

Vision

We are committed to academic excellence so that all students will exceed their potential and become contributing members of our diverse society.

Mission

Wagner Community School will provide “Every Child, Every Chance, Every Day” to excel.

Belief Statements

We will:

Recruit and retain highly qualified personnel who are dedicated and motivated to increasing their professional knowledge and skills.

Interact with students, parents, community members, and staff to provide the highest quality education.

Make decisions based on needs, available resources, research, and best practices.

Educate all students to develop their potential to become contributing members of a democratic society.

Goals

To provide each child an opportunity to become proficient in the skills of reading, math and science.

To provide differentiated instruction that allows for the development of the intelligences, styles, and creativity of each child.

To provide a curriculum that meets the highest standards for a variety of post-secondary options.

To provide opportunities for each child to develop a sense of personal and group worth.

Adopted:

Revised: 10-10-06

Revised: 01-12-09

Revised: 04-11-11

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FROM THE PRINCIPAL:

The Wagner Community Elementary School includes students in ~~1-4~~ K-4

Students in Grades ~~one~~ Kindergarten through 4 receive instruction in reading, math, English, spelling, science, social studies, computers, art, music, physical education, and growing healthy.

Under the plan of the South Central Coop, of which Wagner is a member, speech therapy and language development are provided by a speech therapist which provides necessary services for birth to school age children.

South Central also provides a school psychologist for Pre-K through 12.

The library provides our students with the opportunity to use many books, magazines, reference materials and also time to listen to educational and story tapes.

Education is often defined as training in school or the process of gaining or of giving knowledge. All of the activities and opportunities available in the school should provide students with the basic skills necessary to continue their education. However, because it is a continuous life process, the twin purposes of education will always be "information and inspiration" to further goals and achievement.

THE HANDBOOK:

This handbook was written as a source of information for the students and parents. It provides a guide to living in our school. It provides the "do's and don'ts" – the rules, regulations, and school policies under which the elementary school operates.

School life will be more pleasant if students observe the rules and regulations of the school, understand that attendance is important to learning, and realize that good work can be rewarding.

Following the guidelines of this handbook will enable us to make a good school much better.

Let's make each school year a rewarding and successful one!

EVERY CHILD – EVERY CHANCE – EVERY DAY!

ACCEPTABLE USE POLICY FOR THE INTERNET-IJND-adopted 08-13-2012

It is the policy of the Wagner Community School District 11-4, hereinafter referred to as "District," to maintain access to the internet so that local, national, and international sources of information are available to its administrators, educational staff, and students, which will in turn encourage access to knowledge and the sharing of information which will result in a more complete educational experience for all those employed by or attending the District's K-12 school.

Resources accessed on the Internet will be used by all who utilize the District's Internet facilities with respect for the public trust through which they have been provided and in accordance with this policy, as well as future policies and/or regulations that the District may from time to time establish.

Resources as defined herein are meant to include any and all information in electronic or audiovisual format or any hardware or software that makes possible the obtaining, storage, and use of such information, which is obtained off the Internet. The Internet is defined as a large computer network made up of millions of computers and smaller networks throughout the world, which are connected to a central network, which is customarily referred to as the Internet.

District's mission statement is to provide the following:

1. Electronic mail services and worldwide information access to its administrators and educational staff.
 2. Basic Internet access to its administrators, educational staff and students.
- The intent of this Acceptable Use Policy is to ensure that all uses of the District's Internet access facilities are consistent with the District's policy and mission statement.

The following guidelines will be followed by all persons or entities using the District's Internet access facilities:

1. Any use of the District's Internet facilities for illegal, inappropriate, or obscene purpose, or in support of such activities, is strictly prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal thereof. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
2. All use of the District's Internet facilities must be in support of a world-class public education.
3. Any use of the District's Internet facilities for commercial purposes is strictly prohibited.
4. Any use of the District's Internet facilities for product advertisement or political lobbying is strictly prohibited.
5. No use of the District's Internet facilities shall serve to disrupt the use of the District's facilities by other users.
6. Unbridled and open-ended use of the District's Internet facilities in terms of access time cannot and will not be accommodated. Users are cautioned to exercise prudence in the shared use of this resource so as to provide ample time opportunities for all individuals and entities desiring to use the District's Internet facilities.
7. No user of the District's Internet facilities shall violate any copyright, trademark, licensing agreement, or other contracts involving any other person or entity advertising or providing information to the Internet which is accessible by the users of the District's Internet facilities.
8. No user shall interfere with the intended use of the information resources obtained by accessing the Internet through District's Internet facilities.
9. No user shall seek to gain unauthorized access to any information resources located on the Internet. Unauthorized access shall be defined as access to any website located on the Internet which has been specifically filtered out by the District's Internet access facilities or to which the user has been specifically advised by either administrators or a member of the educational staff as a prohibited site not to be accessed by users of the District's Internet access facilities.
10. No user shall use or knowingly allow another to use any computer, computer network, computer system, program or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations while using the District's Internet access facilities.
11. No user shall, without specific authorization, destroy, alter, dismantle, disfigure, or prevent the rightful access to or otherwise interfere with the integrity of computer-based information and/or information resources accessible by or residing on the District's Internet access facilities.
12. No user shall, without specific authorization to do so, invade the privacy of individuals or entities that are creators, authors, users or subjects of the information resources provided on the District's Internet access facilities.

Any violation of the above policies and prohibitions may result in disciplinary action being taken against the person violating it. Such discipline may include limiting that individual or entity's access to the Internet through District's Internet access facilities or terminating that person's privilege to use District's Internet access facilities.

It is the policy of the District that use of the District's Internet access facilities is to be considered a privilege which can be withdrawn by the District for the violation of any of the above set out policies and restrictions.

The District reserves the right to alter or amend this Acceptable Use Policy at any time, as well as to make individual decisions on whether specific uses of its Internet access facilities are consistent with the above-state policy and restrictions.

