

WALL SCHOOL DISTRICT GRADES K-5 HANDBOOK



2018-2019

Goals for 2018-2019 School Year

- **Improve communication among home, school, and community.**
- **Provide quality education to prepare students for their future.**
- **Promote respect, responsibility, and accountability among all individuals.**
- **Promote the importance of attendance and being on time.**
- **Recognize and promote ACADEMIC EXCELLENCE.**
- **Be the BEST person I can be.**

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The mission of the Wall School District 51-5 is to empower all students to fully develop their potential to succeed in an ever-changing world. The practices and policies in this handbook were developed and implemented to help the school effectively carry out its mission. Parents, please sit down with your child and go through this handbook. The more you and your child know and understand the contents, the smoother the school year will go.

General School Routine

1. UNLESS A CHILD NEEDS ASSISTANCE IN A CLASSROOM OR WANTS BREAKFAST HE/SHE SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:40 AM. It is extremely important that they do not arrive before this time because this is the time teachers need to prepare for the day.
2. Students not eating breakfast or seeking assistance with schoolwork will be allowed to enter the school at 7:45 am.
3. Please be on time. It is the responsibility of the parents and students to see that students arrive on time.
4. Students may be held after school for a conference, to complete work, or for disciplinary action. If this should happen, the staff member requesting the extra time will notify the parents/guardians.
5. Upon dismissal, students are expected to go home or to the church where they attend religious classes. They may not enter other classrooms or other school buildings without permission from the teacher or appropriate administrator. The High School, Middle School, and Elementary School will be starting school and be dismissed from school at approximately the same times this year. Students are expected to leave the school grounds at this time. Teachers need this time to work with students and/or meet with parents after school.

School hours		
Grade	Lunch	Dismissal
K	10:50-11:10	3:25
1	10:55-11:15	3:30
2	11:00-11:20	3:30
3	11:00-11:20	3:35
4	11:05-11:25	3:41
5	11:05-11:25	3:41

Students are expected to be on school grounds from the start of the day until their appropriate dismissal time. If you wish to have your child leave school for appointments, please send a note with him/her as soon as possible. We need to have these notes on hand for record keeping purposes.

School Traffic

Please observe the following precautions for the safety of the students:

1. Obey the speed limit of 15 miles per hour in areas near the school. We ask that you take extra precaution during the school day as students may be leaving the grounds during arrival, dismissal.
2. Please do not drive on the playground.
3. If students ride bicycles to school, talk to them about the safest ways of doing so. It is not advisable for first or second grade students to bring their bikes or scooters to school. All bicycles should be registered and licensed in compliance with the city ordinances. Bicycles and scooters should not be ridden on the playground because it causes an unsafe situation. They should be ridden to school and parked in the area provided in the rack. **We recommend that the bicycles be locked when placed in the rack.**
4. The school requests that you drop off and pick up your child in the “loop area” located on the east side of the school. The “loop area” is a designated fire lane, so it is important that no vehicles are left unattended. If you need to leave your vehicle for any reason, please use the visitor parking area that is located near the entrance of the school grounds.

Contacting Pupils or Teachers During School Hours

Please call during school hours only when absolutely necessary. Direct phone calls can be made to the office at: 279-2156. Students will not be allowed to use mobile phones during the school day if you need to send a message to your child, please contact the office. Any plans for after school should be made in the morning before leaving for school.

All persons entering the building must report to the office for a building pass. You will not be allowed to see a child or enter a classroom unless you present a pass from the office.

Emergency Information

We encourage you to take some time to review your child's contact information to ensure it is current and accurate.

Please provide any changes in address, telephone number (home and cell), or place of employment in writing so that we may contact you immediately should an emergency arise concerning your child. If you should be out of town and an emergency arises, the person listed in your child's emergency contact will be notified.

Field Trips

Field trips provide an excellent opportunity for the teacher to enrich one or several learning opportunities. If a class wishes to take a field trip it must be in conjunction with a unit to be studied and/or a culmination of a unit that was just completed.

When a field trip is planned for your child's class, the classroom teacher will make all of the appropriate arrangements (time of departure, transportation, communication home, etc.). It is common for parents to take part in their child's field trip activities. Parents who take part in field trips will not receive reimbursement for expenses unless approved by the appropriate administrator prior to the date of the trip.

Attendance Policy

Any time a student is absent from school, he/she must have an excuse written and signed by his/her parent OR the parent must contact the school by telephone.

Students who arrive to school later than 10:00 AM and prior to 12:00 PM will be counted absent one-half day. Students who leave school prior to 10:00 AM will be counted absent for one full day. Students who leave prior to 2:00 will be counted absent one-half day. If you wish to have your child picked up prior to the end of the school day, you must either send a note to the teacher, or an authorized adult must go to the classroom.

