

Wall 6-8 Student Handbook



2017-2018

Goals for 2017-2018 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.**

Approved – August 8, 2017

Wall Schools Mission Statement

The Mission of Wall School District 51-5 is to empower all students to fully develop their potential to succeed in an ever-changing world.

Wall Schools Vision Statement

A district of innovation and inspiration striving for academic excellence

Welcome

Welcome to the 2016-2017 school year. The staff and administration look forward to serving all students this year as we continue to strive toward the common goal of providing students, with the quality of education.

This handbook has been prepared to familiarize students, parents, and staff with the policies and practices of Wall Middle School. It is our aim to provide the best educational environment possible. To accomplish this it becomes necessary to have certain rules to ensure a smoother running school. Students who accept this idea will more easily adjust to our complex society after leaving the Wall School District. It is our hope that this information will provide a better understanding of the school and consequently will result in better cooperation and closer harmony among all parties involved.

Please take a few moments to read through this handbook so all policies and practices can be carried out consistently. Let's make this a better school year than last year.

General Policies/Procedures

- Common sense should dictate your behavior within the school setting. Students are expected to behave in such a way that does not disrupt learning, and people & property are valued.
- Violence will not be tolerated on the school grounds or at a school function.
- At school-sponsored activities, students should conduct themselves with proper decorum. This means there will be a proper attitude of sportsmanship shown to the opposing team, fans, and the officials. Booing and stamping feet are examples of poor sportsmanship and are unacceptable.
- The Wall School District reserves the right to address any misconduct in or out of school that may affect the reputation of the Wall School District or the educational environment.
- Student movement between classrooms while classes are in session is prohibited unless classroom protocol is followed.
- Interrupting a teacher who is engaged in teaching a class should be avoided.
- Food will not be allowed in the classrooms during the school day. Water is the only beverage that will be allowed in classrooms during the school day. There will be no food or drink in bathrooms, or locker rooms.
- A student who is involved in conduct unbecoming to the school either in session or during school functions on or off the school premises is subject to disciplinary action.
- Unless students have privileges, the movement of motor vehicles during school hours is prohibited, unless approved by the principal and/or written permission is submitted from a parent. The school's responsibility for student driving shall cease as soon as the student leaves the school grounds, at which time the responsibility must rest with the parents. Driving habits that are deemed unsafe or inappropriate may result in students' loss of driving privileges.
- All students attending events at the athletic complex (except participants) will remain off the field and behind the fence line.
- Students will be held accountable for damage done to school and other students' property. Students are expected to pay monetary damages for any item that is checked out to the student and it receives damage. The instructor is responsible to inform the student of the cost of the item and determine the amount of the damage. More expensive electronic equipment will require a student and parent/guardian signature before the item is checked out to the student.
- The showing of inappropriate affection on the school premises between students will not be allowed. The principal will determine what is inappropriate.
- Use or possession of tobacco products during the school day, at school activities, or on school premises is prohibited. Discipline will be at the appropriate level on the progression of referrals.
- Plagiarism is illegal. Cheating is an unacceptable behavior and will usually be handled by the classroom teacher. Cheating may result in the student receiving a zero for the assignment or the test. Continued violations may result in an office referral.
- During the lunch break, students in grades 6-8 will be allowed to be in the multipurpose room, the gymnasium, or in the library for the purpose of quiet study. Because students have a daily 30 minute lunch period, restroom use

and retrieving items from their lockers is strongly discouraged during the period following lunch. Students must eat lunch at school or bring a sack lunch. No carry out food will be allowed, unless there is prior approval from the principal.

- There are to be no students in the school buildings after 4:20PM unless they are under the direction or supervision of authorized personnel.
- The following policies will be adhered to during all school sponsored dances. One hour after the dance starts, the doors will be locked. Students may leave, but they will not be permitted to return. Clear all dances with the principal.
- Possession of drug paraphernalia in the school buildings, on school ground or at school-sponsored functions is prohibited. Those in violation of this rule will be reported to law enforcement.
- Student visitors will not be allowed unless prior approval is obtained from the principal. All other visitors must check in the office to obtain a visitors pass.
- All signs or other advertisements displayed in any school building commons area or hallway shall be posted only after permission is received from the principal or staff member responsible for the bulletin board. If such approval has not been received the signs will be removed.

All students in grades 6-8 will be required to purchase an activity ticket. The cost of the ticket is \$10.00.

Grade	Breakfast	School Hours		
		Start	Lunch	Dismissal
6-8	7:30-7:45	7:50	11:29-11:59	3:41

Attendance

Please take into account the TOTAL number of days your child has missed a class or classes due to very legitimate reasons such as: medical appointments, field trips, etc. Mixed with illness and other unavoidable absences, the number of days out of class interferes with learning.

The 4-day school week has put a premium on time spent in the classroom. Appointments etc. should be scheduled on a non-school day whenever possible.

Students are allowed 6 absences per class per semester. Students may be dropped from school enrollment after 12 absences.

In cases of absence because of illness, a doctor's statement may be required and each day will count as one absence except in cases where the illness requires a student to be gone for consecutive days. Under those circumstances, each day will count as one absence on the permanent record but in counting days absent a determiner for privileges, each illness is considered one absence. A family emergency, such as a death in the family, critical illness in the family will be counted in the same manner.

