

WAGNER HIGH SCHOOL STUDENT HANDBOOK

WAGNER COMMUNITY SCHOOL



EVERY CHILD-EVERY CHANCE-EVERY DAY

ADAPTED 4-8-2024

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THE FOLLOWING IS A PART OF THE COMPLETE POLICY MANUAL WHICH IS LOCATED IN THE SUPERINTENDENT'S OFFICE OR CAN BE FOUND ON THE WAGNER COMMUNITY SCHOOL WEBSITE.

EDUCATIONAL PHILOSOPHY

Vision--AD

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.
- (See Strategic Plan) Adopted 4-11-11

ACADEMICS

SCHOOL DAY

The regular school day begins at 8:30 A.M. and ends at 3:30 P.M. Doors will open at 8:00 A.M.

STUDENT ATTENDANCE--JEDAB

This policy includes all students, preschool through grade twelve, who attend school in the Wagner Community School District. South Dakota law requires regular school attendance of all students until the age of 18. Regular attendance is important. Students who are absent miss daily classroom instruction and interaction with the class group, both of which are important to

learning. Students who are absent an unreasonable number of days may not earn passing grades or complete the grade work required for promotion. Whenever possible, after school hours, Saturdays, and days when school is not in session should be used for appointments with dentists, doctors, family trips, etc.

Wagner Community School District will adhere to all state laws pertaining to attendance. 13-27-6.1 reads as follows: An elementary and secondary student is eligible to be counted for school attendance up to five days in a school term if an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value or for the purpose of working as a precinct election official if the student is at least eighteen years old. For the purposes of this policy, principals are granted the authority to make the determination regarding the granting of the excuse.

Tardiness is unacceptable. Tardiness of students interrupts classroom work. Not only does the pupil who is tardy lose educational opportunities, but all students in the classroom lose valuable educational time due to the disruption. If a student is not in their assigned location at the start of the period, they will be counted as tardy. Periods and tardiness is defined in individual school student handbooks which are approved by the school board.

Parents or guardians who request to remove their child from school prior to scheduled dismissal times shall report to the principal's office and the secretary will notify the student's teacher. Students will remain in classrooms until called to the office.

Parents shall notify the school by phone or in writing as to why their child was absent from school. Failure to comply will result in the following:

- a. phone call for information whenever possible;
- b. written request for information; and/or
- c. visitation to the home to find out why the child was not in attendance.

The state requires the school district to report a student as present or absent except for state law 13-27-6.1 as identified above and a SDHSAA (South Dakota High School Activities Association) sponsored activity. Any student absent from school for any reason other than for these two reasons will be identified as "absent" on the school attendance register. All work for these planned absences must be made up in advance of the absence in order to participate in the activity.

Each principal is granted the authority to establish rules in their student handbook to address make-up work for unplanned absences.

If a child appears to be ill, every reasonable precaution will be made to keep the child from needless exposure to other students and staff. A parent or other designated adult will be asked to remove the child from the school setting. Designated adults are to be listed on the Emergency Procedure Report forms.

If a student is absent from school for any period during the day of an extracurricular activity or practice, he/she will not be able to participate in the extracurricular activity or practice that day. The administration is granted the authority to waive this in the case of a doctor's appointment or emergency.

A letter of attendance will be sent to parents after 5 days of unplanned absences per year. Failure to comply with mandatory attendance laws will result in notification of the courts that there is a lack of attendance and charges will be brought by the school administration. This will take place after 10 unplanned absences per year and every 5 days thereafter when attendance records will be forwarded to the Wagner Police Department and/or the Tribal Court.

Absences documented by a doctor note or funeral, or those cleared through an administrator as a family emergency will be considered excused. A student absent from school for any reason other than a school sponsored activity shall be entered "absent" on the school attendance register. Students officially representing the school shall get their make-ups turned in advance.

If a student and his/her parents believe there were unusual circumstances causing these absences, a written appeal may be given to the principal. If further consideration is sought, a written appeal may be given to the superintendent within 5 school days following the written response from the principal. The superintendent will render a written decision within 5 school days of the appeal. A final appeal may be made to the school board and a hearing will be held at the next scheduled school board meeting.

Legal References: Adopted: 02-13-12

TARDIES

A tardy is defined as not being in your assigned area when the bell rings. Any student not being in their assigned area for 10 or more minutes will then be considered absent. Any student missing 10 or more minutes from any time during an attendance period will be counted as an absence for that period.

Each quarter WCS allows for five (5) excused tardies for the first period when a parent calls or writes a note to excuse the child. The note or phone call must be done within 24-hours of the tardy to be excused.

MEMBERSHIP

Freshmen	0 – 5.0 credits earned
Sophomore	5.5 – 10.5 credits earned
Junior	11.0 -- 16.5 credits earned
Senior	Until graduation

CLASS RINGS

Class rings are purchased in the spring of the year by the Sophomores. No pupil is to order a ring unless he meets the requirements for membership in the Sophomore Class. Rings are purchased with the approval of the school administration.

REQUIREMENTS FOR GRADUATION --IKF

Twenty-two credits are required for graduation.

The required courses are:

4 Units of Language Arts

3 Units of Social Studies ($\frac{1}{2}$ World History, $\frac{1}{2}$ Geography, 1 US History, 1 Government)

3 Units of Math (Algebra I, Geometry, & Algebra II) unless the student petitions down for the standard graduation requirements

3 Units of Science (Physical Science, Biology, Chemistry) unless the student petitioned down for the standard graduation requirements

1 Unit of Business Composite (Keyboarding/Personal Finance) an 8th grader that types 40 WPM or faster is exempt from typing

$\frac{1}{2}$ Unit of Computer Application

1 Unit of Fine Arts (Art, Band, or Chorus)

$\frac{1}{2}$ Unit of Career Education (or JAG)

$\frac{1}{2}$ Unit of PE; another $\frac{1}{2}$ unit of Health starting with the graduating class of 2017

1 Unit Combination of CTE, Capstone Experience, or World Language

A combination of elective credits of the student's choice in order to equal 22 or more credits upon graduation

All students will have to test above the 9th grade reading level to graduate unless they are on an individualized education plan. All high school students not reading to 9th grade reading level will be required to attend the reading class. Wagner Community School will use a state approved test to measure the student's reading level. High school students will be tested at the end of each semester. Legal References: ARSD 24:43:11 Revised: 01-08-07; Revised:03-14-11; Revised:08-08-11

GRADUATION CEREMONY

To participate in the graduation ceremony, students must meet the graduation requirements.

EARLY GRADUATION

Students wishing to graduate early need to meet with administration to discuss their early graduation plan during the end of their junior year. Students who complete the graduation requirements early will not be allowed to participate in school activities such as but not limited to sports, field trips, or prom. However, students who graduate early will be allowed to participate in graduation ceremonies.

The Wagner School District #11-4 will follow the graduation requirements that are set up by the South Dakota Department of Education along with any other requirements made by the Wagner School Board.

Students must actually be present and attending school at Wagner Community School during their entire last semester of their senior year in order to participate in graduation ceremonies unless approved by the administration. Students must have attended Wagner Community School for a minimum of four (4) semesters to be eligible to be salutatorian or valedictorian.

Honor students are students who have a cumulative GPA of 3.5 or better after 8 semesters. Valedictorian and salutatorian will be figured at the end of eight semesters. All graduation speakers will be determined at the end of seven semesters with the first criteria being GPA. Tie breaker will be the highest ACT Composite score. The “welcome” will be given by the 3rd ranking senior, “class history” by the 2nd ranking senior, and the “address” by the top ranking senior.

In order for a senior to participate in the graduation exercise, he/she must be able to implement a plan of study at the beginning of the second semester that will make receiving a diploma possible. If, prior to the second semester of their senior year, the senior is so many units behind that graduation is not feasible, both the student and the parents/guardians will be notified that there will be no participation in the coming graduation exercise. The senior that has a plan but fails to meet the graduation requirements during the second semester, the student will be allowed to take part in the graduation exercises. The complete graduation requirements are on file in the principal’s office. IKF

GRADING SYSTEM

All Classes	Regular Education	Dual Credit/AP Courses
A= 4.0	100-93%	100-90%
B= 3.0	92-85%	80-89%
C= 2.0	84-77%	70-79%
D 1.0	76-70%	60-69%
F= 0.0	69% & Below	59% & Below

Each of the quarter grades figure as 45% of a student’s semester grade and the semester exam figures as the final 10%.

