions**
 1. Should a family experience difficulties that lead to absences in excess of the maximum, the family can request an extension to the policy from the board of education.
5. If a student is tardy for class, they will stay for 30 minutes after school at the next scheduled Spartan Extra time. (Spartan Extra will be after school time that will be scheduled twice a week from 3:30-4:00, probably Tuesdays and Thursdays to accommodate tardies, late work, and detention.)

6. Procedure after Absence

1. Students need to understand that they are responsible for their schoolwork. When a student is absent, they will have two days for every day absent to make up their work (gone 1 day – 2 days to complete work). Teachers are under no obligation to extend that period of time, but may do so. Students are expected to secure a makeup slip in the office after an absence and return it to the office when each teacher has signed the slip indicating that missed schoolwork has been completed.
2. Students are also reminded that they need to notify the office and their instructors prior to an absence, whenever possible.
3. When a student is aware they are going to be absent, they are expected to makeup schoolwork in advance of their absence.
Note: The signature of a teacher on a makeup slip does not always indicate that the work is done. It only indicates the teacher has given permission to the student to miss class.

7. Day of an Activity

1. Students are required to be in school the entire academic day of an activity if they expect to represent WSHS in an activity that day or night.
 - a. Provision of this policy will NOT be waived unless the school knows of the absence prior to the end of 1st period (9:00 am) of the school day the activity is scheduled and it is approved by the high school principal.

8. Day after an Activity

1. 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 WSHS is not acceptable. If a student misses school the day after an activity, they will not be allowed to represent WSHS in the next activity in any season they might be participating in. A student has one sick absence before they cannot compete or perform.
 - a. The only exception is that if the school knows that the student will be absent prior to the end of 1st period (9:00 am) on the day after the activity or if sick and sent home by the office, the student is excused from this provision.
 - b. For purposes of this provision: Parent/guardian 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.

9. NOTIFICATION OF PARENT/GUARDIANS:

1. Parent/guardians will be notified when a student misses their fourth (4th) day of any class during the semester. The notification will include an explanation of the policy.
2. Parent/guardian will be notified by phone and mail after a student misses their seventh (7th) day of school. This notification will be an informal notification that one more absence will result in loss of credit

NOTE: Unexcused absence: Any absence not verified by a parent/guardian to the school the day of the absence or when a parent/guardian is unaware of where their child is when contacted by the school.

2. Missing School for a School-Sponsored Activity

When an activity has been scheduled to take students out of school, the instructor/coach must issue a list of students who will be gone to principal and rest of MS/HS staff 3 days prior to event. If students need to miss school time for activity they will need to obtain a make-up slip from the office or advisor/coach and have each teacher initial make up slip. Students will need to present make-up slip to advisor/coach upon leaving school. (Arrangements may be made to turn in make-up slip to office by advisor/coach and office). Make-up slip must be initialed by each teacher whose class they will be missing.

3. Detention

Detention is a disciplinary reminder to students short of being suspended (in or out of school) or expelled from school. The principal will assign the time and place of detention. The principal will also set the length of the detention. When placed in detention, the student will be responsible for notifying the parent/guardian.

4. In-School Suspension

In-school suspension is also a disciplinary reminder to students short of being suspended or expelled from school. The principal's office will notify students when, how long, and why they will be spending time in in-school suspension. When placed in in-school suspension, the principal's office will notify the parent/guardian.

5. Leaving School

Students who have legitimate requests will be allowed to leave the building during the school day. The "leave" must be approved through the principal's office.

6. Restroom Usage

Usage of restrooms will normally be limited to time between classes. Teachers may allow students to use the restrooms during class time on a limited basis or when an emergency arises.

7. Driving Policy

Students who drive motor vehicles to school will not be allowed to drive said vehicles (or someone else's vehicle) during the noon break.

1. Student vehicles are not to be moved during school hours unless the superintendent or the principal gives permission to the student (see Sanctions for Noncompliance below).

Sanctions for Noncompliance:

1. 1st offense: Two hours of after-school detention.
2. 2nd offense: Three day in-school suspension.
3. 3rd offense: Hearing before board of education.

8. Cell Phone Usage

Students are allowed to have cell phones in school. Cell phones should be put on silent when entering school. If a student takes cell phone to class, they need to put cell phone in pouches hanging near door. Cell phones are not to be used inappropriately or cause distraction.

- First infraction – teacher will take cell phone for remainder of the class period.
- 2nd infraction – cell phone given to principal. Student can pick up at end of day.
- 3rd infraction – cell phone given to principal. Meeting with student and parents.

Parents that need to contact their child during school hours are encouraged to call the MS/HS office at 539-9391.

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

9. Tobacco

The use of tobacco products is discouraged among students. The Wessington Springs Schools are “smoke free”. Use of tobacco products by students is not allowed. Any student violating this provision will be subject to reprimand, detention, or possible suspension from school. The use of tobacco products also directly affects participation in extra curricular activities. This provision applies to usage by students at school or school-sponsored functions.