Because the Wall School District has a 4-day school week, we ask that you schedule appointments away from the school day (whenever possible). Students are permitted a maximum of five (5) absences per semester, not including funerals, or illnesses & medical appointments which are accompanied by a health-care provider's slip. Any illnesses that are not documented in this way will be counted against the 5-absence rule. Any day absent over five (5) not excused by funeral leave or health-care provider's slip will result in an unexcused absence.

Absences (accompanied by a telephone call) due to severe weather will not apply to the 5-absence rule. However, the students will be counted absent for that day.

For instances involving an excess of five (5) days of absence, appropriate action will be taken. Students may receive zeros for all absences beyond five counted days in a semester.

Make-up Work

When families know that their child will be missing school because of an appointment, family absence or other activities, it is their responsibility to notify the school so they can obtain their work ahead of time. Please give the teachers at least two day's notice to prepare assignments.

If a student is absent, he/she will be given 2 days for each day of absence to make up his/her work. Any work not completed on time will receive a reduced score.

Inclement Weather

In cases of inclement weather, the school will notify the following television and radio stations: KOTA, KEVN/FOX, KKMK, KELO, KNBN. We encourage you to tune in to one of these stations so that you will know the status of our school day. The school will also notify you via the telephone through School Messenger. You may sign up into the Remind account and the Wall School District Facebook page is another place you will be able to find school weather announcements. If school has been cancelled due to inclement weather, it makes sense students not come to school for any reason.

Release Time Classes

In cooperation with the Wall Area Churches, which have requested release time for students in grades K-5, the Wall School District allows elementary students to be dismissed from school each Wednesday afternoon to go to their respective churches for a period of religious instruction. The parents must make a written request for this release time and submit them to your child (ren)'s homeroom teacher(s). Forms are obtained from the church. If during the year your wishes change concerning your child going to church school, please inform the church and school in writing. It is the responsibility of the parent to contact the church if their child (ren) will not be attending church release on any given day. The children attending church release must go directly to their church.

The school provides transportation for the students to church, but parents are responsible for finding transportation at the end of instruction.

Physical Education Classes

Participation in gym class is required for all girls and boys in grade K-5, unless there is a written excuse from the parent for the child for that day. If a student is physically unable to participate for more than one day, the parent should obtain a medical excuse from the family doctor or other healthcare professional and present it to either their homeroom teacher, or the Physical Education teacher. Students are required to wear gym shoes for class. We also request that you purchase shoes that will be kept at school and only be used for gym class.

School Events

We discourage the attendance of grade school students at events- athletic contests, plays, concerts, etc.- unless they come with and remain under the supervision of an adult. During athletic contests held in the gym, we ask that there be no movement out of the gym until there is a break in play (time-outs, quarter/half-time, etc.). If a child's conduct is determined to be unruly, disruptive, or violates school rules, he/she may be asked to leave.

Night Performances

When a public performance is planned in the evening, students have put a great deal of effort into preparing for it. We would expect that your child would want to participate in the performances at night, and that you would want to share in that experience. If, for some reason, your child cannot make a night performance, we ask that the parent/guardian contact the teacher involved.

Progress Reports and Parent Teacher Conferences

Report cards concerning your child's progress will be given to parents at Parent/Teacher Conferences or sent home following the end of each reporting period, which is nine or ten weeks in length. Grades four and five receive mid-term reports at or near the mid-point of the quarter. Parent Teacher conferences are held the first and third reporting periods. The dates will be published in the local newspaper and posted on the district's webpage. If you wish to speak to a teacher concerning your child's progress, **you do not need to wait for parent teacher conferences.** Please contact the teacher so a meeting can be scheduled for a mutually agreed upon time.

Parent Portal

The parent portal is available to the parents/guardians who wish to monitor their child's work. Parents/Guardians are encouraged to obtain their activation key from the school. User names and passwords will stay active while your children attend the Wall School District.

The following steps will help you monitor your child's progress:

1. Go to <https://sis2.ddncampus.net/campus/portal/wall.jsp>
2. Type in your username and password and Click "Log In".
3. On the top of the screen you will see a grey button that says, "SELECT A STUDENT", Click on it and select your child.
4. Once you've selected your child, you will see a menu on the left. Click on "Schedule".
5. You will see the list of classes and the corresponding teacher(s) for that child. You will see an envelope icon that allows you e-mail the teacher. If you see an icon of a tablet and pencil, there are grades entered for that class. Click on the tablet and pencil icon. This will show you the list of assignments, due dates, possible scores, and scores your child has earned.
6. If you have questions about a grade, go back to the student's "Class Schedule" and click on the envelope icon. This will allow you to easily e-mail the teacher with your question.
7. If you wish to inquire about your username and password, or have any questions, call the school.

