

KADOKA AREA SCHOOL DISTRICT



ELEMENTARY HANDBOOK 2023-2024

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ELEMENTARY HANDBOOK

Contents

2023-2024 CALENDAR	5
CHARACTER EDUCATION MISSION STATEMENT	6
SCHOOL PHILOSOPHY	6
NONDISCRIMINATION POLICY	6
SCHOOL GROUNDS DEFINITION	6
ATTENDANCE	7
PERFECT ATTENDANCE	7
EXCELLENT ATTENDANCE	7
TARDINESS	8
HOMEWORK	8
PARENT'S ROLE IN HELPING WITH HOMEWORK	8
MAKE-UP ASSIGNMENTS	8
GRADING	9
RETENTION	9
TELEPHONE AND CELL PHONE USE	9
CUSTODY	10
CLASSROOM CONDUCT	10
CHEATING	11
SCHOOL DAY	11
WHAT DO I KNOW ABOUT MY CHILD'S TEACHER?	11
LUNCH AND BREAKFAST PROGRAM	11
BUS TRANSPORTATION	11
BUS CONDUCT	12
TRANSPORTATION MILEAGE	12
INSURANCE	12
INCLEMENT WEATHER	13
SCHOOL CANCELLATION MAKE-UP DAYS	13
HEALTH SERVICE	13
IMMUNIZATION AND HEALTH RECORDS	13
MEDICATIONS AT SCHOOL	13
DRESS CODE	14
FIRE /TORNADO DRILLS	14
LIBRARY	15
LOST AND FOUND	15
LOCKERS	15
ELASTIC CLAUSE	15
INTERNET USE POLICY	15
ASBESTOS STATEMENT	16
TRANSFERS WITHIN DISTRICT	16
EXPULSION/SUSPENSION	16
IN-SCHOOL SUSPENSION (ISS)	16
CYBER BULLYING	17
ABUSIVE/GANG LANGUAGE	18
DANGEROUS WEAPONS IN THE SCHOOL	18
HARASSMENT	19
STUDENT GRIEVANCE POLICY	20
STUDENT GRIEVANCE PROCEDURE	20

STUDENT ACTIVITIES	20
HOME SCHOOL ACTIVITY POLICY	21
EXTRA CURRICULAR PARTICIPATION ELIGIBILITY POLICY	21
TRAINING RULES AND PENALTIES FOR VIOLATIONS.....	22
ATHLETIC INJURY POLICY	22
HOMELESS POLICY	22
COMPLAINT POLICY FOR FEDERAL PROGRAMS	23
COMPLAINT POLICY AND PROCEDURE	23
COMPLAINT REPORT	23
ACCIDENT REPORT FORM.....	24
COMMUNICABLE DISEASES	25
COMMUNICABLE DISEASE GUIDELINE.....	26
504 - AMERICANS WITH DISABILITIES.....	28
504 GRIEVANCE PROCEDURE REPORT FORM	30
END OF THE YEAR CHECKOUT	32
EIGHTH GRADE GRADUATION	32
KADOKA AREA SCHOOLS AND STAFF	33
PARENT AND FAMILY ENGAGEMENT PLAN 2023-24 Kadoka Area School District	35
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	38
INTERNET SAFETY POLICY	39
ACCEPTABLE NETWORK AND INTERNET USE POLICY.....	40
Parental Notification School Health Assessments 2023-2024	44



August 1, 2023

Dear Parents/Guardians, and Students,

Welcome to our Kadoka Area Schools! We are looking forward to an exciting and successful year. This handbook was prepared to inform parents and students about our elementary schools. We believe that parents and guardians are partners with the schools to provide the best possible education that our resources will allow. Please take the time to read this handbook thoroughly.

On behalf of the faculty and staff, I would like to extend an invitation to you to visit our schools, attend your child's programs, and be an active participant in your child's education. We are very happy to have you and your child with us at Kadoka Elementary, Long Valley Elementary, Interior Elementary, or Midland Elementary School!

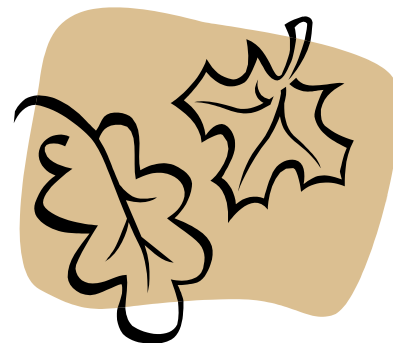
Sincerely,

Jeff Nemecek
Elementary Principal
Kadoka Area School District



2023-2024 CALENDAR

(Fridays are no-school days unless listed otherwise, or if needed for missed school days.)



August 21-22	Teacher/Staff In-service days
August 23	First day of school
September 4	No School, Labor Day
September 29	School in Session- Homecoming
September 21	2:30 School dismissal 3:00-8:00 p.m. Parent/Teacher Conferences
October 19	End of 1 st Quarter
November 22	Early Release at 1:00 for Thanksgiving Break
November 23	No School, Thanksgiving Day
December 21	End of 2 nd Quarter End of 1 st Semester
December 22-January 7	Christmas Vacation
January 8	School resumes
February 1	2:30 School dismissal 3:00-8:00 p.m. Parent/Teacher Conferences
March 7	End of 3 rd Quarter
April 1	No School, Easter Monday
May 16	Last Day of School and Early Dismissal at 1:00 End of 4 th Quarter/ 2 nd Semester
May 19	Graduation 1:00 p.m.

SCHOOL MISSION STATEMENT

To prepare all students to reach their full potential in an ever-changing world.

CHARACTER EDUCATION MISSION STATEMENT

We believe that within the cultural diversity of the Kadoka Area School District there is a core set of beliefs and character traits that we share. Through a partnership with home, business, and community we will strive to develop an educational program for students to develop the character traits necessary for our students to become productive citizens.

The Kadoka Area School District has adopted the following acronym to represent those character traits:

K = Kind

A = Accountable

S = Safe

D = Determined

SCHOOL PHILOSOPHY

It is the philosophy of the Kadoka Area School District to:

1. Provide the best possible education that our resources will allow for all students;
2. Advocate and promote student-centered programs that enhance the self-concept and self-worth of each student;
3. Promote meeting the individual needs of our students by adjusting our curriculum and classroom instruction;
4. Conduct periodic reviews and assessments of the curriculum, school policies, and extra-curricular activities; Quality education can best be achieved through the cooperation and concern of a well-informed school board, administration, faculty, support staff, parents, and community.
5. It is the policy of the Kadoka Area Schools to welcome visits, questions and concerns from the patrons of the Kadoka Area School District.

NONDISCRIMINATION POLICY

The Kadoka Area School District 35-2 does not discriminate in its employment policies and practices or in its educational programs based on race, color, creed, religion, age, handicap, national origin, or ancestry.

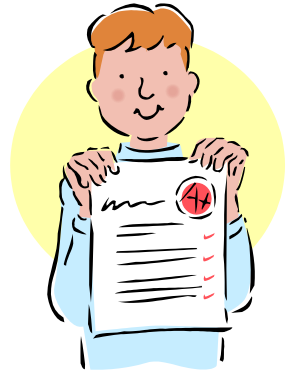
SCHOOL GROUNDS DEFINITION

The “school grounds” refers to all property that surrounds all school buildings in Kadoka, Interior, Long Valley, and Midland. The parking area in front of the schools, the auditorium (school year starting when practice begins), Kadoka New Gym, and the Jackson County Sports Complex are also considered “school grounds”.