Vacations and or trips of any nature will be counted as one excused absence for each day missed, provided the work is made up prior to missing school.

Any other absence shall count as one-day absence per day missed.

Student Activities / Absences

A student who has an unexcused absence (without permission of the principal on the day of any activity) will not participate in an activity nor be taken on the trip that evening or day.

In case of illness, a student must attend at least three class periods prior to departure of an activity bus / vehicle. Students also must be in attendance at least three periods prior to the activity. If a student is ill, it is strongly encouraged that he/she not participate in a scheduled activity.

Students missing school the day following an activity will receive unexcused absences unless he/she is injured or becomes ill at the activity.

Students will not participate in activities during in-school suspension and/or out-of-school suspension.

If a student is failing at least one class, is missing excessive work and/or has had excessive absences, he/she will not be allowed to be released from the school day or miss any class time during the school day for a school related activity until the situation is rectified. There may be rare exceptions to this rule. The principal will determine these exceptions.

Make Up Work Policy/Overdue Assignments

When a student is absent from school for reasons that could not be anticipated, it is up to him/her to arrange with the teachers to make-up assignments immediately up on returning to school. Students will be given 2 days to complete make-up work for each day of school missed.

Students will be kept after school to make up late/missing assignments. Students kept after school due to missing or late assignments must notify and/or make appropriate arrangements with his/her coach when missing practices, meetings, or other extra-curricular responsibilities.

Tardiness

Unless a student obtains a pass from school staff, all tardies after lunch are UNEXCUSED.

An unexcused tardy will result in detention time. Students who are repeatedly tardy will have additional consequences.

Three unexcused tardies will result in detentions.

Teachers will determine consequences for tardies to class and will be based on classroom protocols.

POLICIES **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 Chuck Sykora, Elementary/Middle School Principal, Wall School District, Wall, SD at 279-2156 x 2156.

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, and 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, it may be reported to local law officials.

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. The following persons have been designated to handle inquiries regarding non-discrimination policies:

504 Coordinator:	Mr. Cooper Garnos	Title IX Coordinator:	Mr. Charles Sykora
	PO Box 414		PO Box 414
	Wall School District		Wall School District
	Wall, SD 57790		Wall, SD 57790
	605-279-2156		605-279-2156

South Dakota Regional US Office for Civil Rights:
US Department of Education
Office of Civil Rights
8930 Ward Pkwy, Ste 2037
Kansas City, MO 64114-3302
Ph: 816-268-0550
Fax: 816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

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.

South Dakota Codified Law 13-28-50

Pursuant to SDCL 13-28-50, Wall School District 51-5 is required to provide the Executive Director of the South Dakota Board of Regents and the technical institutes with a list of students' names and addresses in grades 7-12, which must be done by November 1st of each school year. Parents/guardians who wish to opt-out of this requirement must notify the school in writing their wishes. Opt-out forms are available in the school office or on the school's website (<https://wall.k12.sd.us/>). Because we need time to make appropriate changes to the school's administrative software, we strongly suggest you notify the office on or before October 20th.

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.

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.

Acceptable Use Policy Note

The Wall School District Acceptable Use Policy is attached to this Student Handbook. In order for your student(s) to use the Internet, we require the parents/guardians and students to sign the last page of the Acceptable Use Policy and return it to the school as soon as possible.

Sexual Harassment Policy

According to FILE: GBEE of the Wall School District Policy book, the definition of Sexual Harassment is:

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

No student, staff member or visitor on the school premises may sexually harass another. It is the policy of Wall School District 51-5 that sexual harassment in any form is illegal, unacceptable, and will not be tolerated. Individuals who sexually harasses another will be subject to disciplinary action, including possible suspension or expulsion. Any student, staff member or visitor who believes he/she has been the subject of sexual harassment should report the incident immediately to the counselor or principal.

Activity Policies

Philosophy: The activities program should be an integral part of the educational process of the Wall School District #51-5. It should promote a greater desire in our student body and community to take an active part in our activities program either as a participant or as a spectator. Our aim is to develop highly competitive activities but not to lose sight of educational values, such as sportsmanship, health, scholastic attainment, etc. The program is to occupy a position in the curriculum comparable to that of other subjects and to aid in promoting positive school morale.

Please refer to the board approved rules for each activity for any questions. For any complaints or concerns with the activity, please refer to File: KL of the Wall School District Policy Handbook. If your parent/guardian doesn't want to take that route, he/she is welcome to apply for any and all coaching/advising positions.

One of the goals of the four-day school week is to improve student achievement. To work toward the accomplishment of this goal, the district will encourage scheduling of activities for Thursday evenings, Fridays, and Saturdays as much as possible. On Wednesday night the facility should be dark by 6:00 P.M. to accommodate the local churches. There will be an attempt to schedule as many activities off school time as possible.

Behavior Information

Appropriate Behavior Expectations

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

Students are expected to follow directions given by ANY staff member while on school grounds or at school-sponsored activities. At other times, school personnel may take disciplinary action if the situation affects the operation of the school.

Classroom teachers are expected to correct all student behaviors within the school setting that are considered to be inappropriate by the teacher, the principal, or the board of education.