ADDING AND DROPPING CLASSES

Any student wishing to add a class should do so in the first two days (the first week of 2 red/white days) of enrollment of that semester. Any student that wishes to drop a class can do so within the first week of the semester without penalty, with the permission from the guidance counselor and/or principal. Any adds/drops after that time may result with the student receiving an "F".

DUAL CREDIT/ACCUPLACER COURSES

Students may register for dual credit classes, but will follow the criteria set by the post-secondary institution and WCS in order to be accepted. In most cases it will be the ACT Composite score. Students or families will be responsible for paying for the tuition of the class or classes, but if the student receives a semester grade of a B or higher, WCS will reimburse them for one-half of the tuition. Students electing to take the AccuPlacer class will be responsible for paying for the class. Upon successful completion of the course along with the test, the students or families will be reimbursed for one-half of the cost of the course. In both cases, it will be the responsibility of the students and or family to show the high school principal successful completion of the course to be reimbursed.

MAKE-UP OF WORK MISSED

Any student absent for any reason is expected to make up any work missed or required of him/her because of the absence. The student must take the initiative to learn from the teacher what is required. Credit will be given for make-up for an absence providing it is accomplished within the time limitation, which allows one day for every one day missed except for serious illness or injury. During suspensions students are expected to have schoolwork done upon their return.

INCOMPLETES

An incomplete (I) is given for work not completed, and if this incomplete work is not finished at the end of the quarter/semester, the (I) becomes an "F" in the gradebook. The only exception to this rule will be with the permission of the principal- granted for illness or other emergencies.

ICU/Homework Room- Students who are missing assignments will be placed on the ICU list. ICU offers extra time and extra help to students. Students can use time in the morning, after school or during the school day to complete any missing assignments.

INDEPENDENT STUDY COURSES

Seniors who are short graduation requirements may choose to take independent study courses. This work must be arranged with the principal. Freshmen, sophomores, and juniors must get special permission from the principal in order to take these courses.

REPORT CARDS

Report cards can be accessed from DDN Campus and will be printed at the request of the student and/or parent.

HONOR ROLL

High level of academic achievement is recognized by the publishing of an "Honor Roll" at the end of each semester for 9-12 graders. All Honor Rolls are based on the terms GPA. Roll of

excellence 4.0 - 3.85, A honor roll 3.84 - 3.35, B Honor Roll 3.34 - 2.65. All 9-12 courses are figured into the GPA and students must carry at least 3.0 credit hours per semester.

ACADEMIC LETTERING

A high school student may "letter" in academics by earning a 3.25 grade point average while carrying at least six courses for two consecutive semesters. These semesters do not need to be in the same school year. When a student letters they will receive a chenille letter, a bar, and a certificate. Each additional semester that a student qualifies for the award they will receive a certificate.

SENIOR PRIVILEGES

Senior Privileges will be discussed during the September school board meeting. Seniors wishing to receive privileges should attend the meeting and discuss the requirements with the school board. A Senior Privilege Agreement will be signed by both students and parents/guardians and returned to the office before privileges are given.

The following criteria must be met to have the privilege (not right) to senior privileges:

1. Seniors will maintain a "C" average or above in all classes at the end of every quarter. Grades will be run every Wednesday. Any senior with a grade lower than a "C" will lose senior privileges for one week until grades are re-evaluated on the following Wednesday.
2. Seniors may lose privileges for missing work/redos on ICU. Examples of this could include numerous missing assignments or any assignment that has been missing for an extended period of time.
3. Seniors will be on time to all classes. A senior tardy to a class following open study hall will result in losing privileges for five school days. A second tardy will result in a loss of privileges for 10 school days. A third tardy will result in the loss of privileges through the end of the quarter. If a senior has more than 5 unexcused absences per quarter, they will lose privileges for the rest of the quarter.
4. Seniors will maintain appropriate behavior. Any behavior that would result in an out of school suspension also results in the loss of privileges through the end of the quarter or ten school days (whichever time frame is longer.) If the privilege agreement is not followed, individual seniors will be required to take semester tests before graduation.

ADMISSION OF NON-RESIDENT STUDENTS/ASSIGNMENT OF RESIDENT STUDENTS-JECB

This policy is enacted to fairly allow admission and assignment of both resident and non-resident students. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence. The term "non-resident district" means any district in which a non-resident student seeks to enroll. The term "assigned school" means the attendance center within the district to which a resident student is assigned. The term "non-assigned school" means an attendance center within a resident student's district to which the student has not been assigned.

The board will accept all students from other districts wishing to enroll, provided the district's facilities can accommodate the students without adversely affecting the quality of the educational program. This determination will be based upon criteria adopted by the board, see Section C below, and is subject to the following conditions:

A. GENERAL PRINCIPLES

1. A student who is a legal resident of another South Dakota district seeking to transfer must make an application on forms provided by the Department of Education and Cultural Affairs. The application must be made by an unemancipated student's parent or guardian or by the emancipated student. (The parent with the authority to request enrollment is the resident custodial parent.)
2. The application will be approved or disapproved by the school board and the applicant and resident district must be notified of the decision within five days of the decision. Applications will be reviewed in the order received.
 - a. The application may be withdrawn by the applicant prior to the approval of the request and upon notification of the district to which the student applied.
 - b. Once approved by the non-resident district, the applicant's intent to enroll obligates the student to attend school in the receiving non-resident district or non-assigned school for the next school year, unless the parent, guardian, or student changes residence to another district. Students once accepted under this may continue enrollment for subsequent years without reapplication. Enrollment procedures for resident students apply to non-resident students in subsequent school years.
3. Once enrolled in the district or non-assigned school, the enrollment will continue unless a bona fide change of residence occurs.
4. The district will accept credits granted for any course successfully completed in another accredited district. The district may award a diploma to a non-resident only if the student satisfactorily meets the district's graduation requirements.
5. Transportation of non-resident students to school is the responsibility of the applicant. The district may charge a reasonable fee if the student elects to use the transportation services offered by the district.

B. SPECIAL EDUCATION STUDENTS

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education for students in need of special education and related services. All applications for transfer of a special education student will first be considered by a placement committee, and the placement committee will include representatives of both the resident and non-resident districts. In addition to the other considerations of the 1997 Open Enrollment Act, the following additional considerations will apply:

1. An individualized education program team consisting of representatives from both the resident and nonresident districts will determine if the nonresident district can provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.

2. If the request to transfer is granted, the district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services.
3. Notwithstanding the provisions of § 13-28-45, the individualized education program team shall also determine whether the student in need of special education requires transportation as a related service. If so, the district shall provide or ensure the provision of transportation within the boundaries of the attendance center to which the student is assigned.
4. If a parent or guardian of a student in need of special education or special education and related services requests to transfer the student back to the resident district, the individualized education program team shall consider the request.

C. CRITERIA FOR MAKING TRANSFER DETERMINATIONS

The standards will be available to any individual so requesting. Discrimination based upon race, gender, religious affiliation, or disability is prohibited. All members of the same family residing in the same household will be treated the same.

1. The standards for approval will be established based on the capacities of each of the following elements:
 - a. Programs
 - b. Classes
 - c. Grade levels
 - d. Buildings
 - e. Pupil/teacher ratio.
2. The Department of Education and Cultural Affairs has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The school district will follow any and all such rules and procedures.
3. The board may deny applications for any of the following reasons:
 - a. Any standard established in paragraph C-1 above is violated.
 - b. The applicant is under suspension or expulsion.
 - c. The applicant has been convicted of possession, use, or distribution of any controlled substance, including marijuana and is under suspension.
 - d. The applicant has been convicted of a weapons charge relating to the schools and is under suspension.

D. MISCELLANEOUS PROVISIONS

1. The district will make relevant information about the district, schools, programs, policies, and procedures available to all interested people.

E. TRANSPORTATION

Transportation of non-resident students to school is the responsibility of the applicant.

Both the resident and non-resident districts may provide transportation to non-resident students, provided both districts annually approve pick up locations.

The receiving district may charge a reasonable fee if the student elects to use the transportation services offered by the receiving district.

Legal References: SDCL 13-13-10.1, 13-15-8.1, 13-15-9; 13-15-11, 13-15-21, 13-15-21.1; 13-15-23; 13-15-24; 13-28-9; 13-28-10; 13-28-10.1; 13-28-11; 13-28-19; 13-28-19.1; 13-28-21; 13-28-22; 13-28-23; 13-28-30; 13-28-34; 13-28-40; 13-28-41; 13-28-41.1; 13-28-42; 13-28-42.1; 13-28-43; 13-28-44; 13-28-45; 13-28-46; 13-28-47; 13-32-4.3; 13-37-35; 13-46;
Adopted: 03-11-03 Revised: 02-12-07 Policy Committee Review: 02-07-11 Revised: 12-12-11

STUDENTS ALTERNATIVE INSTRUCTION (HOME SCHOOL)--JEA

Excused from School

Children of compulsory school age must regularly attend some public or non-public school, unless excused from school attendance. A child will be excused from school attendance if a child is provided with alternative instruction for an equivalent period of time as in the public schools in the basic skills of language arts and mathematics. Any parent or guardian of a child of compulsory school age may request that the child be excused from school attendance. The request for alternative instruction must be filed annually.