ATTENDANCE

Parents must notify the school when his/her child is absent. If the school is not notified, the elementary secretary or classroom teacher will call the parent. Any absence that cannot be verified will be dealt with as an unexcused absence, which can result in disciplinary action.



Students are expected to be on time and in school regularly. Guidelines require that 90% of students maintain a 90% attendance rate. **That is approximately 12 absences per year.** Being diligent in attendance is the most effective way a parent can show their child that their work and time at school is important. According to state law, it is the obligation of every parent/guardian to ensure that every child under his care and supervision receives adequate education and training, and if of compulsory age (under 18), attends school. We recognize that there are times a child will miss a portion, or even all of a day because of illness, doctor appointments or family commitments.

Parents will be notified via letter when a student has been absent for five days. After ten days of absence, a certified attendance letter will be sent home for truancy. Following the fifteenth absence, a second certified truancy letter will be sent home. *If a student accumulates more than fifteen (15) absences in a year **and** a review of their academics shows the student is lacking skills to be successful at the next grade level, the student may be retained. The parent or guardian may appeal the retention, with a meeting with the classroom teacher(s), principal and/or superintendent.*

1. Absence due to school-sponsored events shall not apply here.
2. Absence for any other reasons: family trips, stock shows, rodeos, brandings, work, personal, etc. will apply to the five (5) days.
3. Leaves of educational value will not count against the student's five (5) days. (to be determined by the administration)
4. Prolonged illness with verification by medical record and absences due to deaths in the immediate family will be counted as one absence, unless the school has not been notified of the illness.
5. If a student misses **12 consecutive** days of school without notification to the district or a signed doctor's note, they shall be withdrawn from school.

****If a student has accumulated 20 or more absences throughout the school year, Social Services may be contacted on the grounds of neglect or truancy. Extenuating circumstances will be reviewed by the administrative team prior to the phone call to the Department of Social Services.**

PERFECT ATTENDANCE

Every quarter and at the end of the year, a student may earn a perfect attendance award for attending school every day. **A student must be at school every day when school begins and remain in school every day until school is excused. School sponsored activities will not count against the student.**

EXCELLENT ATTENDANCE

Every quarter a student may be recognized with excellent attendance for missing only three full days or part of multiple days, not equaling more than three full days. End of the year excellent attendance is based on missing no more than 12 full school days.

TARDINESS

All tardies will be viewed as unexcused unless the buses are late, or the school receives parent notification. A bus being late will not affect a student's perfect/excellent attendance record, but other tardies will.

HOMEWORK

The Kadoka Area School District believes that homework meets a real need and has a definite place in the educational program. To be effective, homework must be properly designed, carefully planned, and geared to the development of the individual student. The homework grade will be dependent on the performance of the student.

The elementary principal and the classroom teachers will regulate the assignment of homework according to these guidelines.

1. Homework should be a properly planned part of the curriculum – extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills and experience in data gathering and integration of knowledge.
3. Homework should help develop the student's responsibility by demonstrating organization skills and time management.
4. In assigning homework, a teacher will consider the following:
 - a. a student's age and mastery of skills;
 - b. a student's need for playtime;
 - c. a student's out-of-school responsibilities and activities, which often aid a student in developing his interests or tastes.
5. As a valid educational tool, homework will be clearly assigned, and its product carefully evaluated.

PARENT'S ROLE IN HELPING WITH HOMEWORK

The school recognizes and supports the role of parents in the education of their child.

- Be available for specific help.
- Teach your child study and organizational habits by having a specific desk/table with writing supplies, and have your child set a specific time for homework.
- If homework is completed, encourage your child to read during the study time.
- Designate a secure spot near the door where homework is to be left at night so it can be readily picked up in the morning.
- More advice and techniques to better help your child will be given upon the parent's request. Parents should help their child learn to be responsible by making sure library books and school materials/projects are returned to school promptly. For additional ideas on the reinforcement of skills, check the Kadoka Area School's website (www.kadoka.k12.sd.us) under student resources. Additionally, curriculum connections are listed on the website.

MAKE-UP ASSIGNMENTS

After an absence, a student must make up his/her assignments and tests within two (2) school days. Normally, a teacher may require work to be completed when the student returns to school. A longer time may be requested pending days missed and other circumstances. All work and tests not made up within the appropriate time may not earn credit for the student's grade. Students have the responsibility to know when make-up work is due and to obtain assignments.

GRADING

Student work in grades JK – 8 will receive the following letter grade and/or a percentage mark based on the following scale:

Superior	A	100 – 90%
Excellent	B	89 – 80%
Satisfactory	C	79 – 70%
Below Satisfactory	D	69 – 60%
Failing	F	59 – 00%

RETENTION

The administration and teaching staff of the Kadoka Area School District strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities. Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident a student should proceed more slowly to find success.

It will be the procedure of the teachers to recommend students for retention who have not mastered the concepts and/or skills taught at the student's grade level and ability level.

TELEPHONE AND CELL PHONE USE

School Phone The school phone is a business phone. Students may not use the school phone during school hours except in an emergency or with permission from the office.



Long distance phone calls by students must be approved through the principal or his designee. If the phone call is necessary, it must be charged as a collect call to the student's home phone or charged on a telephone calling card.

Telephone and electronic device (ie: iPod, etc.) use by students is limited to emergency issues, illness, and school changes. Students and teachers are not allowed to make long distance calls (cell phone numbers) using the school phones unless the call is directed by the school.

Students may have their cell phones on them during the school day. Cell phones **will not be visible during class time**. Permission to use cell phones during class time may be granted by the teachers. It is the ideal of the school to teach students the proper usage of cell phones and how to use them respectfully. If a student violates the cell phone policy or improperly uses their cell phone during the school day the following procedures will be followed.

Cell Phone violations:

- First Violation – The phone will be confiscated by staff members and given to the principal. Principal/teacher will give the phone back after school is out.
- Subsequent violations will be handled on a case-by-case basis where parents will have to retrieve the cell phone from the principal.

Middle School students may use their cell phones only at lunchtime if approved by their teacher.

Incoming telephone calls to the school may interfere with the learning environment. **Messages will be forwarded to teachers who will have students return calls during non-instructional times.** Please help your child plan for his/her day to reduce the number of calls/messages that your child will have to take.

CUSTODY

In most cases, parents shall be given reasonable access to their children at school and to their children's official school records. It shall be the responsibility of the custodial parent who has a court order restricting the rights of the other parent to access the child or the child's official school records to provide the school with a current copy of the court order.

In cases of guardianship, it is the responsibility of the legal guardian to notify school officials of the conditions of the guardianship and to provide the school officials with all pertinent written documentation or changes.

CLASSROOM CONDUCT

Every student has the right to learn; therefore, the described policy is to provide a learning environment for all students at each attendance center in the Kadoka Area Schools.



School authorities believe that a student's right to an education does not include the right to disrupt the educational process for others.