All violations of this policy and/or restrictions are to be immediately reported to the educators supervising the student use of the Internet, or in the case of members of the educational staff, to the principal or superintendent of the District. The District's superintendent, or his designees, shall make all decisions as to acceptable use of the District's Internet access facilities as well as discipline that may from time to time be meted out to violators of the above policy and/or restrictions. If any student, educator, or administrator is in disagreement over discipline that may be imposed by the District superintendent for the violation of any of the policies and/or restrictions included herein, then and in that event, said aggrieved student, educator, or administrator may request a hearing on such disciplinary matter before the District's Board of Education and following a hearing thereon, the decision of the District's Board of Education shall become final as to all matters involving this policy, restrictions, and any disciplinary action taken in accordance thereof.

ACTIVITIES

Community members and students are encouraged to attend any and all school related activities and events. At the same time, parent/guardians are strongly requested to supervise their children at all school activities and events. End zones – at football games and basketball games – are not play areas, nor are sidelines. Unsupervised children will be returned to their parents/guardians. Unacceptable behavior will result in the students (or adults) being asked to leave the activity area or be removed from the area of the event.

ACTIVITY TICKETS:

The school sells activity tickets for all school students. Kindergarten students are not charged admission and will not need an activity ticket. This ticket entitles a student to attend most activities sponsored by the school, such as football and basketball games and wrestling matches. It does not include admission to activities sponsored by the conference, district, or another school in our facilities. It also does not include any Children's Theatre productions.

ASSEMBLY PROGRAMS:

Interesting programs are held during the year for student education and enjoyment. They include both local and outside talent. A movie may be provided for the students at Christmas time and sometimes on the last day of school in the spring. Most programs for elementary students are provided at no charge to the student.

ASSIGNMENTS:

In the case of planned absences, students are encouraged to make arrangements with their teacher(s) to complete their work in advance. Students, who have missed school, are urged to complete their work as quickly as possible. The following is a timetable for days missed:

Students who miss from 1-5 consecutive days of school will be given 2 school days for each day missed to complete missed assignments for full credit. Those students who miss more than 5 consecutive days will have assignment completion arrangements made with the administration and their teachers to receive full credit for assignments. Any make-up work received after the designated time limit will not receive full credit.

ATTENDANCE:

ATTENDANCE POLICY FOR GRADES 1-4 K-4:

THE NEW SD TRUANCY LAW (BILL #70) effective January 1, 2016.

1. **Students 10 years of age or older:** Wagner Community School will contact the police department for truancy issues. Students with 8 unexcused absences will be issued a ticket by a police officer, appear in court with their parents or guardian at which time the judge will determine the fine, 13 unexcused absences a second ticket will be issued, court appearance and a fine, 18 unexcused absences a ticket, court, a fine, along with juvenile probation.
2. **Students age 9 or younger—**Social Services will be notified and parents may be issued the ticket and will appear in court with fines.

All parents/guardian will be notified when their child has 4 unexcused absents and again at 8 days. As stated above, 10 years of age the police will be notified, under 10 years of age, Social Services Dept. will be notified.

Excused absence may include illness with a doctor's note or funerals. It is your responsibility to submit documentation from a doctor or program from the funeral.

Attendance is critical and if a student misses a significant number of days during the school year, the student may be considered for retention due to lack of instruction.

BICYCLES, SKATEBOARDS & HEELYS:

Students who ride bicycles to school must park them in the bike rack on the east side of the building. The bicycles should be locked during the day. Students will not be permitted to ride bicycles or skateboards on the playground during the day or after school because of the danger involved.

Bicycles & skateboards are private property and should be treated as such. Students should not tamper with or play with bicycles - theirs or those belonging to others - during the school day. Students will not be permitted to play on bike racks.

Students who wear Heely shoes to school must have the wheels taken out.

CLASSROOM TREATS:

Sunflower seeds and gum are forbidden in the elementary school. Having these during school hours does not promote or contribute to the good or betterment of the school. Custodial problems, as well as classroom problems are caused by their use.

Students who bring treats to school at some time during the year should not bring sunflower seeds or gum. Candy may be brought as a birthday treat for classmates. Whatever is brought must be sealed/wrapped and not made or handled at home.

DESTRUCTION OF SCHOOL PROPERTY:

Although the physical features of any school do not determine its effectiveness, nevertheless attractive surroundings contribute to the well-being and happiness of the pupils. One cannot help but look with disfavor upon the boy or girl who is careless and thoughtless about the school grounds and the buildings. To destroy the grass, trees, and shrubs, to mar the desks by writing or cutting, to deface the walls of the building, is to bring discredit upon our school.

School pride and appreciation for the invested money of the taxpayers, the parents, demand the effort of every pupil and the careful preservation of the buildings and the school property.

This is your school. Why not make it a point to take good care of it? Attempt to develop a pride in keeping both building and equipment as neat and clean as possible since you are only using it temporarily.

In order to effectively discourage lack of respect and improper care of schoolbooks, a record is made at the beginning of the year for the textbooks assigned to each pupil. For any textbooks which are lost or destroyed, or which show excessive abuse, a fine will be assessed according to the value of the books.

Chapter 12, Section 19, of the Public School Law Revision Act of 1955 states: "Any pupil who cuts, defaces, or otherwise injures any school house, apparatus, or outbuilding thereof is liable to suspension or expulsion, and on the complaint of the teacher, the parents or guardians of such pupils shall be liable for all damages."

STUDENT DISCIPLINE-JG-6-17-11

Including Reasonable Resistance or Physical Force

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

The following principles will be observed by the school staff in maintaining student control and discipline in the schools:

It is believed that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a student's poor attitude or misconduct and striving to meet his social, emotional, and academic needs.

Every individual needs to feel worthy and accepted as a person. In criticizing a student for his conduct or attitude and in taking disciplinary action, teachers and other staff members will endeavor to show him that it is his behavior that is objectionable, not the student himself.

The best discipline is self-discipline. Modes of student control over classroom management will offer students the freedom to acquire self-control and self-discipline. This freedom will be extended in keeping with the student's maturity.

Staff members may use reasonable restraint or physical force, given the student's age and sex, conduct, and threat to harm self or others as granted by South Dakota law.

Within the above guidelines and specific policies regulating conduct and disciplinary action, the superintendent will set up procedures for dealing with disciplinary problems.

The Board extends to all of its school employees, professional and nonprofessional, the authority to enforce policy and regulations governing student behavior. Students will comply with the directions given them by staff members.

Student discipline grids are published in all student handbooks.