All requests for alternative instruction must be in writing. The form for requests for a child to be provided with alternative instruction is provided by the South Dakota Department of Education and may be obtained from the Superintendent.

A child so excused from school shall take any test(s) required by State law. A permanent record of all certificates of excuse shall be kept. Failure to provide instruction is grounds for an investigation by the South Dakota Department of Education and possible revocation of the exemption.

Re-Enrollment in School

1. Elementary Students – any child of compulsory school age, who has been receiving alternative instruction in an unaccredited setting, seeking enrollment in the School District, shall be placed at the child's demonstrated level of proficiency established by the district's standardized tests. The child's placement may not be at a grade level higher than warranted by the child's chronological age, assuming entry to the first grade at age six (6) years and annual grade advancement thereafter. The standardized test shall be administered by school personnel and scored as required by the test protocols.
2. Secondary Students – Any student who has been receiving alternative instruction in an unaccredited setting and seeks enrollment in the public school in grades 9 or above, shall be placed in the grade level established by standardized English and mathematics test, to be administered by the district. The student shall be assigned the minimum passing credit for the grade levels associated with the standardized tests.
3. Appeals of Decisions – Any parent, guardian or eighteen (18) year old student aggrieved by a grade or credit determination may, pursuant to this policy, appeal the determination to the School Board. Decisions made by the school board under this policy may be appealed to the Secretary of the Department of Education.

The student may request credit for any other subject equivalent to a subject provided by the schools. The high school principal shall review the student's alternative instruction transcript and may award credits based upon the student's performance on teacher-made tests provided to students in similar courses in the schools. Any such credits so awarded shall count towards the student's required credits for graduation

Legal References: SDCL 13-27-1, 3, 7, 8, 9, and 29 Adopted: JEC 9-15-03 Adopted JECAA-R: 8-11-97 Revised: JEC 6-27-09 Revised JECAA-R: 2-12-07 Revised: JEC 2-7-11 Revised JECAA-R: 3-14-11 Replaced: JEC & JECAA-R with JEAA: 12-12-11 Replaced JECAA-R & JEC with JEAA: 12-12-11

HOMELESS CHILDREN AND YOUTH

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 (Federal Programs Coordinator) 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; Revised: 12-15-14

The McKinney-Vento Act defines “homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—Children and youth who are:

Sharing the housing of other persons due to loss of housing economic hardship, or a similar reason (sometimes referred to as doubled-up); living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement; children and youth have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above.

Under the McKinney-Vento Act, the school district is responsible for providing educational services to students that are homeless and will do so in full compliance with the law. The school district policy addressing educational services and rights of the homeless student is on file at the district office.

HOT LUNCH

The meal prices will be determined by the school board. Do not take food from the lunchroom at any time. Students bringing a sack lunch must eat in the lunchroom.

SCHOOL SPONSORED TRIPS

Students must use school provided transportation to ride to out-of-town activities. The student is to ride the bus home unless the parent/guardian personally talks to and gives the principal or adviser a note prior to departure from the event. Any exceptions need administrator approval.

STORMY WEATHER

In case inclement weather or any other emergency that should force the cancellation of school for the day, late start or early dismissal, the announcement will be made through media outlets of KELO and School Reach telecommunications provided by Wagner Community School.

TEXTBOOKS

Each student will be issued a textbook for each class that uses one. If the textbook is lost or stolen that student may obtain an additional textbook if he/she pays for the first one. Fines may be levied for damages to the textbook.

ACTIVITIES

HOME SCHOOL STUDENTS PARTICIPATING--JEC

Wagner Community School welcomes all students that wish to enhance their academic studies. Any 9-12 grade student that is home schooled may participate in any of the school's academic classes at their level. The home-schooled students will 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 9-15-03; Revised 6-27-09; Reviewed 2-7-11

ACTIVITY ELIGIBILITY REQUIREMENTS--IGD

While attending school is a right, participating in extracurricular activities is a privilege. It is expected that students will adhere to this Eligibility Policy to perform or compete in the following activities: all athletic competitions, cheerleading, band and chorus competition, oral interp, FFA, and quiz bowls. This policy applies to all students in grades 5-12. All SDHSAA eligibility rules will also be enforced. THIS INCLUDES MIDDLE SCHOOL WHEN IT SAYS 5-12.

Grades will be checked weekly on Wednesday. Students with a failing grade in one or more classes will be unable to compete or perform for one week (Wednesday through the following Wednesday). During the week, students will be allowed to practice. However, students who are ineligible will not be allowed to perform, compete, or dress in a school uniform. A student will be allowed to travel with the team as long as any school time is not missed and the trip does not involve an overnight stay.

Each quarter of school, students will receive a two-week grace period to establish their quarter grade. The eligibility policy will not be enforced during this two-week grace period. All grades will be subjected to the eligibility policy.

Adopted 1-8-07; Revised 2-7-11

ATHLETICS--IGD

The athletic programs of the Wagner Community High School were designed to fit into the educational patterns of the school. Both boys and girls may participate in varsity track, cross country, golf, football, wrestling, and basketball. Girls may participate in volleyball and gymnastics.

Due to the fact that most of the activities offered and sponsored by the Wagner Community School #11-4 are conducted under the rules and By-Laws of the South Dakota High School Activities Association; it is felt that the Wagner Community School #11-4 should have some local policies governing athletic practices, scheduling, and school activities.

The coaches and advisors are directed to remain in the building until all students have left the building and premises after practices, out-of-town games, matches and meets.

All regular practice sessions must end at or before 6:00 p.m. If there is need to practice beyond this time, approval must be obtained from the administration and the participants will be notified ahead so that necessary arrangements can be made with parents.

Vacation days, and days dismissed early or not held due to the weather and holiday practice sessions must be approved by the administration. There are to be no Sunday practice sessions or conditioning of any type. Wagner Community School may allow for a student to participate in two SDHSAA sanctioned sports that run concurrently on a case by case basis with approval of coaches and administration. Adopted 1-8-07; Reviewed 2-7-11

ACTIVITY TICKET

Student activity tickets will be provided by the school to encourage community support for the activity. This ticket entitles a student to attend most home activities sponsored by the school but does not include admission to tournaments or other special events.

STUDENT COUNCIL

Whatever concerns the interests of the pupils, without violating the administrative policy of the school, is the province of the council. Some of the student council duties include the consideration of suggestions by students, setting up homecoming activities, scheduling school parties, etc.

PARTIES

No parties, picnics, farewells, showers, treats, social hours, etc., that affects the student body shall be planned or held by any student organization or faculty member during the school day.

PEP RALLIES

Pep rallies are generally held for important home games and matches only. Cheerleaders or coaches should schedule these rallies with the Principal and their advisor.

SOCIAL EVENTS--IGDC

Any student dance, event, party, trip, etc., set forth must be requested by the sponsor. This procedure will avoid all conflicts. Events on nights followed by a school day must terminate at 11:00 p.m. Events on nights not followed by a school day must terminate at 12:00 a.m. Adopted 3-15-99; Revised 1-8-07 & 3-14-11

PROM

Prom is exclusively reserved for students of junior level or above. Juniors and above may invite a student from WCS (in grades 9-10) or a neighboring school (in grades 9-12) with proper approval. Other guests may attend if they are under the age of 20. All students attending the dance from a neighboring school will only be admitted after filling out a dance form and attaining

their building principal's signature to attend. After Prom is NOT a school-sponsored function. Community members create and sponsor all aspects of any after-prom event.

ORGANIZATION MEETINGS

Permission must be secured from an administrator before a meeting can be held. All actions must meet with the approval of the sponsors and the school administration before adoption. All class meetings will be held in the school, and all meetings must be attended by at least one advisor.

ACTIVITY ACCOUNTS--IGDG

All organization moneys are deposited in the office. A receipt is given for each deposit. All withdrawals are made by CHECK authorized by the sponsor of the organization. Please do not pay cash for any purpose. Revised 1-8-09; Reviewed 2-7-11

SOLICITATION OF FUNDS--KHD

The solicitation of funds from members of the student body or school staff for any purpose by organizations or individuals shall be prohibited on school property. Revised 4-9-07

BULLETIN BOARDS

A bulletin board is maintained in the building for the posting of general information, material, and school announcements. All postings must meet the approval of and be initialed by the Principal.