Each teacher will use a PBIS classroom management plan with rules posted on the classroom wall. The principal has approved all classroom rules and will support the teacher and the students with their classroom rules. Students unable to follow the classroom rules will be removed from that classroom until the principal and teacher(s) are satisfied that the student is ready and will be successful in the classroom environment again. We do not want students to fail. We believe mistakes are a chance for the students to try harder. For making big mistakes (see discipline matrix on page 37), students may be suspended or recommended for expulsion because he/she puts themselves or others at risk.

Restorative Practices may be implemented with students during suspension. Restorative practices are a set of principles and practices that encourages children to take responsibility for their behavior by thinking through the causes and consequences.

Restorative practice involves helping the child think through their behavior, its consequences and what they can do to make it better.

It's all about developing, maintaining and repairing relationships, building a community based around empathy and self-learning, where children take responsibility for their behavior.

MINOR VIOLATIONS- Class I Offenses

It is very important for students to know they are responsible for their own actions. When a student has a history of any problem, the school will try within our means and schedule to help the student learn specific skills to help them learn successful behaviors.

Minor violations (Class I offenses) will be handled by the classroom teacher.

Students requested to stay after school due to improper conduct etc. will be given 24 hours to make arrangements for transportation home. Transportation is the parent/child's responsibility.

MAJOR VIOLATIONS

Fighting, Vandalism, Insubordination, Threats, Stealing
(See Discipline Matrix, p 37 – Class II, III, IV Violations)

Any behavior that willfully threatens or hurts anyone, destroys property, is insubordinate, or theft is a Class II or Class III behavior and will result in removal of the student from the classroom to confer with the principal. Parents will be notified, and the discipline matrix will be followed. All other consequences are bypassed.

CHEATING

The teacher involved will discipline cheating according to the discipline matrix. Students can expect to receive a failing grade. Each teacher will communicate the offense to the parents and administration.

SCHOOL DAY

Students may come to school at **7:45** in the morning when teacher supervision begins. After school students are expected to go home or to a daycare unless the students are part of the after-school program or are supervised by a teacher.

WHAT DO I KNOW ABOUT MY CHILD'S TEACHER?

The federal education law, called Every Student Succeeds Act (ESSA,) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response. Department of Education 1119 Assurances will be posted at each school for verification of the highly qualified status of the teachers.

LUNCH AND BREAKFAST PROGRAM

The Interior, Kadoka, and Midland Schools have a hot lunch program. Parents are notified when their student is charging meals via robo-call. For more information, see the school website under FOOD SERVICE or contact elementary secretary.



BUS TRANSPORTATION

Kadoka School does have bus transportation to most parts of the district; however, not every location may be serviced. Please contact the Superintendent of Schools for the current routes and pickup/delivery times.

The bus driver and bus monitor are in full charge of the pupils and bus. **Bus transportation for pupils is not a right, but a privilege.** The safety of the school bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver and/or bus monitor to report to the principal the names of any pupils who persist in violating the rules and regulations of school bus safety. The principal may find it necessary to withhold the privilege of riding on the bus from those pupils who fail to cooperate accordingly. Removal from bus could be for 1 to 10 days or permanently. Misbehavior could also result in suspension or expulsion from school.

****Parents with concerns about bus safety procedures and practices should contact the school bus driver serving their area.**

Please contact the school if your child will not be riding the bus that day. This is a courtesy to the driver and other passengers on your route.

BUS CONDUCT

The following rules must be followed when riding the bus:

1. Be courteous. (Insubordination)
2. No profanity.
3. Do not eat or drink on the bus: Keep the bus clean.
4. Violence is prohibited.
5. Remain seated.
6. No smoking.
7. Keep your hands and head inside the bus.
8. Do not destroy property.
9. For your own safety, do not distract the driver through misbehavior.
10. Follow the driver and/or bus monitor's instructions.

Bus drivers/monitors may assign students specific seats. If any type of destruction occurs on the bus, students in the immediate area could be billed for the repair cost.

**Bus violations will be handled by the building level administrator or an administrative team member by following the district discipline matrix.*

TRANSPORTATION MILEAGE

Transportation mileage is paid to parents who live in the school district and transport their elementary children to a bus stop or to school if the miles traveled are in excess of five (5) miles. The mileage rate for the transportation is at the current state rate.

The transportation mileage is paid to the school or bus stop closest to the residence. If the parent chooses not to use the bus or to send their child to another school within the district, mileage is paid only to the closest bus stop or closest school.

If your residence within the district changes during the school year, please contact the Kadoka School to determine the bus stop closest to your new residence.

At the beginning of the school year, a calendar is sent to each parent who will be claiming transportation mileage. Parents are asked to use this calendar to keep track of the days driven. At the end of the year a transportation mileage claim voucher is to be completed; and we ask that you also attach the calendar to this claim voucher.

If there are any questions regarding transportation mileage, please call the Kadoka Area Schools Business Office at 837-2175.

INSURANCE

All students have the opportunity to apply for accident insurance. This insurance is not mandatory but is encouraged if your child is not already insured. Information is sent home with each child during the first week of school. Further information may be obtained by calling the school office in Kadoka at 837-2173.

INCLEMENT WEATHER

Information on school closing or late starts will be sent out through the automated call/text system, posted on the school webpage, and the district Facebook page.



Information on school closing or late starts will be between the hours of 6:00 a.m. and 7:30 a.m. School may close at other times during the day and this information will be posted/ broadcasted at that time.

SCHOOL CANCELLATION MAKE-UP DAYS

In the event that it is necessary for a school day to be cancelled by the administration, school will be made up on the Friday of the following week **or** the first Friday as deemed available by the administration.

HEALTH SERVICE

The Kadoka Area School District contracts with the South Dakota Department of Health to provide screening services including Scoliosis, vision, and hearing. Parents and school personnel may refer a student for any of these screening services. (See page 39 for screening assessments by grades.)

The South Dakota Department of Health (DOH) is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). The HIPAA notice of privacy practices can be viewed on the DOH website at <https://doh.sd.gov/> or you may request a printed copy by contacting them at 1- 605.773.8225.

IMMUNIZATION AND HEALTH RECORDS

Children entering kindergarten, 6th graders or students transferring in from out-of-state are required to be properly immunized. Kadoka School files all reports with the state health department. Transferring students must provide a copy of their immunizations before beginning classes.

MEDICATIONS AT SCHOOL

Guidelines from the State Department of Health impose restrictions about medications and aspirins taken at school.

No student shall hold prescription or non-prescription medication in his/her possession while attending school. Both aspirin and prescribed drugs should be given to the Certified Medication Aide when arriving at school.

Each school site maintains a certified unlicensed Medical Aide (UMA).

Midland: Nicole Nelson
Interior: Barb Ireland
Long Valley: (non-certified) Fallon Richardson
Kadoka Elementary: Danielle Stoddard
Kadoka MS/HS: Cally Uhler

If a student needs to take any type of medication (aspirin included), please bring the medication with complete instructions for administering the medication and complete documentation. **Prescribed medications should be in their original containers and turned in to the designated unlicensed medical aid (UMA).**

Necessary Documentation to be completed before the school can administer medications may be found on the school website or contact the UMA.

*****The school does not have an aspirin or non-aspirin supply to administer to students.***

DRESS CODE

All students should endeavor to follow the rules of good grooming and cleanliness to ensure good health; keeping clean and well-groomed is part of respecting the rights of others.