Legal References:

Adopted: 10-11-99

Revised: 01-12-09

Committee Review: 06-17-11

Revised: 02-12-07

Classes 1 & 2 are recorded by the quarter

Class 3 is recorded by the semester

Classes 4 – 7 are recorded by the year

Any action that requires discipline that is not on the discipline grid will be handled on an individual bases by the administration.

DISCRIMINATION POLICY/HARRASSMENT POLICY-ACAA-1-9-12 (See appendix)**Discipline Grid, (see appendix)****Discipline Referral Forms, (see appendix)****DRESS:**

According to the laws, apparel that is disruptive to the educational process is not appropriate for school; this is to include wearing coats to class and wearing of long coats to school. The wearing of chains on the clothing is prohibited. Wearing of gang colors is strictly prohibited and they will be confiscated. Consequences will be applied according to the Discipline Grid. Flip flops are not recommended due to accidents on the playground, hallways, and classrooms.

Students should wear appropriate clothing during the particular seasons. No shorts during second and third quarter. Students go outside unless temperature is below 0 degrees. Names in jackets or coats is encouraged.

FIELD TRIPS:

Throughout the year a limited number of elementary field trips may be planned in connection with classroom teaching. Teachers will notify all parents as to the nature of the trip and require signed permission slips before students will be taken on trips out of town. A signed permission slip will be kept on file in the office for the school year. Chaperones will be limited to parent/guardian and will be selected on a timely basis by the classroom teachers and administration.

FIRE DRILLS:

Fire drills are held during the first few days of school and throughout the year without advance notice. The signal for a fire drill is a continuous ringing of the bell.

The following directions should be observed:

1. Leave all equipment in the rooms and leave the rooms in an orderly manner.
2. Use the regular exits or emergency exits that are nearest to your areas as instructed.
3. Leave the building in an orderly manner
4. Move at least 100 feet away from the building
5. Remain in groups so the teachers can take that roll call and so that return to the building can be achieved quickly and orderly.

FIRST AID:

Pupils requiring first aid for minor cuts, scratches, bruises, etc can secure this service in the nurse's office.

If a student becomes ill or is involved in an accident at school, the parents will be notified as soon as possible. Other necessary action will be taken according to the Emergency Procedure Reports that have been completed by the parents.

HEAD LICE: JHCCB-06-17-11

Head lice infestations are not a major health threat according to the South Dakota Department of Health. Head lice are not considered a medical problem but they may cause itching and sometimes secondary bacterial infection. Although head lice are transmissible, their potential for epidemic spread is minimal. Neither the American Academy of Pediatrics, American Public Health Association nor the National Association of School Nurses recommends isolating children at school or excluding children from school when they have head lice. Furthermore, the treatment of head lice is not indicated if the infestation is not active.

The school nurse and/or trained assistant will screen Wagner Community School District students on a quarterly basis for head lice. A staff person may request that the school nurse check a student for head lice if there is a concern. Checks for head lice will be performed in a confidential and respectful manner.

The school nurse will conduct the following procedure if live head lice are identified:

1. Notify parent/guardian on the day of the identification;
2. Provide information on the biology of head lice and methods of elimination;
3. Provide medication, combs, etc. upon request of the parent/guardian;
4. Recheck the student for head lice the following day; and
5. Provide treatment in school, if necessary, for persistent cases.

Persistent cases of head lice will require the cooperative efforts of the nurse, home/school coordinator, school counselors, social workers, and health service providers in the form of preventative education as well as intervention services.

Revised - 06-17-11

HOMELESSNESS-AF-01-16-13**ENROLLMENT, TRANSPORTATION, SCHOOL OF ORIGIN, AND THE ELIMINATION OF BARRIERS FOR CHILDREN OR YOUTH EXPERIENCING HOMELESSNESS INCLUDING UNACCOMPANIED YOUTH**

The Wagner Community School District policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to service offered to other students in the school including the following:

- Transportation services.
- Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- Programs in vocational and technical education.
- Programs for gifted and talented students.
- School nutrition programs

A complaint may be filed with the homeless liaison (Superintendent) in the district office. Each complaint will be responded to in writing to each decision. Decisions may be appealed to the Department of Education. Services will be provided while the complaint procedure is progressing.

Adopted: 06-27-07

Revised: 05-11-09

Policy Committee Review: 09-08-10

Revised: 01-14-13

HOME SCHOOL STUDENTS PARTICIPATING-JEC-2-7-11 – See Appendix

HOT LUNCH,

Meal tickets will be at a price determined by the school board.

Food is not to be taken from the lunchroom at any time. Students who bring their lunch must eat it in the lunchroom. No carbonated beverages are permitted. The lunchroom should be kept clean and orderly. Table manners should be observed the same as when eating at home or in other places where food is served. Failure to observe lunchroom rules may result in the loss of lunchroom privileges.

Wagner Policy states students must have 3 items from the food service menu – in an offer vs. serve program K12. Students may return to the serving line for additional helpings. However, what they take should be finished. We would appreciate it if everyone would attempt to keep from wasting food – if at all possible.

LASER POINTERS, MATCHES, & LIGHTERS

Students are prohibited from having laser pointers, matches, and cigarette lighters in Wagner Community School. All laser pointers, matches, and cigarette lighters will be confiscated.

LIBRARY:

The library belongs to the students. There are more than 6,500 books in the elementary library. There are also reference books and magazines and listening tapes for the students to enjoy. Students should develop a love for reading and have fun discovering the world of books.

To make the library enjoyable and useful for all students, the following rules must be observed:

1. Books may be checked out for two weeks. If a book is needed for a longer period, it can be brought back to the library and renewed for another two weeks.
2. If books are overdue or money is owed for lost books, no more library materials may be checked out until these obligations are taken care of.
3. Money paid for lost books will be refunded if the books are found and returned. Books returned after three months may be charged a late fee. Students should observe the following courtesy suggestions for library use:

Students should observe the following courtesy suggestions for library use:

1. Respect the privileges of other students who are using the library.
2. Keep your voice low.
3. Return books on time
4. Treat books with respect by using them properly
5. Keep books clean
6. Do not lose books
7. Be a good library citizen

Students are expected to follow rules for proper behavior when they are in the library. Failure to do so will result in the loss of library privileges.

LOCKERS:

All lockers and desks located in the Wagner Community School District are the property of the Wagner Community School and are subject to search at any time.