STUDENT CONDUCT

STUDENT COMPLAINTS AND GRIEVANCES--JFH

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:

1. 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.
2. 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.
3. 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.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for consideration.
5. 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

STUDENT BULLYING POLICY--JFCE

The Wagner Community School District is committed to fostering and maintaining a constructive, safe school climate that is conducive to student learning and in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Bullying behaviors are listed below but are not limited to the following:

1. physical-violence and attacks
2. verbal-taunts, name-calling, and put-downs
3. emotional-spreading rumors and ridiculing
4. threats-intimidation
5. extortion
6. stealing

7. sexual-singling someone out because of gender and demonstrating unwarranted or unwelcome sexual advances
8. racial-ethnically-based, sexual orientation, gender-based rejection, verbal abuse, or isolation of someone
9. cyber-bullying-electronic communication that occurs in school or at school-sponsored activities or electronic communication that occurs outside the school or school-sponsored activities that negatively affects the educational environment. Electronic communication can include but is not limited to:

Reporting Procedure for Students, Parents, and Employees

Wagner School District encourages all students and parents/guardians who become aware of any act of bullying to immediately report the conduct. Students may report acts of bullying to their teachers, principal, guidance counselor or other school employees supervising school sponsored activities. Parents/Guardians may contact the guidance counselor, teacher, and/or principal to report acts of bullying. If teachers and/or other staff cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the principal. Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on the Wagner Bullying Report Form.

Investigation

At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices. The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party. The district may also take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

Prohibition against Retaliation

Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures previously set forth.

Consequences

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

1st Offense in a school year – Mediation, Verbal Warning, Parent Notification
2nd Offense in a school year – Mediation, In-School Suspension (ISS), Parent Notification
3rd Offense in a school year – Bridges Room, Loss of School Privileges
Additional Offenses in a school year – Out-of-School Suspension

In addition, the student will be required to attend a meeting with school officials and his/her parents before returning to school.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent with Wagner School District policy.

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-contracted and/or school operated vehicles; or while attending or engaged in school-sponsored activities.

Adopted: 08-10-09; Policy Committee Review: 02-07-11; Revised: 08-13-12

NON-DISCRIMINATION STATEMENT--AC TITLE VI, TITLE IX AND SECTION 504 COMPLIANCE NOTICE

(Non-Discrimination Policy)

Students, their parents and employees of the Wagner School District #11-4 are hereby notified that this school district does not discriminate and is required by Title VI, Title IX, and Section 504 of the Rehabilitation Act not to discriminate on the basis of race, gender, color, national origin, age, religion, disability, or sexual orientation in its educational activities and employment practices. 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.

Adopted: Revised: 10-10-06; Revised: 08-13-07; Policy Committee Review: 09-08-10

CODE OF CONDUCT--JN

While attending school is a right, participating in extracurricular activities is a privilege. It is expected that students will adhere to this Code of Conduct to perform in the following activities: all athletic competitions, cheerleading, band and chorus competitions, oral interp, FFA competitions, school play, and quiz bowls. This code applies to all students in grades 5-12.

This policy prohibits:

- 1) The use/or possession of alcohol, tobacco and illegal drugs.
- 2) Any act that is considered a felony.
- 3) Any act at school that results in a Class 5-8 on the school's discipline grid.

The penalties for committing (during one calendar year) any of the above are:

First Offense: The student will be suspended from all school activities for three (3) weeks.

Second Offense: The student will be suspended from all school activities for six (6) weeks.

Third Offense: The student will be suspended from all school activities for the remainder of the calendar year.

These Codes of Conduct apply 12 months a year. A calendar year will begin August 1st of every year. The administration of Wagner Community School shall determine if a student has violated these rules. Penalties will be enforced starting the day this determination is made. During their penalty period, students who are found in violation of a code will be allowed to travel with the team as long as school will not be missed and the trip does not involve an overnight stay. In addition, students will be allowed to practice.

4) Adjudicated for Illegal drugs.

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Adopted 11-8-10

STUDENT DUE PROCESS RIGHTS—JFA

School boards and school administrators have the legal authority to deal with disruptive students and student misconduct. The board recognizes that U.S. and South Dakota Constitutions entitle all students to due process when they are subjected to disciplinary actions such as suspension or expulsion.

Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the State Board of Education.

Due process procedures will conform to the following basic practices:

1. They must be fair.
2. They must apply equally to all.
3. They must be enforced in a fair manner, which involves:
 - Adequate and timely notice and an opportunity to prepare a defense.
 - An opportunity to be heard at a reasonable time and in a meaningful manner.
 - The right to a speedy and impartial hearing on the merits of the case.

Special Education Students

Students who attend public school on an individualized educational program (IEP), in addition to the basic practices established in this policy, are subject to due process procedures established by the State Board of Education under administrative rules for special education.

Legal References: SDCL 13-32-A, ARSD 24:07:01 et seq, ARSD 24:05:26 – 26.1.

Cross References: JG: Student Discipline; JGD/JGE: Student Suspension/Expulsion; JGD/JGE-R: Procedures for Student Suspensions and Expulsions; JGD/JGE-E(1): Notice of hearing for long-term suspension or expulsion; JGD/JGE-E(2): Hearing waiver; JGD/JGE-E(3): Findings of Fact; JGD/JGE-E(4): Notice to parent of special education student

NOTE: Articles 24:07 of the Administrative Rules of South Dakota provide two sets of procedures: one is for short-term suspensions, and one for long-term suspensions or expulsions. Short-term procedures apply to suspensions or expulsions of students from school or class for ten days or less; long-term procedures apply for more than ten days when suspended by the school principal or more than 90 days when suspended by the superintendent.

Articles 24:05 of the Administrative Rules of South Dakota provide procedures regarding students who receive special education.

Adopted: 01-09-12--Reviewed: 06-28-12

DETENTION

Students will be given at least 24 hour notice in order to notify parents, etc. If detention is "skipped," teachers will fill out a discipline referral for insubordination. The student in detention is responsible for his or her own transportation.

SATURDAY DETENTION

1. All Saturday Detentions are assigned by a principal according to the discipline grid and will be served on Saturday morning or when the principal assigns the detention.
2. Saturday morning school supersedes any school-sponsored activities that might take place on Saturday.
3. Saturday Detention hours are from 8:00 am to 11:00 am and students must stay the entire time. Students who are tardy will be sent home and treated as if they were absent.
4. Parents will always be notified when the student is assigned Saturday Detention.
5. Saturday Detention will be held when numbers warrant having it. Students must attend Saturday Detention unless arranged with the principal prior to that Saturday.
6. A Saturday Detention will not be issued if the student already has his/her name already on the Saturday Detention list. Instead of the Saturday Detention, the student will be issued a 2 day suspension.
7. The following rules are to be follow while in Saturday Detention:
 - A. Students will be required to read an appropriate book or work on school assignments only. Magazines/newspapers may not be read during Saturday Detention unless they are required by an assignment.
 - B. Students will not be allowed to chew gum, eat candy or drink pop or juice, talk (unless to the instructor), sleep, lay head down, listen to music, leave the study hall unless there is an emergency, play cards or games, watch TV, video tapes or movies unless assigned as class work.
 - C. A restroom break of 5 minutes will be allowed.
 - D. Failure to comply with any of these rules will result in dismissal from Saturday Detention.

E. A student that skips Saturday Detention will be suspended for two school days.

PASSES AND PERMIT SLIPS

Passes will be issued by the teacher in charge whenever it is necessary for a student to leave a classroom or study hall. Students in the study hall wishing to get some help from one of the teachers not having class, must have a slip from that teacher stating that the student is wanted during that study period.

BUSING REGULATIONS

Each student who rides the bus will abide by the regulations set up by the administration. Bus transportation is a privilege, not a right.

NAME/GENDER IDENTIFICATION

Students requesting that teachers use a non-gender preferred name for them may change their name after parent approval with administration and a completed form in the office. The preferred name will be listed in DDN under the "Nickname" section. Please note that all legal/official paperwork from the school (i.e. transcripts) will still list the name given to the student on their birth certificate.

DRESS

According to the law, apparel that is disruptive to the educational process is not appropriate for school. Clothing with obscene or questionable material, alcohol or tobacco advertisements, alcohol establishments or manufacturers advertisements, or dress that is disruptive or a distraction to the classroom will not be permitted. Students may be sent home if they do not abide by these rules and will be counted absent during their time gone. Shoes must be worn at all times.