Students are expected to dress neatly and appropriately at all times. Please refrain from wearing any article of clothing/footwear that are distracting, offensive to the other students/teachers, or may pose a risk of injury (ex: shoes with wheels). This could affect the learning atmosphere of the classroom. Clothing should be in good repair. Excessively baggy pants and coats will not be allowed.

No student will wear a top that reveals any part of their midriff. Students will not be allowed to change clothes at school, except for P.E. Classes. What they wear to school is their attire for the day. Hats/hoods are not permitted to be worn in any school building during the normal school day.

Apparel cannot display anything that pertains to alcohol, tobacco, or other illegal substances, or a sexual nature.

If a student fails to follow the reasonable guide concerning dress, he/she will be asked to leave the school, call home for a different article of clothing, or wear a tee shirt from the principal's office, provided the office has a shirt that is appropriate for the student.

The determination of indoor recess is as follows: According to www.weather.com, a feels like temperature of 0 degrees or less = indoor recess; a feels like temperature of 1 degree or more = outdoor recess.

It is the parents' responsibility to provide proper clothing for the weather. Winter clothing includes overshoes/boots, a warm coat, gloves, and a head covering. During cold and snowy weather, students will be outside for some of their recess. When it is muddy or wet outside, an extra pair of shoes to wear in the classroom would be helpful.

***Proper snow attire is necessary for the students to be allowed to play in the snow (snow pants, winter coats, gloves, boots, etc.).** Students will need to participate in recess unless a documented medical condition exists.

FIRE /TORNADO DRILLS

There will be unannounced fire and tornado drills periodically throughout the school year. Predetermined designated locations are posted in each classroom. Attendance will be taken by the teacher at the designated locations. Students are expected to move quickly and quietly and in an orderly fashion to predetermined locations.



LIBRARY

All Kadoka Area elementary students have at their disposal a school library. Each student has the privilege to check books out for a one or two-week loan period. Students must turn books in or re-check them out after the loan period. Not returning books will forfeit the privilege of checking additional books out.

Students are urged to take special care of library books loaned to them. They must be returned in the condition checked out. If damage or abuse occurs, the student will be financially responsible for the damage or loss of the books.

Student report cards and other school reports may be withheld until library and all other types of fines are paid.

LOST AND FOUND

Each year a countless number of items are forgotten at school. **We urge all pieces of clothing be marked with the student's name.** We can make an attempt to return misplaced clothing if we know whose article it is.

Students finding lost or misplaced items should present them to their teacher or turn them in to the office. Likewise, students missing clothing or other items are instructed to contact their teacher or check in the office.

LOCKERS

Lockers are the property of the Kadoka Area School District and subsequently subject to inspection by school personnel at any time. It is strongly recommended that students do not leave anything of value in the locker at any time. Items brought to school need to be clearly labeled with the student's name.

ELASTIC CLAUSE

It is impossible to cover every possible situation that may occur during the school year with the policies included in this handbook. If such a situation does occur, the administration has the authority to resolve said situation. The administration will act fairly and quickly in resolving the situation, keeping the student's best interest in mind.



INTERNET USE POLICY

Students are responsible for using the school system's electronic system appropriately. Parents and students will read and sign the proper use form, handed out at the beginning of the school year. Violations of the law will be reported to the proper authorities.

First violation: Four weeks lost on all or part of the electronic system and possible suspension/expulsion.

Second Violation: Student will lose the privilege to use the system or part of it for a year and possible suspension/expulsion.

ASBESTOS STATEMENT

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

The Kadoka Area School District System has a very limited amount of asbestos containing materials in the school buildings and it is 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 working hours in the Administration office.

TRANSFERS WITHIN DISTRICT

In-district transfers during the school term, not resulting from a change of residence, require board of education approval before the transfer will be allowed. Students within the Kadoka Area School District boundaries will only be allowed to transfer at the end of the grading period to ensure grades are current and up to date.

EXPULSION/SUSPENSION

No student under expulsion or suspension from school may transfer to another school district until the suspension or expulsion has expired. The sending district will notify the receiving district in writing of the suspension or expulsion when the student's permanent school record is requested by the receiving district.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is social isolation serving as serious think-time for self-evaluation. The student shall be removed from the regular classroom and placed in a supervised situation away from peers. Lunch will be brought to the student.

An ISS student's papers will be corrected, and grades entered. An alternative assignment may be given in lieu of groupwork grades. These papers are not to be counted as zeros.



BULLYING

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. **Bullying differs from conflict.** Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

Physical-involves harmful actions against another person's body

Verbal-involves speaking to a person or about a person in an unkind or hurtful way

Emotional-involves behaviors that upset, exclude, or embarrass a person

Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors, or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

CYBER BULLYING

Cyber bullying is a form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The district's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the district's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

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

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

ABUSIVE/GANG LANGUAGE

A student's use of profanity, obscenity, abusive or gang-related language will not be tolerated, whether the communication is in writing, gang-related graffiti, spoken verbally, or by a hand gesture. Knowingly possessing lewd, gang related, or objectionable items on school property will not be tolerated. This will not be tolerated in the hallways, classrooms, buses, or school grounds, or by students who represent the school district or attend any school-sponsored activities or functions. The above provisions include items of clothing, which bare lewd, proven gang-related, or obscene wording, illustrations or symbols or anything that advocates illegal behavior.

DANGEROUS WEAPONS IN THE SCHOOL

Schools should be an example of what is taught regarding observance and respect for law. Schools also must be highly conscious of the health 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 to school or school sponsored activities. Any weapon taken from pupils shall be reported to the pupil's parents. Confiscation of weapons must be reported to the police. The building principal shall pursue appropriate disciplinary and/or legal action.

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. This includes toys that may give the appearance of being real or threatening to others.

Laser pointers are considered dangerous when used inappropriately and therefore students are prohibited from bringing them on any school property or to any school activity.

No dangerous weapons 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 students bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for a period of not less than twelve 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.

HARASSMENT

Harassment, whether it be physical or verbal, will not be tolerated within the Kadoka Area School District. Any conduct that has the effect of unreasonably interfering with an individual's academic, extracurricular, or work performance or of creating an intimidating, hostile or offensive educational environment regardless of intent may be interpreted as either physical or verbal harassment.

Any student who believes he or she has been a subject of physical or verbal harassment by another student or district employee should report this incident immediately to the guidance counselor and /or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Such action could consist of suspension and or expulsion depending on the severity of the situation.

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.

SEXUAL HARASSMENT POLICY

1. POLICY

It is the policy of the Kadoka Area School District that sexual harassment is unacceptable and shall not be tolerated, that no member of the District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

2. DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

3. REGULATIONS

Whether the incident(s) occurs on school property, out of school or by electronic means, if such conduct has the purpose or effect of reasonable interference with an individual's academic or work performance or is creating an intimidating, hostile or offensive employment or educational environment it shall be considered sexual harassment.

4. ACCOUNTABILITY

Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. In some cases, it may be liable to prosecution under the criminal sexual conduct law. All reported incidents of sexual harassment will be promptly and thoroughly investigated, and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action. Confidentiality consistent with due process will be maintained.

5. Any employee who feels that he or she has been subjected, in the workplace, to sexual harassment should report the incident immediately to his or her immediate supervisor and /or to the Superintendent. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to the Principal or Superintendent of School. Resolution of complaints or problems

may be pursued informally or formally at the option of the person who feels he or she has been subjected to sexual harassment.