Honor Roll

Students in grades four and five will be eligible for honor roll awards each quarter. In order to be eligible for the Honor Roll, students must have a Grade Point Average (GPA) between 3.00 and 3.74 with no grades of D or F. In order to be eligible for Principal's Honor Roll, students must have Grade Point Average (GPA) between 3.75 and 4.00 with no grades of C, D, or F. Students (in grades four and five) whose grade point average has increased above the first quarter and other previous quarter grade point averages will be recognized on the improvement honor roll.

The Wall School District participates in the PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE program. This award is presented to the students who show academic excellence in their schoolwork and on national standardized tests. Students also receive awards for excelling beyond unforeseen and/or uncontrollable circumstances.

At the end of the school year, Principal Honor Roll plaques will be awarded to the students who earn a GPA of 3.74 or better all year (no C, D or F). Honor Roll certificates will be awarded to students who earn a GPA of 3.0 – 3.73 all year (no D or F).

If you wish to inquire as to the status of your child’s grade(s), you may log onto the parent portal, visit and/or call the school and consult with your child’s teacher(s).

Health Issues

The office should handle any medication that needs to be administered. **Medications that are to be administered must be brought to the office in the original container accompanied by a note. If a note does not come to school with your child, we will not administer the medication until written permission from the parent/guardian is obtained.**

At times we might have problems with some health problems at school that are contagious. The ones we most often deal with are Head Lice, Pink Eye, Strep Throat, and Ringworm. In order to protect all children at school and the confidentiality of the infected child, the school district policy on these health issues are the following;

1. Head Lice- If your child has head lice, they will need to be treated with a special shampoo that will kill the lice and they may return to school. Sometimes, there are still a few eggs (nits) in their hair after treatment. However, they are supposed to be dead and will comb out eventually. It is very important to get information from the school or the clinic on how to treat this problem, and how to clean any eggs (nits) from your home to avoid re-infestation. If a second infestation occurs, the student MAY NOT return to school until all nits are removed from the hair.
2. Pink eye – This eye infection is very contagious. If a student has this health problem, they need to be on antibiotic drops for twenty-four hours before returning to school or participating in school activities.
3. Strep Throat – The student may attend school 24-48 hours after initiating oral antibiotic therapy (depending on doctor’s instructions), being termed “clinically well.”
4. Ring worm – The students may attend school if the area is under treatment and covered.

We do everything in our power to maintain your child’s confidentiality if a problem such as these occurs. We want to protect the good health of all children at the Wall School.

If you feel that your child is too ill to go outside for recess, you must send a note to your child’s teacher. If your child needs to stay inside for an extended period of time, it may be in your best interest to take him/her to a healthcare provider.

Children’s Health Insurance Program/Student Insurance

If you wish to take advantage of free health care for your child, you may wish to take part in the Children’s Health Insurance Program. It is offered through the Department of Social Services. Because many people do not know about this offer, the State of South Dakota has to turn back thousands of dollars. If you would like to know if you qualify, you can obtain information by calling 1-800-305-3064 or logging on to www.state.sd.us/social/medicaid/chip.

The school participates in an insurance plan whereby the student can, on a voluntary basis, be insured in case of accidental injury while traveling to or from school and while at school. This program is offered as a service by the school and neither the school nor anyone connected with the school will profit in any way from it. However, we do urge your participation, as numerous payments have been made to students who were hurt while moving to and from the school, on the playground, or in gym class. We also have a dental plan.

Lunch Program

School Lunch will be served daily beginning at 10:50 AM. Prices are as follows:

Single Student Meal (K-5)	\$ 2.80
Reduced Meal	\$.40
Milk (or extra milks)	\$.50
20 Meal Lunch Ticket (K-5)	\$56.00
Single Adult Meal	\$ 3.80
Non-Student Meal	\$ 3.80

****When your child’s account is getting low on funds, notice will be sent home with your child. You will not receive these notices until your account becomes low. ****

The school does not recognize open campus for students in grades K-5 during their lunch break. If your child is in grade K-5, he/she may leave school for lunch if a parent/guardian comes for the child, and/or a note is sent. If you send a note please write the date, tell the teacher where your child is going & the name of the adult with whom the child will be meeting, and sign the note. Students will not be allowed to leave school grounds unless an authorized adult picks them up. Elementary students who do not have a written note, or who are not picked up will not be allowed to leave school grounds.

Free and Reduced lunch tickets are available through the school. Forms for the free and reduced lunch program can be obtained by calling (279-2156) or stopping into the office.

The following is expected of the children during their lunch period.