10. Alcohol and Other Drugs

Just as no employee of the school district would be allowed to appear in school in the possession of or under the influence of alcohol or other drugs, neither will students be permitted the same. Any student who is in possession of or under the influence of alcohol or other drugs may be subject to immediate suspension from school. Said possession or influence shall include school buildings, on school grounds, at school functions or activities, even if held in other communities and schools. The use of alcohol and other drugs also directly affects participation in extra curricular activities.

If the school is notified by authorities that a student has received a drug and/or alcohol violation, the school will contact the states attorney and the student be suspended from extra-curricular activities according to board policy.

11. Academic Dishonesty

Cheating

Cheating is to gain an unfair advantage on an assignment by presenting work that is not entirely their own. The penalty for cheating is a score of a zero for the assignment and referral to the administration, which may result in further disciplinary action. The teacher concerned will also notify parents.

Plagiarism

Plagiarism occurs when a student presents another person’s work as his or her own. This includes copying in part or whole from any source, without acknowledgment of authorship. Plagiarizing someone else’s ideas is perceived as stealing their intellectual property. Whether it is intentional or not, it is taken as a serious matter in any educational institution.

To avoid plagiarism, make sure you acknowledge the source of any material you use which is property of someone else. Your teachers and this guide will show you how to do this.

1. Exact words from a source must be put in quotation marks and the source acknowledged.
2. Even if you reword a passage, you must give credit to the source.
3. Even if you summarize a passage, you must give credit to the source.

The intention is to acknowledge your use of ideas originating with someone else.

Your teachers may use tools such as “turnitin.com” to identify plagiarism.

The penalty for plagiarism is a mark of a zero for the offending assignment and referral to the administration, which may result in further disciplinary action.

The teacher concerned will also notify parents.

- If two students submit the same work in part or whole, and it is done with the consent of the original writer, the student who did the original work and the student who copied will both receive zero marks.
- Self-Plagiarism, a student will need to receive permission from each teacher to use the same work in more than one class or assignment.
- Students avoid possible plagiarism of their work by not allowing others to access it. If a student intentionally allows others to access their work, such as handing over a copy on a storage device or by email, and their work is copied in whole or in part, they will also be penalized.

12. Activity Tickets

All MS/HS students are required to purchase an activity ticket. The activity ticket only costs \$5.00 and will allow student admission into all home activities excluding tournaments and musicals.

13. Conduct and Appearance

WSHS students have an excellent reputation when it comes to conduct and appearance. Students will not be allowed to wear the following:

1. Head coverings.
2. Clothing advertising alcohol, other drugs, or tobacco products.
3. Clothing with sayings or quotes that are considered inappropriate by the administration or members of the staff.
4. Clothing that causes a distraction or disruption.
5. Clothing characterized as unsanitary.
6. Clothing that presents a safety hazard.

Note: Exceptions to rule #1 are occasionally made on special occasions.

While at school students are to keep hats, caps and jackets/coats in their assigned locker. Hats/caps are not to be worn in building. If worn in the building they will be taken by staff and kept in Principal's office until end of day.

14. Caution to Students - Losses

Students are reminded and urged not to leave money, jewelry or anything of value in their backpacks, desks, or lockers at any time. If you do so you run the risk of having these types of items stolen. The school cannot be responsible for items stolen. Students must keep backpacks and purses in their lockers if they choose to bring them to school.

15. Note to 18-year-olds

You, upon your 18th birthday, will have the same freedoms and responsibilities as an adult. State law requires schools, however, to enforce the same rules on all students, regardless of age.

16. Student Due Process

If you feel for any reason you are not given due process in any situation, you have the right to come to the principal's office and inspect the student due process rules that are on file.

17. Honor Roll

At the end of each grading period, an honor roll list will be made containing the names of students who average "B" or better for their academic classes. GPA (grade point average) is determined on the basis of the grade in each academic subject by using a 4-point scale, i.e. A-4, B-3, C-2, D-1, F-0. Students who receive a "D", "F", or "I" on their report card in any class are not eligible for the honor roll. Specifically, WS MS/HS honors scholastic achievement as determined by the following criterion:

1. Gold Honor Roll requires 3.50 - 4.00 gpa.
2. Blue Honor Roll requires 3.00 - 3.49 gpa.

18. Minimum Class Load

All full-time students shall enroll in a minimum of 7 courses, unless they are enrolled in an Advance Placement Course. The principal must approve any variance from this policy. South Dakota law requires 22 credits to graduate from high school.

19. Course Drop and Add

All students register in the spring for the fall and winter semesters and their parent/guardians must sign the registration forms, thus no students will be allowed to drop and add a different class without permission from the principal, teacher, and parent/guardian. Exceptions will be made when conflicts in scheduling arise. If a student is allowed to drop and add a class, it must be completed before the end of the third day of the school in the 1st semester or before the start of the 2nd semester. All course work missed due to changes in scheduling must be made up as required by your instructor.

Students who enroll in full-year courses are not permitted to drop the subject at semester break. The exception to this policy shall be when, in the best interest of the student, teacher, principal, and parent/guardian agree that the class can be dropped.

20. General Building Information

The MS/HS school building opens daily at 8:00 am during the school year and closes at 4:00 pm. Activities that go beyond 4:00 pm are under the supervision of an instructor/coach. An adult must supervise students wishing to use the building at other times.