The faculty, staff, administrators and students of the Kadoka Area School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and assure individual compliance. To assure dissemination of this policy, copies will be posted at appropriate locations.

STUDENT GRIEVANCE POLICY

STUDENT GRIEVANCE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair, (2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap, (3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through three steps: A) to the principal, B) to the superintendent, C) complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested.

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

STUDENT GRIEVANCE PROCEDURE

If a student has a grievance, he/she should present it in writing to:

LEVEL 1: The principal shall schedule an informal discussion of said grievance with the student. It is expected that many grievances may be resolved at this level. The principal must hold a conference within five days of the date of filing.

LEVEL 2: If a student is not satisfied with the resolution made at Level I, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.

LEVEL 3: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review.
The board's decision will be final unless an appeal is requested.

STUDENT ACTIVITIES

Activity tickets may be purchased at the school business office. Activity tickets help sponsor the extra-curricular programs, which include athletic events, and assembly programs. Class plays are not included in the activity tickets.

Students are to remove hats/hoods inside the auditorium and gym in respect to the American flag during school activities that take place during the school day.

A student that is suspended from school, ill, or not in school during the school day is not to attend the activity that night, unless the absence is due to another school activity (ball games, plays, concerts, etc.) or attendance has been approved by administration.

Special activities are an opportunity for children to practice good citizenship outside the school setting. **Children should sit with their parents or friends**, cheering for the Kadoka participants, not running around in the gym or creating problems for others. Students misbehaving will be redirected to sit with their parents or leave, if necessary.

HOME SCHOOL ACTIVITY POLICY

Home School Student and co-curricular activities

*****See Eligibility Checklist for Alternative Instruction Students by the South Dakota High School Activities Association.***

EXTRA CURRICULAR PARTICIPATION ELIGIBILITY POLICY

For students participating in FFA, FCCLA, band, chorus, One Act play, all school play, Student Council or athletics, eligibility must be established before they will be permitted to attend any contest unless it is required as part of a class assignment.

The eligibility procedure will be as follows IN ADDITION to the guidelines set forth by the SDHSAA:

1. Students in grades 3rd-8th participating in elementary/middle school activities will have their grades checked every week starting at the beginning of the first semester. The principal's office will run the eligibility check.
2. Teachers must have a minimum of three grades a week in their grade books and report them by 10:00 a.m. the date set by the principal.
3. Elementary School grades (3rd-5th grade) will be checked every week for eligibility with no F's (below 60%) unless they are participating at the MS level, which places Elem. students on the Eligibility procedure used at the MS level. If a student is ineligible on the check date, they will remain ineligible until the following check date.
4. Middle School grades will be checked every week for eligibility with no D's or F's (below 70%), unless they are participating at the HS level, which places MS students on the Eligibility procedure used in the HS level. If a student is ineligible on the check date, they will remain ineligible until the following check date.
5. If students intend to participate in extracurricular activities, they must be in school for the day, unless previous arrangements have been made with administration. Students who have **unexcused** absences from school on the day of an extracurricular activity will not be permitted to participate in the activity.
6. Any student receiving an incomplete for the second quarter will be declared ineligible until the incomplete is taken care of.
7. A student that is suspended from school (OSS) is not to attend any school activity until their suspension has been served.
8. The activity sponsor will be provided weekly grade checks by the principal's office to keep updated on any students that may be failing or close to failing.
9. At the end of the second semester the eligibility guidelines set forth by the SDHSAA will be used in determining the eligibility of students for the start of the next school year.
10. The principal will determine eligibility and procedure in situations that may not be fully addressed in this eligibility policy. The principal's decision may be appealed to the Superintendent and that decision may be appealed to the Board of Education.
11. The Kadoka Area School District's belief is **ACADEMICS COME FIRST.**

TRAINING RULES AND PENALTIES FOR VIOLATIONS

Elementary Participants will follow Middle School/High School Handbook.

ATHLETIC INJURY POLICY

No player will participate in practice or play in a game after sustaining a serious injury (head injury for example) until a permission slip signed by a physician is presented to the school.

HOMELESS POLICY

To eliminate barriers for children or youth experiencing homelessness including unaccompanied youth, the Kadoka Area School District Policy is to:

Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.

Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.

Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.

Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:

Transportation services

Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of Every Student Succeeds Act of 2015 or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

Programs in vocational and technical education
Programs for gifted and talented students
School nutrition programs

COMPLAINT POLICY FOR FEDERAL PROGRAMS

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

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

If the complaint remains unresolved, the stakeholder may address in writing the complaint to the South Dakota Department of Education.

COMPLAINT POLICY AND PROCEDURE

If a school patron has a complaint involving a school staff member or school policy, the following procedures shall be followed:

1. If complaint pertains to school staff, complainant should make an appointment to visit involved staff member.
2. If first step or level fails to resolve complaint:
Complainant should put the complaint in writing, sign and present it to assigned principal. A conference with the principal to resolve the complaint shall take place.
3. If step 1 and 2 fail to provide a justifiable answer to complaint:
Complainant should notify the superintendent and a conference will be arranged.
4. If complaints cannot be solved with the superintendent, a notice should be given to the superintendent that complainant desires to appear before the school board.

COMPLAINT REPORT

Staff member that complainant visited with: _____

Date and place of conference: _____

Complaint: List all pertinent information regarding your complaint.

Signature: _____

Date: _____

ACCIDENT REPORT FORM

The following accident report form will be completed following any accident on the school grounds.

Student Name _____ Date _____

School _____ Grade _____

Time of Accident _____ Reported by: _____

Parent Notified _____ Yes _____ No _____ Notified by: _____

Where did the incident occur? (Please be as specific as possible. Example: 2nd swing from East on South set of swing sets at Interior.)

What was the individual doing just before the incident occurred: (Describe the activity, as well as any equipment/tools the student/adult was using. Example: "running on the sidewalk")

What Happened? Explain how the injury occurred. ("fell on wet sidewalk")

What was the injury or illness? Identify the part of the body that was affected and how it was affected; be more specific than "hurt", "pain" or "sore". Examples: "bruised right ankle", "strained lower back", "sprained left wrist".

Witness(es) _____

Response/Treatment

Who responded to incident scene? (Check all that apply)

_____ Staff _____ EMT _____ Ambulance _____ Other (who _____)

Was treatment received: (Check only those that apply.)

_____ No treatment _____ First Aid _____ Beyond First Aid

_____ Treatment Refused _____ Unknown

Please describe the treatment given:

Physician Name _____

Medical Facility _____

Was the individual in the Emergency Room? _____ Yes _____ No

Hospital: _____ In Patient (admitted overnight) _____ Outpatient (treated & released)

By submitting this form, I hereby verify that all information here is correct and accurate to the best of my knowledge.

Signature: _____ Date _____

COMMUNICABLE DISEASES

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional, and social levels of health. The board recognizes its responsibility to provide a healthy environment for all students and employees. In addition, it recognizes its responsibility to provide a normal classroom setting for all students whenever possible.

The decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities, shall be made on a case-by-case basis by a committee consisting of:

1. The building principal or designee
2. The county nurse
3. The superintendent or designee
4. The board of education representative

The above Advisory Committee, at the option of the above-named people, may also include:

1. Representation from the State Department of Health
2. The student's personal physician
3. The student's parents or guardian(s)
4. Teachers or other appropriate school personnel
5. Other medical personnel as deemed necessary

The Advisory Committee shall consider the following in their deliberation:

1. The behavior, developmental level, and medical condition of the student.
2. The expected type(s) of interaction with others in the school environment.
3. The impact of exclusion on both the infected student and others in school programs.

The Advisory Committee may officially request assistance and recommendations from the State Department of Health.

If the infected student is restricted from attending classes, the school will provide the student with an appropriate educational program. If such a program requires personal contact between the student and school employees, only those employees who volunteer and are trained in their assigned responsibilities will be utilized.

Public information about an infected student will not be released regardless of whether such a student is excluded or allowed to remain in attendance. If the student is permitted to remain in the school setting, the following procedure will be followed by the building principal:

Information as to the student's medical condition and other factors needed for consideration in carrying out assigned job responsibilities will be provided, as appropriate, to school employees who have contact with the student.

1. Health guidelines for school attendance are not inclusive but are intended to be used as a guide and resource. The guidelines are written for and will be interpreted within the context of each situation. Specific needs will be addressed individually. School personnel will refer to school health professionals for specified help in interpreting guidelines.
2. Staff members assigned to work with students suspected of being infected with a communicable disease, or those having a confirmed infection will be given instruction in the appropriate handling and working with suspected or infected students. Recommended personal hygiene measures will be observed and practiced in order to create and maintain a healthy environment.

Staff members who have a specific concern about a student's health may request the formation of an advisory committee for determination of school attendance or activity participation. Such requests shall be submitted to the principal of the building where the child in question attends.

COMMUNICABLE DISEASE GUIDELINE

Disease & Incubation Period Rules for School Attendance



Acquired Immune
Deficiency Syndrome
(AIDS) 6 months-5 years

Determination will be made by
committee as outlined in the
Communicable Disease Policy

Chicken Pox

The student may attend school after the
scabs are dry and well healed.
Exclusion from school for 5 days from outset of symptoms.

COVID-19

Cytomegalovirus
(CMV) Salivary Gland Viruses

The student may attend school.
Precautions should be taken by contacts with
immune suppression as for organ/transplants as well as anyone with suspected
or known pregnancy. Good handwashing in all cases should eliminate risk of
transfer of infection.

Fifth Disease (Erythema Infectious)

Exclude from school, if student has a fever. Once rash appears, Fifth Disease is
over.

Giardiasis – Diarrhea
(Intestinal Protozoan Infection)

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

Herpes Simplex
2 – 12 days

The student may attend school during an
active case, if the student has the ability and practices appropriate personal
hygiene precautions and the area of lesion is covered.

Impetigo
Variable 4 – 10 days

The student may attend school if the
treatment is verified and covered or dry.

Infectious Hepatitis
15 – 50 days

The student may attend school with
physician's written permission and if the
student has the ability to take appropriate
personal hygiene precautions.

Influenza-like Illnesses

Exclude from school until after 24 hours of antibiotic treatment and/or fever is
less than 100 degrees Fahrenheit.

Lice

If students have live lice, they will be sent home. Upon return to school, students
will be checked by appointed school personnel to ensure that the student no
longer has lice.

Measles Rubella-German-3 Day
(Red, Hard)
Rubeola, 7 Day

The student may attend school after
recommendations from the State Health Department.

Mono
(Infectious Mononucleosis
Glandular Fever)

The student may attend school with physician's permission.
The student may need adjusted school days and activities.
4 – 6 Weeks

Mumps
12 – 21 days

The student may attend school after swelling has disappeared
and or after recommendation from the State Health Department

Pediculosis
(crabs)

The student may attend school after proper
treatment. After repeated infestation of the
same student, the student may be excluded
until all nits are removed.

Pink Eye
(Conjunctivitis)
5 – 15 days

The student may attend school after being on adequate antibiotics and after a minimum of 24 hours of being on adequate therapy.

Planters Warts

The student may attend school. Students will not be permitted to walk barefoot.

Ring Worm

The student may attend school if the area is under treatment and covered. Known cases of athlete's foot will be restricted from showers until under treatment.

Scabies (7-year itch or mites)

The student may attend school after adequate treatment.

Streptococcal Infection
(Scarlet, Scarletina, Strep Throat)

The student may attend school 24 hours after initiating oral antibiotic therapy with no fever present.

Gonorrhea

The student may attend school under proper medical treatment.

Syphilis

The student may attend school when under proper medical treatment.

Diphtheria
3 – 5 Days

The student will be under quarantine until two negative throat and nose cultures are taken, not less than 24 hours apart and with a recommendation from the State Health Department.

Scarlet Fever

Isolate one day after adequate antibiotic therapy or until the rash is clear.

Whooping Cough
(Pertussis)

Students may come to school but should be watched carefully. Students must be on antibiotics and therapy for at least 5 days and come back to school upon recommendation from the State Health Department.

Fever

If a student has a temperature of 100 degrees or over, they should be kept home or will be sent home if the fever is present at school.



All communicable and chronic diseases should be reported to the elementary office.

504 - AMERICANS WITH DISABILITIES

SECTION 504/ADA POLICY

Section 504/ADA is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. Has a record of such impairment.
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Kadoka Area School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Kadoka Area School District.

The district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504/ADA, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

It is the policy of the Kadoka Area School District to provide a free and appropriate public education to each student with disabilities within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due Process rights of students with disabilities and his/her parents under Section 504 will be enforced. Due process rights of personnel under ADA will also be enforced.

If there are questions, please feel free to contact the superintendent, 504/ADA Coordinator for the District at (605) 837 – 2175.

The Kadoka Area School District has adopted an internal grievance providing for prompt and equitable resolution of complaints alleging any action prohibited by civil rights regulations implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) and ADA/title II of the Americans with Disabilities Act of 1990 Title II, 42 U.S.C. Section 12131. Section 504 states, in part, that “no otherwise qualified disabled individual...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”. Title II provides that no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination under any service, program, or activity conducted by a public entity.

Complaints should be addressed to: Kadoka Area School Superintendent, who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within ten (10) working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow a filing of complaints. The impartial investigation will be coordinated by the superintendent, or an impartial investigator as agreed upon by the complainant and district. These rules contemplate informal but thorough investigations, affording all interested persons and his/her representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the circumstances involved in such complaint and a description of the recommended resolution, if any, will be issued by the superintendent or a designee and a copy shall be forwarded to the complainant no later than 30 working days after its filing.
5. The Section 504/ADA Coordinator will maintain the files and records of the Kadoka Area School District relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days. A response to the complainant will be made within 10 working days. One can also file at an impartial level other than through the school district, such as the Office for Civil Rights (OCR).
7. The right of a person to a prompt equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible federal department or agency. Using this grievance procedure is not prerequisite to the pursuit of other remedies.
8. These rules will be construed to protect the substantive rights of interest persons, meet appropriate due process standards, and assure that the Kadoka Area School District complies with Section 504 and its implementing regulations.
9. No retaliation will be instigated against those filing complaints.

504 GRIEVANCE PROCEDURE REPORT FORM

The Kadoka Area School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by civil rights regulations implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) and ADA/Title II of the Americans with Disabilities Act of 1990 Title II, 42 U.S.C. Section 12131. Section 504 states, in part, that "no otherwise qualified disabled individual...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." title II provides that no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination under any service, program or activity conducted by a public entity.

