

Canistota Elementary Handbook 2012-2013



Hawks Motto:

“Igniting the Desire to Learn and Succeed”

MESSAGE FROM THE PRINCIPAL.....

Welcome to the Canistota Elementary School, Home of the Hawks! This handbook is a great resource for parents/guardians and students. Becoming familiar with the material available to you in this handbook will allow you to have a more successful and productive school year.

Please take the time to read through the handbook and familiarize yourself with the policies and expectations of the school. Doing so will help you have a sound understanding about the expectations, rules, and day-to-day operations of the school.

Please contact the School at 605-296-3458 if you have any questions, or would like clarification on any item outlined in the handbook. Thank you for taking the time to read through the handbook. Your dedication toward creating a positive and productive learning environment for the students at Canistota Elementary School is appreciated!

Dean Jones
Elementary School Principal

- This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

Mission Statement:

The mission of the Canistota School district is to prepare students to be successful in society by providing a high-quality education enriched with opportunities for all students

Canistota School Vision Statement:

It is the vision of the Canistota School District to improve individual growth and student accountability through academic rigor and a safe, supportive environment. We strive to provide students with challenging instructional opportunities enhanced with global resources. It is our goal to equip students with the ability to adapt into becoming productive members of society.

Goals:

1. To provide students with a high quality curriculum that is rigorous and relevant
2. To provide an environment that builds on accountability, respect & good citizenship
3. To provide innovative instruction that challenges students
4. To provide students with an educational experience which motivates them to be creative, critical thinkers and lifelong learners

SCHOOL HOURS

School begins at 8:25 and ends at 3:29. Teachers appreciate a morning planning time prior to the students coming; therefore, students are encouraged not to come to school before 8:00.

Elementary students are dismissed at 3:25 to enable them to be out of the building and on the buses before the high school students are dismissed.

ATTENDANCE

A student's contribution to and achievement in class is directly related to attendance. Both students and parents must understand that students miss a critical portion of their education when they are absent from class. The entire

process of education requires a continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefits for each student.

While it is true that written work can be completed for make-up, class instruction or presentations, discussions, some audio-visual presentations, or student-teacher interaction can never be made up. Attendance is a part of each student's permanent record and is one of the major concerns of an employer when inquiring about a student's high school record.

It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused for specific purposes only through the office and with written permission from parents or legal guardian. Failure to report to the office shall result in being charged with an unexcused absence.

Canistota District 43.1 encourages daily attendance and prompt arrival each day. We feel there is a direct correlation between regular attendance, academics, and extra-curricular performance.

If a student is expected to be absent, parents shall call the school between 7:45 A.M. and 8:45 A.M. If no phone call is received by 8:45 A.M., the school will call the home and make every effort to contact a parent and verify the absence.

When a student has accumulated 4 absences in a semester, a phone call will be made to the parents advising them of a potential problem. After 8 absences in a semester, a formal letter will be sent to parents, advising them that their child will make up the time after school for any more days missed.

ABSENCES

A student may not miss more than 8 days in a semester with the exception of the Excused Absence Reasons listed below.

Excused Absence Reasons:

1. Attendance at a Funeral.
2. Reasons requiring a Doctor or other medical professional appointment.
A note from their office is required to excuse the absence.
3. Attendance at a school endorsed activity.
4. Extreme emergencies/circumstances approved by administration.

Students absent from school for other reasons than listed above will be disciplined

and will count against the 8 day maximum per semester and require a phone call or note to the student's parent/guardian.

Unexcused absences from school may be submitted to authorities as truancies as required by state law SDCL 13-27.

TARDINESS

A student is tardy when he/she is not in their assigned area at the designated time. Students will be allowed 4 unexcused morning tardies per quarter, after which detention will be assigned by the Principal.

EMERGENCIES

If for any reason a change in address, telephone number, or email address occurs during the school year, the change should be reported to the school. This is important if the school needs to contact parents in an emergency situation.

PARENT VISITATION

We encourage each parent to come and visit our classrooms. Please notify the teacher before coming and limit your visit to one hour or less. We also ask that you follow the student dress code. If you wish to eat dinner, please notify the office.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows, or does other damage to school property or equipment will be required to pay for the damage done or replace the item.