Teachers should initially correct inappropriate behavior by a student through telling the student the behavior is inappropriate.

If the student does not respond to the teacher's request, the teacher will assign corrective consequences.

Examples of corrective consequences from a teacher are: verbal reprimand, assigning the student to a particular seating arrangement, keeping the student after school in an attempt to solve the problem or modify the student's behavior, etc.

If the student's inappropriate behavior persists, the teacher may send the student to the principal for further disciplinary action.

If the student is sent to the principal's office, a written incident report will be sent with the student, emailed, or delivered to the principal by the end of the day.

Teachers may send a student to the principal immediately for major infractions of school rules such as fighting, drug use, or blatant insubordination. A written incident report must follow as soon as possible.

Teachers will communicate with the student's parents/guardians any time a student continues to display inappropriate behavior. The principal will determine behavior that is considered inappropriate.

Working cooperatively with the parents/guardians and using them as a resource may benefit the teacher in finding out what may be causing the student to misbehave.

The Wall School District reserves the right to address any misconduct in or out of school that may affect the reputation of the Wall School District or the educational environment.

Dress Code

Students are expected to be clean and well-groomed while attending school or school activities. Since health problems are a concern of the school, footwear and proper clothing are required and will be worn by all students.

School is the student's workplace. Just as adults dress to standards, so must students. The Wall School District dress code reflects pride and dignity, and demonstrates that a school is a place for studying and learning. The clothing and other items students wear to school should not disrupt the educational process, call undue attention to an individual, or affect the welfare and safety of any students or staff. **If a student's dress is disruptive to teaching or learning, then it will be deemed inappropriate.**

Clothing That May Be Deemed Inappropriate:

Bra straps showing, spaghetti strap, see-through tops, half shirts, exposed undergarments, cleavage showing, belly shirts or torso-viewing clothing

Slippers or Pajama-bottoms or tops

Sagging pants so underwear can be seen or excessive holes in pants

Hats, caps, or head coverings (bandanas, sweat bands, do-rags, etc.) are not to be worn in the building and remain in the locker throughout the school day.

All shorts and skirts must be fingertip length with hands relaxed at the sides

Clothing containing messages referring to alcohol, tobacco, drugs, nudity, violence, gang-related symbolism, offensive language, or pictures (sexual, racial, or religious harassment, profanity) do not reflect the values of Wall Schools and should not be worn.

Spiked chains and accessories

Students wearing inappropriate attire will be required to correct the attire at school, if possible, or will be required to either go home to change or call home for a change of clothes. Teacher and/or principal may require lost class time to correct inappropriate attire be made up after school. It is the responsibility of the principal to determine violations of the intent of this policy and to take necessary corrective or disciplinary action.

Parents are asked to be observant of what their children wear to school and to assist their children in selecting appropriate clothing.

All final decisions about appropriateness of clothing will be made by the administration.

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

Use of Mobile Communication Devices

The use of mobile communication devices in their classroom and during class time and study hall is prohibited.

- Mobile communication devices used in the classroom will be collected and turned into the office. Mobile communication devices taken to the office may be picked up at the end of the school day.
- No cell phone photographs are permitted in the restrooms or locker rooms at any time.
- Cell phones that are confiscated for a second time will be taken to the office and must be picked up by the student's parent/guardian.
- The principal will determine the consequences for cell phone violations that number three or more.
- Incidences of cyberbullying, sexual harassment, and other inappropriate usage will result in an office referral and/or a call to law enforcement.
- The Wall School District reserves the right to collect and turn mobile communication devices over to law enforcement when illegal activity is suspected.

School Traffic/Driving

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

1. If you ride a bicycle or scooter to school, they should not be ridden on the sidewalks or the playground because it causes an unsafe situation.
2. Bicycles and scooters ridden to school should be parked in the designated bicycle rack area and locked.
3. If students drive a vehicle to school, the vehicle will be parked in the parking lot west of the gymnasium. If students leave during the school day and then return, they are still required to use the west parking lot. At no time should students use the front parking lot, without obtaining special permission.
4. When loading or unloading students, we ask that you do not double-park due to safety reasons.
5. Please do not leave your vehicle unattended in the loop/drop-off area. 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 please park in the visitor parking area that is provided.
6. Administration reserves the right to deny a student's rights from driving on school property.

Closed Campus

All students in grades 6-8 will have a closed campus. Students will not be allowed to leave at any time without parental/guardian request and principal approval. Students who receive permission to leave for lunch break must be picked up and returned by a parent/guardian or an authorized adult.

If you wish to have your child leave school for appointments, etc. please call the school office or send a note with him/her informing the school of your request. We need to have a record of your request to assure student safety.

Students are not to leave campus without obtaining prior permission from the principal and signing out in the office. Students leaving the building without first reporting to the office will be issued an unexcused absence. This will not be changed to an excused absence later.

Excused absences will be granted in accordance to the attendance policy. Students will not be allowed to drive or ride in another vehicle prior to obtaining proper permission.