Complainant _____

Home Address _____

Work/School Address _____

Home Telephone (____) _____ Work Telephone (____) _____

Date of Alleged Incident _____

Name of Person you believe subjected you to discrimination _____

List any witnesses that were present _____

Where did the incident occur? _____

Describe the incident as clearly as possible, including such things as: which rights were violated; any verbal statements (i.e., accommodations requested, accommodations provided or actions taken, etc.) Attach additional pages if necessary.

This complaint is filed based on my honest belief that _____ has subjected me to discrimination. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant's Signature

Date

Received By

Date

TESTING

Dear Parent or Guardian:

From March to May, students in grades 3-8 will take the South Dakota State Assessment in English/Language Arts and Mathematics. Also, 5th, 8th and 11th grade will be testing Science. The purpose of this letter is to give you an understanding of the test. It will also give you a few ideas for helping your student do her/his best on the test.

The South Dakota State assessments measure student achievement in relation to our state standards in the areas of English language arts and mathematics. In addition to providing overall scores in those two subjects, score reports will provide information on student performance in the following areas:

- English/LA: reading, writing, listening, and research
- Math: concepts and procedures; problem solving and modeling/data analysis; and communicating reasoning

The new content standards set higher expectations for students. This means that expectations for student achievement are higher than they used to be. As a result, it is likely that fewer students will score at the higher achievement levels on the assessments, especially in the first few years. These results do not mean that schools are performing worse or that students are learning less. The scores represent a new baseline that provides a more accurate indicator for educators, students, and parents. Our school is working to make sure that students can meet the challenge of these new standards and succeed in high school and beyond.

Your child will take the tests on a computer. The assessments are unique in the way they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude towards testing. These tests are not timed, but we estimate that it will take a similar amount of time as did past assessments. We estimate the English assessment will take 3.5 hours and the math assessment will take 2.5 hours.

While your child's grades will not be impacted by their performance on this assessment, this assessment serves as a way for the school to see how well we are helping students meet rigorous learning standards. Shortly after the testing period is complete, you will receive a report showing your child's scores.

There is no need to study in preparation for the assessments. We do, however, ask that you encourage your children to do their best and get plenty of rest the night before the assessment. It is important that you make sure your child comes to school on days that he/she has tests. Making up a missed test means time out of class and losing important learning time that cannot be made up.

Information about the assessment can be found at: <https://doe.sd.gov/assessment/>.

This testing is very important for your child and the Kadoka Area School District. Thank you for supporting your child and our school during the test. Please call if you have any questions. We know that Kadoka Area School District students will help us show what our students know and can do.

Sincerely,

Kristin Stone
Assessment Coordinator

END OF THE YEAR CHECKOUT

Checkout for the end of the school year will be on the last day of school. There will be no early checkouts unless the student's family is physically moving due to job or other personal reasons.

Any student not in school to check out on the last day will do so the following day or week, whichever comes first.

EIGHTH GRADE GRADUATION

8th Grade students must obtain a passing grade in all classes in order to participate in graduation ceremonies.



KADOKA AREA SCHOOLS AND STAFF (2023-2024)

Kadoka School 837-2171
Interior School 433-5480
Long Valley School 462-6259
Midland School 843-2561

ADMINISTRATION

Superintendent Jamie Hermann
MS/HS Dean of Stud. Colby Shuck
Elementary Principal Jeff Nemecek
MS/HS Fed. Programs Kaycee Jones
MS/HS Secretary Jody Stout
Elementary Secretary Danielle Stoddard
Network Admin. Chad Eisenbraun
Business Manager Jo Beth Eisenbraun
Accounts Payable Sarah Madsen
Payroll Clerk Sarah Madsen
Elementary Guidance Kristie Stone
MS/HS Registrar Susan Sudbeck
Impact Aide Jamie Hermann
Athletic Director Mark Reiman
504 Coordinators Colby Shuck (MS/HS)
 Jeff Nemecek (Elementary)
Title IX Coordinator Jamie Hermann
Homeless Liaison Jeff Nemecek

KADOKA ELEMENTARY

Preschool/Sped Candice Ireland
Jr. Kindergarten E'Vanna Perault
Kindergarten Ashley Schofield
First Grade Renee Schofield
Second Grade Kaylee Eisenbraun
Third Grade Maribeth Roghair
Fourth Grade Claire Byrd
Fifth Grade Jennifer Van Pelt

KADOKA MIDDLE SCHOOL

Science/Computers Nichole Thompson
Math Barry Hutchinson
Social Studies Dana Eisenbraun
Language Arts Michelle Mansfield

ENCORE TEACHERS/STAFF

Music & Band Colby Shuck, Matthew Olson
PE, Health Mark Reiman, Chris Byrd
Elem. Computers Marylynn Patterson
Math Specialist Laurie Prichard
Guidance/Health Kristie Stone
Special Education Amy Smiley, Lisa Osburn, Marti Sudbeck
Speech/Language Pam Bonenberger/Joan Enders
COVID Interventionist Rachel DeCory
Paraprofessionals Nikki DeVries, _____ (COVID Aide)
 Carmen Huffman, Derek Geddings, Katie Hicks
Custodians Kim Djodjic, Bonnie Madsen, Polly Brown, Tim Huffman
Kitchen Staff Richard Ireland, Kim Lechette
Bus-Wanblee Driver: Ted Schnee, Bus Monitor: Harris Eisenbraun

KADOKA SECONDARY

Business/Math Julie Hermann
English Jessica Magelky
Social Studies Dave Ohrtman
Science Justine Garber
Agriculture Kaycee Jones
Industrial Tech Kade Bonenberger
Math Carol Kroetch
HS Elective Dana Eisenbraun

LONG VALLEY

Kindergarten - First Valerie Ohrtman
Second - Third Fallon Richardson
Fourth - Fifth Annette VanderMay
Sixth - Eighth Denise Hartmann
COVID Para Sarah VanderMay
Bus Driver Bruce Ring/Candace Bauman
Special Education Tarryn Petrak
Library Patty Hamar
Music/Band Matthew Olson
P.E. Chris Byrd
Technology Marylynn Patterson

MIDLAND

Kindergarten-8th
Para./Library Nikki Nelson
Custodian/Specials Carissa Zysset
Kitchen Yvonne Cooper
Music Nikki Nelson

INTERIOR

Kindergarten – 2nd Edna Kary
3rd-7th Barb Ireland
Interventions Reese Sudbeck
SPED Tarryn Petrak
Cook/Custodian Donna Curr
Custodian/Bus Driver Larry Manley
Library Sandy Shortbull
Music/Band Matthew Olson
P.E. Chris Byrd
Technology Marylynn Patterson