Students will receive numbered textbooks at the beginning of the school year. You are responsible for that textbook at the end of the school year. Students will be assessed a fine if books are returned with excess wear and damage. Full price will be charged for lost books.

DISCRIMINATION POLICY – It is the policy of the Board of Education of Canistota School District 43-1 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be

otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance

DRESS CODE

Students are expected to wear acceptable attire while attending school. Neatness and cleanliness are required at all times. Dress that tends to disrupt the class will result in a telephone call to the parents by the principal asking that they bring a change of clothing for their child. Shorts will be permitted and should be at least mid-length between the thigh and knee.

Students are reminded to bring and wear boots outside during the winter season. Tennis shoes are for wearing **inside** during the winter season. Nearly every day throughout the school year the students go outside. Students should, therefore, dress accordingly wearing warm coats, mittens and an appropriate head covering during the winter.

Many students have similar pieces of clothing, such as gym shoes, coats, mittens, and boots, so *it is recommended that these items be marked with the student's name.*

PHONE

Telephone calls to the school for students should be made only when most necessary. Students will not place calls from the school unless given permission to do so. Please have your child make arrangements before school so he/she does not have to use the phone during the school day.

WEATHER CLOSING

When school is called off due to weather conditions, an announcement will be made over **KSOO, KDLT, and KELO** in Sioux Falls. If it is necessary to dismiss school early due to inclement weather, announcements will also be made by the above news media. These announcements may also be found on-line through their web pages.

EMERGENCY PROCEDURES In the event of any emergency, including fire, tornado, etc., students are to follow instructions from school personnel. A complete Crisis Management Plan is on file in the district office. Drills are performed periodically so students are rehearsed in the event of a fire or tornado.

GUIDEANCE AND COUNSELING – Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test results, occupational information, career information, help with home, school, or social concerns, or any questions the student would like to discuss with the counselor or social worker. We also contract for services with Carroll Institute for additional counseling services. Please contact Mrs. Swasey for your counseling needs.

INSURANCE – Student Assurance Services is the provider parents may use through the school to insure their students. Information is sent home at the beginning of each school year. Information is available for the school business office.

BREAKFAST & LUNCH MEALS

The school uses a software program to manage the breakfast and lunch accounts of each student. Parents are asked to purchase meals in advance through the office. Parents will receive a billing statement at the end of each month.

The following prices are for K-5 students only.

Breakfast \$1.40

Lunch \$2.30

HOMEWORK

The amount of homework will vary with the grade level and the subject involved. As a rule, there is very little assigned homework in the **primary** grades. In the **Upper** grades there will at times be assignments which students are required to complete at home. The amount of homework your child has may be dependent on how well your child **makes use of** his/her time in school.

MAKE UP WORK

A child who has not finished his/her work on time will be kept after school. The child's parent/guardian will be notified so that transportation can be arranged if necessary.

Students who have an excused absence will have two days for the first day missed and one for following consecutive days to make up work missed.

GRADING SCALE (3-5)

95-100	A	80-82	C
92-94	A-	78-79	C-
90-91	B+	76-77	D+
88-89	B	73-75	D
86-87	B-	70-72	D-
83-85	C+	Below 70	F

*Jr. Kindergarten through second grade receive **(E)** excellent, **(S)** satisfactory, **(N)** needs improvement, **(U)** unsatisfactory,.

MEDICATION POLICY – All prescription medication and over-the-counter medications or drugs are to be administered by school personnel in accordance with the law and school district procedures. The administration of any medication requires a signed copy of the “Request and Authorization for Medical Treatment” permission form from the student’s parent/guardian. A parent/guardian must notify the school immediately when any changes in the student’s medication are made. Prescription medication must come to school in the original pharmacy labeled container. Medications of any kind are not to be carried to school by the student unless there is a written agreement between the school district and the parent/guardian – parents/guardians should deliver the medication to the school. In addition, prescription and OTC medications are not be carried by the student but stored in locked areas of the main office. Exceptions may be made for such urgently needed medications as inhalers with a written agreement between the school district, parent/guardian, and licensed prescriber, as noted in an IEP. The amount of medication brought to school will be counted, recorded, dated, and initialed on the student’s medication administration form.