21. 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/or 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 a 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 the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. 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 the community are required to report alleged violations to the 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 and /or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

22. School Bus Regulation

Students who ride a school bus are always under the supervision of the driver, who has as much authority as any school official. The driver has the safety of occupants to consider and misbehavior cannot be tolerated. Students in activities are expected to ride to and from these events on school transportation. Parents and guardians may remove students from school transportation if they furnish a written note to the supervisor of the activity. Students will not be allowed to ride with others students unless prior arrangements have been made and approved by school personnel.

23. School Lunch

Meals will be served every day school is in session. Lunch count is taken with attendance at the beginning of the school day. Students are asked to try and make sure lunch count is accurate by indicating whether they will eat or not. Students are asked to lineup in an orderly fashion to receive their lunch. Students are also asked to keep noise level to minimum level as cooks need to be able to communicate with one another and with students. In accordance to Obama lunch program (2012) students will be getting size of portions according to their grade level. Grade level groups are as follows: K-5, 6-8, and 9-12. Also according to Obama lunch program students will only get seconds on main course items if they pay for them at the window. The cost of getting seconds will range from \$.50 to \$1.00. Lunch Prices: PreK-4th - \$2.35; 5th-12th \$2.65; Adults - \$3.90.

24. 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.

25. Public Complaints (School Board Policy Manual)

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
- (See Appendix – Chain of Communications)

If 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.

26. Dual Sports Policy

The Wessington Springs School District 36-2 encourages student participation in extra-curricular activities.

Due to the fact that our school is getting smaller and we are classified as a "Class B" school in all activities, we will allow students to participate in two non-credited extra-curricular activities during the same season.

With the addition of cross-country, in the 2005-2006 school year, this policy allows students to be out for two non-credited extra-curricular activities during the same season, the following rules will apply:

1. If a student is out for football cheerleading and volleyball, the volleyball game will have precedence.
2. If a student is out for cheerleading and a winter sport at the same time, the winter sport has precedence.
3. If a student is out for any two sports at the same time, arrangements will be made between the two coaches and the athletic director.

The above rules do not apply when a student is in Middle School (6-8) provided that the student is not on a varsity team. Participation in activities such as music, drama, speech or school-sponsored clubs are not included in this policy

27. High School Assignment Policy

- At the beginning of each week teachers will notify Principal's office of any students that are failing or incomplete in their coursework.
- If a student has a combination of 2 or more failing grades or incompletes they will not be allowed to participate in extra-curricular events that week. (students that fix their incompletes with passing grade could become eligible immediately)
- If a student has failing grade or incomplete they will not be allowed to leave school that week for a school activity. (The exception is if the school activity is for a class and is graded).
- If a student has a failing grade or incomplete at beginning of week they will be required to stay after school twice that week from 3:30-4:00 at the Spartan Extra times. (Failure to comply could result in further consequences including suspension)
- (Spartan Extra will be after school time that will be scheduled twice a week from 3:30-4:00, probably Tuesdays and Thursdays to accommodate tardies, late work, and detention.)
- **If a senior is not going to meet graduation requirements** by graduation date, the student, parents, teacher, and two administrators will meet to devise a plan for student to finish schoolwork necessary to graduate.

28. 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 school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the 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 the 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 any device, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such

conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of 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.

29. Credit Recovery

Credit Recovery

Students who are in jeopardy of not graduating due to failed coursework will be presented options of online credit recovery. It is not the intent for credit recovery courses to replace existing course offerings at WSHS. This option will be presented by the Principal/Curriculum Director to the student and parents

Distance Education

To provide students with educational opportunities aligned with their career paths, WSHS may supplement course offerings through distance education providers e.g. Dial, Florida Virtual School, Edgenuity etc... WS school district will bear the cost of distance education courses approved by the administration as they align with the student's career path, can be accommodated logistically, can be afforded fiscally and can be transcribed to meet Wessington Springs School District and SD State graduation requirements.

Offsite Distance Education

To provide WS MS/HS students who do not regularly report to the attendance center (homeschooled students, open enrolled students) with educational opportunities aligned with their career paths via distance education providers e.g. Dial, Florida Virtual School, Edgenuity etc... Students must be enrolled by the 3rd Friday of September. WS school district will bear the cost of distance education courses approved by the administration as they align with the student's career path, can be accommodated logistically, can be afforded fiscally and can be transcribed to meet the Wessington Springs School District and SD State graduation requirements.

Post – Secondary Education

As students close in on meeting their graduation requirements, they are sometimes provided with the possibility of taking post-secondary coursework for dual credit. WS school district will pay full tuition and books of post-secondary courses for students in order fulfill SD DOE graduation requirements and approved by administration.

WS school district will offset the cost of tuition and books for post-secondary courses approved by the administration as they align with the student's career path, can be accommodated logistically and can be afforded fiscally. WS school district will pay up to \$300 for an approved post-secondary course that is completed and passed with a C grade or above. A check from the parents or student for the amount of the tuition will be submitted to the school prior to the start of the course.

Off campus courses will be graded on a 10 point scale.