Lockers

Student lockers are the property of Wall School District. Locker searches may occur at any time. If there is reasonable suspicion of any illegal activity, the lockers will be searched. The administration reserves the right to bring in drug dogs at any time. Students are responsible for the care and upkeep of their assigned lockers. Students are issued locks at the start of the school year and are strongly advised to use them. Students must use their padlocks when their Tablets are left in their lockers. The school is not responsible for material missing from your lockers. Because locks are issued to every student, the school will not monitor cameras to investigate possible thefts or other activities related to locker violations. Any student wishing to use his/her own lock must provide the principal with a key or combination.

Progression of Referrals

First Referral: Principal/student conference will result in a verbal warning, documented, and a written notice mailed to parents/guardians.

Second Referral: Student is assigned to after school detention, an attempt to contact parents/guardians by telephone is made, and written notice is mailed to the parents/guardians.

Third Referral: Student is assigned to Friday Morning Academy for a period of up to five days by the principal with full credit for work missed in the classroom, an attempt to contact parent/guardian by telephone, and written notice is mailed to the parents/guardians. Failure to attend Friday Morning Academy without rescheduling in advance may result in out-of-school suspension.

Fourth Referral: Student is assigned in-school suspension for a period of up to five school days by the principal with 100% credit for work missed in the classroom, a telephone call is made to the parents/guardians, and written notice is sent to the parents/guardians.

Fifth Referral: Student is assigned out-of-school-suspension for a period of up to 45 school days by the superintendent with 75% credit for work missed in the classroom, a telephone call is made to the parents/guardians, and written notice is sent to the parents/guardians.

Sixth Referral: Student is suspended pending a Board of Education hearing to determine the length of suspension or expulsion.

A referral is defined as written documentation of inappropriate student behavior during the school day, during a school activity, or taking place on school property. Incidence of inappropriate student behavior in violation of district policy may be initiated by any school staff member.

Disciplinary action taken will normally follow the above sequence for each student for each subsequent offense unless, in the opinion of the administrator, alteration is deemed necessary. Offenses are cumulative for only one year except for expulsion by the Board of Education, which may expel a student for one full calendar year. The principal may suspend a student for a period of ten (10) consecutive school days. The superintendent may suspend a student for a period of forty-five (45) consecutive school days. (Drugs and alcohol are covered under the Alcohol/Drug policy)

In School Suspension

The act of prohibiting a pupil from attending classes and participating in school related activities for an assigned period of time. Students may practice at the discretion of the sponsor of the activity. The student serves the suspension time in a designated area of the school. The student will eat lunch and take bathroom breaks isolated from his/her peers. Assignments given during the suspension must be completed for which the students will receive 100% credit. The work must be handed in according to the teacher's instructions.

Out-of-School-Suspension

The act of prohibiting a pupil from attending classes and school related activities for an assigned period of time. Students will not be able to attend practices or activities. The suspension must be served away from the school building and grounds. The student will not be allowed on school grounds during the suspension. Assignments given during the

suspension must be completed for which the student will receive a maximum of 75% credit. These assignments must be handed in when the student returns to school unless prior arrangements have been made with the office.

Expulsion

Expulsion is an action taken by the Board of Education to prohibit an enrolled student from further attendance for a period of time. Students who have been expelled from school will not be allowed on school grounds.

Dangerous Weapons in School

State and federal laws, as well as board policy, forbid the bringing of dangerous weapons to school or to school-sponsored activities. Any weapon taken from a student will be reported to the student's parents/guardians. Confiscation of weapons may be reported to the police. The high school 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.

Any and all threats will be taken seriously and will be dealt with to the fullest extent of the law; this will include any hoax or false report.

Alcohol/Drugs

The following procedures will be used in dealing with possession, use, supplying, selling, transmission or being under the influence of illicit drugs and/or alcohol during the school day, at school activities, or on school premises. The order listed indicates the steps taken only, not the order in which the steps will be taken.

First Offense

1. The administration will contact the parent/guardian to explain the incident and arrange a conference.
2. The administration will suspend the student for four (4) days in compliance with student due process procedures.
3. Within thirty-six (36) hours, the administration will notify the parent/guardian in writing of the suspension.
4. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. We believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results. The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) days. The administration will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of appropriate authorization, the agency/professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

Second and Subsequent Offenses

1. The administration will contact the parent/guardian to arrange for a conference.
2. Notify available law enforcement authorities.
3. The administration will suspend the student for eight (8) days in compliance with student due process procedures.
4. Administration will notify parent/ guardian in writing of the suspension.

Court Officers and Students

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 student until parents/guardians arrive.

STUDENT RECORDS PROGRAM

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. Visitors wishing to see a student or staff member must obtain a pass from the front office. Teachers are not permitted 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 students, 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 the 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. Please be advised that while on the Wall School campus, you have the potential to be under video or audio surveillance at any given time.

Release of Student Information

The students and their parent(s)/guardian(s) hereby agree and consent to the publication of pictures and audio/video of students as a result of attending, completing projects and assignments, participating in school and/or student events. If at any time you do not wish to have any pictures or video published, please notify the principal, in writing, of refusal to allow publication of any pictures, audio, or video prior to the school year. Without refusal in writing, students' pictures, video and audio recordings may be published in parent/student newsletters, school projects, the school yearbook, in newspaper and magazine articles, Teen 19 and/or on the school website, etc.