- a) Follow the directions of the supervisor.
- b) Speak softly.
- c) Walk and move in the lunchroom line without distracting others.
- d) We encourage students to try things that are on our lunch menu. However, we do not force them to eat. Please check the lunch menus that are available on the school's web-page, in the newspaper, or available in the main office. If your child does not like what is being served, perhaps you should send a sack lunch on that day. Because the school receives federal funds for its lunch program, we are forbidden to allow pop [soda] to be consumed in the lunchroom during lunch hours. When sending a lunch with your child, please refrain from sending pop [soda] with him/her.

Breakfast Program

Starting the second week of school breakfast will be served daily at school between 7:30 and 7:45.

Single Student Breakfast (K-5)	\$ 1.75
Reduced Meal	\$.30
Milk (or extra milks)	\$.50
Single Adult Breakfast	\$ 2.25
Non-Student Breakfast	\$ 2.25

The expectations of the students during breakfast is the same as during their lunch. We ask that the students arrive early enough so they have sufficient time to eat breakfast and get to class on time.

General Conduct

Every student in the Wall School District is expected to do his or her best at all times. Staff and students will work together to help all students maximize their talents and abilities. Behaviors and actions that help students grow and mature will be encouraged, and behaviors and actions that interfere with another person's growth or the student's own growth will be challenged. The focus of the elementary school will be to encourage all students to reach their full potential. In this regard, good behavior will be recognized. Wall Elementary School staff will do all they can to build positive relationships with students.

School Attire

Students' dress is recognized as largely a matter of personal taste. However, certain dress guidelines are required. Students are not allowed to wear indecent clothes, which could *disrupt the learning environment*. No clothing will bear the names or pictures of illegal drugs, alcohol or tobacco products nor slogans or pictures that are inappropriate. Inappropriate clothing at school also includes but is not limited to: spaghetti straps, bareback shirts, low riding pants and short shorts/skirts. There will be no midribs or undergarments showing. Students will not wear coats or hats during the school day. Parents are asked to be observant of what their children wear to school and to assist their children in selecting appropriate clothing.

Students wearing improper attire will be required to correct it at school if possible or will be required to call home for a change of clothes. The principal reserves the right to determine the appropriateness of a student's dress.

NOTE: This policy may be amended without notice to prohibit any attire that school officials deem disruptive to the learning environment.

Student Conduct During School Activities

We expect the Wall Students to conduct themselves in a respectful manner in their dress, speech, and courtesy during school activities as they are representing our school.

Students should not be running around during an activity such as a sports game, play, or special meeting. This detracts from the event, and can be dangerous if a small child collides with a sports player. Students should be seated while watching the game. If a child's conduct is determined to be unruly, disruptive, or violates school rules, he/she may be asked to leave.

It is important that we display proper flag etiquette during the Star-Spangled Banner. Remove your cap and place your hand over your heart while facing the flag. Display good sportsmanship and enjoy the game while you support the Eagles.

Playground Policy

1. Students may only play inside the designated boundary of the playground. If a student needs to leave that area for any reason, he/she must get permission from a supervisor on duty.
2. Play games that are not dangerous (at the supervisor's discretion).

3. Only authorized equipment will be allowed on the playground. No hard balls, footballs, baseballs, or baseball/softball bats are to be used before, during, or directly after school. Nerf balls are acceptable. Students may play touch football on the grass near the playground.
4. No unnecessary roughness or fighting.
5. Rocks are to be kept inside the border area under the play equipment.
6. **ONLY APPROPRIATE EQUIPMENT MAY BE THROWN.** Snowballs are not to be thrown at any time while you are on the school premises or at school activities.
7. Students must sit on their bottoms while going down the slide.
8. For safety purposes, we will limit the number to one person on a swing.
9. Stay off of the ice.
10. Playground supervisors may restrict students from the grass area if conditions warrant.

Basketball Rules:

- i. There should be no more than 10 players per basket.
- ii. Defenders must be at least an arm's length away from the person with the ball.
- iii. If the ball goes out, each team will have a representative will play one round of "Rock, Paper, Scissors" to determine who will get the ball.
- iv. When the bell rings, the game is over. Everyone starts fresh during the next recess.

Football Rules:

- v. There will be no tackle football, only touch football.
- vi. The defense can rush the passer after he/she counts to "Three Mississippi".
- vii. The passer may not run. He/she must pass or lateral the ball to someone before he/she is touched.
- viii. If the runner falls to the ground, he/she is down.
- ix. There are no first downs.
- x. When the bell rings, the game is over. Everyone starts fresh during the next recess.