LEAVING SCHOOL DURING SESSION

No pupil is to leave school during the day without permission from the principal except in emergencies and then only by securing permission from a teacher who must report it to the office immediately. A student is to secure a blue "Permit to Leave the Building" pass from the office before leaving.

LOCKER

Every 9th-12th grader will be issued a locker and lock. These lockers may be opened by the administration when there is justifiable cause.

STUDENT SEARCHES—JIH-JM

Wagner School District administrators are authorized to make searches of students, students' personal property and vehicles and District owned/provided property under the conditions outlined below. The right of inspection of school property is inherent in the authority granted

school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, staff, and the school district.

“District owned/provided property” includes, but is not limited to buildings, parking lots, desks, instruments, electronic devices, storage containers, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles. This property is intended for use for educational purposes and District business only.

Student and Student Property Searches

A student and/or a student's personal property (e.g. purse, back pack book bag, cell phone, electronic devices etc.) may be searched when a school administrator has reasonable suspicion to believe that the student is in possession of items that are unauthorized, illegal, or contraband. Searches of a student's garments while being worn (such as jackets, socks, pockets, etc.) will be conducted in private. Two school employees, one of whom is a school administrator, must be present during the search. The employee who conducts the search must be the same gender as the student.

A more intrusive search of the student's person is permissible in emergency situations when the health and safety of students, employees or visitors on the school premises are threatened. Such a search may only be conducted in private by a school administrator of the same gender, with an adult of the same gender present, unless the health or safety of students will be endangered by the delay caused by following these procedures.

If a personal search has been conducted, the administration will inform the parent/guardian by the end of the day. If circumstances do not allow for verbal notification on the same day, a letter will be sent.

Searches of District Owned/Provided Property

District owned/provided property is temporarily assigned to individual students but remains the property of the District at all times. Students have no expectation of privacy or confidentiality when using District owned/provided property.

However, students are expected to assume full responsibility for the security of District owned/provided property. Students are not to share District owned/provided property unless assigned by the administration (e.g. Students should not share private locker combinations with other students).

Maintenance Searches – The District has a reasonable and valid interest in ensuring that District owned/provided property is properly maintained. For this reason, periodic inspection of District owned/provided property is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school staff if instructed by the principal at any time without notice, without the student's consent and without a search warrant.

Any contraband discovered during such searches will be confiscated by the administration. The administration may refer a student to outside agencies for assistance depending upon the severity of the situation.

Non-maintenance Searches – District owned/provided property and its contents may be searched by a school administrator when a reasonable suspicion exists that the locker contains items that are unauthorized, illegal, or contraband. Whenever possible the student should be aware of and be involved in a search of such property. Emergency situations may necessitate a search with or without the student's knowledge. Such searches should be conducted in the presence of another adult witness.

Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of the student parking lots and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by a school administrator if the administration has reasonable suspicion to believe items that are unauthorized, illegal, or contraband are contained inside. Whenever possible the student should be aware of and be involved in a search of the vehicle. Emergency situations may necessitate a search with or without the student's knowledge or consent. Such searches must always involve two adults.

Law Enforcement Involvement

Any search and/or seizure by law enforcement officials will occur only when law enforcement officials properly advise school personnel that they have lawful authority to conduct the search and/or seizure.

Informing Students and Parents/Guardians

Schools shall inform students and parents/guardians of this policy regarding searches and provide written copies on request.

Legal Reference: SDCL 13-5-1 & SDCL 13-8-39 Adopted: 06-13-05 Revised: 02-12-07
Revised: 12-12-11 JFH

DRIVEN VEHICLES

The following rules shall apply to all motor vehicles driven by students:

1. Upon arrival at school, the student is to park his/her vehicle and it is not to be moved until school is dismissed for the day.
2. No student is to drive at noon except with the special permit issued by the principal upon receiving the written request from the parents. This request shall contain the specific reason which makes it necessary for the student to drive during the noon period.
3. There will be no student parking in the parking lot or driveway on the east side of the school. All students' cars will be parked in the parking lot on the south end of the west side of the school.

FIRE DRILLS

Fire drills are held during the first few days of school and throughout the year without advance notice. The sounding of the fire bell is the signal to vacate the building for the practice or because of fire.

Leave all equipment in the room and leave the building in an orderly manner using the regular exits. Move at least 100 feet from the building. Remain with your class so roll call can be taken by the teacher.

INITIATIONS

Hazing, initiations, and other forms of harassment are not allowed. This applies to school time, on school grounds or property, or at school functions.

TITLE ONE--KDG WAGNER SCHOOL DISTRICT TITLE I (SECTION 1118) PARENTAL INVOLVEMENT LOCAL EDUCATIONAL AGENCY POLICY

The Wagner School District shall:

- Post each school's parental involvement policy in board approved student handbooks.
- Establish District Parent Advisory Council that meets at least two times annually to plan, review, and improve the program. The Parent Advisory Council membership shall consist of the Federal Programs Coordinator, Administration, teachers, Special Education representation, and Title I parents who represent each one of the Title I project schools in the District.
- The school district shall use the 1% set aside of Title I funds to host activities that provide educational opportunities for parents, provide opportunities for parental engagement, and activities that provide for parent/teacher/student interactions. These activities and opportunities will be decided upon with input from parents as given in surveys and through the Solid Foundations Action Team.

The purpose of the council shall include:

1. Involve parents in the joint development of the annual consolidated plan under section 1112, and the process of school review and improvement under section 1116.
2. Provide coordination, technical assistance and other support necessary to assist participating schools in the planning and implementing effective parental involvement activities to improve student performance and attendance through classroom events offered at school, parent meetings, orientations, open houses, articles in the newspaper, and notes sent home. .
3. Coordinate and integrate parental involvement strategies with other programs, such as the Head Start Program – through parent meetings in the WELC, Horizons for Racism classes, Boys Town for Parent Classes.
4. Build the schools' and parents' capacity for strong parental involvement using Solid Foundations as an avenue of involvement.
5. Provide all parents the opportunity to annually conduct an evaluation of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of the schools

served under this part, including identifying barriers to greater participation by parents in activities authorized in this section.

6. Involve parents in the activities of the schools through activities such as mid quarter Parent Teacher conferences – four times a year, parental involvement activities offered at each school level (such as orientations, open houses, classroom events).

Adopted: 08-10-09 Revised: 05-10-10 Revised: 06-11-12 KGD R-4

WAGNER HIGH SCHOOL TITLE I (section 1118) PARENTAL INVOLVEMENT (b) SCHOOL PARENTAL INVOLVEMENT POLICY

Wagner High 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 school wide Title I program, and their right to be involved. . This meeting will take place in the fall of the year during mandatory computer orientation.
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 meeting will take place in the fall of the year during mandatory computer orientation.
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, email, phone calls, report cards, and being involved in their child's classroom.
6. Building Capacity for Involvement through the Solid Foundations Team.
7. Provide literature to assist parents in understanding the state's academic and content standards and how to monitor a child's progress and work with educators to improve achievement. This literature will be made available in parent literature racks and also made available at parent teacher conferences
8. Provide materials and training to help parents to work with their children to improve their achievement through the Parent information Resource Center.
9. Coordinate to the extent feasible and appropriate the integration of parent involvement and activities with Primary, Elementary, and Middle 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 School Reach notification system.
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 over the phone conferences between educators and parents if requested to fit parents' schedules.
14. Establish a district wide parent advisory council to provide advice on matters related to parental involvement that convenes two times a year at a minimum.
15. Invite community based organizations and businesses to participate in parental involvement activities.

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 Revised: 06-11-12

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:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) 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.

TOBACCO-FREE SCHOOLS--GBED

The Wagner School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property or during school-sponsored activities is prohibited. This policy shall be in effect at all times and shall apply to all students, employees and visitors.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco;
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;

3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;

4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

Students or district employees found in violation of this policy will be subject to appropriate consequences, which may involve a range of enforcement options including disciplinary action and educational alternatives to disciplinary action. Visitors in violation of this policy will result in appropriate sanctions as determined and imposed by the administration, which may include direction to leave school property.

The Superintendent shall provide reasonable public notification of the district's policy, including, but not limited to, inclusion in student and staff handbooks. The Superintendent may develop administrative regulations as necessary to implement this policy.