The school will release personal information relating to age, height, weight, and grade of students participating in athletic or activity programs. Students who do not want their name, grades, grade point average, or pictures used for Honor Roll, National Honor Society, yearbook, Boy's & Girl's State, etc., must have a written statement to that effect placed in their personal file in the principal's office each year. These statements will be due two weeks after school begins each fall. The No Child Left Behind legislation requires that schools provide students' names, addresses, and telephone listings to military recruiters when requested. If you do not wish this information released to the military, the school must have a written statement to that effect placed in your student's personal file in the principal's office each year. These statements will be due two weeks after school begins each fall.

Emergency Information

Please provide any changes in address, telephone numbers, place of employment, or emergency contact people, in writing so that we may contact you immediately should some emergency arise concerning your child. If you should be out of town when an emergency arises, the person listed on your child's emergency card will be notified. We encourage you to take some time to review your child's summary in the parent portal to ensure updated information.

Dispensing Medication

Any medications that require supervised administration will be handled through the office. 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.

Student Accident/Dental Insurance

The school participates in an insurance plan (Student Assurance Services) whereby the student can, on a voluntary basis, be insured in case of accidental injury while attending Wall Schools. The fee is payable directly to the company. All students (6- 12) involved in football must take out the insurance or provide the athletic director with a written statement indicating that their parents have a policy that will cover them while participating in football. The students also have the option of enrolling in an accidental dental insurance plan (Delta Dental). If you are interested in this insurance, check with the athletic director or the principal.

Lunch/Breakfast Program

School lunch will be served daily. Prices are as follows:

Single Student Meal (6-12)	\$ 2.50
Reduced Meal	\$.40
Extra Milk/Juice	\$.35
Single Adult Meal	\$ 3.50
Non-Student Meal	\$ 3.50
Student Breakfast	\$ 1.50
Extra Milk/Juice	\$.35
Reduced Meal	\$.30
Non-Student Breakfast	\$ 2.00

When accounts are low on funds, notice will be sent home with the student. Parents are encouraged to check the parent portal or are welcome to call the office anytime to check on their balance. Free and Reduced lunch tickets are available through the school. Forms for the free and reduced lunch program can be obtained on the school's website, by calling (279-2156), or stopping into the office. Lunch accounts need to be paid up in a timely manner and the school will not carry overdue accounts over 2 months per student.

It is important to maintain proper decorum in the cafeteria. Be courteous, careful, and follow the directions of your supervisor. Students are encouraged to try a variety of items on the lunch menu. Federal laws do not allow consumption of pop (soda) in the lunchroom during lunch hours.

Special Student Status

Students may apply to the Wall Board of Education for classification as special students, allowing them to be excused from a class or a group of classes (all PM classes; periods 3-4; etc). Circumstances allowing this status include, but are not limited to: medical problems (taking care of an ill sibling or parent; pregnancy; etc.); economic problems (the need to work to supplement the family income), etc.

Release Time Classes

In cooperation with the Wall Area Churches, which have requested release time for students in grades K-8, the Wall School District does allow students to be dismissed from school each Wednesday afternoon at 2:45 pm 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 it to the principal's office. 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.

Inclement Weather

The school district will use Facebook, Remind, School Messenger automated calling system to inform students/parents of weather or other special events. This system allows the school to inform all households in a very short period of time. Please make sure the school has updated contact information.

If the Wall School District dismisses school due to inclement weather or an emergency, the following radio and television stations will provide the information: KIMM 1150; KOTA 1380; KBHB 810; KKLS 910; FOX 100.3; KKAT 98.7; KMKM 93.9; KOTA TV 3 & 11; KEVN 4, 5 & 7 and KELO 6 & 11

We need to keep the phone lines open. Please don't call the administration. Please tune in to one of the above stations so that you will know the status of our school day. If school has been cancelled due to inclement weather, it makes sense that students do not come to school for any reason.

Final Day of School

Students must have their checkout sheets signed by all of their instructors, the librarian, their coach(es)/advisor(s), the computer teacher, the secretary, the tech director, and the high school principal before students are excused for the year and final grades are issued.

Grading Policies

Wall Teachers grade on the following scale:

A	100 - 93%
B	92 - 86%
C	85 - 78%
D	77 - 70%
F	69 -- 0%

Wall teachers will weight their semester tests or projects as follows:

Semester 1

Quarter 1 will be weighted 40%,
Quarter 2 will be weighted 40%
First Semester test/project will be weighted 20%.

Semester 2

Quarter 3 will be weighted 40%,
Quarter 4 will be weighted 40%
Second semester test/project will be weighted 20%.

GPA

If a student takes a course in middle school for high school credit (such as Algebra I) and passes the end of course exam, the semester grades that the student received are listed on their high school transcript but are not calculated into their cumulative high school GPA. Only courses taken in high school are calculated into the cumulative high school GPA.

Incompletes

Except in extenuating circumstances (extended illness, injury, etc.), all incompletes must be made up within two weeks after the end of any grading period, including the end of the school year. During that time students will be required to stay after school during the extra help time and/or attend Friday Morning Academy. After two weeks the incomplete grade (I) will revert to a grade of (F) indicating no credit. The principal and the teacher(s) involved will determine any deviation from this policy. Not all situations are the same and each will be dealt with individually. Midterm reports and report cards will be mailed out if parents/guardians provide a stamped, self-addressed envelope.