LOST ARTICLES

Students often misplace or lose caps, jackets, boots, gloves, school supplies, etc.

Parents are requested to put their child's name on all items of clothing that are removed for the day when the child arrives at school and on all major school supplies that will be used over a long period of time. This will assist us in returning lost articles to the owners.

ADMINISTERING MEDICINES TO STUDENTS-JHCD-6-17-11

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

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

The above policy covers all prescription and other drugs including over the counter medication. Only Acetaminophen (Tylenol) or Ibuprofen (Motrin) may be given at the discretion of the school nurse upon written authorization of the parent or guardian.

All medication, including over the counter medication, must be brought in a factory sealed bottle/container with the original labels in place.

Legal References: SDCL 36-9-28; 13-33A-1; 13-33A-2; 13-33A-3

Adopted: 02-13-96

01-13-00

Revised: 02-12-07

04-14-08

Committee Review: 06-17-11

PARENT-TEACHER CONFERENCES:

Parent-teacher conferences are scheduled midway during each of the ~~four reporting periods~~ **first and second semesters** of the school year. It is urged that both parents attend the conferences if at all possible. Other conferences will be arranged if requested by either the parents or teachers.

PARENT VISITATION:

Parents are encouraged to visit the elementary classroom areas, the library, and music, art, and physical education classes. We invite you to come and observe and/or get involved with the students and teachers at work. Spend some time in the areas and become familiar with the work your children are doing.

For the safety of all children, we require that all visitors register in the elementary office and get a visitor's badge so that we know we have visitors in the building.

PERSONAL PROPERTY:

The school will not take on the responsibility of care and security of personal property. This includes CD players, game boys, cell phones, and other electronic items. Please do not allow students to take valuable items to school for play and show-and-tell. If they come to school, they will be the responsibility of the student. The school may also confiscate them if they become a nuisance in the classroom.

PETS:

Students who wish to bring pets to school for show-and-tell or some other class activity should get permission from the teachers before doing so. If it is not feasible to keep the pet in school all day, arrangements should be made to have the parents get it when the student is finished with it. Pets will not be allowed on the buses.

PLAYGROUND REGULATIONS:

1. While playing during school hours, all students must follow good conduct.
2. Dress according to the weather. In cases of inclement weather, the administration will determine whether the students will go outside.
3. Short-term excuses from playground (three days or less) require a note or call from the parent or guardian.
4. Long term excuses from playground (more than three days), should be discussed with the principal and will require an excusal from a doctor.
5. Rocks, sticks, and snow are to remain on the ground. (Snow forts and snow figures may be built).
6. Respect the games and rights of others.
7. Follow safety rules when using playground equipment.
8. Tackle football is forbidden on the playground.
9. Supervisors are not responsible for the breaking or loss of personal toys brought to the school.
10. Ask permission of the playground teacher if you wish to enter the building during recess.

PLAYGROUND SUPERVISION:

~~Playground supervision begins each morning at 8:00 a.m. Students who come to the playground before that time are there without supervision. Elementary student will not be allowed to play on the playground prior to school starting during the 2022-23 school year. Students are encouraged to eat breakfast or go to their classrooms. Doors are opened at 8:00 a.m. for town students who eat breakfast.~~ All other students are to report for breakfast as soon as they arrive. On rainy days and extremely cold days students may come into their areas at 8:00 a.m. when supervision begins.

There is no playground supervision after 3:32 p.m. Students should leave the school when they are dismissed for the day.

PROGRESS REPORTS/ PHONE CALLS:

Contact with parents/guardians will be made through progress reports and phone calls at any time during the school year when a student is having difficulty with work in the classroom or when the student is having a behavior problem on the playground or in some area in the school building. The contact will indicate the specific problem and whether or not a conference with the parents is required.

REPORT CARDS:

Report cards will be given out after the end of the nine-week period. Report cards provide an indication of the progress being made. They will show whether the student is remaining at a satisfactory level of achievement, improving in his work or failing to make progress.

SCHOOL BUS REGULATIONS:

The Wagner Community School District has provided a splendid fleet of buses for those who ride to school on them. The Board of Education has employed reliable and responsible men and women to drive these buses and it is the duty of each student who rides a bus to do his part to keep the buses in good condition and abide by the regulations set up by the administration. Failure to do so may result in suspension of bus service for the offender. Bus transportation is a privilege, not a right.

1. Be on time. If a bus had to wait one minute at each stop, it would have to start loading students 20 to 30 minutes earlier.
2. When boarding or leaving a bus, use the available handrail and watch your step.
3. Remain seated while the bus is in motion.
4. Keep all parts of the body inside the bus while you are a passenger.
5. The aisles must be kept clear. Never place anything in an aisle that will impede traffic through it.
6. Balloons are not permitted on buses. It obstructs the driver's view.
7. Be courteous at all times, both to the driver and other passengers on the bus.
8. Boisterous and profane language is forbidden.
9. Conversation is to be carried on in a normal tone of voice. There is to be no shouting, singing, or yelling. When approaching a railroad crossing, absolute quietness is required.
10. Pop bottles and food are not to be brought on the bus except school lunches.
11. It is against the State law to throw anything from a vehicle upon the highways and street.
12. Do not cross a highway before the bus arrives.
13. When getting on or off a bus:
 - (a) Do not cross a road until the driver signals that it is safe.
 - (b) Look both ways before you cross after the driver has signaled.
 - (c) Cross at least 10 feet in front of the bus.
 - (d) The bus driver will remain stopped and leave the red lights flashing until all children have crossed the road safely.
14. Bus drivers will not discharge riders at any place other than the regular bus stop at home or school without proper authorization from the parent or school official.
15. No student is to ride a bus to which he is not assigned without written permission from the school, principal, or bus supervisor.
16. The driver of the bus is in complete charge and must be obeyed. Students, who are going to ride a bus other than their regular bus, must bring a note signed by their parents and give it to the driver of the bus they intend to ride. Parents should contact the driver ahead of time as some buses are filled to capacity and cannot take additional riders.

If at any time a student is not to ride the regular bus, we request the parent to make a personal telephone call to the office or to send a note telling us where the student is to go. This information should be in the office by **2:00 p.m.** so that there is ample time to deliver all messages. Should students be confused as to where they should go and parents are unable to be contacted, students will be sent home on the regularly scheduled route.