Discipline

The supervising staff member will handle students in K-5 causing disruptions in the classroom and on the playground, on an individual basis. The teachers will be in contact with the parents/guardians for such offenses. In the cases of theft, vandalism, violence, and repeated disruptions, these matters will be referred to the principal's office. At that time, the parents will be notified. The school reserves the right to notify law enforcement as it sees fit.

Wall School District Discipline Plan Philosophy

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the students spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems occur, which are beyond the scope of the classroom teacher's area of responsibility or are of a serious enough nature to require referral to the principal. The administration will also operate in a manner that insures fair treatment, consistency, and due process.

The majority of inappropriate student behavior and misconduct can be handled at the teacher level. Students' parent/guardians can be an asset in correcting a student's behavior if they are made aware of the circumstances. However, there will be situations when, in spite of parent involvement, a case may be referred to the principal. The following is the procedure for notifying parents and making referrals to the administration.

Classroom Discipline

A good learning environment is a responsibility that is shared by the teacher and students. The teacher's role is most important when dealing with classroom discipline. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct. First and foremost, teachers know that they are to make all students aware of what is expected of them in their class from the first day of school and is carried out throughout the entire school year.

Teacher Referral and Parent Notification

Despite these factors, there may be times when disciplinary action needs to be taken. Most of these actions will be taken within the classroom setting. It is important for everyone to know that because of different teaching styles and subjects, rules and the actions taken will differ from one teacher to the next. At a minimum, violations to the classroom and school rules will result in a conference with the teacher and a verbal warning.

When dealing with classroom discipline, the teacher will document the student's name, the date & time, and the infraction this documentation will be given to the principal by the end of the day. This documentation will be kept on file for future reference.

The teachers reserve the right to send a student to the office to allow the class to finish the planned activities. In such cases, the student must visit with the teacher after school to discuss his/her behavior.

When inappropriate behavior results in after school time, the teacher will notify the parent about the behavior. The parent will be informed if the student will be assigned to after-school time following the next school day.

Should a student be assigned to after school time four times during a calendar month, a meeting with the principal, classroom teachers, the student, and the parents/guardians will be scheduled. During this meeting, the group will discuss the student's behavior. The implications of his/her behavior will be discussed as will a plan of action designed to deal with the behavior. In cases where an infraction occurs after that meeting, the student might be assigned up to three days of in-school suspension. Students who are suspended from school, or serve in-school suspension will not be allowed to attend his/her extra-curricular activity the day(s) he/she serves the suspension. Repeated behavior problems within that month will result in out of school suspension with the student receiving 60% of the work that is completed.

Referral to Administration

There will also be times when disciplinary problems will be to the point where they will be referred to the principal.

In cases of theft, vandalism, violence, threat of violence, bullying, repeated disruptive behavior, violation of the school's drug, alcohol, and tobacco policies, the student will be referred to the appropriate administrator. In cases of theft and vandalism, the student will be assigned to pay retribution to the offended party. **A threat of violence is not a joke. The school will take it very seriously. If the school administration is notified of a threat of any kind, it will be fully investigated.**

Parents will be notified when administration takes action on referrals. Action on any referrals can be, but are not limited to the following; Parent contact and/or conference, removal from class, In-school suspension, suspension from extracurricular activities, and restriction of privileges, out-of-school suspension, referral to local law enforcement, or any other disciplinary action as deemed appropriate by the administration. The administration also reserves the right to bring issues of discipline to the school board for action.

Lost and Damaged Books

Teachers will determine fines of damage to books and other equipment. Fees will be assessed for lost or damaged books and other school equipment at a set rate established by the cost of replacement, age, and amount of damage to the books and/or equipment. All fees must be paid to the business office before the end of the current school year.

Title IX Policy

It shall be the policy of the Wall School District 51-5 not to discriminate on the basis of sex in its educational programs or activities as required by Title IX. Inquiries regarding compliance with Title IX should be directed to Charles Sykora, Federal Programs Director, 401 South Blvd. West, PO Box 414, Wall School District, Wall, SD at 279-2156 x 2159. Inquiries can also be emailed to Charles.Sykora@k12.sd.us.

Non-Discrimination Policy

It shall be the policy of Wall School District 51-5 that no student, employee, patron or visitor be subject to discrimination on the basis of sex, religion, age, marital status, color, ancestry, race or ethnic background, physical or mental challenge, in the application of any educational and/or extra-curricular program that the district shall fund or support. If any student, employee, patron or visitor to the Wall School District 51-5 feels that they have been discriminated against because of sex, religion, age, marital status, color, ancestry, race or ethnic background, physical or mental challenge, that person shall report the discriminatory act to one of the following: the school counselor; the elementary principal; the secondary principal or the district superintendent. Each of the above may be contacted at: 605-279-2156, or P.O. Box 414, Wall, SD 57790.