A+ = 97-11	C+ = 77-79
A = 93-96	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
	F = Below 60

Unless a letter grade is assigned by the organization/institution.

- Driving at Lunch – The student must have a permission slip signed by parents/guardians
 - Cannot give underclassmen a ride
 - Must be back to school on time the period following lunch

30. Senior Privileges

- Senior Workroom
 - Seniors must ask permission from BOE
 - Must have permission slip
 - Cannot be on Spartan Extra Time list
- Open Campus
 - Seniors must ask permission from BOE
 - Second Semester

31. 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.

32. Tablet Policies, Procedures and Information

The focus of the Classroom Connections (One-to-One Tablet Program) at Wessington Springs High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty first century students is the tablet. The individual use of the tablet is a way to empower student to learn at their full potential and to prepare them for the real world of college and the workplace. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from the director of learning to a facilitator of learning. Classroom Connections (One-to-One Tablet Program) integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this section of handbook apply to all tablets or other forms of technology used on or off the premises of Wessington Springs High School. All users of technology will be informed of expectations, responsibilities and consequences related to technology prior to gaining access to the equipment.

Teachers may set additional requirements for technology use in their classrooms.

33. Receiving Your Tablet

Tablets will be distributed each fall on a date designated by the administration. Parents will attend a Parents' Night prior to school each year. At this meeting, school personnel will present information on Internet safety and the use of the tablet. Parents and students must sign and return the Use of Technology Student Agreement and Parent Approval Form along with a \$75.00 user's fee before the tablet will be issued to the student.

Students will return their tablets at the end of each school year for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled at Wessington Springs MS/HS.

33.1. Taking Care of Your Tablet

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the technology coordinator or the principal.

33.1.1 General Precautions

- * No food or drink is allowed next to your tablet while it is in use.
- * Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- * Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- * Tablets should be shut down before moving them to conserve battery life and prevent overheating.
- * Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of Wessington Springs School District.
- * Tablets must never be left in a car or any unsupervised area.
- * Students are responsible for keeping their tablet's battery charged for school each day.

33.1.2 Carrying Tablets

The protective cases provided with the tablets have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the tablet. The guidelines below should be followed:

- * Tablets should always be within the protective case when carried.
- * Carrying cases may hold lightweight objects, such as notebooks, but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen.
- * Students are to put **NO** books in the tablet carrying case.
- * The tablet must be turned off before placing it in the carrying case to avoid overheating.

33.1.3 Screen Care

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- * Do not lean on the top of the tablet when it is closed.
- * Do not place anything on the tablet that could put pressure on the screen.
- * Do not place anything in the carrying case that will press against the tablet.
- * Do not poke or write on the screen with anything other than the tablet's stylus.
- * Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- * Clean the screen with a soft, dry cloth or anti-static cloth.

33.2. Using Your Tablet at School

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed using the tablet. Students must be responsible to bring their tablet to all classes.

33.2.1 Tablets Left at Home

If students leave their tablet at home, they must immediately phone parents to bring it to school. If the student does not have the tablet in classes that day, the homework policy will apply. The tablet is an essential tool for learning at WS MS/HS, so students need to have it in all classes each day.

33.2.2 Tablet Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair with the technology coordinator.

33.2.3 Charging the Tablet's Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action.

In cases where the use of the tablet has caused batteries to become discharged, students may be able to connect their tablets to a power outlet in class if it does not interfere with traffic flow in the classroom.

33.2.4 Screensavers

When a student receives Award Privileges to personalize their display settings and backgrounds, the following will apply:

- * Inappropriate media may not be used as a screensaver.
- * Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- * Passwords on screensavers are not to be used.
- * Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

33.2.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

33.2.6 Printing

Students may use any printers listed on their print menu, but they need to be aware of the printer that they are using and retrieve any printed materials.

Since each student has a tablet, access to the network, and courses in WebCt, printing should be kept to a minimum. Most work can be completed electronically and submitted to teachers electronically. For printing purposes each student will be given a printing account of \$15.00 for each semester. Students will be charged the following rates for printed copies.

- * \$0.10 for each copy from a laser black and white printer
- * \$0.25 for each copy from a laser color printer
- * \$0.50 for each copy from an inkjet color printer

Each student's account will be visible on the desktop of their tablet and will give an up-to-date account of printing costs. . If the entire amount is not used during the first semester, it will be rolled over for use during the second semester.

33.3. Managing Your Files and Saving Your Work

33.3.1 Saving to My Documents

Students will be logging onto the school's network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

The tablets are set up with a **My Documents** folder in which students should save their work. The **My Documents** folder will automatically save a copy of all student documents saved to the **My Documents** folder to the high school server when they shut down their tablet. When a student adds a document to the **My Documents** folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the **My Documents** folder may be created or added by the student. This is recommended for organization of work in various courses. All student work should be stored in one of the **My Documents** folders.

Only files stored in the **My Documents** folder will be automatically backed up and saved. Student work saved to a different location on the tablet will not be saved to the high school server.

33.3.2 Saving Data to Removable Storage Devices

Students should also backup all of their work at least once each week using removable file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Tablet malfunctions are not an acceptable excuse for not submitting work.