Adopted: June 13, 2005; Revised: 12-11-06; Policy Committee Review: 01-31-11; Revised: 08-13-12

VISITORS--KI

All visitors must report to the office. Student visitors are allowed with the consent of an administrator. Adopted 3-15-99; Revised 4-9-07

DISCIPLINE

LASER POINTERS & LIGHTERS/MATCHES

Laser pointers and cigarette lighters/matches are prohibited at Wagner Community School by students. All laser pointers and cigarette lighters/matches will be confiscated.

STUDENT DISCIPLINE-JG

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:

1. 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.

2. 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.
3. 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.
4. 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:02-12-07 Revised:01-12-09 Committee Review:06-17-11

9-12 STUDENT DISCIPLINE GRID

Offenses	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<u>Class 1</u> Tardies	4th unexcused tardy/quarter Parent Contact Saturday Detention*	8th unexcused tardy/quarter Parent Contact Saturday Detention*	12th unexcused tardy/quarter Parent Contact Saturday Detention*	16th unexcused tardy/quarter Parent Contact Saturday Detention*	Every 4 tardies Parent Contact OSS- 2 days
<u>Class 2</u> Insubordination, poor behavior, disruptive behavior	Letter to parent	Saturday Detention*	Saturday Detention*	OSS- 2 days	OSS- 4 days
On the bus	Letter to parent	3 days off the bus	6 days off the bus	9 days off the bus	12 days off bus and hearing with superintendent
<u>Class 3</u> Skipping class, vaping, nicotine use or possession, cheating, lying, inappropriate language, matches/lighter	Saturday Detention	Parental Contact OSS - 2 days	Parental Contact OSS - 4 days	Parental Contact OSS - 6 days	Parental Contact OSS - 10 days
<u>Class 4</u> Stealing under	Saturday Detention*	Parental Contact with	OSS- 10 days with restitution*** and referral for long-term suspension or expulsion		

\$100	With restitution***	restitution***OS S-10 days	
\$101-\$500	Parental Contact with restitution*** OSS-5 days	Parental Contact with restitution***OS S-10 days	OSS- 10 days with restitution*** and referral for long-term suspension or expulsion
Over \$501	Parental Contact with restitution*** OSS-10 days	OSS- 10 days with restitution*** and referral for long-term suspension or expulsion	
<u>Class 5</u> Violence, fighting, intimidation, destruction of property, harassment, blatant disrespect for staff, gang signs or symbols	Parental Contact with restitution*** OSS- 2-4 days	Parental Contact with restitution*** Counselor Referral OSS- 10 days	OSS-10 days, contact parents, with restitution***, referral for long term suspension or expulsion
An attack	Parental Contact OSS-10 days	OSS- 10 days, parent contact, referral for long term suspension or expulsion	
<u>Class 6</u> Alcohol use or possession	Parental Contact OSS-10 days Contact police	OSS 10 days, contact parent, contact police, referral for expulsion	
<u>Class 7</u> Drug use or possession, drug paraphernalia	Parental Contact OSS-10 days Contact police, referral for expulsion	OSS 10 days, contact parent, contact police, referral for expulsion	
<u>Class 8</u> Selling or distribution of drugs, bomb threat, endangering the life of others, weapons***** assaulting staff or students	OSS- 10 days, contact parents, contact police, referral for expulsion		

*If a student already has a Saturday Detention and receives an additional Saturday Detention they will be suspended out of school for 2 days.

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

***Without restitution, students may receive further action.

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

*****Weapons examples included but are not limited to guns, knives, tasers, pepper spray.

Classes 1 & 2 are recorded by the quarter. Class 3 is recorded by the semester. Classes 4 – 7 are recorded by the year.

*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) OSS, 3) Referral for long term suspension or expulsion.

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

TECHNOLOGY

ACCEPTABLE USE POLICY--IJND

It is the policy of Wagner Community School that access to the Intranet/Internet provided by Wagner Community School is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Education of the Wagner Community School, is in any way prejudicial to the best interest of the school district.

All users of the Wagner Community School network services will be expected to utilize the equipment and network in an acceptable manner. Users may not use the network to copy, cheat, plagiarize material or engage in any activity that may be harmful to other people or equipment.

The Board of Education and school administration reserves the right to refuse access to the Intranet/Internet of Wagner Community School to anyone when it deems it necessary in the public interest.

The Intranet/Internet provides many outstanding resources and activities; however, the Intranet/Internet does have materials that are not appropriate for students.

Therefore the district advocates:

- Using the Intranet/Internet responsibly
- Using the Intranet/Internet for school work only
- Following copyright laws
- Using appropriate language in electronic mail messages or digital communications
- Using equipment and the network properly
- Supervising students
- Using school addresses and phone numbers (Not revealing home addresses or phone numbers).

Definitions:

Access to the Intranet/Internet – A computer shall be considered to have access to the Intranet/Internet if such computer is equipped with a modem or is connected to a computer network or other electronic device that has access to the Internet.

Minor shall mean an individual who has not attained the age of 18.

Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.

Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.

Hacking shall mean attempting to gain unauthorized access to computers and network systems that may or may not be connected to the Intranet/Internet.

Technology protection measure shall refer to a firewall and filtering system, managed by Wagner Community School, that blocks and/or filters Intranet/Internet access or other means by which access may be blocked and/or filtered.

Access to Intranet/Internet by Minors:

Minors accessing Intranet/Internet services provided by the Wagner Community School shall be subject to the following rules and regulations:

1. Minors shall not access obscene material, child pornography, harmful material, or material that is inappropriate for educational purposes.
2. Minors shall not use Wagner Community School technology or Intranet/Internet resources to engage in hacking or attempts to otherwise compromise any computer or networks system's security.
3. Minors shall not engage in any illegal activities on the Intranet/Internet.
4. Minors shall not disclose personal identification information on the Intranet/Internet.
5. Minors will not be allowed to use chat rooms, blogs, social forums (such as Facebook, Bebo, and My Space), and other forms of direct electronic communications except in special

situations where such electronic communications may be required for school-related assignments.

6. The district will, to the best of its ability, monitor minors while they are using the Intranet/Internet.

Access to Intranet/Internet by Adults:

Adults accessing Intranet/Internet services provided by Wagner Community School shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Wagner Community School technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Intranet/Internet.

Technology Protection Measure:

Wagner Community School shall use a technology protection measure that blocks and/or filters Intranet/Internet access to prevent access to Intranet/Internet sites that are not in accordance with the policies of Wagner Community School.

Ownership of software and data:

Any storage device, i.e. cds, flash drives, etc. brought into the school is subject to search. In addition, all data saved to the hard drive and/or the servers is considered property of Wagner Community School and is also subject to search.

Confidentiality:

Students have their own home directory protected by username and password. Any information saved to their home directory is subject to search. Only authorized personnel have access to school data/student records. This information is also protected by username and password and is restricted with user rights. Users are also not able to access a computer unless they have authentication to the domain controller with a valid username and password.

Policy Violations:

Any violation of this policy may result in the loss of access to the Intranet/Internet by individuals. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Wagner Community School board policy, and including applicable law enforcement agencies when necessary.

INTRANET/INTERNET USE POLICY

It is the policy of the Wagner Community School District 11-4, hereinafter referred to as "District," to maintain access to the Intranet/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 PreK-12 school.

Resources accessed on the Intranet/Internet will be used by all who utilize the District's Intranet/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 from the Intranet/Internet. The Intranet is defined as the computers, servers, and connections within the local network, sometimes referred to as the LAN. 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.

The District's mission statement is to provide the following:

1. Electronic mail services to its students in grades 5-12 and all educational staff.
2. Basic Internet and worldwide information access to its staff and students.

The intent of this Acceptable Use Policy is to ensure that all uses of the District's Intranet/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 Intranet/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 Intranet/Internet facilities must be in support of a world-class public education.
3. Any use of the District's Intranet/Internet facilities for commercial purposes is strictly prohibited.

4. Any use of the District's Intranet/Internet facilities for product advertisement or political lobbying is strictly prohibited.
5. No use of the District's Intranet/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 Intranet/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 and opportunities for all individuals and entities desiring to use the District's Intranet/Internet facilities.
7. No user of the District's Intranet/Internet facilities shall violate any copyright, trademark, licensing agreement, or other contracts involving any other person or entity advertising or providing information to the Intranet/Internet which is accessible by the users of the District's Intranet/Internet facilities.
8. No user shall interfere with the intended use of the information resources obtained by accessing the Intranet/Internet through District's Intranet/Internet facilities.
9. No user shall seek to gain unauthorized access to any information resources located on the Intranet/Internet. Unauthorized access shall be defined as access to any website located on the Intranet/Internet which has been specifically filtered out of the District's Intranet/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 Intranet/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 Intranet/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 Intranet/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 Intranet/Internet access facilities.