Progress Reports

Progress reports will be given to parents/guardians of all students at the mid-point of the first and third nine-week grading periods, during parent/teacher conferences. They will be issued at the midpoints of the second and fourth nine-week grading periods. However, a progress report can be sent to a parent/guardian at any time the teacher feels it would be beneficial to the student. If a student's performance takes a sudden turn downward, a progress report should be sent or a phone call should be made to the parent. Midterm reports and report cards will be mailed out if parents/guardians provide a stamped, self-addressed envelope.

Report Cards

Wall Schools operate on a four, nine weeks system. Report cards will be issued to the students following the first, second and third nine weeks. The final report cards will be available in the office four working days following the last day of the current school year.

After School Help

From 3:41 PM to 4:10 PM all teachers will be available for those students who want to improve their grades or are at risk of failing a class. Mandatory after school help time will be assigned for those students at risk of failing. In order for students to be excused from a mandatory after school help assignment, parents will need to contact the school. Students taking advantage of the after school help time will be required to sign in. No extra-curricular activities will begin before 4:10PM. Exceptions to the after school help policy must be cleared with the administration prior to the change. Student organizational meetings may be scheduled on Thursday afternoons at 3:41 PM. Schedule all meetings through the office.

Friday Morning Academy

Students in need of extra time or extra help should attend the Friday Morning Academy. It will be scheduled on Friday mornings when there is no school or teacher in-services scheduled, from 7:30AM to 11:30 AM. During this time students will be able to work with a teacher to complete any/all missing, incomplete, or unsatisfactory assignments. Tutoring may also be scheduled at this time, if requests are made in advance.

Parent-Teacher Conferences

Conferences will be held at the midpoints of the first and third nine weeks. The dates will be posted on the yearly calendar and the school website. The staff will be available for conferences in the Multipurpose Room or in their classrooms on a walk-in basis, unless other arrangements have been made in advance.

Parents/Guardians do not have to wait for Parent-Teacher Conferences to meet with a child's teacher(s). If you would like to meet with a teacher, please contact him/her to make a

Honor Roll

Wall Schools will publish honor rolls at the end of each nine weeks. Students with a GPA of 3.75 and higher will be placed on the Gold Honor Roll; a GPA between 3.37 and 3.749 will be placed on the Silver Honor Roll and those students earning a GPA of 3.00 to 3.369 will be placed on the Bronze Honor Roll. Any grade of D, F or I (Incomplete) will forfeit any honor roll placement. Gold Honor Roll Plaques will be awarded at the spring academic banquet to those students earning a place on the Gold Honor Roll for four consecutive quarters.

Participation In School Activities

Activity Objectives:

1. Provide opportunities to develop skills and to experience the satisfaction of performing in an emotionally charged situation.
2. Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
3. Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.

4. Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership and fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action, and respect for individual's differences.
5. Contribute to the relief of emotional strains and stresses.
6. Contribute to the satisfaction of certain psychological needs such as self-understanding, self-expression, understanding others, challenge, acceptance, recognition and approval.
7. Contribute to the development of desirable character traits such as persistence, determination, unselfishness, will to succeed, alertness, maximum effort, resourcefulness and tenacity.

Code of Ethics

As a representative of the Wall Middle School and the community of Wall, students must always present themselves in the most positive manner. This code of ethics applies when student(s) are representing the school as a participant and/or as a spectator. Representing the Wall Middle School is a privilege that comes with certain responsibilities.

These include, but are not limited to:

- Respecting the rights and beliefs of others and treating them with courtesy and consideration.
- Being fully responsible for their own actions and the consequences of those actions.
- Respecting the property of others.
- Respecting and obeying the rules of the Wall School District, the laws of the Wall community, the state of South Dakota, and the United States of America.
- Showing respect to those who are responsible for enforcing the rules of the school, the laws of the community, the state, and the country.

Eligibility: Grades 6th, 7th, & 8th

Wall School 6th-8th grade students must pass five (5) classes (excluding 7-8 band/chorus) in order to appear/perform before the public.

Eligibility will be established at midterm and at the end of each nine-week period. At these times, if a student is not passing five (5) of his/her classes, he/she will be ineligible until he/she is passing 5 classes. The ineligibility of a student will carry over from one year to the next. This will include all games before school starts.

If parent(s)/guardian(s) wish to inquire as to the status of your child's grade(s), they may use the parent portal or visit and/or call the school and consult with the child(ren)'s teacher(s).

Training Rules

Students will not:

- Use tobacco products.
- Drink or possess alcoholic beverages.
- Use or possess any illicit drug, drug paraphernalia or controlled substances unless prescribed by a physician.
- Commit crimes against person or property.

To the Participant

If you become involved in a violation of the training rules, you should remove yourself from the situation as soon as possible. If you feel it is necessary, you should advise your coach/advisor as soon as possible.

Examples:

- If you get into an automobile and a violation of the training rules is taking place; remove yourself immediately.
- If you walk into an area where a violation of the training rules is taking place; remove yourself immediately.
- If you enter a public establishment in which minors are permitted and alcohol is served to those allowed by the law, you should not violate any of the training rules.
- Do not enter into a situation in which you know that a violation of the training rules is taking place.
- If at any time someone tries to get you involved in a training rule violation, your coach/advisor should be advised immediately so they can help you.