504 Coordinator: Charles Sykora
PO BOX 414
Wall School District
Wall, SD 57790
605-279-2156 x. 2157
Charles.Sykora@k12.sd.us

Title IX Coordinator: Charles Sykora
PO BOX 414
Wall School District
Wall, SD 57790
605-279-2156 x. 2159
Charles.Sykora@k12.sd.us

South Dakota Regional US Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Ste 320
Kansas City, MO 64106

Ph# 816-268-0550
Fx# 816-268-0599
TDD# 800-877-8339

Email: OCR.KansasCity@ed.gov

Harassment/Bullying/Cyber bullying Policy (JFCD, JFCE, JFCE-R)

It is the policy of the Wall School District that harassment/bullying/cyber bullying will not be tolerated.

Harassment/Bullying may be defined as but not limited to the following:

- verbal, nonverbal, physical, or written harassment, hazing, electronic or other victimization that has the purpose of causing injury, discomfort, fear or suffering to the victim.
- repeated remarks of a demeaning nature that includes jokes, stories, rumors, which have the purpose of causing injury, discomfort, fear, or suffering to the victim.
- unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- cyber bullying or electronic means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. Electronic includes, but is not to, communication via electronic mail, internet-based communication, pager service, cell phones, electronic text messaging or similar technologies.

Reporting Harassment/Bullying - any student who believes he or she has been the subject of harassment by another student, school employee, or visitor should report the incident to a parent/guardian, teacher, counselor and coach or school administrator. All incidents will be thoroughly investigated consistent with policy JFCE-R.

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration or the Board. Individuals may also be referred to law enforcement.

For cyber bullying 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, administration reserves the right to contact local law officials.

Miscellaneous

Pre-school children may not accompany brothers or sisters to school. Because the teachers have planned a full day with your child, we discourage friends and relatives to accompany your child to school.

Dogs should not be allowed to tag along to school with students due to potential harm to other children.

We highly encourage parents/guardians to mark their children's clothing (coats, hats, mittens, etc.). It is difficult to identify missing articles that are lost and not marked. Found items will be kept until the end of the school year. If you discover that you have lost a piece of clothing, you are encouraged to check with the office. Items left two weeks after the end of the school year will be discarded.

Chewing gum, eating candy & seeds, or drinking pop during school hours is NOT ALLOWED unless it is a special occasion and the teacher gives permission.

Special Occasions

Due to possible allergic reactions to latex, peanuts, etc. with students and/or staff, we ask parents to notify their child's teacher before sending refreshments to school in observance of a child's birthday or other room parties.

Public Complaints (File: KL Wall School District Policy Handbook)

Constructive criticism of the schools is welcomed by the district when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing 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 the concern to the appropriate staff member and the administrator in charge.

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.

The proper channeling of complaints is as follows:

1. The complainant should discuss the complaint in a timely manner with the personnel involved and the administrator in charge.
2. If, after informal discussion with the staff member and the administrator in charge, the complainant is not satisfied, the complainant may fill out the formal complaint form and submit it to the administrator in charge. The administrator then will respond in writing to the complainant within ten (10) days.
3. If the complainant is not satisfied with the written disposition of the matter by the administrator in charge, the complainant may, within ten (10) days after receiving the written response, appeal the matter to the superintendent, who will read the written complaint and the administrator's written response and will meet with the complainant if requested. The superintendent then will respond in writing to the complaint within ten (10) days of receipt.

(Note: A complainant may bring an informal complaint to the superintendent after having the informal discussion with the staff member and administrator in charge, but if this does not resolve the matter, it is required that the complaint form be filed with the administrator in charge before the superintendent will render a formal decision.)

4. If the complainant is not satisfied with the written response of the superintendent, the complainant may, within ten (10) days after receiving the written response, request placement of the complaint on the agenda of the next regular board meeting. In considering the complaint, the Board will review the written complaint and the written responses of the administrator in charge and the superintendent as well as listen to oral presentation if appropriate. The board will render its decision by majority vote and respond in writing within ten (10) days of the meeting.

Exceptions to this policy will be made when the complaints concern board actions or board operations only. If the complainant fails to follow the timelines given above, the complaint will be considered to be resolved. If the principal fails to render a written response in a timely manner, the complaint may be appealed to the superintendent. If the superintendent fails to render a written response in a timely manner, the complaint may be appealed to the board.

Copies of the district complaint form will be available in the offices of all administrators. A complainant will be given a copy of this policy along with the complaint form.

For purposes of the timelines stated in this policy a "day" refers to a day that school is in session, except that during the summer it refers to regular working days that the Business Office is open.