33.4. Software on Tablets

33.4.1 Originally Installed Software

The software originally installed by the Wessington Springs High School must remain on the laptop in usable condition and be easily accessible at all times.

The tablet is supplied with HP and Toshiba's proprietary version of Microsoft Windows 7 Professional operating system and with additional software. Licensed software provided with all tablets includes:

- * Adobe Reader
- * Microsoft Internet Explorer
- * Microsoft Office 2007 including Word, Excel, Access, OneNote, PowerPoint and Publisher
- * Google Earth
- * Quicktime
- * Java
- * Flash Player
- * Shockwave Player
- * Symantec Endpoint Protection
- * PaperCut
- * VLC Media Player
- * FormatFactory
- * Synchroneyes

Additional software for use in a particular course will be added when students are enrolled in the course. The licenses for this software require that the software be deleted from the tablets at the completion of the course.

33.4.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

33.4.3 Additional Software

Students will not be able to run additional software on their tablets. The software necessary for educational purposes has been identified by the administration and staff and has been loaded on all student tablets.

33.4.4 Inspection

Students may be selected at random to provide their laptops for inspection.

33.4.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technology coordinator will copy all files in the **My Documents** folder. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the **My Documents** folder. The school does not accept responsibility for the loss of any software deleted due to a re-format or re-image.

33.5. Acceptable Use

The following guidelines are a summarization of guidelines from the Wessington Springs Acceptable Use Policy (AUP).

33.5.1 General Guidelines

- * Students will have access to all available forms of electronic media and communication that is in support of education and research and in support of the educational goals and objectives of the Wessington Springs School District.
- * Students are responsible for their ethical and educational use of the technology resources of the Wessington Springs School District.
- * Access to the Wessington Springs School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Wessington Springs School District Acceptable Use Policy.
- * Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- * Any attempt to alter data, the configuration of a tablet, or files of another user, with the consent of the individual, administrator or technology coordinator, will be considered an act of vandalism and subject to disciplinary action.

33.5.2 Privacy and Safety

Students will follow the following privacy and safety guidelines in addition to those identified in the Wessington Springs Student Internet Privacy Policy.

- * Do not go into chat rooms or send chain letters.
- * Do not open, use, or change computer files that do not belong to you.
- * Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- * Remember that storage is not guaranteed to be private or confidential.
- * If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher, principal or technology coordinator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

33.5.3 Legal Propriety

- * Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- * Plagiarism is unethical and illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- * Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

33.5.4 E-mail

Students will have access to a state e-mail account and to specific course e-mail accounts through WebCt. These guidelines should be followed for use of e-mail accounts.

- * Always use appropriate language.
- * Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- * Do not send mass e-mails, chain letters or spam.
- * Maintain high integrity with regard to e-mail content.
- * No private chatting during class.
- * E-mail accounts are subject to inspection by the school and state.
- *

33.5.5 Consequences

The student in whose name a system account and/or tablet is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Wessington Springs School District will result in disciplinary action as outlined in the Wessington Springs School District Acceptable Use Policy and the Use of Technology Student Agreement and Parent Approval Form.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

33.6. Protecting and Storing Your Tablet

33.6.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. Tablets can be identified in the following ways:

- * Record of serial number
- * Individual User account name and password

A photograph of each student's tablet will be taken at the beginning of the school year as a reference point for the condition of the tablet.

33.6.2 Storing Your Tablet

When students are not monitoring tablets they should be stored in their lockers. Nothing should be placed on the top of the tablet when placed in the locker. Students must take their tablets home every day after school, regardless of whether or not they are needed. Tablets are not to be stored in the student's vehicle at school or at home.

33.6.3 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include hallways, bathrooms, and outside; any computer left in these areas is in danger of being stolen.

Unsupervised tablets will be confiscated by staff and taken to the Principal's Office. The following guidelines refer to the retrieval of your tablet

- * First time confiscated – Pay \$0.50
- * Following times confiscated – Pay \$1.00 for each time

33.7. Repairing or Replacing Your Tablet

33.7.1 Warranty

The student user's fee provides the warranty on the tablet. This warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The warranty **does not** warrant against damage caused by misuse, abuse, or computer viruses. Please report all tablet problems to the technology coordinator.

33.7.2 Accident Damage Protection

The tablets are covered against accidental damage. This includes liquid spills, accidental drops, power surges, and natural disasters. The coverage **does not** provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The technology coordinators will assess the tablet damage and the machine will be repaired or replaced at no cost if the damage is determined to be accidental, infrequent, and within the coverage guidelines. Please report any tablet problems to the technology coordinator.

33.8. Fees for Tablet Damage by Misuse or Mishandling

Damage to the tablet may not be accidental and may be caused through intentional misuse and mishandling of the tablet by the student. For this type of tablet damage, the following fee schedule will be used.

	HP 810	4440	2760-2740
Loss of stylus	\$50	\$30	\$20
Loss of power cord	\$35.00	\$34.00	\$35
Damage to tablet case	\$50.00 - \$150.00 (Depends on extent of damage)		
Loss of carrying case	\$35.00		\$20

– Intentional damage to computer RTI, computer repair services actual costs if not covered.