Activity Rules

1. It is the policy of the Board and Administration that rules of participation, training, lettering, dress and conduct shall be established for all extra-curricular activities. The coaches and directors involved shall write these rules and they shall be approved by the Administration and Board and shall be rigorously and impartially

enforced. These rules are to be submitted two weeks prior to the Board meeting immediately prior to the start of the activity.

2. Students in activities must have passing grades as per Wall School eligibility policy. To allow time for students to complete make-up work, get needed help on assignments, complete missed tests and quizzes, and to assure teacher time available for students participating in activities, the gym will be closed to students after school each day until 3:50 P.M.
3. Students must be in school the day of an activity in order to participate or attend a school activity unless they are excused by the principal.
4. Students must have their work made up in advance and their make-up slip turned in to the advisor of the activity before they leave for an activity, or they will not be able to attend the activity. The activity advisor will make sure the principal receives the completed make-up slips before they leave for an activity. If a student is not going on the activity for any reason, the advisor will notify the principal. If they do attend without the make-up slip turned in to the office, they will not attend the next activity out of town.
5. All students directly represent the school and community, and shall conduct themselves and dress according to the guidelines set by the sponsor when attending activities.
6. Students on suspension from activities may practice at the discretion of the sponsor of that activity, but will not perform before the public, sit on the sideline/bench during contests, or travel to out of town activities.
7. Violations of the activity rules prior to the end of the last scheduled school activity of the school year will be carried over to the start of the next school year; provided there is not an opportunity for the student to serve the punishment prior to the end of the school year. The violation will be considered the first violation for the new school year.
8. Parents or guardians will be informed of policy violations when disciplinary actions are taken. If an activity participant is referred to the police for a violation of the alcohol/drug policy while participating in an out of town activity, the parent or guardians will be responsible for his/her travel.
9. All students going on school-sponsored trips will be transported by school bus or in school authorized vehicles supervised and driven by authorized adults, unless special arrangements are made with the advisor/coach. If a student is allowed by the advisor to ride with their parents/guardians or another adult, personal contact must be made by the parent/guardian requesting special permission to travel to the activity by means other than the school-provided vehicle. A note signed by the parent/guardian must accompany the request. The advisor/coach will notify the principal. If students are required to use school transportation to travel to an activity, and they travel to the activity by another means; they will not be allowed to participate in the activity. Students must ride home from activities in school-provided vehicles except when the following arrangements have been made:
 - Students may ride home with their parent/guardian provided the parent/guardian personally notifies the advisor after the activity.
 - Students may ride home with another adult provided the advisor of the activity has had personal contact with the student's parent/guardian and a note signed by the parent/guardian is given to the advisor of the activity. It is the responsibility of the advisors to inform the participants in their activities of the rules that apply.
 - Parents/Guardians are responsible for travel expenses of students who break the law while traveling on school-sponsored trips.
10. Activity/Training rules will start at the first day of practice for the fall sports season, as set by the South Dakota High School Activities Association and end on the completion of the SDHSAA event for all students enrolled in the Wall School District. Regardless of the quantity, students shall not be in possession of or use alcoholic beverages, illegal drugs, or tobacco products. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the participant's own use by his/her doctor. The following is the procedure to be used when drug and alcohol violations occur. The order indicates the steps taken only, not the order in which the steps will be taken.
 1. First Violation
 - Committing crimes against persons or property, possession or consumption of alcohol, illicit drugs, or tobacco will carry one or more of the following penalties in addition to consequences set forth above.

- Penalty: After confirmation of the first violation the student shall lose participation in all activities for a period not less than 14 consecutive calendar days.
 - Students who confess to training rule violations prior to being questioned by school officials, the penalty for his/her violation will be cut in half.
2. Second Violation (Occurring in the same school year)
- Penalty: After confirmation of the second violation, the student shall lose all participation in all activities for the remainder of the current school year.
 - Violations of the activity rules prior to the end of the last scheduled school activity of the school year will be carried over to the start of the next school year; provided there is not an opportunity for the student to serve the punishment prior to the end of the school year. The violation will be considered the first violation for the new school year.

Extracurricular or co-curricular activities are events which are sponsored by the school and are performed by students that fall outside the realm of the normal curriculum, of which student participation is not mandated for a course grade.

SD CODIFIED LAW 13-32-9 SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS

Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in chapter 22-42 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled.

Students not involved in any activities

If a student violates the school's policy pertaining to alcohol, illicit drugs, or tobacco they will not be allowed to attend the next three scheduled home varsity or high school events.

Penalties shall commence when the school official (coach or activities/athletic director or principal) has completed his/her investigation, or they have received official notification from law enforcement authorities, or the student involved.

(Accusations of offenses made by a community member must be brought to the attention of the principal or activities/athletic director no later than the fifth school day following the offense. Individuals making the accusation(s) must have witnessed the training rule violation, and must be willing to sign a statement of the offense, and must be willing to back it up with details when the student involved is confronted.)