Public Complaint of Federal Programs and Homeless Programs

The time may arise when a parent/guardian, student, employee, or district stakeholder may have concerns about the Federal Programs (such as the use of federal NCLB funds). These concerns may also address the enrollment and/or other barriers to the education of children and youth experiencing homelessness. If such case arises, the complainant should begin the proper channel of complaints (1) by discussing the complaint in a timely manner with the district's federal programs director. The channel of complaints will follow that of Public Complaints. If at the end of the process the complainant feels the complaint is unresolved, he/she/they may forward the complaint to the South Dakota Department of Education.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

If you would care for more assistance about FERPA, you can contact the school, the South Dakota Department of Education, and/or the U.S. Department of Education. Information regarding FERPA can be found on the Internet at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Note: Student records and directory information is covered under File: JO of the district policy handbook.

Parents Right to Know

Title I Part A, Section 1111(h)(6) specifies that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Wall School District 51-5 will adopt policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The Wall School District 51-5 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Wall School District 51-5 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Wall School District 51-5 will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Rights Under South Dakota Codified Law 13-3-51.2

South Dakota Codified Law 13-3-51.2 States: Information not subject to survey, analysis, or evaluation without consent. No elementary school or secondary school student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

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

financial assistance under such program); without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. The list of information in subdivisions (1) to (9), inclusive, is not an exclusive list. The secretary of the Department of Education may add to the list of information in subdivisions (1) to (9), inclusive, other data, facts, or information that is of a similar nature that a student may not be required to disclose.

The term, parent, for purposes of this section, includes a legal guardian or other person standing in loco parentis.

Nothing in this section is intended to supersede or modify any other state law or any provision in 20 U.S.C. § 1232h or 34 C.F.R. Part 98, as amended to January 1, 2014.

Source: SL 2014, ch 76, § 3.

Student Grievance and Procedures

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair; 2) that a school rule or regulation discriminates among students based on sex, age, race, color, religion, national origin, or disability; 3) that an unfair procedure has been used in arriving at a punishment. The steps and forms are found on the school website (www.wall.k12.sd.us) and/or may be picked up in the office.

Courtesy Policy

The Wall School District encourages students and adults to display proper respect for themselves and their peers, athletes, coaches, fans, teachers, administrators, officials, and for the facility. The Courtesy Policy also addresses harassment of District employees by the public. The staff is available to assist you in meeting your needs. However, if you use obscene language, threatening or offensive behavior, or are intoxicated you will be asked to leave the property and will be expected to comply. We appreciate your cooperation.

Tobacco, Alcohol, Drugs, and Drug Paraphernalia

It is illegal for students to possess, use, and/or be under the influence of tobacco, alcohol, drugs, and/or drug paraphernalia. The Wall School District also prohibits the use and possession of electronic cigarettes, e-cigarettes, e-vaporizers, or electronic nicotine delivery systems during the school day, at school activities, or on school premises. Students in possession of any of these items or under the influence of the above mentioned will be subject to disciplinary action.

According to File: JECG/JECH/JFCI the possession and use of tobacco, alcohol, drugs, and drug paraphernalia is strictly forbidden. Any student found in violation of this policy will be referred to the administration for appropriate action.

Students caught using tobacco, alcohol, and/or illegal drugs (both in and out of school) during the school day, will on the first incident, be suspended from all extra curricular activities for 15 days. The student will be allowed to practice (upon discretion of the coach/advisor), but will not be allowed to compete, travel to school activities, or perform before the public. On the second offense, students will be suspended from activities for 30 days. The student will also lose any awards earned during the immediate season/activity.

Because the use and possession of tobacco, alcohol, drugs and drug paraphernalia is illegal, the administration reserves the right to search the students, and students' possessions.

Dangerous Weapons in School

State and federal laws as well as board policy forbid the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may

be reported to the police. The principal shall pursue appropriate disciplinary or legal action or both. (A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.)

The possession of a firearm on their person or on school grounds will result in a referral to the police, a long term suspension for a period of 12 months or expulsion - refer to school board.

Elastic Clause

This handbook will not cover all possible events that will occur during the school year, thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district and the community will be taken into consideration.

Law Enforcement

To ensure the health and safety of the students, staff, and patrons of the Wall School District, the administration reserves the right to call local law enforcement whenever necessary. In cases when law enforcement is summoned, every attempt will be made to notify the student's parents/guardians.

As per File: JFG of the Wall School District Policy Handbook, in cases when students are interrogated by law enforcement officers, the school will make every effort to protect the rights of the students until a parent/guardian arrives.