Limited access material is material that is generally considered to be non-educational or for entertainment purposes only. This material may be accessed in the context of specific learning activities during a period of time that a school may designate as open access time. Limited access materials include electronic commerce, games, jokes, recreation, entertainment, sports, and investments.

Any violation of the above policies and prohibitions may result in disciplinary action being taken against the person violating the same. Such discipline may include limiting that individual or entity's access to the Intranet/Internet through District's Intranet/Internet access facilities or terminating that person's privilege to use District's Intranet/Internet access facilities. 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 Intranet/Internet access facilities are consistent with the above-stated policy and restrictions.

All violations of this policy and/or restrictions are to be immediately reported to the educator supervising the student's use of the Intranet/Internet, or, in the case of members of the educational staff, to the principal or superintendent of the District. The District's principals shall make all decisions regarding students' acceptable use of the District's Intranet/Internet access facilities and students' misuse of the Intranet/Internet. The administration will also make decisions on the disciplinary action that may from time to time be taken toward student violators of the above policy and/or restrictions. If any employee 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 said aggrieved employee may request a hearing on such disciplinary matter before the District's Board of Education and following 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. Adopted 1-8-07; Revised 3-14-11

CYBERBULLYING POLICY--JFCD

The Wagner Community School Board supports use of the computers, Internet and other network resources in the district's instructional and operation programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. The district's computer network and the Internet, whether accessed at school or away from school, during or after school hours, shall not be used for the purpose of cyberbullying.

Cyberbullying by definition is the use of the Internet and related technologies, including cell phones, to harass, threaten, intimidate or harm others, in a deliberate, repeated, and hostile manner. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the district's acceptable computer use policy and procedures.

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

It is the responsibility of all staff members to take reasonable measures to prevent cyberbullying and shall report any such acts. It is also the responsibility of students who observe any acts of cyberbullying to report it to school authorities. Failure to do so may result in disciplinary action.

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

The administration shall fully investigate all reports of cyberbullying. Adopted: 08-13-12

ELECTRONIC COMMUNICATION--JFCK

Cell Phones and Portable Digital Media Devices

The Wagner Community School District, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices.

Students may possess cellular phones and portable digital media devices on school property, while in school-owned or school-operated vehicles and while students are attending or engaged in school-sponsored activities, subject to limitations of this and other policies and regulations of the district. Unless specific permission is granted by school personnel, cellular phones and portable digital media devices are:

1. To remain powered –off and inoperable during the regular school day or when their use is otherwise prohibited by school personnel; and
2. To be stored in a student’s locker, car, backpack, or pocket/purse during the regular school day.

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the cellular phone or portable digital media device. The board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

1. Electronic communication that contains inappropriate content, profanity intimidation or threats to others;
2. Academic dishonesty or cheating;
3. The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms, or for any use constituting an invasion of any person’s reasonable expectation of privacy;
4. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities ;
or
5. Refusal to relinquish phone/media device to persons of authority upon request.

This policy shall not be interpreted to justify unreasonable searches of cellular phones or other digital media devices by school personnel. Any search of a student’s cellular phone or portable digital media device by school personnel shall be:

1. Justified at its inception and based on reasonable grounds that the search would be reveal evidence of a student’s violation of this policy;
2. Reasonably related to its objectives and not excessively intrusive in light of the nature of the infraction; and
3. Conducted in accordance with district policy.

As necessary for the implementation of this policy, the superintendent may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of cellular phones or portable digital media devices. The district assumes no responsibility for loss,

damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

EMAIL

By opening Email, by sending or receiving information, by logging on to the Internet, or by using any of the Wagner Community School District's software, users agree and understand that this technology has been provided by the school district at its own expense, and it is the property of the school district. It is another educational tool.

Users shall not use the Internet or E-mail to solicit business for a non-work-related venture or for any personal cause, including political or religious issues. They shall not communicate anything that might be construed as harassment or offensive to others based on race, sex, disability, age, religion, or national origin. Students/staff cannot print, display, download, or send any sexually explicit images, messages, cartoons, or jokes. If they receive these from another person, they shall immediately advise the sender that they are not permitted to receive such information and request that such messages not be sent in the future. If they need assistance in responding to situations such as that described above, students/staff shall contact the administration.

E-mail messages can be traced to the sender even after they have been "deleted". The school district may be required to produce E-mail messages if litigation develops. The district may review and audit, may download E-mail messages that are sent or received, and may monitor Internet access. By using these media, users waive any privacy they may have in these communications. Users cannot use unauthorized or secret passwords, and all passwords must be shared with the administration.

If users have questions about whether an activity is appropriate, they shall contact the administration. Violation of this policy may result in disciplinary action.

WEB PUBLISHING

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the network. Therefore, students should not be easily identifiable from materials they might publish or from materials published about the students on the network.

1. Only the student's first name will be used in any published student work.
2. Pictures that are a part of the Web page should not include identifying information. Pictures of group activities, not individuals, could be used without identifying the students that are in the picture(s).
3. Under no circumstances should a student's home address or telephone number be included in material published on the network.
4. Material published on the School District's Web site must follow the copyright laws. The same prohibition on copying copyrighted materials applies to materials available over the network.
5. Links to third party sites will be scrupulously researched for objectionable material before being used on the District's website.

6. The school district may prohibit material that is for example, ungrammatical, poorly written, inadequately researched, biased, or prejudiced, vulgar, or profane.

7. In special circumstances with parent-signed release, identifying information can be added.

8. All Web pages created by students and student organizations on the district's computer system will be subject to treatment as district-sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.

Adopted: 08-13-12

INTERNET SAFETY INSTRUCTION POLICY--IIBGB

The Wagner Community School Board is committed to providing a safe learning environment that prepares students for a rapidly changing world. To ensure that students safety and appropriately benefit from the district's technology resources, the district shall annually provide internet safety instruction to all students. The district's internet safety curriculum shall include, but is not limited to:

- Instruction conveying appropriate online behavior and online social interaction;
- Instruction promoting cyberbullying awareness and the ways in which the district responds to cyberbullying.

It shall be the duty of the superintendent to ensure that Internet safety instruction is integrated into the district's instructional program.

Adopted: 08-13-12

TECHNOLOGY POLICY--IJND

It is the policy of the Wagner Community School District 11-4, hereinafter referred to as "District", to maintain access to the network 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 PreK-12 school.

Resources accessed on the network will be used by all who utilize the District's network 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 network.

The District's technology mission statement is to provide the following:

1. Electronic mail services to its students in grades 5-12 and all staff.
2. Basic Internet and worldwide information access to its staff and students.

It is the policy of the District that access to the network provided by Wagner Community School is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Education of the Wagner Community School, is in any way prejudicial to the best interest of the school district.

All users of the Wagner Community School network services will be expected to utilize the equipment and network in an acceptable manner. The network may not be used to copy, cheat, plagiarize material or engage in any activity that may be harmful to other people or equipment. The Board of Education reserves the right to refuse access to the network of Wagner Community School to anyone when it deems it necessary in the public interest. Access to the District's network is a privilege and not a right.

The network provides many outstanding resources and activities; however, the network does have materials that are not appropriate for students.

Therefore we advocate:

- Using the network responsibly

- Using the network for school work only

- Following Copyright Laws

- Using appropriate language in electronic mail messages or digital communications

- Using equipment and the network properly

- Supervising students

- Not revealing home addresses or phone numbers

Definitions:

Minor shall mean an individual who has not attained the age of 17.

Child pornography: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Obscene: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political or scientific value.

Harmful to minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that – (i) taken as a whole and with respect to minors, appeals to a prurient interest in Nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or

sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Hacking: The term “hacking” shall mean attempting to gain unauthorized access to computers and network systems that may or may not be connected to the network.

Technology protection measure: This term shall refer to a firewall and filtering system managed by Wagner Community School that blocks and/or filters network access or other means by which access may be blocked and/or filtered.

Network: The term “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 applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

Access to Network by Minors:

Minors accessing network provided by the Wagner Community School shall be subject to but not limited to the following rules and regulations:

1. Minors shall not access obscene material, child pornography, harmful material or material that is inappropriate for educational purposes.
2. Minors shall not use the network technology or network resources to engage in hacking or attempts to otherwise compromise any computer or network system’s security.
3. Minors shall not engage in any illegal activities on the network.
4. Minors will not be allowed to use chat rooms, blogs, social forums (such as Facebook, Bebo, and My Space), and other forms of direct electronic communications except in special situations where such electronic communications may be required for school-related assignments.
5. The District will, to the best of its ability, monitor minors while using the network.
6. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

Access to Network by Adults:

Adults accessing network services provided by Wagner Community School shall be subject to but not limited to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use the network technology or network resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system’s security.
3. Adults shall not engage in illegal activities on the network.
4. Adults may use the network primarily in support of education and research consistent with the educational objectives of the District. 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.