If students consistently cause damage to their tablets, as determined by the administration, they will be denied use of the tablet outside of the school day.

33.9. Tablet Technical Support

The technology coordinator is located in the high school learning center and coordinates the repair work for tablets. Services provided include the following:

- * Hardware maintenance and repairs
- * Password identification
- * User account support
- * Operating system or software configuration support
- * Application information
- * Re-imaging hard drives
- * Updates and software installation
- * Coordination of warranty repairs

Appendix

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>

Wessington Springs Distance Learning (Video-conferencing and Internet-based) Student Policy

Distance education is a means for school districts to provide low-incidence courses that normally would not be offered because of low enrollment or lack of qualified personnel.

Because of the uniqueness of distance learning, certain standards are expected of the students enrolling in these courses. This policy is intended to make both the students and the parents aware of the standards expected of them when participating in such courses.

Students taking courses via distance technologies must be aware that:

1. Insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom, whether that classroom is interactive television or internet-based.
2. Inappropriate language or gestures will not be tolerated.
3. Because of the technology involved, classes may be taped capturing anything the student does or says in the classroom. This applies to all types of distance learning.
4. When taking a course via interactive television, students must sit within camera view at all times when taking a course via interactive television. They must not mishandle the equipment in the classroom. Students will pay the cost of repair or replace any equipment damage he/she is responsible for.
5. When taking a course that is Internet-based, students are responsible for accessing the course on a daily basis and completing the coursework as assigned.
6. Students who miss taking a test need to work with the teacher, along with the local distance education facilitator, to schedule a time for make-up.
7. Student must follow any other classroom rules specified by the teacher.

The following disciplinary action will be taken for students who violate the above rules:

FIRST OFFENSE: *The student will be given a verbal warning. The teacher will send a letter notifying the parents of the infraction. A copy of the letter will also be sent to the principal.*

SECOND OFFENSE: *The student will be removed from the class and lose their Wessington Springs distance education course enrollment privileges.*

Wessington Springs School District Student Internet Privacy Policy

The school district has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications.

The purpose of these guidelines is:

1. To inform school staff, students, and parents of the possible dangers of allowing students to publish identifying information on the Internet;
2. To recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and,
3. To provide a recommended set of guidelines governing how student-identifying information should be allowed in publishing on the Internet.

Elementary and Middle School Students Guidelines

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

The following guidelines shall apply to elementary and middle school students:

1. Only first names should be used in published student work.
2. Pictures that are a part of student publishing should not include identifying information.
3. Under no circumstances should a student's home address, phone number or other personal contact information be included.
4. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address display, not the student's.
5. In special circumstances with parent-signed release, identifying information may be added.

High School Students Guidelines

The above five guidelines also apply to high school students, but there may be circumstances where it might be appropriate for these older students to provide identifying information along with their published work on the Internet. The school district recognizes that high school student publications on the Internet may allow more identifying information to be added if prior approval is received from the parents.

**Wessington Springs School District
Use of Technology
Student Agreement and Parent Approval Form**

The use of technology covers all school district equipment used on and off school premises and is governed by the policies of the district (Acceptable Use Policy, Interactive Television (DDN) Student Policy and the Student Internet Privacy Policy) Complete copies of these documents are available in the Student Handbook. Parents and students are expected to review these documents prior to signing this form.

Student:

I understand and will voluntarily abide by the Wessington Springs School District's policies related to the use of technology. This includes the Acceptable Use Policy, the Interactive Television (DDN) Student Policy and the Student Internet Privacy Policy. I further understand that any violation of this policy will result in the suspension of my technology privileges and school disciplinary action will be taken. I further understand that I may also receive rewards privileges as outlined in the Wessington Springs Student Handbook.

The major guidelines of these policies include:

- The primary purpose of the use of technology is for educational purposes. Technology will not be used for political or commercial purposes.
- The use of electronic mail in any manner that is contrary to school district policy is prohibited.
- There will be no use of profanity or other inappropriate language in electronic communication.
- Any use of the technology that disrupts the educational and administrative goals of the school district is prohibited.
- The use of a school district account by anyone but the authorized owner is prohibited.
- The reproduction of copyrighted material without explicit permission is prohibited.
- 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.
- Technology users are expected to remain within the allocated disk space and delete files that take up excessive storage space.
- Downloading or installing any commercial software, shareware, or freeware onto network and/or local drives or disks is prohibited.
- The use of any form of chatting, instant messaging, free email services, 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.
- The use of social networking sites during the school day is prohibited.
- The use of proxy servers or other technology used to bypass school's filter is prohibited.

The consequences for inappropriate or illegal use of technology are:

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.

Wessington Springs is in a One-to-One Tablet Initiative for students in grades 5-12. The purpose of the initiative is to put a tablet PC in the hands of each student in grades 5-12 for use in the completion of learning activities in classes and at home.

Tablets will be distributed to students in grades 7-12. To cover accidental breakage while the student is using the tablet for educational purposes, students are required to pay a user's fee of \$75.00.

Student Pledge for Tablet Use

I understand that the tablet that I am issued is the property of the Wessington Springs School District and that I am responsible for the proper care of the tablet. In caring for and using my tablet, I will take the following pledge.