NON-SCHOOL ELECTRONIC USE – No CD players or other types of music players are to be used during school hours without permission. Likewise, no electronic games may be used during school hours. Again, misuse can result in confiscation of the device for the remainder of the day or longer.

PARENT TEACHER CONFERENCES

Conferences will be held two times a year. Conferences for grades K-5 will be scheduled and held in the classrooms.

SCHOOL AND CLASSROOM GUIDELINES

Students in K-5 are expected to follow these guidelines. These guidelines include, but are not limited to.

1. Treat others the way you want to be treated.

2. Keep our school clean.
3. Keep your hands and feet to yourself.
4. Walk quietly in the school.
5. Bullying and swearing are unacceptable and will not be tolerated.

RESPECTFUL BEHAVIOR – The staff of the Canistota Public Schools recognizes the contributions of all individuals in achieving its challenge of providing a sound education for every student. School staff, parents/guardians, students, and community members have unique perspectives that are critical to attaining this goal. The staff will encourage the exchange of perspectives in an atmosphere of mutual respect. Staff, parents/guardians, students, and community members should be treated in a manner that enhances self-esteem and supports the dignity of the individual.

LOCKERS

Students in grades 2 thru 5 will be assigned an individual locker at the beginning of the school year. Lockers are the property of the school and are used by the student free of charge. Locker doors are to be locked at all times. The school will not be responsible for stolen articles. Student lockers will be inspected during the school year.

PERSONAL/VALUABLE ITEMS – Students are asked to be extremely careful about leaving valuables unattended in desks, classrooms, and lockers. The school is not responsible for lost or stolen items.

PLAYGROUND RULES

School and classroom rules apply during recess (NO pushing, shoving, kicking, spitting, biting, and swearing).

Ask permission to leave the playground to get a ball, use the bathroom, and/or get a drink of water.

When the whistle blows hold all playground balls and lineup.

Use playground equipment the correct way (NO playing tag, twisting, jumping or standing on swings, walking or sliding down face first on the slide)

Stay on the designated play areas (tree, bike rack, and beyond the sidewalk are NOT included in the play areas)

BREAKING OF RULES: Refer to the schools discipline plan.

TRANSPORTATION

Transportation is a privilege, not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy.

The School Bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

The "Danger Zone" surrounding a school bus. The "Danger Zone" is the area within ten (10) feet of the bus. The two (2) areas that are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

Procedures for safely boarding and leaving a school bus. Be on time - Always line up single file to board (no pushing or shoving) - Do not approach the bus until the driver opens the door - Use the handrail - Take one step at a time - Be seated quickly - Remain seated until the bus stops at your stop - Walk to the door - Move out of the "Danger Zone" - If you must cross the street, wait for the driver's instruction or signal - Go directly home.

Procedures for the safe crossing of the road. Move away from the side of the bus (if you can touch the bus, you are too close) - As you move away from the bus, move to a point at least ten (10) feet in front of the bus - Turn toward the driver and make eye contact (see that the driver sees you) - Walk 120 feet in front of the bus, stopping to check for vehicles that might violate the stop arm - When it's safe, complete the crossing.

School bus evacuations and other emergency procedures.

There are four (4) different evacuation plans:

- a) Using only the front service door
- b) Using only the rear (or side) emergency door
- c) Using both the service door and emergency door
- d) Side window evacuation if doors are not usable.

All students should know the location and basic function of the emergency equipment. In a real emergency, students should leave personal belongings on the bus. Students should gather in a group in a safe area about 100 feet away of the

bus. Parents/guardians... Protect your children; know the key concepts for bus safety.

Bus rules apply to all students, including those with disabilities.

General rules are:

- Observe classroom conduct
- Be courteous, no profanity
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Do not damage bus or equipment
- Stay in your seat
- Keep head, hands, and feet inside bus
- Seats may be assigned

STUDENT BULLYING POLICY

The Canistota School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment 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.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

It shall be the responsibility of the superintendent to develop administrative regulations, in accordance with this policy, to protect the district's students from the harmful effects of bullying. Regulations accompanying this policy shall include, but are not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students and parents of the district's bullying prevention policies and efforts.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

STUDENT BULLYING - REGULATION

A. DEFINITIONS

1. **Bullying:** For the purposes of this policy, "bullying" means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:
 - a. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
 - b. 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 may include, but is not limited to the following behaviors and circumstances:

- a. Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
- b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- c. Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- d. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
 - e. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.
2. **Electronic:** For the purposes of this policy, "electronic" means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.
 3. **Third Parties:** For the purposes of this policy, "third parties" includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district school events.

B. REPORTING

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a form available from the building principal or from the district office. 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.

1. **Designated Personnel.** The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. Upon receipt of a written report, the building principal shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. If the complaint involves the building principal, the complaint shall be filed directly with the superintendent.
2. **District wide.** The School Board hereby designates the superintendent to receive reports of bullying from the building principal as outlined above. The superintendent shall designate an individual to receive reports in such cases that a report alleges bullying performed by the superintendent. If a report is filed involving the superintendent, the

designated individual shall reasonably and promptly notify the Board Chair.

3. **Confidentiality.** The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.
4. **Procedure.** Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but is not limited to: individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. **Required Reporting.** If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

C. INVESTIGATION

Upon receipt of a written report, the building principal shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the building principal's discretion, an investigation may be conducted by an alternate investigator as designated by the building principal. After completion of the investigation, the investigating party shall provide written conclusions and findings to the superintendent.

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.

In addition, the District may take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

D. PROHIBITION AGAINST RETALIATION

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in

good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

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 set forth above.

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

E. CONSEQUENCES

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

F. NOTIFICATION

The district's bullying prevention efforts shall be annually discussed and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students and parents.

- CYBERBULLYING

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. Bullying includes, but is not limited to, any gesture or written, verbal or physical act where the perpetrator demonstrates an intent to harm by engaging in repeated conduct that physically harms a student or damages a student's property; places a student in reasonable fear of physical harm or damage to the student's property; or insults or demeans any student or group of students in such a way as to disrupt or interfere with the school's mission or the education of any student.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidation, defaming, threatening, or terrorizing another student,

teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or without the use of school district resources.

Children’s Internet Protection Act (CIPA)

INTERNET SAFETY POLICY—Canistota School District 43-1

Introduction

It is the policy of **Canistota School District** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. The Canistota School District uses the state provided Sonic Wall filtering system to block inappropriate information. The technology coordinator updates the filtering system and also calls on Golden West for help as appropriate.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Canistota School District** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. We currently filter out instant messaging and chat rooms. Email accounts are provided by the state K-12 data center on an as needed basis.

Specifically, as required by the Children’s Internet Protection Act, prevention of

inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Canistota School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of administration in cooperation with Workplace Technology, BIT of SD and Golden West, using Fortiguard. The Tech Committee will be consulted for areas of filtering.

Student Use of Computer Networks

The Superintendent shall encourage use of local and wide area networks for improvement of instruction and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

Rules of Network Use

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

- (a) be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/or consent;
- (b) Immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- (c) Not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
- (d) Not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
- (e) be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
- (f) Not transmit copyrighted material without the express consent or authorization of the owner of the copyright; and
- (g) Not give out his/her home address, phone number, or password.

Use of Technology Resources in Instruction

Student accounts are considered the property of the District. The School District expressly reserves the right, in its sole discretion to:

- (a) Change or eliminate any portion of any transmission of any user without notice or liability;
- (b) Review and edit any material to be transmitted by anyone on the network, including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.) And
- (c) Remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.

By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Network Security.

Security of all networks connected to the Canistota School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem.

The Canistota School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, blogging, and cyber-bullying awareness response. The superintendent is delegated authority to implement these educational requirements.

The Board of Canistota School District adopted our Internet Policy at a public meeting, following normal public notice, July, 2007. This is reviewed yearly.
Amended July 2012

DANGEROUS WEAPON POLICY

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety and welfare of the students, staff and public.

State and Federal laws, as well as The Canistota School Board Policy forbids the bringing of dangerous or illegal weapons to school or school

sponsored events. Any weapon taken from the pupil shall be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the administrative principal.

A dangerous weapon is defined as any firearm or air gun, knife, a device, instrument, material or designed substance calculated on inflicting death or bodily harm.

No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, in any school building or premises used for school functions. An exception would be weapons under the control of the law enforcement officers, starting guns while being used at athletic events, firearms, or air guns at ranges, gun shows and authorized supervision of school training sessions for the use of firearms.

Any student bringing a firearm to school could be expelled from school up to twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board this expulsion requirement be modified on a case by case basis.

This policy shall be implemented in a manner consistent with IDEA and Section 504.

Child Abuse and Neglect Policy

13.01 Definition: Neglected or Dependent Child

1. Whose parent, guardian, or custodian has abandoned him/her or has subjected her/him/her to mistreatment or abuse.
2. Who lacks proper parental care through the actions or omissions of the parent, guardian or custodian.
3. Whose environment is injurious to his/her welfare.
4. Whose parent, guardian or custodian fails or refuses to provide proper or necessary subsistence, education, medical care or any other care necessary through no fault of the parent, guardian or custodian.
5. Who is threatened with substantial harm.

6. Who has sustained emotional harm or mental injury as indicated by an observable and substantial impairment in ability to function within normal range of performance and behavior, with due regard to culture.
7. Who has sustained emotional harm or mental injury as indicated by an observable and substantial impairment inability to function within normal range of performance and behavior, with due regard to culture.
8. Who is subject to sexual abuse, sexual molestation or sexual exploitation by the parent, guardian, custodian or any person responsible for his/her care.

Any school employee having reasonable cause to suspect that any child under the age of eighteen years, who has been starved or neglected as defined in 13:01 "Definition" or has had physical injuries other than by accidental means, or has been subjected to circumstances or conditions which would reasonably result in abuse or neglect, by any person, including a parent or other person responsible for his care shall report the incident to the Superintendent.

A school employee reporting a child abuse suspicion to the Superintendent will fill out a form provided by the Superintendent. Two copies of the report will be filled out; one copy to school employee and one copy to the Superintendent. All reports will be confidential information.

The report required by SDCL 26-10-10 and 26-10-11 shall be made orally and immediately by telephone by the Superintendent or otherwise to the state's attorney of the county in which the child resides or is present or to the department of social services, or the county sheriff or to the city police.

In the absence of the superintendent, school employees will be required to report child abuse cases to the Business Manager who, in turn, will notify, by telephone, the proper authorities.

Immunity from Liability:

Anyone participating in good faith in the making of a report pursuant to 26-10-10 to 26-10-12 inclusive, shall have immunity from liability, civil or imposed, and shall have the same immunity with respect to any judicial proceeding resulting from such report.

Communications:

The confidential relation privilege may not be claimed in any judicial proceeding involving child abuse or child neglect or result from the giving of any report concerning a child's injury or neglect or the cause thereof.

**REPORT FORM
CHILD ABUSE AND NEGLECT**

Name of
child: _____

Reason for
Report: _____

Reported to: _____
Superintendent or Designated Signature

Reported by: _____
School Employee Signature

Time: _____ Date: _____

Superintendent or Designee reported to: (Check)

States Attorney

City Police

Dept. of Social Service

county Sheriff

Time: _____ Date: _____

Make out in duplicate, one copy to the employee reporting.

HARASSMENT

Harassment is any behavior which is intended to threaten, embarrass, intimidate, and ridicule students or force individuals to do things against their will. Any student that feels he/she is being harassed should report to the Principal's Office to complete documentation of such.

SEXUAL HARASSMENT POLICY

The School Board of the Canistota School District will comply with all current State and Federal Laws, Rules, and Regulations pertaining to sexual harassment.

In addition to all current State and Federal Laws, Rules, and Regulations pertaining to sexual harassment, the School District Policy includes the following local items.

POLICY

It is the School Board's Policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee, member of the school, or student of the School District may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

DEFINITION

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

RESPONSIBILITY

School District officers, employees and students are responsible for maintaining a working and learning environmental free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander.