SCHOOL DAY:

The regular school day begins at 8:30 a.m. and ends at 3:32 p.m. Breakfast is served from 8:00-8:20 with exceptions being made for late busses in inclement weather. ~~Elementary students enter their classrooms when playground bells ring at 8:20 a.m. Elementary students are in their room 8:20 – 8:30 preparing for class.~~ Instruction starts at 8:30. Elementary students are dismissed at 3:32 p.m.

SECURITY CAMERAS:

The Wagner Community School has installed security cameras throughout the building and outside on the playground and parking lots. To ensure school safety, students, teachers, and visitors could be videoed while on a bus, in a classroom, or in the hallways.

WAGNER SCHOOL SUPPLIES

All students will need a pair of tennis shoes for PE that will be kept here during the school year.

First through fourth grade students will need a swimsuit for PE from November – March.

Grade One

#2 yellow pencils (30)	Crayon box	Scissors, pointed
Kleenex-4 boxes	Elmer's glue, white-2	Washable markers-8
Erasers-6-white or pink	Colors, 24 - 4 boxes	Pocket folders (4)
Glue sticks-4	Highlighters-2	Book bag
Playing cards-1 deck		

Grade Two

#2 yellow pencils (30)	Erasers (pink, pearl)	Colors, 16
Scissors, pointed (Fiskars)	Pocket folders (2)	Colored pencils
Ruler, metric and inches	Kleenex - 2. Large boxes	
Elmer's glue, white or glue stick	Spiral notebooks – wide lined (3)	

Grade Three

#2 yellow pencils (12)	Markers	Pencil box
Colors(16)	Scissors, pointed	Erasers pink or white
Ruler, metric and inches	Spiral notebooks (2)	Elmer's glue, white
Dry erase markers (1 box)	Kleenex, large box	3 pocket folders

Grade Four

#2 yellow pencils (12)	Colors	Container for supplies (pencil box)	Yellow highlighters
Scissors, pointed	Elmer's glue, white	1" three ring binder	
Ink pens	6 pocket folders	colored pencils, 8 or 12	
Basic calculator	Markers	Ruler - 12 inch with metric side	
School bag – pull or carry type	erasers for pencils	spiral notebooks	

Please identify children's supplies with their name. Students should furnish all supplies that are used for regular classroom lessons. The school furnishes drawing paper and construction paper for art activities, as well as paper for special writing lessons.

WAGNER SCHOOL'S WEBSITE:

The Wagner Community School has a website www.wagner.k12.sd.us. This site has our school calendar, handbooks, policies teacher's websites, and other information. Parents can also access their child's grades and keep track of their progress daily/weekly. Please contact the high school secretary for parent sign up.

STORMY WEATHER:

In case inclement weather or any other emergency should force the cancellation of school for the day, the announcement will be made through media outlets of KELO, KSFY, and KDLT TV as well as KMIT and WNAX Radio Stations. On both occasions Wagner Community School will utilize School Reach to notify the parents.

STUDENT COMPLAINTS AND GRIEVANCES-JFH-12-12-11

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

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 Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

Any student or his parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he considers unjust or unfair. If the incident remains unresolved, the student or his parents or guardian or the teacher, may bring the matter to the principal's attention for his consideration and action. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for consideration. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board for review.

All three (3) levels, an informal conference is to be held within five (5) days of the date of filing of the complaint so that no student's complaint shall consume more than fifteen (15) days time in all. The burden of proof is on the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principal's level and designed to provide the student with a basis for resolution of the problem as originally stated in the complaint.

The Board's decision will be final unless an appeal hearing is requested.

Legal References:
Adopted: 11-09-99
Revised: 12-12-11

PROMOTION AND RETENTION OF STUDENTS-IKE-2-7-11

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Retention will not be used until other possibilities have been exhausted.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, the advice and help of the school counselors and other special school personnel will be utilized.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principals. Teachers, in recommending retentions and principals in assigning them, will give the reasons why they feel the student should repeat. The school district shall have final authority in the promotion/retention of a student in grades ~~4-12~~ K-12.

A retention consent form will be filled out that include that includes Parent/Guardian, Teacher and Principal signatures and kept in the child's cumulative folder.

The principal will take particular care in assigning more than one retention during a child's elementary school life. The superintendent must approve a second retention assigned any student.

Student handbooks include additional information regarding specific retention procedures.

Legal References: SDCL 13-27-1
Adopted:
Revised: 01-08-07
Policy Committee Review: 02-07-11

STUDENT VISITATION:

Student visitors should be related to one of our students or be a previous student of the Wagner School. Visitation time will be limited to having lunch with our student at lunch time and must have prior approval from the elementary principal.

TEACHER QUALIFICATIONS: Parents have the right to ask for the qualifications of their child's teacher.

School offices may be contacted for information pertaining to the following:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

TELEPHONE CALLS, SCHOOL REACH AND CELL PHONES:

Telephone calls for students during school hours are disturbing to the school routine. Very important messages will be written down and delivered to the student. The school telephone is for school business and should not be used for personal calls.

The Wagner School has an emergency phone service School Reach to call all parents/guardians to notify them concerning school closures, important reminders, or emergencies regarding school happenings. It is vital that all parent contact information is current; please call the school 384-3393 to update your information.

Cell phones must be turned off during school hours 8:30 a.m. to 3:32 p.m. and kept in the student's locker or school bag. If you have an emergency please call the office in grades 1-4 - @ 384-3393 and the message will be delivered immediately. Cell phones may be used only with Principal or teacher approval.

TITLE I PARENT PARTICIPATION POLICY

In compliance with the rules and regulations for Title I programs, the Wagner Community School #11-4 states its intent to comply with the spirit of this law. See Appendix

TITLE VI, TITLE IX AND SECTION 504 COMPLIANCE NOTICE-AC-9-8-10

NON-DISCRIMINATION

Students, their parents/guardians and employees of the Wagner School District #11-4 are hereby notified that this school district does not discriminate as is required by Title 1, Title VI, Title IX, and Section 504 of the Rehabilitation Act. We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer of the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. The Superintendent is designated program coordinator. Questions should be addressed to the Superintendent. You may contact the Regional Director at U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367.