Access to Network by All Users:

1. Any use of the District's network facilities for product advertisement or political lobbying is strictly prohibited.
2. No use of the District's network facilities shall serve to disrupt the use of the District's facilities by other users.
3. Unbridled and open-ended use of the District's network 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 use the District's network facilities.
4. No user of the District's network facilities shall violate any copyright, trademark, licensing agreement, or other contracts involving any other person or entity advertising or providing information to the network which is accessible by the users of the District's network facilities.
5. No user shall interfere with the intended use of the information resources obtained by accessing the network through District's network facilities.
6. No user shall seek to gain unauthorized access to any information resources located on the network. Unauthorized access shall be defined as access to any website located on the network which has been specifically filtered out of the District's network 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 network access facilities.
7. 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 network access facilities.
8. 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 resources accessible by or residing on the District's network access facilities.
9. 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 network access facilities.

Implementation of Technology Protection Measure:

The District shall use a technology protection measure that blocks and/or filters network access to prevent access to network sites that are not in accordance with the policies of Wagner Community School.

- A. All school owned technology must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

Ownership of Software and Data:

Any storage device, i.e., cd, flash drives, etc. brought into the school is subject to search. In addition, all data saved to the hard drive and/or the servers is considered property of the District and is also subject to search.

Confidentiality:

Users have their own home directory protected by username and password. Any information saved to their home directory is subject to search. Only authorized personnel have access to school data/student records. This information is also protected by username and password and is restricted with user rights. Users are also not able to access a computer unless they have authentication to the domain controller with a valid username and password.

Acceptable Use Agreement (AUA):

Each network user shall be required to sign an AUA annually in the form prescribed by the Superintendent or his/her designee.

Monitoring of Online Activities:

It shall be the responsibility of all personnel of the District to monitor students' online activities and use of the network to ensure that their use is in compliance with (CIPA) Children's Internet Protection Act and the Internet Safety Policy.

Limited Access Material:

Limited access material is material that is generally considered to be non-educational or for entertainment purposes only. This material may be accessed in the context of specific learning activities during a period of time that a school may designate as open access time. Limited access materials include electronic commerce, games, jokes, recreation, entertainment, sports and investments.

Policy Violations:

All violations of this policy and/or restrictions are to be immediately reported to the supervisor of the network user.

A. The District's principals shall make all decisions regarding students' acceptable use of the District's network access facilities and students' misuse of the network. The principals will make decisions on the disciplinary action that may be taken toward student violators of the policy.

B. All supervisors will report staff violations of this policy to the Superintendent. If any employee 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. The aggrieved user may request a hearing on such disciplinary matter before the District's Board of Education. 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. Violations of law will be reported to appropriate law enforcement agencies when necessary.

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. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the network, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Legal References: Adopted;; Revised: 08-14-06; Revised: 01-08-07; Revised: 03-14-11; Revised: 08-13-12

Cross References: IIBGB Internet Safety Instruction Policy; JFCD Cyberbullying Policy; IJNDA Ethical Use of District, Public, or Private Technology Resources; JFCK Electronic Communication

DISEASE

ADMINISTERING MEDICINES TO STUDENTS--JHCD

Students will not be permitted to take medication while at school unless such medicine is given to 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

Select over-the-counter medications may be administered by school staff without parent or doctor authorization to treat immediate needs during the school day. Examples include, but are not limited to, antibiotic cream, anti-itch cream, eye drops, cough drops, and antacids. Please contact the school nurse if you do not wish for your child to receive these treatments. *All scheduled or long-term medications administered at school must be provided by a parent and require a separate medication authorization form be completed.

ADMINISTRATION OF MEDICAL CANNABIS

Any request to administer a student medical cannabis will require the following:

- The student must be a medical cannabis cardholder;
- A copy of the valid medical cannabis card must be on file with the school;
- District will only accept the following medical cannabis cards:
 - South Dakota Resident Medical Cannabis Cards
 - Nonresident Cards, officially “recognized by the South Dakota Department of Health.”

A written, dated and signed certification by the qualifying student’s recommending

practitioner that also includes the dosage, frequency or time of administration, and length of time between doses.

- Only the parent/guardian or registered designated caregiver(s) shall administer medical cannabis to the student;
- Only non-smokable medical cannabis may be administered;
- Medical cannabis is not allowed to be stored on school property.

All documentation required in Administrative Rule must be on file with the school prior to the administration of medical cannabis on school property.

Legal References: SDCL 13-33A-2, 34-20G-95.

Adopted: 10/11/21

Revised:

Policy Committee Review: 10/11/21

Revised:

ADVISORY COMMITTEE

In situations where the decision to exclude a student from school attendance requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making. The advisory committee may be composed of: A representative from the state or county health department; the student's physician; the student's parents or guardian(s); the school principal or designee; the school health service's supervisor; the Superintendent or designee; and primary teacher(s).

In making the determination, the advisory committee shall consider: The characteristics of the contagious disease; the medical condition of the student; the expected type(s) of interaction with others in the school setting; the impact on both the infected student and others in that setting; the South Dakota Department of Health guidelines and policies; the recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health, Center for Disease Control, or other experts.

If it is determined that the student will not be permitted to attend classes or participate in school activities, additional medical information may be needed before the student may return to school. If an infected student is not permitted to attend classes for ten consecutive school days, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

CONFIDENTIALITY

Public information will not be revealed about any student who may be infected. If the student is permitted to remain in the school setting, information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

HEALTH GUIDELINES

It shall be the duty of the Superintendent to establish regulations in accordance with this policy. The regulations shall contain infection control practices to be observed within the schools and may include guidelines to be used as a resource in determinations related to school attendance. Adopted: 02-12-07; Committee Reviewed: 06-17-11; Revised: 08-13-12

STUDENT COMMUNICABLE DISEASES--JHCC

The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

Students who are afflicted with a communicable, contagious, or infectious disease and who are infected with communicable parasites, or who are liable to transmit such a disease or parasite, may be excluded from school attendance.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the building administrator or designee.

STUDENT COMMUNICABLE DISEASE GUIDELINES (Regulation)—JHCC-R

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

Disease and Incubation Period*

Acquired Immune Deficiency Syndrome (AIDS)

*6 months-five years Determination will be made by the Advisory Committee as outlined in the Communicable Disease policy.

Chicken Pox

*14-21 days The student may attend school after all pox are dry and scabbed.

Cytomegalovirus (CMV) Salivary Gland Viruses The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

Fifth Disease (Erythema Infectiosum)

*6-14 days The student may attend school with physician's permission.

Giardiasis (Intestinal Protozoan Infection)

*5-25 days or longer. The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex

*2-12 days The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.

Impetigo

*variable 4-10 days The student may attend school if treatment is verified and covered or dry.

Infectious Hepatitis

*15-40 days (Average 25 days) The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.

Measles (Red, Hard, Rubeola, 7-day)

*8-14 days The student may attend school after a minimum of seven (7) days. Students who have had contact with measles may attend school if immunization is up to date.

Infectious Mononucleosis (Glandular Fever) *2-6 weeks The student may attend school with physician's permission. The student may need adjusted school days and activities.

Mumps

*12-21 days The student may attend school after swelling has disappeared.

Pink Eye (Conjunctivitis)

*5-12 days The student may attend school after the eye is clear, under treatment or with physician's written permission.

Plantar's Wart The student may attend school. Students should not be permitted to walk barefoot.

Ring Worm (Scalp, Body, Athlete's Foot) The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.

Rubella (3-day, German Measles)

*14-21 days The student may attend school after a minimum of four days. Prevent exposure of pregnant women.

Scabies (7-year itch, Mites) The student may attend school after treatment.

Streptococcal Infections(Scarlet Fever, Scarletina, Strep Throat)

*1-3 days The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well.

Adopted: 08-13-12

GENERAL

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.

FERPA--AEA FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 to 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 U.S. C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002) (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Revised: 03-14-11

INSURANCE

The school will sponsor a student medical and dental insurance program. It will provide the parent an opportunity to obtain more medical insurance. Neither the school nor anyone employed by the school will receive any compensation for the work involved and the school is not responsible for any liability of the insurance company.

The Wagner School District does not provide any type of health or accident insurance for injuries incurred by your child at school or during extra-curricular activities.

The student and parent handbooks do not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis.