

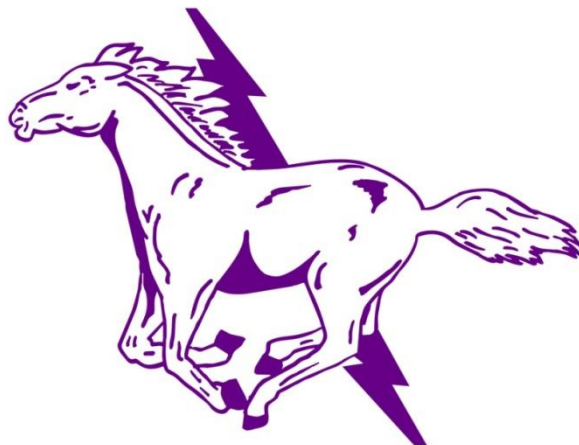
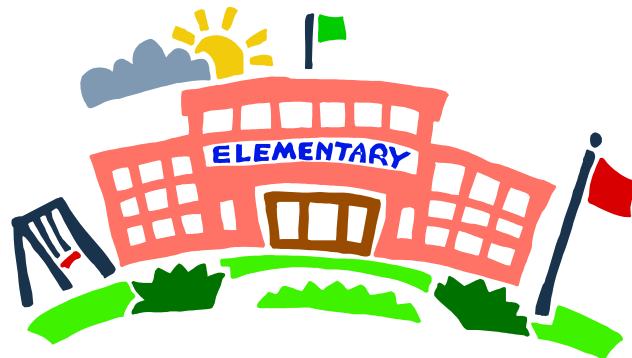
ELEMENTARY SCHOOL

STUDENT HANDBOOK

2016-2017

Agar-Blunt-Onida School District 58-3

<http://www.abo.k12.sd.us>



The primary purposes of the ABO School District are to develop academic knowledge and to encourage in each individual the determination to apply that knowledge in promoting continuous growth toward becoming an effective citizen within our society. The school shall endeavor to develop to the maximum talents and skills of each student through a comprehensive curriculum, which includes academic, vocational, and extra-curricular activities.

The school shall provide training and leadership to assist the students in becoming better adjusted in relationships with others, to develop good work habits, and to be prepared to better enjoy leisure time. The school shall cooperate with the home, church, and other community agencies to strengthen within each student their physical health and values of honesty, truthfulness, and respect for other people.

The ABO School District is further dedicated in determining the needs of special service students, as well as the accelerated students and will strive to offer educational programs that meet the unique needs of those students.

Should any concerns or problems arise, the school requests that parents follow a chain-of-command process to resolve any conflicts or other matters. This procedure works most efficiently when items are discussed first with the classroom teacher and then the administration, if necessary.

Our Mission Statement

“Learning for Life”

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ELEMENTARY SCHOOL STAFF

ADMINISTRATION

Kevin Pickner	Superintendent
Shana Davis	Elementary Principal/Sped Director

BLUNT ELEMENTARY 962-6297

Juliane Heuret	Secretary
Jessica Rausch	Kindergarten & First
Kendall King	Second & Third
Randy Pool	Fourth & Fifth
Stacey Meyer	Special Education
Ruth Kiepke	Paraprofessional
Gary Anderson	Custodian

ONIDA ELEMENTARY 258-2617

Kaycee Hill	Secretary
Angie Hill	Kindergarten
Susie Rilling	First
Tracy Wientjes	Second
Tara Watson	Third
Lisa Handcock	Fourth
Tom Moore	Fifth
Kelli Cronin	Sixth
Patti Jordre	Title I
Bea Stough	Special Education
Stacey Meyer	Special Education
Christy Bradberry	Paraprofessional
Carly Garlow	SPED Aide
Penny Norris	Paraprofessional
Krystal Murphy	Paraprofessional

SPECIALS

Wanda Meyer	Art
Mark Senftner	Physical Education
Lynn Senftner	K-6 Vocal Music & Technology
Erica Guthmiller	Band (5 th & 6 th)
Jackie Aspelin	Librarian
Kristina Sweeter	Counselor
Bridget Ambur	Speech/Language Pathologist

CURRICULUM

Reading/Language c2011	HM Journeys Grades K-6	Houghton Mifflin
Math c2012	Investigations Grades K-6	Pearson/Scott Foresman
Science c2006	Scott Foresman Grades K-6	Scott Foresman
Social Studies c2002	Harcourt Brace Grades K-6	Harcourt Brace

Student use: moderate depreciation of textbooks can be expected each year, but excessive damage, defacing or lost books will result in fines or replacement costs.

ACTIVITY TICKETS (voluntary purchase)

Family	\$225.00
Grades K - 12	\$ 50.00
Adult Season Ticket	\$ 75.00

GATE PRICES

Varsity Events	Students	\$3.00
	Adults	\$5.00

SCHOOL LUNCH PROGRAM

GRADES K- 6

Student Single Meal	\$ 2.40
20 Meal Ticket	\$48.00

GRADES 7-12

Student Single Meal	\$2.80
20 Meal Ticket	\$56.00

Adult Single Meal	\$3.60
Adult 20 Meal Ticket	\$72.00

MILK PROGRAM

Extra Milk at Lunch	\$0.25
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Applications for Free and Reduced lunches are available from the Business Manager's office in Onida or from the Principal's office in Blunt.

This program is confidential and eligible families are encouraged to make application.

SCHOOL HOURS

Grades K-6 will begin classes at 8:15 a.m. and will be dismissed at 3:15 p.m.

Students should make every attempt not to arrive at school before 8:00 a.m. Students are not permitted in the building before 8:10 a.m. Exceptions to the rule may be granted by the classroom teacher or principal during inclement weather or special circumstances that have been pre-arranged by instructional staff. In Onida, when students arrive at school from 8:00-8:15 they shall go to the elementary playground.

At the Blunt Center 'rural' students will be allowed in the library until 8:00 a.m. and until the bus arrives from Onida in the afternoon if traveling with older brothers or sisters who ride the JH/HS route bus to Onida.

Students are to leave school grounds when school is dismissed. There is no supervision outside on the playgrounds after school is dismissed.

Students must remain at school during the lunch period. On special occasions during the year, students may get permission from the administration to leave campus for the lunch period.

All Visitors (including parents/guardians) must first check-in at the elementary office for security/safety purposes.

ABSENCES AND EXCUSES

Except for illness there are few acceptable reasons for missing school. If a student becomes ill during school hours, he/she will not be excused from school until a parent/guardian has been contacted. If a parent/guardian feels that it is necessary for a child to be absent for a reason other than illness, arrangements should be made with the teacher in-advance and notification provided to the office.

The student must assume the responsibility for making up all work missed during the absences. If a student knows he/she will be absent beforehand, his/her work should be made up in-advance. If a child is absent and the school does not receive notification before 8:30 a.m., the school will be contacting home or parental work place by telephone.

Students may either present a written excuse signed by the parent/guardian at his/her first appearance following an absence or the parents may call the school to inform us of the absences.

Students will have double the amount of time missed to make up their work for excused absences. Example: one day missed, two days to make it up. If all work is not completed in the time allowed, no credit will be given.

TARDY AND ABSENTEE POLICIES

Absences will be recorded by 'quarter-day' increments, when applicable. Students will be counted tardy until 8:30 a.m. Parental notification will be provided when students have accumulated five absences or tardies during each quarter grading period. Notifications will also be forwarded to parents at five day increments thereafter. When a student has accumulated 10 tardies/absences in a quarter, a meeting may be held to include the parent/guardian, the student, and the principal. Excessive absences/tardies may result in grade retention.

For end-of-year attendance recognition, students who have no absences all year will receive a Perfect Attendance certificate. Students who have missed four or less total days all year will receive a Distinguished Attendance certificate. Students who have an excessive amount of tardies will be excluded from this recognition.

REPORT CARDS

Report cards will be issued every nine weeks as well as progress summaries at each quarter mid-term. Parent-teacher conferences will be held twice yearly, once in the fall and once in the spring. Both parents/guardians are strongly encouraged to attend these conferences. This is an excellent opportunity for the school and home to work closely together in a unified effort. **Parents should also take advantage of the district ‘Parent Portal’ link located on school’s web page (www.abo.k12.sd.us). This secure technology resource provides parents with academic information concerning their own children along with other calendar and daily announcements.** If you do not currently have access to Parent Portal or need assistance, please contact the elementary secretary.

PROMOTION POLICY

All students in the elementary school will be promoted upon satisfactory completion of the required school year work and maintaining a passing grade in all ‘core’ curricular subjects (math, reading, language, science, & social studies).

Before any student is retained, a conference will be held involving the student’s parents, teacher(s), and principal. The merits of retention or promotion shall be discussed and a decision will be made as to what action would most benefit the student.

COMMUNICABLE DISEASES

Communicable diseases can be easily transmitted within the school environments. This has been a cause for concern for parents/guardians, teachers, and administrators. The control of these diseases require close collaboration of parents/guardians, school personnel and health care professionals.

School Recommendations or requirements for Inclusion or Exclusion

AIDS/HIV Infection: person should not be excluded, unless he or she poses a threat to others for transmission of the virus.

Chicken Pox: exclude until pox are dry and scabbed

E. coli 0157:H7: person may attend school with physician’s permission

Fifth’s Disease: person may attend school with physicians permission

Giardia: person should not be excluded if he or she can practice independent hygiene and is not longer symptomatic.

Head Lice: head lice are occasionally found in schools. Should this occur, the students in that class or grade level may be examined to determine if lice or nits are present. In order to attend school, students must be free from head lice and nits (lice eggs). If a student is identified as having head lice or nits, the parent or guardian will be contacted to pick up the student from school. The student will not be allowed to return to school until: a) the parent or guardian submits a written form from a health professional, which states that the student is free from head lice and nits; and/or b) the District's designated official or health professional verifies that the student is free of head lice and nits.

Hepatitis A: exclude for one week after onset of jaundice or for those who do not develop jaundice exclude for one week after onset of symptoms
Hepatitis B: do not need to be excluded (Utilize Universal Precautions)
Hepatitis C: do not need to be excluded (Utilize Universal Precautions)
Herpes Simplex: do not need to be excluded (Utilize Universal Precautions)
Impetigo: exclude until affected area is dry and being treated
Measles: may return to school 7 days after being diagnosed with measles
Mononucleosis: may attend school as directed by physician
MRSA: Exclusion from school should be reserved for those with wound drainage ("pus") that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene. Students with active infections should be excluded from activities where skin-to-skin contact is likely to occur (e.g., sports) until their infections are healed.
Mumps: exclude until swelling has disappeared
Pink-eye: exclude until under treatment and eye has cleared or with a physician's written permission
Ring Worm: do not exclude, but area must be covered and under treatment
Rubella: exclude until 4 days after onset
Salmonella and Shigella: exclude until diarrhea subsides, use good hand washing upon return to school
Scabies: exclude until after treatment has been initiated
Streptococcal Infections: exclude until 24 hours after first treatment has been initiated
Tuberculosis Infections: must provide proof of a medical evaluation which rules out infections TB. May attend school pending medical evaluation unless symptomatic for active TB disease.
Tuberculosis Disease: exclude until physician and Department of Health determine person is not infectious

IMMUNIZATION

South Dakota State Law (SDCL 13-28-7.1) requires immunization for each student entering school in grades K-12. In compliance with the law, students will be excluded from attending if they do not meet minimum requirements or if they are not in the process of being immunized. Students must be properly immunized or have appropriate documentation filled out within 45 calendar days of starting school in the district. Contact the school or your family doctor about immunization requirements.

BIRTH CERTIFICATE ON FILE

South Dakota State Laws require a certified birth certificate for all students new to the district. This includes Pre-school, Kindergarten, and new students who have transferred into this district.

PETS/ANIMALS IN SCHOOL

Students/parents/guardians are not allowed to bring pets/animals to the school due to the danger of transmitting communicable diseases such as rabies. These diseases may affect school aged children or school staff and could be life threatening in nature.

PHYSICAL EDUCATION

Each student is required to attend physical education class unless they have a written excuse from a medical physician (long-term – more than one week) or the parent/guardian (short-term – one week or less). Students in grades K-6 are required to have soft-soled, non-marking shoes and any other attire deemed necessary by the instructor.

SCHOOL BEHAVIOR

Fighting, abusive behavior, or any harassment will not be tolerated during school hours or at school sponsored activities. Discipline due to this behavior will be at the discretion of the building principal. Gum, candy and pop products will not be allowed in the school during regular hours, except under special circumstances with permission by the classroom teacher or principal.

Bullying is not acceptable on school grounds or at any school related activity and will not be tolerated. It is the expectation of the District that teachers, other employees or students observing this activity will intervene or promptly bring the behavior to the attention of a teacher, administrator or other adult. Failure to report or to cooperate in an investigation of bullying may also be considered an act of bullying.

DANGEROUS WEAPONS IN THE SCHOOL

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 students, staff, and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons on school grounds, in buildings, or at any school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents/guardians. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal. A dangerous weapon is defined as any firearm, or air gun, knife, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that 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. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of the management plan, which outlines the recommended steps to eliminate any asbestos hazard.

The Agar-Blunt-Onida (ABO) School District has a small amount of asbestos containing materials in the school building. All asbestos materials are being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and

the proper management procedures, is available for public inspection during normal school hours in the Administrative office.

COMMUNICATION OF A TERRORIST THREAT OR HOAX

According to South Dakota law SDCL 22-14A-24 through 22-14A-27, enacted by the 2002 legislature, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties.

This is of special importance to the educational arena because the law redefines terrorist threats. Actions that were previously considered pranks or vandalism may now rise to criminal activity in some circumstances. These activities can be verbal, written or physical in nature and people who engage in such actions could face serious criminal penalties or repercussions.

SCHOOL DRESS

School dress should be neat, clean, and appropriate for both boys and girls. Parents/guardians should be instrumental in assisting students to make wise selections of clothing for school wear. Dress and appearance that cause a disruption of the educational process or present health and safety problems shall not be permitted. Make certain students dress according to the weather conditions for that day. Snow boots are a requirement for the winter and rainy seasons. If your child (K-6) does not wear snow boots when deemed necessary, they must remain on the sidewalk. Shorts are only allowed in August, September, and May. Short shorts (shorts that fall above the student's natural fingertip line), tank tops with less than two inch straps, or spaghetti straps **will not be allowed**. Sandals are not allowed to be worn at recess. Clothing that is offensive, contains inappropriate language/graphics or is deemed a disruption to the educational process are not allowed, therefore students will be required to call home for new clothing if they are wearing such items. No caps or hats will be allowed to be worn in the building, except under special circumstances with permission by the classroom teacher or principal.

LOST AND FOUND

Each year a number of items are turned into the lost and found. We urge parents to mark all pieces of clothing with the child's name. Indelible ink on tape, securely sewn on, is one of the best methods. Lost articles may be picked up from the custodians. Remind students to report any lost articles promptly to their teacher.

MONEY AND VALUABLES

Children are strongly discouraged from bringing large amounts of money or valuables to school. The practice of leaving such things in or on a desk, locker, or in the halls is tempting fate. The school will not be responsible for these matters.

WITHDRAWALS

Please notify the school, well in advance, if you're planning to leave the community. Identify the school which the student will be attending so school records can be transferred to that school immediately. Parents/guardians are urged to stop at the Elementary Principal's office to sign a release form which gives the school permission to transfer all school records.

CHANGE OF ADDRESS

Please notify the school if there is a change in telephone numbers or addresses during the year so the school is able to keep our registration cards correct and up to date.

TITLE I PROGRAM

Supplemental reading and math instruction will be available for qualified elementary students who are experiencing identified difficulties in these curriculum areas. Instruction received within the federal funded Title I program is over and above the instruction within the regular classroom.

TELEPHONE USE

Teachers and students will not be called from class to answer the telephone except in cases of emergency. The office telephones should not be used by students except in cases of emergency. After school activities should be planned ahead of time. Calls can be made with permission and only if there is an urgent need for the student to contact a parent.

CELL PHONE USE

Cell phones are not allowed in school for students in grades K-5. Sixth grade students who participate in school-sponsored sports may bring their phones to school during each sport season they participate in. However, cell phones are not to be used during school hours. This means that all cell phones will be powered off and left in backpacks from 8:15am-3:15pm during the school day. Exceptions to this rule will need prior approval from administration. On days of early release, the 3:15 time will change to the time of school dismissal. Cell phones are not to be used in the hallways of the school, including before or after school. The school is not responsible for lost or stolen cell phones.

RIDING OF BICYCLES

Bicycles will be parked in the bike rack and are not to be ridden during school hours.

EMERGENCIES AND MEDICATION

Please send a note of permission to the Principal's office to administer any other type of medication. The parent/guardian must send any medication with specific written instructions for administering to the office, where it will be labeled and kept for the student. All medication will be kept in a locked file or closet within the office. Teachers are not allowed to administer medications.

Prescription medications need to be contained within a prescription-labeled bottle.

The school is a Peanut/Nut-Free environment for student allergy and health safety precautions. ***Please do not send or have children bring peanut-based products to school (lunch, snacks, classroom parties, etc.).***

LUNCHROOM EXPECTATIONS

Elementary students have a closed lunch period. Students, including those bringing lunches, will eat in the lunchroom unless other requests have been approved by the teacher or principal. Students may

NOT bring pop or candy into the lunchroom. Students are expected to be orderly and respectful in the lunch line and lunchroom.

FOOD ALLERGIES

Student food allergies that require special dietary changes mandate a doctor signed statement indicating the food items and level of restriction in order for the school to honor the request. These medical statements shall be given to the elementary secretary.

ILLNESS

In the event a student becomes ill or is injured at school, he or she is asked to report to the Elementary office. Based on recommendation from the Department of Health, students with a temperature of 100 degrees Fahrenheit or higher will be sent home. The office staff must contact child's parents or designated guardians before any student can be released from school. The parent, guardian or designee must then pick up their child. In the event the parents or guardians cannot be reached, an emergency or relative's phone number must be provided and on file in the school office.

PLAYGROUND

Supervision of the playground begins with the morning before school (8:00) and ends at dismissal time (3:15). Students may not bring hard balls, bats, toy or imitation guns, water pistols, roller blades, wheelie shoes, skateboards, or any type of pocket knives to school. All tackling games or any game involving hard body contact are not permitted on the playground. Snowballing at recess or around the buildings is dangerous and is not allowed.

Students will go outside for recess each day, weather permitting. When the weather is below zero degrees, students will stay inside for recess. Students will wear a coat until the temperature is 50 degrees or warmer. Students will wear a jacket or hoodie when the temperature is between 50 and 65 degrees. In cases of rain or extreme wind, the recess supervisor or principal will decide if recess should be held indoors.

Recess is an opportunity for students to have a break from class work, enjoying some fresh air and physical exercise. Therefore, all students are expected to go outside during recess.

1. When teachers dismiss students for recess, they must go outside and stay on the playground area until the bell or whistle rings, unless they have permission from the playground supervisor.
2. If the parent/guardian prefers that a student stay in during recess, the student must bring a signed parental excuse stating the reason for that day.
3. A teacher or aide is outside during recess for supervision and safety purposes. All students must comply with any directive of the playground supervisor. Should a ball go into the street students must first notify playground supervisor and immediately report back after retrieval.
4. If a student is injured or if there is a problem, immediately inform the adult on playground duty.

The school playground equipment was built with the idea that students' safety is important. Therefore, all students are expected to use the playground equipment in a proper and safe manner.

1. No standing on the swings, swinging double, or twisting the swing.

2. One student at a time down the slides. Do not walk or climb up the slide. Students must use the steps/ladder.

Recess is also a time to play together with friends. This means that there is to be NO fighting and arguing of any kind during recess or at any other time in school. **Bullying will not be tolerated.**

1. No games that involve tackling or other physical contact are allowed.
2. Students must stay within the playground area at all times. (shall be in visual sight of playground supervisor)

The basis for all playground rules is safety and using common sense. Watch out for other students on the playground. Appropriate and designated game balls are the only things that should be thrown. There is no way to write down all the rules students' need to follow to ensure safety. Playground discipline will be handled on an individual basis and will be at the discretion of the recess supervisor or principal. Efforts will be made to contact parents as needed to discuss the situation and relay any necessary disciplinary arrangements.

Non-Discrimination Statement

The Agar-Blunt-Onida School District does not discriminate in its' employment policies and practices, or in its' educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin or ancestry. Inquires concerning the application of Title VI, Title IX, or Section 504 may be referred to the Superintendent of Schools at Box 205, 500 8th Street, Onida, SD, 57564 or phone 605-258-2619 or to the Regional Director, Department of Education, Office For Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367.

FERPA Notice to Parents

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that The Agar-Blunt-Onida School District "District", with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. The ABO 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 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.

If you do not want the District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within 14-days of this Notice.

The ABO District has designated the following information as **DIRECTORY INFORMATION:**

1. The student’s full legal name and address.
2. The student’s weight, height and grade level if a member of an athletic team.
3. Academic work intended for public display.
4. Photographic and electronic images recorded in public areas of the school as well as on District vehicles and grounds. This includes candid photographs chosen for use in public documents such as the annual yearbook as well as performance videos.
4. Dates of attendance
5. Degrees honors and awards received
6. Grade level
7. The most recent educational agency attended
8. 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.*)

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

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.

If, after reading this guidance document, you have questions regarding FERPA or the PPRA that are not addressed here, or you wish to make a complaint regarding our application of this policy, you may write to the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Acceptable Network and Internet Use Policy

Agar-Blunt-Onida School District

I. Introduction

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

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

II. Acceptable Use

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

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

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

III. Network Etiquette

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

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.

- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

IV. Prohibited Use

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

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

V. Off-Premise Use of Network

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

VI. Disclaimer

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

VII. Enforcement

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

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

COMPLAINT PROCEDURE FOR STATE OR FEDERAL PROGRAMS

When individual parents, a community group, or members of the general public suspect that a school district or individual school may be violating a State administered program authorized under the Elementary and Secondary Education Act (ESEA), they have a right to file a complaint with the State Education Agency (SEA). Since a complaint implies a lack of cooperation between the Local Education Agency (LEA) and the person or group with a grievance, it is advisable to first consult with the local school administration about the alleged violation. Only when this course of action fails to produce results should a formal complaint be filed with the SEA.

Disputes addressing the enrollment, transportation, or any other barriers to the education of children and youth experiencing homelessness are also addressed.

A formal complaint is a signed written statement by parents, teachers, or other concerned individual or organization. The statement must include an allegation that a requirement applicable to an ESEA program has been violated and a statement of facts that support the allegation.

Following the filing of a complaint the following procedure applies:

- A. Record Initiated** - A written record containing information pertinent to both the source and nature of the complaint should be initiated.

- B. Complaint Hearing** - Within fifteen (15) days following receipt of complaint, a hearing concerning the complaint shall be held by a hearing committee. Recommendations of the committee shall address answering the complaint. The committee shall be appointed by the Superintendent. No less than two persons shall be assigned to the committee, preferably the local coordinator and a parent.
- C. Hearing Minutes** - Minutes of a complaint hearing shall be taken and maintained at the local education agency. A copy of such minutes along with committee recommendations and administrative action shall be filed with the SEA.
- D. State Follow-Up** - The SEA shall maintain a record of all complaint hearings. The designated State Coordinator shall review the records of the complaint hearing and make contacts with the local educational agency regarding a follow-up and possible remedial action. If the complaint is not resolved to mutual consent of both parties, then either party can appeal through the state level procedures. (See the South Dakota Department of Education website for the state level procedures or call the Department at 605-773-3134.)

TITLE I DISTRICT PARENT INVOLVEMENT POLICY

The A-B-O Schools shall implement the following requirements for Title I Parent involvement:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. An annual District Title I Parent meeting will be held each fall with parent and school representation dedicated to revising the district policy. The district will provide the support necessary to our Title I schools in planning and implementing effective parent involvement activities.

- Develop activities that promote the schools' and parents' capacity for effective parent involvement.
- Coordinate and integrate parental involvement strategies with appropriate programs.
- Assist Title I schools with training and ideas on reaching all parents.

The district will build the schools' and parents' capacity for parent involvement by offering programs to strengthen the school/family partnership by providing materials and training to school staff and parents.

- Provide staff development for teachers, families, administrators, paraprofessionals, and others on how to increase the level and quality of family involvement.
- Provide information and, if needed, assistance to schools and parents in understanding state academic content and performance standards; state and local assessments; requirements of Title I and how parents can assist in their child's education.
- Ensure Title I parents with limited English proficiency, limited literacy, or other disabilities are given the same opportunities as other parents.
- Use findings of annual evaluations to design strategies for more effective parent involvement.

The Title I federal programs director shall ensure that the district's Title I parent involvement policy complies with the requirements of federal law. The Title I staff shall provide to parents of students participating in Title I programs:

- Notification by letter that their child is eligible to receive Title I services.
- Notification at the beginning of the year of their right to know the professional qualifications of their child's teachers and paraprofessionals.
- Notification if their child is taught more than four consecutive weeks by a teacher not meeting the definition of "highly qualified."

- Description of the services to be provided.

The Title I federal programs director shall ensure that information and reports provided to parents are in an understandable format and, to the extent practicable, in a language the parents can understand. An annual meeting of parents or participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents shall be given the opportunity to participate in the evaluation of the program. Parents shall be encouraged to offer suggestions and to ask questions regarding policies and programs. In addition to the required annual meeting, additional parent meetings may be held at various times of the day and evening as well as at different locations within the district. At these meetings, parents shall be provided:

- Information about programs provided under Title I.
- Description and explanation of the curriculum in use, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Opportunities to participate, as appropriate, in decisions relating to the education of their children.
- Opportunities to submit parent comments about the program to the district level.

If sufficient, Title I funding may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions. Opportunities shall be provided for parents to meet with the classroom and Title I teachers to discuss their child's progress. The school district will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with Head Start & local preschools. Each school in the district receiving Title I funding shall jointly develop with parents of students in the program a School-Parent Compact outlining the manner in which parents, school staff, and student share responsibility for improved student achievement in meeting academic standards. The District parent involvement policy shall be evaluated annually and approved by the Board of Education.

ABO Elementary Behavior Matrix

The Matrix may be modified by the administration as each situation warrants.

Behavior Matrix K-2nd

Violations will be cumulative on a per semester basis.

Offense	1st Violation	2nd Violation	3rd Violation	Habitual
Level 1				
Electronics (phones, tablets, MP3 players, any electronic device)	Removed by teacher and given back at end of day Office Notification Parent Notification	Removed by teacher; parent has to pick up Office Referral Parent Conference	Removed by teacher; parent has to pick up Office referral Parent Conference Serve 1 detention	Removed by teacher; parent has to pick up Office referral Parent Conference Serve 2 detentions
Failure to follow classroom & school rules	Office Referral Parent Notification	Office Referral Parent Conference Serve 1 Detention	Office Referral Parent Conference ½ Day ISS	Office Referral Parent Conference Parent attendance to school to monitor student
Insubordination (refusal to do what is asked; disrespect)	Office Referral Parent Notification	Office Referral Parent Notification	Office Referral Parent Conference 1-3 Detentions	Office Referral Parent Conference ½ Day ISS
Items not appropriate at school (toys, trinkets, etc.)	Removed by teacher Office Referral Parent Notification	Removed by teacher Office Referral Parent Notification	Removed by teacher Office referral Parent Conference 1 Detention	Removed by teacher Office Referral Parent Conference 1-3 Detentions
Leaving School without Authorization	Office Referral Parent Notification	Office Referral Parent Conference 1 Detention	Office Referral Parent Conference ½ Day of ISS	Office Referral Parent Conference 1 Day ISS
Minor physical contact	Office Referral Parent Notification	Office Referral Parent Notification 1 Detention	Office Referral Parent Conference 1-3 detentions	Office Referral Parent Conference ½ day ISS
Profanity, inappropriate language, obscene materials or gestures	Office Referral Parent Notification	Office Referral Parent Conference	Office Referral Parent Conference 1 Detention	Office Referral Parent Conference ½ Day of ISS
Teasing	Office Referral Parent Notification	Office Referral Parent Conference Serve 1 Detention	Office Referral Parent Conference ½ Day ISS	Office Referral Parent Conference Parent Attendance to school to monitor student
Level 2				
Aggressive Physical Violence (hitting, punching, kicking or similar behavior that may seriously injure others or self)	Office Referral Parent Notification Serve 1 Detention	Office Referral Parent Conference Serve 2-3 Detentions	Office Referral Parent Conference ½-3 Days ISS Counselor Conference	Office Referral Parent Conference 1-5 Days OSS Counselor Conference
Cheating/Copying or using unauthorized information source	Redo assignment/test Parent Notification	Redo assignment/test; partial credit (50%) Office Referral	Redo assignment/test; Zero Credit Office Referral	Redo assignment/test; Zero Credit Office Referral

		Parent Contact	Parent Conference	Parent Conference
Defacing school property and vandalism	Office Referral Parent Notification Detention Restitution/Police Referral when appropriate	Office referral Parent Conference Serve 2 Detentions Restitution/Police Referral when appropriate	Office Referral Parent Conference ½ Day ISS Restitution/Police Referral when appropriate	Office Referral Parent Conference 1-10 Days ISS Restitution/Police Referral when appropriate
Disorderly Conduct (Disruptive behavior that poses a threat to the learning environment, health or welfare of others)	Student/Teacher Conference Office Referral Parent Notification	Office Referral Student/Teacher/ Office Referral Parent Notification 1-3 Detentions	Office Referral Parent Conference ½ Day ISS	Office Referral Parent Conference 1-10 Days ISS Parent Attendance to school to monitor student
Possession and/or use of tobacco, drugs, or alcohol	Office Referral Parent Conference Police Referral when appropriate 1 Detention	Office Referral Parent Conference Police Referral when appropriate ½ Day ISS	Office Referral Parent Conference Police Referral when appropriate 1-5 Days of ISS	Office Referral Parent Conference Police Referral when appropriate 1-10 Days of ISS
Stealing/Theft	Office Referral Parent Notification Police Notification if necessary	Office Referral Parent Conference 1 Day of Detention Police Notification if Necessary	Office Referral Parent Conference ½ Day of ISS Police Notification if necessary	Office Referral Parent Conference 1-5 Days of ISS Police Notification if necessary

Use of Terms

Detention-time spent after school hours (30 minutes)

ISS-In School Suspension

Office Notification-Teacher notifies principal's office of student behavior

Office Referral-Teacher sends student to the principal's office

OSS-Out of School Suspension

Parent Conference-Parent/guardian comes to school to meet with school staff and student

Parent Notification-phone call/email/note home to parent/guardian

ABO Elementary Behavior Matrix

The Matrix may be modified by the administration as each situation warrants.

Behavior Matrix 3rd-6th

Violations will be cumulative on a per semester basis.

Offense	1 st Violation	2 nd Violation	3 rd Violation	Habitual
Level 1				
Electronics (phones, tablets, MP3 players, any electronic device)	Removed by teacher and given back at end of day Office Referral Parent Notification	Removed by teacher; parent has to pick up Office Referral Parent Conference	Removed by teacher; parent has to pick up Office referral Parent Conference Serve 1 detention	Removed by teacher; parent has to pick up Office referral Parent Conference Serve 2 detentions
Failure to follow classroom & school rules	Office Referral Parent Notification	Office Referral Parent Conference Serve 1 Detention	Office Referral Parent Conference ½ Day ISS	Office Referral Parent Conference Parent attendance to school to monitor student
Forgery	Office Referral Parent Notification 1 Detention	Office Referral Parent Notification 2 Detentions	Office Referral Parent Conference 1 Day ISS	1-5 Days ISS
Items not appropriate at school (toys, trinkets, etc.)	Item(s) removed by teacher Office Referral Parent Notification 1 Detention	Item(s) removed by teacher Office Referral Parent Notification 2 Detentions	Item(s) removed by teacher Office referral Parent Conference 1 Day of ISS	Item(s) removed by teacher Office Referral Parent Conference 1-5 Days of ISS
Minor physical contact	Office Referral Parent Notification	Office Referral Parent Notification 1-3 Detentions	Office Referral Parent Conference 2-5 detentions	Office Referral Parent Conference 1 day of ISS
Profanity, inappropriate language, obscene materials or gestures	Office Referral Parent Notification 1 Detention	Office Referral Parent Notification 2 Detentions	Office Referral Parent Notification 1 Day of ISS	Office Referral Parent Notification Parent Attendance to school to monitor child 1-5 Days of ISS
Level 2				
Aggressive Physical Violence (hitting, punching, kicking or similar behavior that may seriously injure others or self)	Office Referral Parent Notification 1 Day of ISS	Office Referral Parent Conference 2-4 Days of ISS Counselor Conference	Office Referral Parent Conference 1-3 Days OSS Counselor Conference	Office Referral Parent Conference 3-5 Days OSS Refer to Police if appropriate
Cheating/Copying or using unauthorized information source	Redo assignment/test; partial credit (50%) Office Referral Parent Notification	Redo assignment/test; Zero Credit Office Referral Parent Contact	Redo assignment/test; Zero Credit Office Referral Parent Conference	Redo assignment/test; Zero Credit Office Referral Parent Conference
Defacing school property and vandalism	Office Referral Parent Notification Detention Restitution/Police Referral when appropriate	Office Referral Parent Conference ½ Day of ISS Restitution/Police Referral when appropriate	Office Referral Parent Conference 1 Day of ISS Serve 1 Detention Restitution/Police Referral when appropriate	Office Referral Parent Conference 1-5 Days ISS Restitution/Police Referral when appropriate

Disorderly Conduct (Disruptive behavior that poses a threat to the learning environment, health or welfare of others)	Office Referral Parent Notification Serve 1 Detention	Office Referral Parent Conference Serve 2 Detentions	Office Referral Parent Conference ½ Day of ISS	Office Referral Parent Conference 1-10 Days ISS Parent Attendance to school to monitor student
Insubordination (refusal to do what is asked; disrespect)	Office Referral Parent Notification 1 Detention	Office Referral Parent Notification 2 Detentions	Office Referral Parent Conference 1 Day of ISS	Office Referral Parent Conference 1-5 Days of ISS
Leaving School without Authorization	Office Referral Parent Notification 1-3 Detentions	Office Referral Parent Conference 1 Day of ISS	Office Referral Parent Conference 1-5 Days of ISS	Office Referral Parent Conference 1-10 Days of ISS
Possession and/or use of tobacco, drugs, or alcohol	Office Referral Parent Conference Police Referral when appropriate 1-5 Days of ISS	Office Referral Parent Conference Police Referral when appropriate 5-10 Days of ISS	Office Referral Parent Conference Police Referral when appropriate 1-10 Days of OSS	Office Referral Parent Conference Police Referral when appropriate 1-10 Days of OSS
Sexual Harassment and/or contact	Office/Counselor Referral Parent Notification 1-5 Days of ISS	Office/Counselor Referral Parent Conference 3-10 Days of ISS	Office/Counselor Referral Parent Conference 5-10 Days of detention	Office/Counselor Referral Parent Conference 1-5 Days of OSS
Stealing/Theft	Office Referral Parent Notification 1 Day of Detention Police Notification if appropriate	Office Referral Parent Conference 1-5 Days of ISS Police Notification if appropriate	Office Referral Parent Conference 1-10 Days of ISS Police Notification if appropriate	Office Referral Parent Conference 1-5 Days of OSS Police Notification if appropriate
Teasing	Office Referral Parent Notification	Office Referral Parent Conference Serve 1-3 Detentions	Office Referral Parent Conference 1 Day ISS	Office Referral Parent Conference 1-5 Days of ISS Parent Attendance to school to monitor student

Use of Terms

Detention-time spent after school hours (30 minutes)

ISS-In School Suspension

Office Notification-Teacher notifies principal's office of student behavior

Office Referral-Teacher sends student to the principal's office

OSS-Out of School Suspension

Parent Conference-Parent/guardian comes to school to meet with school staff and student

Parent Notification-phone call/email/note home to parent/guardian

FOR THE PARENT/GUARDIAN and STUDENT

I have reviewed the rules and expectations contained in the Elementary Student Handbook (*located on school district website*).

One hard copy of the handbook will be sent home with each family.

Parent Signature

date

Student Signature

Student Signature

Student Signature

Student Signature

**** Please sign, date, and return this form to the classroom teacher by Tuesday, September 6, 2016.***