Legal References:

Adopted:
Revised: 10-10-06
Revised: 08-13-07

A)

APPENDIX

ASBESTOS MANAGEMENT PLAN

TO: Parents, Teachers, and Employees of the Wagner School
FROM: Susan L. Smit, Superintendent
RE: AHERA Asbestos Management Plan

On 07-09-89, the Wagner School District began implementation of its asbestos management Plan. This plan details the steps which will be taken to deal with any asbestos-containing building materials found in school facilities.

In the short-term, these steps include repair of any damaged materials and cleaning of any areas which may have been, in any way, contaminated. In the long-term, they include an Operations and Maintenance Plan detailing procedures which will be used to assure that all materials are maintained in a condition which minimizes any possible health threat to building occupants. In addition, the plan allows the eventual removal of the material when an opportunity to do so presents itself.

The plan also requires that every six months the situation in each building be reviewed to make sure the original assessment remains accurate and no new problems have arisen. Lastly, it is specified that every three years each building be given a complete re-inspection.

A copy of the Plan will be kept on file in the school and will be made available for review to any interested parties. In addition, at least annually, the school will provide updated information on the Management Plan to those concerned.

If there are any special questions or concerns, they should be directed to the school's Designated Person, Tracy Leines. He can be reached by contacting the Superintendent at 101 Walnut Avenue SW, Wagner, SD 57380.

B)

**WAGNER COMMUNITY SCHOOL
POLICY AGAINST RELIGIOUS, RACIAL AND
SEXUAL HARASSMENT AND VIOLENCE-ACAA-1-9-12**

Everyone at the Wagner Community School has a right to feel respected and safe. Consequently, we want to know about our policy to prevent religious, racial or sexual harassment and violence of any kind

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

name calling, jokes or rumors;
pulling on clothing;
graffiti;
notes or cartoons;
unwelcome touching of a person or clothing;
offensive or graphic posters or book covers; or
any word or an action that makes you feel uncomfortable, embarrasses you, hurts your feelings, or makes you feel bad.

If any words or action make you feel uncomfortable or, fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Superintendent of Schools.

You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the Wagner Community School policy against religious, racial and sexual harassment and violence. Complete policies are available in the District office upon request.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

CONTACT SUPERINTENDENT OF SCHOOLS

HOME SCHOOL STUDENTS PARTICIPATING-JEC-2-7-11

Wagner Community School welcomes all students that wish to enhance their academic studies. Any K-12 grade student that is home schooled may participate in any of the school's academic classes at their level. The home-schooled students will not be allowed to participate in any inter/intra-scholastic activities. These activities include but are not limited to performances, concerts, and contests. Wagner Community School will not conflict with the SDHSAA rules or by-laws.

Adopted: 09-15-03

Revised: 06-27-09

Reviewed: 02-07-1

1-2 STUDENT DISCIPLINE GRID

Offenses	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th * Offense
Class 1					
Bus Offense	Warning Parental Contact	1 day off bus Parental Contact	3 days off bus Parental Contact	5 days off Parental Contact	10 days off bus Parental Contact
Class 2					
Insubordination, Poor behavior Disruptive behavior	Warning Parental Contact	ISS—2 hours Parental Contact	ISS—4 hours Parental Contact	ISS—1 days Parental Contact	Bridges Rm—5 days
Class 3					
Skipping Class, Tobacco use or Possession, Cheating Inappropriate language Matches/lighter	ISS—4 hours Parental Contact	ISS—1 days Parental Contact	ISS—2 days Parental Contact	Bridges Room—5 days Parental Contact	OSS—5 days Parental Contact
Class 4					
Stealing Under \$50	ISS—1 days With Restitution** Parental Contact	ISS—3 days With Restitution** Parental Contact	Bridges Room—5 days With Restitution** Parental Contact	Bridges Room—5 days With Restitution** Parental Contact	OSS—5 days With Restitution** Parental Contact
- \$51-\$250 -	- ISS—2 days With Restitution** Parental Contact -	- Parental Contact Bridges Room—5 days Parental Contact -	- OSS 10 days; contact parents & police; restitution***, referral for long term suspension or expulsion Parental Contact -	- -	- -
- Over \$251 -	- Parental Contact Contact Police Restitution** OSS—10 days -	- -----OSS 10 days; contact parents & police; restitution**, referral for long term suspension or expulsion-----	- -	- -	- -
Class 5					
Violence, Fighting Intimidation, Destruction of Property, Blatant disrespect For staff; Gang Signs or symbols	ISS—2-4 days Restitution** Parental Contact	Bridges Room 5 days/or OSS – 2-4 days Restitution** Parental Contact	Bridges Room 5 days/or OSS-5 days Restitution** Parental Contact	OSS 5 days; Restitution** Parental Contact	OSS 10 days; Restitution** Parental contact referral for long term Harassment, suspension or expulsion
- An Attack -	- Parental Contact Contact Police OSS—10 days -	- -----OSS 10 days; contact parents & police; referral for long term suspension or expulsion-----	- -	- -	- -
Class 6					
Alcohol Use or Possession	OSS—4 days*** Parental Contact Contact police	OSS—6 days*** Parental Contact Contact police	OSS—10 days Parental Contact Contact police referral for long term suspension or expulsion****		
Class 7					
Drug use or Parental Contact	-----OSS 10 days; contact parents & police; restitution***, referral for long term suspension or expulsion-----				Possession; Contact Police
Drug	OSS—10 days				
Paraphernalia	Referral for expulsion****				
Class 8					
Selling or distribution of Drugs, bomb Threat, endangering The life of others, Or weapons Assaulting staff	-----OSS 10 days, contact parent, contact police, referral for expulsion-----				
<p>*A student who has more than 5 offenses in a specific class will receive consequences deemed appropriate by the administration. Such consequences may include, but are not limited to: 1) ISS, 2) Bridges Rm 3) OSS, 4) Referral for long term suspension or expulsion.</p> <p>**Without restitution student may be referred to the superintendent for further action.</p> <p>***This time could be cut in half if student seeks a dependency assessment & treatment from a certified chemical dependency counselor within those 5 days at the cost to the student.</p> <p>****Referral for a possible long-term suspension will be made if student seeks a dependency assessment & treatment from a certified chemical dependency counselor within 10 days at student cost</p> <p>Classes 1 & 2 are recorded by the quarter Class 3 is recorded by the semester Classes 4 – 7 are recorded by the year Any action that requires discipline that is not on the discipline grid will be handled on an individual bases by the administration.</p>					

c)