Use of Mobile Communication Devices

The use of mobile communication devices such as cell phones, cell phones with wireless, photo, and text messaging capabilities, pagers, blackberry devices, iPad handhelds with cell phone capabilities, pagers, etc. are considered disruptive and therefore inappropriate. Students will be allowed to possess wireless communication devices while in school, but they will need to be turned off and stored somewhere out of sight. Cell phone use is not permitted in the school facilities during school time.

After school, the students should not use cell phones until they have left the building. No cell phone photographs are permitted in the restrooms or locker rooms at any time. Students in violation will have their cell phones confiscated and will need to pick them up in the office after school. For a second offense, the cell phone will be confiscated, taken to the office, and will need to be picked up by the student's parent.

Security

In order to provide added security for the students and staff of the Wall School District, classroom doors will be locked at all times. If you wish to see a teacher or child, you must obtain a pass from the office. The teachers are not allowed to open doors for anyone without a pass.

The Wall School District maintains a network of security cameras monitoring hallways and exterior grounds, and in specific instances, classrooms. The primary purpose of these cameras is to assist in maintaining student safety and physical security of student, staff and District property. This camera system has the capability to record video information and archive it for a determined amount of time. The information gathered by these cameras may be used to assist in the resolution of disciplinary issues that arise. This information will not be made available to the general school staff or public. Only the administrators of the Wall School District may view and/or save any of this information and release it on a case-by-case basis as required.

Wall School District

Acceptable Network and Internet Use Policy

I. Introduction

The Children’s Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District’s Acceptable Network and Internet Use Policy (hereinafter “AUP”) is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District’s Network, and to ensure such use complies with the CIPA requirements.

“Network” is defined as any and all District owned computers, servers, hardware or software, the District’s local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

II. Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District’s Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District’s Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

III. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

IV. Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District’s Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors’ personal information without proper authorization;
- H. Students’ disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users.
- I. Online activities including but not limited to chat rooms, email, social networking web sites, games, peer-to-peer sharing, streaming audio and video sites except when performed in a classroom setting as part of a classroom project with teacher supervision.
- J. Game playing on Wall School District computers and/or using District technology resources. Other use, considered non-educational in nature, may be restricted at the teacher’s discretion.
- K. Saving audio and video files in network folders. Audio and video projects will only be stored in designated locations on District resources.
- L. Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- M. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
 1. Using another’s account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing your own or anyone’s password to others or allowing them to use your or another’s account(s).
- N. Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

V. Use of Privately Owned Devices

Connection of privately owned devices to the District network is not allowed. The use of mobile communication devices (i.e. cell phones, smartphones, blackberry devices, pagers, etc) during class time is considered disruptive and therefore inappropriate during those times.

VI. Network Folders

Network folders will be provided on District servers for staff and students to facilitate storing of classroom projects and work. Access will be restricted by network username and password. Students will typically be limited to 500 Megabytes of storage. The contents of student folders will be removed at the end of each school year. Students are responsible for saving any information from their folders that they wish to keep prior to the end of the year. The District reserves the right to monitor the amount of disk space used and/or the content of the material being stored to insure compliance with this policy.

VII. Off-Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

VIII. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

IX. Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

I/We have received a copy of the 2014-2015 Student Handbook, and I/We am/are aware of its contents and how it relates to attending Wall Schools. When receiving this handbook, I/we understand that it is our responsibility to review its contents. If there is a time when/if I/we should have any questions, I/we will contact the principal/superintendent or my/our children's teacher and ask the appropriate questions.

I/we understand that by signing this form, I/we do not necessarily agree with all of its contents, but that I/we have been made aware of my/our rights and responsibilities.

I have read, and I understand that I need to comply with the Acceptable Network and Internet use Policy.

Please sign this form and return it to your student(s) teacher by the end of the second week of school.

If you have more than one student at school, you may have all students sign one form.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Student's Signature

Student's Printed Name

Student's Signature

Student's Printed Name

Student's Signature

Student's Printed Name

Student's Printed Name

Student's Printed Name

Student's Signature

Student's Printed Name

**Parental Notification
School Health Assessments 2018-2019**

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at <https://doh.sd.gov/documents/HIPAANotice.pdf> or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2018-2019 school year include:

- Vision Screening for students in Grades: 1, 3, 5, 7
- Hearing Screening for students in Grades: K, 3, 5
- Physical Assessments for students in Grades: 5
- Scoliosis Screening for girls in Grades: 5 & 7
- Scoliosis Screening for boys in Grades: 8

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

If you agree to your child's participation as indicated above, there is no need to sign or return this form to the school.

To Decline Services

_____ I agree to have my child participating in health screening, but do **NOT** want an abnormal hearing or vision screening result to be shared with school personnel

_____ I decline to have my child participate in school health screening

(Printed name of student)

(Printed name of parent)

(Parent Signature)