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. The grievance procedure and forms may be found on the Wall District website or a copy may be picked up in the school office; 3) that an unfair procedure has been used in arriving at a punishment. The steps and forms are found on the school website and/or may be picked up in the office.

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

The district welcomes constructive criticism of the schools 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 the 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 of 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 appeal 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 a 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.

Parental Rights Summary

This handbook is also for the purpose of alerting you to all of your rights as parents under current guidelines and/or legislation. These rights include several areas. The first area in which the Legislature has recently specified parental rights concerns your right of access to all educational records maintained on your child. You have the right to see all of the records and test results maintained by any public educational agency for your child. You have the right to request copies of any records and test results maintained by a public educational agency on your child. You have the right to have the school records explained to you in terms that you can understand. If the language that you speak at home is not English you have the right to have these records translated into the language you normally use. If you disagree with an entry in your child's record, you have the right to ask the school to change the incorrect record. If the school refuses to correct your child's records you have the right to request an impartial hearing at no cost to yourself where a determination will be made concerning whether the records should be changed. Any persons of your choice including your lawyer may assist you at this hearing; however the school is not required to pay the cost of legal assistance. If the hearing officer decides that the record is not in error, you still have the right to place an explanation of the entry in your child's record you have challenged which explains your side of the story. Your explanation must accompany your child's record any time it is examined by anyone else. In addition to these rights concerning your child's educational records, the United States Congress, the South Dakota legislature and the Division of Elementary and Secondary Education have enacted certain laws and regulations concerning educational services for children who need extra help in school.

The outline of rights presented will be separated into two parts; one, what you may do if you believe your child needs special assistance in school and two, what you are entitled to do if the school believes your child is in need of special treatment. If you believe your child requires special assistance in school you have the following rights:

You have the right to request the school conduct an evaluation of your child. This evaluation shall be free of cultural or physical bias insofar as possible. For example, if your child is blind, the evaluation may not be done through tests that require eyesight.

If the school refuses to evaluate your child, you may request an impartial hearing to determine whether your child should be evaluated. You may obtain an evaluation for your child at your own expense and if the hearing officer concludes that the school should have granted the evaluation or that the school's evaluation was incomplete, you may recover the cost of your private evaluations.

Following evaluation of your child, you have the right to request the school to convene a placement committee to determine what an appropriate education is for your child. The placement committee is made up of a school official, your child's classroom teacher, other persons involved in the evaluation of your child, an expert in the suspected area of handicap, you as parents and if you so desire, your child.

The duty of the placement committee is twofold. First the committee must determine whether your child is in need of special or prolonged assistance. Second, the committee must develop an individualized educational plan designed to meet the educational needs of your child. You must agree to the individualized educational plan for your child before it may be implemented. If you do not agree with the plan proposed for your child, you have the right to request an impartial hearing from your local school.

You have the right to have the placement committee make an annual review of your child's educational program. Any special services your child receives as a result of the educational program prescribed for him/her by the placement committee must be at no cost to you. This includes special equipment and material to be used in the classroom and any transportation that is needed as a result of your child's handicap.

Your right to a free appropriate education for your child extends to all of the costs involved in caring for your child at a special school except clothing, personal items and medicine if the local school district is unable to provide the services your child requires in your local school.

If you request an impartial hearing under any of the rights presented here, you have the right to present evidences, cross-examine witnesses, be represented by an attorney, receive copies of all evidence the school intends to introduce at the hearing at least five days before the hearing and receive a decision within forty-five days of the time you requested the hearing. A more detailed explanation of your rights at an impartial hearing will be provided to you in the event you should request such a hearing.

If the school requests to evaluate and place your child in a special program, you have the following rights:

You have the right to refuse an evaluation of your child; however, the school has the right to request an impartial hearing on this issue and if the hearing officer determines that your child should be evaluated, the school may conduct such an evaluation without your consent unless you place your child in another school at your own expense.

You have the right to refuse to agree with an individualized educational program developed for your child by the placement committee. Once again the school has the right to request a hearing on this issue and unless you intend to place your child in another school at your own expense, your child will receive the educational services detailed in the individualized education plan drawn up by the placement committee if the hearing officer decides in the school's favor.

If the school should request an impartial hearing over the provision of educational services to your child, you will receive a detailed description of your rights. Generally you have the right to produce evidence, cross-examine witnesses, present your own witnesses, be accompanied by a lawyer and receive copies of all evidence the school intends to introduce at least five days before the hearing.

This outline of your educational rights is intended to inform you of what you may or may not expect in receiving a free appropriate education for your child. You may also wish to contact the Section for Special Education at 773-4689 or the Wall School District Superintendent at 279-2156.

Statement of Board Acceptance/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.

The Wall School District policies reserve the right in *Loco Parentis* to intervene when actions interfere with the school environment.

The Wall Board of Education adopted the preceding policies. Please read them over carefully, and if there are any questions, contact the Principal's office at 279-2156. This handbook is given to all students at the beginning of the school year. It is the responsibility of the parent and the student to review this handbook and to abide by the School District policy.

Initial Approval Date 7/9/2001

Updated 8/9/2012

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.

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.

IV. 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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 2015-2016**

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), who 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 www.state.sd.us/doh or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2015-2016 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)