3-4 STUDENT DISCIPLINE GRID

Offenses	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th * Offense
Class 1 Bus Offense	Warning Parental Contact	1 days off bus Parental Contact	3 days off bus Parental Contact	5 days off bus Parental Contact	10 days off bus Parental Contact
Class 2 Insubordination, Poor behavior Disruptive behavior	Warning Parental Contact	ISS—4 hours Parental Contact	ISS—1 day Parental Contact	Bridges Rm—5 days	Bridges Rm—5 days
Class 3 Skipping Class, Tobacco use or Possession, Cheating Inappropriate language Matches/lighter	ISS—1 days Parental Contact	ISS—2 days Parental Contact	Bridges Room—5 days Parental Contact	Bridges Room—5 days Parental Contact	OSS—5 days Parental Contact
Class 4 Stealing Under \$50	ISS—1 days With Restitution** Parental Contact	ISS—3 days With Restitution** Parental Contact	Bridges Room—5 days With Restitution** Parental Contact	Bridges Room—5 days With Restitution** Parental Contact	OSS—5 days With Restitution** Parental Contact
- \$51-\$250 -	- ISS—2 days With Restitution** Parental Contact -	- Parental Contact Bridges Room—5 days Parental Contact -	- OSS 10 days; contact parents & police; restitution***, referral for long term suspension or expulsion Parental Contact -	- -	- -
- Over \$251 -	- Parental Contact Contact Police Restitution** OSS—10 days -	- -----OSS 10 days; contact parents & police; restitution**, referral for long term suspension or expulsion-----	- -	- -	- -
Class 5 Violence, Fighting Intimidation, Destruction of Property, Harassment, Blatant disrespect For staff; Gang Signs or symbols	ISS—2-4 days Restitution** Parental Contact	Bridges Room 5 days/or OSS – 2-4 days Restitution** Parental Contact	Bridges Room 5 days/or OSS – 5 days Restitution** Parental Contact	OSS 5 days; Restitution** Parental Contact	OSS 10 days; Restitution** Parental Contact referral for long suspension or expulsion
- An Attack -	- Parental Contact Contact Police OSS—10 days -	- -----OSS 10 days; contact parents & police; referral for long term suspension or expulsion-----	- -	- -	- -
Class 6 Alcohol Use or Possession	OSS—4 days*** Parental Contact Contact police	OSS—6 days*** Parental Contact Contact police	OSS—10 days Parental Contact Contact police referral for long term suspension or expulsion****	-	-
Class 7 Drug use or Police Drug Paraphernalia	Parental Contact OSS—10 days Referral for expulsion****	-----OSS 10 days; contact parents & police; restitution***, referral for long term suspension or expulsion-----	-	-	- Possession; Contact
Class 8 Selling or distribution of Drugs, bomb Threat, endangering The life of others, Or weapons Assaulting staff	-----OSS 10 days, contact parent, contact police, referral for expulsion-----	-	-	-	-

*A student who has more than 5 offenses in a specific class will receive consequences deemed appropriate by the administration. Such consequences may include, but are not limited to: 1) ISS, 2) Bridges Rm 3) OSS, 4) Referral for long term suspension or expulsion.

**Without restitution student may be referred to the superintendent for further action.

***This time could be cut in half if student seeks a dependency assessment & treatment from a certified chemical dependency counselor within those 5 days at the cost to the student.

****Referral for a possible long-term suspension will be made if student seeks a dependency assessment & treatment from a certified chemical dependency counselor within 10 days at student cost

Classes 1 & 2 are recorded by the quarter

Class 3 is recorded by the semester

Classes 4 – 7 are recorded by the year

Any action that requires discipline that is not on the discipline grid will be handled on an individual bases by the administration.

**WAGNER ELEMENTARY SCHOOL
PARENTAL CONTACT FORM AFTER DISCIPLINE REFERRAL
2022-23**

(PHONE CONTACT TO BE MADE BY REFERRING TEACHER ON DAY OF INCIDENT – IF NO PHONE, LETTER SENT WITH HOME SCHOOL COORDINATOR ON THAT DAY IS ACCEPTABLE)

STUDENT'S NAME _____

STUDENT'S GRADE _____ DATE OF INFRACTION _____

Contact made to whom: _____ **PHONE:** _____

DESCRIBE THE PLAN FOR HELPING THE CHILD WITH TIME FRAME FOR CHECKING BACK WITH THE PARENT/GUARDIAN:

[illegible]

TEACHER SIGNATURE: _____

**WAGNER ELEMENTARY SCHOOL
TEACHER REFERRAL FOR DISCIPLINE FORM
2022-23**

****Teachers must return this form to the principal's office within 15 minutes of the time of referral or it will be assumed that the student is on cool down time and will be sent back to class after that time.**

STUDENT'S NAME _____

REFERRING TEACHER _____

STUDENT'S GRADE _____ **DATE AND TIME OF INCIDENT** _____

LOCATION D)
OF INCIDENT _____

Prior parental contact made to notify of problem? _____

DESCRIBE THE INCIDENT AND CLASSROOM INTERVENTIONS:

[illegible]

SUGGESTED ACTION(S) TO BE TAKEN:

_____ COOL DOWN TIME IN THE OFFICE, SPEAK WITH ADMINISTRATOR

____ RETURN TO CLASS WHEN ABLE TO PARTICIPATE REASONABLY

What time would you suggest returning the student? _____

REFERRAL	OTHER
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
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99	99
100	100

ACTION TAKEN BY ADMINISTRATOR:

ISS _____ DAYS _____ DATE (S) _____

OSS _____ DAYS _____ DATE (S) _____

DETENTION _____ DATE TO SERVE _____

COOL DOWN TIME CONTRACT?

FEDERAL PROGRAMS GRIEVANCE-ACB-9-8-10

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.

The superintendent will notify the complainant of the decision in writing.

The complainant will be allowed one week to react to the decision before it becomes final.

The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.