COMPLAINTS

Any student who believes that he or she has been a subject of sexual harassment by a school district employee or other student should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

STUDENT GRIEVANCES

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.

The Board desires student 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/her 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/her parents or guardian or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. If the matter is still unresolved after the procedures outlined above, it may be brought to the chief executive officer (CEO)/Superintendent for his/her consideration.
4. Complaints that remain unresolved following any action of the Chief Executive Officer (CEO)/Superintendent may be referred in writing to the Board for review.

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

Parents Right to Know Notice

Parents of student in the Canistota School District have the right to know and may request the following information:

1. Whether the teacher has met the State requirements for licensure and certification for the grade levels and subject-matters in which the teacher provides instruction
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. Whether the child is provided services by paraprofessionals, and if so, their qualifications
5. Parents will be given notice if their child has been assigned to a teacher or will be taught for more than four consecutive weeks by a teacher who is not highly qualified

Parents of students in the Canistota School District may obtain this information by contacting Superintendent Dean Jones, Canistota School District, PO Box 8, Canistota, SD 57012 (605) 296-3458.

Public Notice of Rights under the Family Rights and Privacy Act FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the School District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records 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.

Parents or eligible students who wish to ask the School District to amend a record should write the school principal [or appropriate school official], clearly identify

the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. 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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's

State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35,

in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any

audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Public Notice for Directory Information Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Canistota School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Canistota School District 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 Canistota School District 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 (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – 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.¹

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want the Canistota 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 August 24, 2012. The Canistota School District has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

-Student's name -Participation in officially

-Address recognized activities and sports

-Telephone listing -Weight and height of members of

- Electronic mail address athletic teams**
- Photograph -Degrees, honors, and awards**
- Date and place of birth received**
- Major field of study -The most recent educational agency or**
- Dates of attendance institution attended**
- Grade level -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

Public Notice for Child Find

The Canistota School District believes in providing an appropriate education for all children enrolled in the district. Today, Superintendent Dean Jones of the Canistota School District is announcing that the district is conducting its annual Special Education and Section 504 "Child Find" search to identify and evaluate children within the district boundaries, under the age 21, who may not be receiving an appropriate education. The district principal(s) and special education staff are the designated contact persons for any individual who would like to refer a child within the boundaries of the school district for additional educational services.

Any person who knows of a child within the district who may be in need of additional educational services or has unmet educational needs may give the child's name to either the building principal(s), special education staff, or they may call the school district's administrative office at to make a referral. (605-296-3458)

After obtaining parental consent, the district will conduct an evaluation of the child's needs, at no cost, and hold a meeting with the child's parents or guardian to discuss appropriate educational planning for the child.

Superintendent Jones also stressed that parents or the child's guardian are not expected to diagnose a child's educational needs before they ask for help. The superintendent emphasized, "It is the philosophy of the school district to ensure that every child, regardless of their disability, have an opportunity to receive an appropriate education."

PUBLIC NOTICE FOR SPEECH/LANGUAGE AND HEARING SCREENINGS

The Canistota School District in cooperation with the Cornbelt Educational Cooperative will be conducting its annual Speech/Language and Hearing screening tests during the first nine weeks of school. The Speech, Language and Hearing screening tests will be conducted at the following student grade levels:

KINDERGARTEN STUDENTS - All Kindergarten students will be screened for both Speech/Language and Hearing difficulties.

1st AND 3rd GRADE STUDENTS - All 1st and 3rd grade students will be screened for Hearing difficulties only.

In the event a student has difficulty during the screening, school district staff or cooperative personnel will contact the student's parents or guardian to make arrangements to re-test the area of concern. The screening tests are the responsibility of the local school district and will be provided at no cost to all participating students.

For further information please contact:

Elementary Principal: Dean Jones

High School Principal: Larry Nebelsick

School District: Canistota, South Dakota 57012

Phone Number: 605-296-3458

Public Notice of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

The Canistota School District has developed and adopted 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. The Canistota School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Canistota School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Canistota School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

I have read the Canistota Elementary Handbook.

Parent/Guardian

Date

If you have any questions concerning the handbook contact Mr. Jones at 296-3458.