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will charge my tablet's battery daily.
6. I will keep food and beverages away from my tablet since they may cause damage to the tablet.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the tablet.
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Wessington Springs School District.
12. I understand and agree to follow the criteria described in the *Tablet Reward System* as described in the *Student Handbook*.
13. I will follow the policies outline in the *Student Handbook* both in and out of school.
14. I will file a police report in case of theft, vandalism, and other acts covered by the user's fee.
15. I will be responsible for all damage and loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, or tablet case in the event any of these items are lost or stolen.
17. I agree to return the District tablet, stylus, and power cords in good working condition.
18. I will not wrap my power adapter.
19. I will not use my school email account for personal use. I will only use my school email account for educational purposes.

Student/Parent/Guardian Computer Agreement

We understand that the school district's technology use is designed for educational purposes. Further, we have reviewed all of the policies related to technology use and hereby give our permission to the school district to provide technology access to my student. We understand the District has policies and procedures designed to keep offensive material from being accessed, however, we realize in spite of these efforts, such exposure may occur, and we are willing to accept that risk in order to allow my child to experience the many unique advantages of the use of technology.

_____ I approve my child's use of technology for educational purposes.

_____ I do not approve my child's use of technology for educational purposes.

I also understand that the school district, at times, may publish student work and activities on the Internet and in other media sources. This might include actual student work or pictures of student involvement in educational activities. If these items are published, the school district will follow the guidelines outlined in the Student Internet Privacy Policy.

_____ Yes, I give my permission for my child's work/activities to be published on the Internet.

_____ No, I do not give my permission for my child's work/activities to be published on the Internet.

I understand that the Wessington Springs School District will provide my child with the use of a tablet PC for completion of learning activities in classes and at home. I further understand that accidental breakage of the equipment in school facilities is covered by the school's contents insurance policy; but, since students also will use the equipment off school property, they will need to purchase additional coverage.

The cost of the coverage is \$75.00 per year with NO deductible this year. This policy will cover all types of accidental breakage, but will not cover loss of stylus, power adaptor or intentional damage to the tablet.

_____ I approve my child's involvement in the One-to-One Tablet Initiative and have attached \$75.00 for the insurance policy.

_____ I do not approve my child's involvement in the One-to-One Tablet Initiative.

I understand that the tablet that I am issued is the property of the Wessington Springs School District and that I am responsible for the proper care of the tablet. In caring for and using my tablet, I will follow the tablet pledge.

Student(s) Name _____

Student(s) Signature _____

Parent/Guardian Signature _____

Date _____

Revised 2014

ACTIVITY TRAINING RULES

Activities that fall under the rules and guidelines set forth in this section include, but are not limited to the following: All athletic events, Cheerleading (squad & competition), Oral Interpretation, & Speech Contests, School Plays, Homecoming Royalty, Music Trips, National FCCLA trips, National FFA trips, National Science Fair, and other school sponsored events and activities not associated with the curriculum. Items not included in this policy are graduation ceremony, band & chorus, FCCLA, FFA, and other activities that are included in the curriculum.

Student grades will be checked weekly. Those students who receive an "F" and/or an "I" (Incomplete) in two or more classes will be suspended from participation in all extracurricular activities included in this policy until the next week. Students can become eligible immediately when incompletes are made up and they receive a passing grade.

Basic activity training rules for all students during the season are as follows:

1. **NO POSSESSION OR USE OF TOBACCO, ALCOHOLIC BEVERAGES, DRUGS OR CONTROLLED SUBSTANCES!!!**

Any violation of the above rule will cause the participant to be **SUSPENDED FROM TEAM ACTIVITIES** as follows: FB-2, BB-4, VB-4, WR-3, TR-3, CC-2, Golf-2. **SECOND VIOLATION** will result in **SUSPENSION FROM ALL SCHOOL ACTIVITIES** for a period of 3 months of the academic year. **THIRD VIOLATION** will result in student being suspended for the remainder of the academic year.

2. Proper conduct is to be displayed in and out of school so that you do not discredit your school, yourself, your parents, and your teammates.

3. All participants are to ride to and from the out-of-town events with the squad/team/group, ***unless written or verbal permission is given by the parents to the coach.***

Any violation of rules #2 & #3 will be dealt with in the following manner:

1st Violation – suspension from all school activities for one week or the next activity.

2nd Violation – suspension from that school activity for the remainder of the season.

4. A student must be inside their home by 11:00 p.m. on weekdays, and 12:30 a.m. on Friday/Saturday nights. Sunday is counted as a weekday.

If a student athlete is determined to be in violation of the above hours, she/he will be disciplined in the following manner:

1st violation: Counseling session with the coach/advisor and parent(s).

2nd violation: Suspension from the next school activity

3rd violation: Permanent suspension for the remainder of that sports season *or next sports season.*

Curfews will only be enforced during school year and events.

STUDENT NOTICE: Your signature on the MS/HS Student Handbook Agreement form indicates you have read and understand the contents of these Activity Training Rules.

The administration will investigate any possible violation that reported in writing or by the local law enforcement.