If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

Adopted: 08-13-07

Revised: 05-11-09

Policy Committee Review: 09-08-10

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT-AEA-3-14-11

Section 1: Notification of Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the

school has contracted as its agent to provide service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the record request unless it states in its annual notification that it intends to forward records on request.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Section 2: Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Wagner School District 11-4, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wagner School District 11-4 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wagner School District 11-4 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military, recruiters, upon request, with three information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Wagner School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of attendance in the school district. Wagner School District has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic Mail Address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

SECTION 3: PROTECTION OF PUPIL RIGHTS AMENDMENTS (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 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* notification 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.

Wagner School District 11-4 will develop and adopt policies, in consultation with parents, 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. Wagner School District 11-4 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Wagner School District 11-4 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. Wagner School District 11-4 will make this notification to parents at the beginning of the school year if the District has identified the specific dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will 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, DC 20202-5901

Legal References: Family Educational Rights and Privacy Act (FERPA) of 1974,
P.L. 93-380 ARSD 24:03:04:10

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by
the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, 10

Revised: U.S. C. 503, as amended by Section 544, the *National Defense Authorization
03-14-11 Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides
funding for the Nation’s armed forces.

WAGNER ELEMENTARY SCHOOL-KGD R-2-11-29-12

TITLE I (section 1118) Parental Involvement (b) School Parental Involvement Policy

Wagner Elementary School shall:

Policy Involvement

1. Convene an annual meeting to inform and explain in an understandable and uniform format to parents their school's participation in the Title I program, and their right to be involved. This meeting will take place in the fall of the year during open house and/or school supply distribution day.
2. Offer a flexible number of meetings with the scheduled agenda to include discussion on planning, review, and program improvement.
3. Provide parents timely information about programs, a description and explanation of curriculum in use at the school, the forms of assessment used to measure student progress and the proficiency levels students are expected to meet. This will be accomplished through open houses, home visits, newsletters, parent teacher's conferences, and monthly parent meetings.
4. Share a school-parent compact that outlines how parents, the entire school staff, and students share the responsibility for student achievement and the means by which the school and parents will build and develop a partnership to help serve the state's high standards.
5. Address the importance of communication between parents and teachers on an on-going basis, such as parent-teacher conferences, report cards, and being involved in their child's classroom.
6. Building capacity for involvement through Solid Foundations Team.
7. Provide assistance to parents in understanding the state's academic and content standards through a written guide, personal contact, and/or public meeting. Provide assistance to parents on how to monitor a child's progress and work with educators to improve achievement through literature and parent education nights.
8. Provide materials and training through the Parent Information Resource Center to help parents to work with their children to improve their achievement. Literature of this sort will be made available in parent literature racks and distributed at conferences and parent meetings.
9. Coordinate to the extent feasible and appropriate the integration of parent involvement and activities with Primary, Middle, and High School.
10. Ensure that information related to schools and parent programs and meetings is sent to the parents in a format that is practical and in a language parents can understand through avenues such as the weekly "Gold Note".
11. Provide such other reasonable support for parental involvement activities under this section as parents may request.
12. Pay reasonable and necessary expenses associated with local parental involvement activities, such as family read night, Parent University, etc.
13. Arrange school meetings at a variety of times, or conduct in-home conferences between educators and parents.
14. Establish a district wide parent advisory council to provide advice on matters related to parental involvement that convenes two times a year in December and June at a minimum.
15. Invite community based organizations and businesses to participate in parent involvement activities.
16. Provide parents with the opportunities to voice opposing views to the school-wide plan through survey input, public meetings, and open door practices at the school.
17. Provide parents with written notice in a timely manner when their child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who is not HQ.
18. Educate teachers and other staff in how to work with parents, value their contributions, build ties through

Accessibility

To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This would include information in a format to the extent practicable; in a language such parents can understand.

Adopted 05-10-10

School – Parent Compact for Wagner Elementary School (This compact is in effect for the 2022-2023 school year.)

The Wagner Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I Part A of the Elementary and Secondary Education Act (ESEA) (participating), agree that this compact outlines how the parents, the entire Wagner Elementary School staff, and the students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve South Dakota's high standards.

SCHOOL RESPONSIBILITIES

The Wagner Elementary will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the South Dakota student academic achievement standards as follows:

Highly Qualified Staff
Curriculum Maps aligned to South Dakota Content Standards
Safe and Drug Free School activities and programs
Scientifically Based Research Materials
Professional Development focused on student and staff needs
Use the inclusion model to the fullest extent possible.

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. These conferences will be held four times a year mid quarter:

Other dates may be arranged as requested by the school or the parents based on student need.

Provide parents with frequent reports on their child's progress. Specifically the school will provide the following reports:

The NCLB Report Card, Accountability Report, Assessment Report and District Report Card will be made available to parents each fall.
DDN Campus provides parents with an ongoing record of student grades
Phone calls, post cards, and notes will be used to inform parents of student progress as needed.

Provide parents with reasonable access to staff. Specifically staff will be available for consultation with parents:

From 8:00-8:20 daily and 3:35-4:00 Monday through Thursday and during a teacher's planning period (during regular school days) or as arranged by the parent and staff member.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows;

Gold notes will provide parents with information on classroom events they may wish to observe or help with during the week.
School staff will post a list of ways that parents can volunteer in the classroom or at various events during the year.
Schedule an open house where parents are given information about classrooms and what they can do to help.
Send home special notes about events with which parents may wish to assist.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

Monitor my child's attendance to ensure my child attends school regularly without tardiness
Make sure homework is complete
Volunteer in my child's classroom or at Wagner Elementary School when possible.
Participate in decisions relating to my child's education
Promote positive use of my child's extracurricular time
Stay informed about my child's education and communicate with the school by promptly reading all notices or listening to all notices from Wagner Elementary School.
Serve, to the extent possible, on policy advisory groups, such as the Solid Foundations Team, Title I Policy Advisory Committee, or other school advisory or policy groups.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the South Dakota Content Standards. Specially, we will:

Attend school regularly and on time.
Do my homework every day and ask for help when I need to.
Read at least 20 minutes every day

Give all notices and information received by me from my school every day to my parents or adult who is responsible for my welfare.

Have a positive attitude towards myself, others, school and learning

Work to resolve conflict in positive, non-violent ways

Follow school rules and regulations

Administrator Signature / Date

Teacher Signature / Date

Parent Signature / Date

Student Signature / Date