WS MS/HS STUDENT HANDBOOK AGREEMENT

Student Agreement

I understand and will voluntarily abide by the WS MS/HS Student Handbook that was adopted by the Wessington Springs School District Board of Education. I further understand that any violation of the rules and regulations stated in the handbook may result in school disciplinary action.

Dated this _____ day of _____, 20____ .

Student Signature_____

Student Name (Print)_____

Parent/Guardian Agreement

As parent/guardian of the student who has signed above, I have read and understand the WS MS/HS Student Handbook that was adopted by the Wessington Springs School District Board of Education. I further understand that any violation of the rules and regulations stated in the handbook may result in school disciplinary action against my child(ren).

Dated this _____ day of _____, 20____ .

Parent/Guardian Signature_____

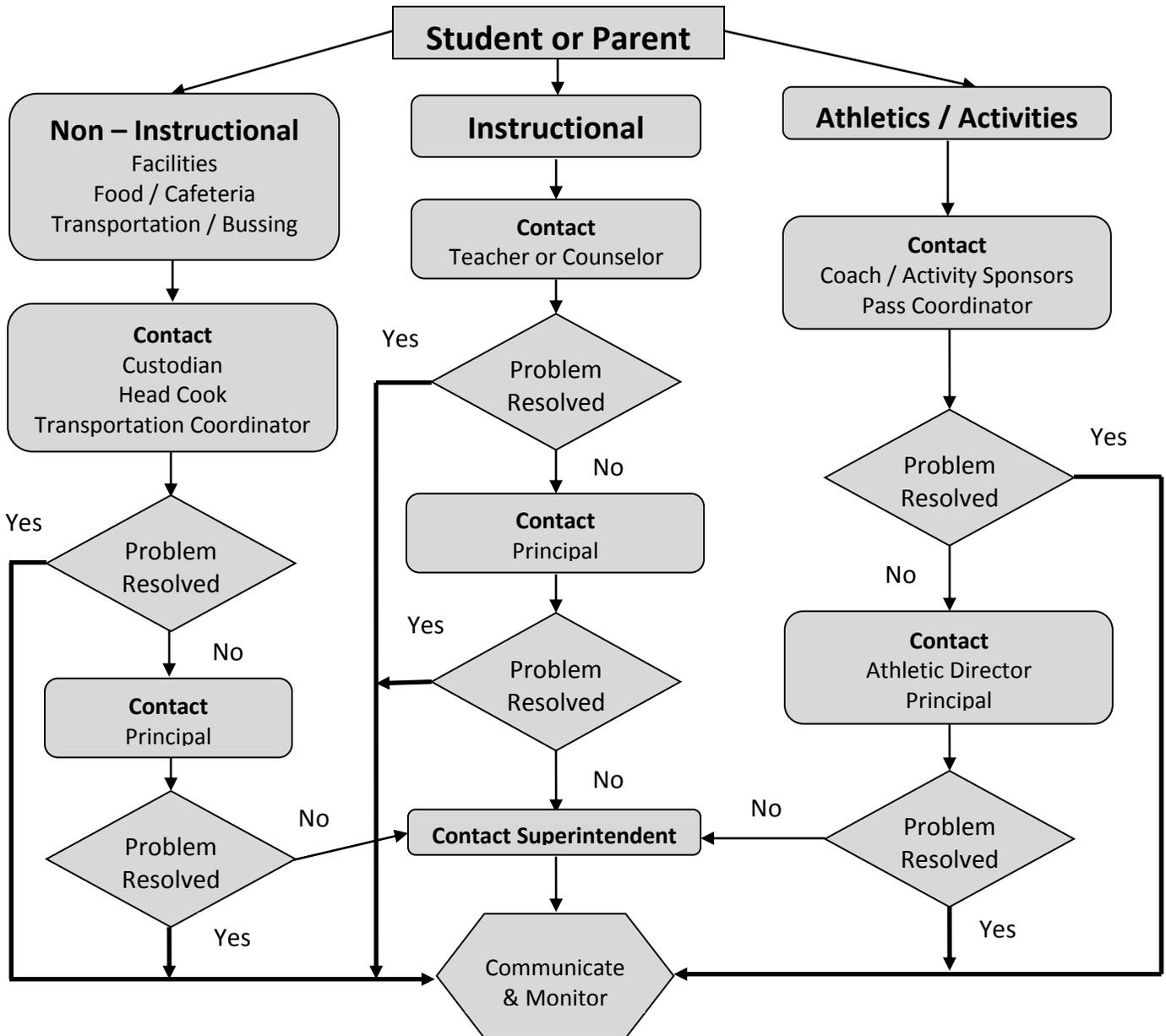
Parent/Guardian (Print)_____

Address_____

Telephone_____

Wessington Springs School District 36-2

Chain of Communication Guidelines



Wessington Springs Schools endeavors to resolve issues within 2 working days

Role of the Board

The Board represents the elected members of the school district in providing direction to the school as follows:

- Policy Making
- Appointment of the Superintendent
- Strategic Planning, Goal Setting and Appraisal

The Board Meets regularly to conduct Board business and to provide a forum for parents and others in the school community to air concerns. It serves as a court of last appeal for disputes within the School.