DISCIPLINE MATRIX (ELEMENTARY) 2023-2024

Infraction Class	First Offense	Second Offense	Third Offense	Fourth Offense
Class I Offenses: Nuisance objects, inappropriate behavior, causing occasional classroom distractions, running in the halls, pushing, shoving, scuffling, dress violations, minor horseplay/teasing in or out of class, and minor vandalism	Counsel Students about appropriate behavior	Verbal correction and (1) loss of privilege or (2) in-class time out for one period, or (3) help the student to correct the problem, or (4) loss of recess	Verbal correction and (1) loss of privilege or (2) in-class time out for one period, or (3) help the student to correct the problem, or (4) loss of recess Inform Parents- Work with Parents to correct the problem as needed	Move to Class II 1 st offense
Class II Offenses: verbal/physical assault, harassment, setting up fights, disregard for rules, cheating, profanity, minor technology misuse, causing frequent classroom disruptions, insubordination, theft or destruction of minor property, and destruction of important/felony rated property, and disruption of school.	Apologies, Restorations, Restitution, Relationship repair, and or (1) loss of privileges and (2) in-school suspension for ½-2 days. Inform Parents	Apologies, Restorations, Restitution, Relationship repair, and or (1) loss of privileges and (2) in-school suspension for 1-3 days. Inform Parents	Apologies, Restorations, Restitution, Relationship repair, and or (1) loss of privileges and (2) in-school suspension for 3-5 days. <u>Begin bullying here</u> Inform Parents- Work with Parents to correct the problem as needed.	Move to Class III 1 st offense
Class III Offenses: fighting, falsifying school records, purposeful false 911 call, setting a false fire alarm, theft of important/felony rated property, Bullying and cyber bullying, tobacco use/possession	(1) Suspension from school 1-3 days (2) Restoring property (3) Paying expense of false fire alarms Inform Parents	(1) Suspension from school 3-5 days (2) Restoring property (3) Paying expense of false fire alarms (4) Correction of records Inform parents	(1) Suspension from school 5-10 days (2) Restoring property (3) Paying expense of false fire alarms (4) Correction of records Inform parents	(1) Suspension from school 10 days (2) Write letter to the BOE recommending expulsion (3) Restore property and pay expenses
Class IV Offenses: Possession, use, or under the influence of alcohol or drugs on school property or at any school function. Smell, behavior, and physical possession of drugs will determine reasonable suspicion. Schools do not need drug tests or breathalyzer tests to suspend. Evidence relating to reasonable suspicion must be gathered immediately upon suspicion of probable use or possession – not by accusations or rumor one or more days after the fact.	(1) Suspend from school 10 days shortened to 5 days based on contracted behavior and a drug and alcohol evaluation that will be made to school officials (2) Parent support required for shortened suspension Inform Parents	(1) Suspend from school 10 days pending a Board of Education (BOE) expulsion hearing. (2) Start here for distribution of drugs or alcohol Inform Parents		
Class V Offenses: Gang-related actions/dress. Acts or reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, and/or bomb threats. (Weapon defined by SDCL)	(1) Suspension 10 days pending a Board of Education (BOE) expulsion hearing Inform Parents			

Offenses and consequences may be subject to the discretion of the administration.

PARENT AND FAMILY ENGAGEMENT PLAN 2023-24

Kadoka Area School District

WHAT IS FAMILY ENGAGEMENT?

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other activities, including that:

- **Parents play an integral role in assisting their child's learning.**
- **Parents are encouraged to be actively involved in their child's education.**
- **Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.**

ABOUT THE PARENT AND FAMILY ENGAGEMENT PLAN

In support of strengthening academic achievement, the **Kadoka Area School District** has developed this parent and family engagement plan that establishes the district's expectations and objectives for meaningful family engagement. This plan will describe our commitment to engage families in the education of their children and to build the capacity of our Title I schools to implement family engagement strategies and activities to achieve district student academic goals.

JOINTLY DEVELOPED

All parents are invited to attend meeting opportunities described in this section to share their ideas and suggestions to help our district, our schools and our students to reach our student academic achievement goals.

During our annual Back to School nights at our schools, all parents were invited to participate and provide suggestions and ideas to improve our school and our district. Notices regarding these meetings will be sent home by flyer to all parents in advance of the meeting. School web pages will also have this information.

KASD will host parent engagement events in the fall months. Parents and family members are invited to participate in discussions to review the family engagement plan. Parents will also learn more about our curriculum in Literacy and Mathematics. Invitations will be sent home by email and by flyer notifying parents of the time and date.

The district parent and family engagement plan is posted on district and school websites as well as the Kadoka Area School District Facebook page. Copies of both district and school family engagement plans are available upon request at our district office as well as at each school. Parents are always welcome to submit comments and feedback regarding the plan. All parents are welcome to attend Leadership Meetings. Parents and family members are invited to participate in discussions to review the family engagement plan at the Leadership Team Meetings. Please contact district principals for schedules.

OBJECTIVES

- 1. Kadoka Area Schools will work to help parents and families feel safe and comfortable in our schools.**
- 2. Kadoka Area Schools will implement strategies to increase parent and family involvement in their children's education.**
- 3. Kadoka Area Schools will inform and educate parents and families about the school curriculum and standards.**

STRATEGIES

- 1. Create a District/School Family Engagement Committee**
- 2. Increase the number of positive parent-teacher contacts**
- 3. Communicate & utilize the SD Family Engagement Toolkit (<http://doe.sd.gov/title/toolkit/>)**
- 4. Develop ways to recognize student achievement**

COORDINATION, TECHNICAL ASSISTANCE & SUPPORT

This year, the District Leadership Committee will provide assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the District Leadership Committee to help them improve and strengthen family engagement. We will continue to hold regular meetings that will provide opportunities for school personnel and our families to review family engagement and activities.

Each school will communicate dates of upcoming activities for parents, such as our Family Math and Literacy Nights, Student/Parent/Teacher Conferences, and District Leadership meetings.

Reservation of Funds

Kadoka Area Schools will reserve 1 percent from the total amount of Title I funds it receives in FY18 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, Kadoka Area Schools will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each of our schools in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school will host an annual Data Retreat in May for parents to provide suggestions how these family engagement funds will be used in the upcoming year, both at the district and school level.

BUILD CAPACITY OF SCHOOLS & PARENTS FOR STRONG PARENTAL INVOLVEMENT

The Kadoka Area Schools will build the schools' and parents' capacity for strong family engagement, in order to ensure effective involvement of parents and family members and to support a strong partnership among the Title I schools, parents, and the community to improve student academic achievement through the following district wide activities and programs.

Parents

The Kadoka Area Schools will work as a district and through its schools to provide assistance to parents in understanding state and district academic information connected to their student's learning and progress. We will hold sessions for parents to gain knowledge about the challenging state academic standards -*Smarter Balance Testing Consortium, local academic assessments such as Dibels/STAR* as well as classroom *formative assessments* and any *alternative assessments* provided to any of our students.

Parents can access information about the schools' curriculum by viewing the Parent Resources tab on the Kadoka Area School district Website. The Kadoka Area School District will provide high quality curriculum and instruction in a supportive and effective learning environment. Our staff members at all of our schools have been trained to use specific research based instructional strategies that enhance learning. We will continue to review student results, teaching strategies, and leadership support in order to deliver optimal instruction for students.

Resources and materials are available to parents through the Parent & Family Engagement Toolkit which can be found at South Dakota Department of Education at <http://doe.sd.gov/title/toolkit/>.

Student/Parent/Teacher conferences will be held two times a year. Report Cards are sent home with students in the elementary, four times a year and two times per year for Middle school and High School. These are always available to parents upon request. Parents and students have access to all grades by checking the Infinite Campus Portal on the Kadoka Area School District website.

We encourage parents to become involved in their child's classroom activities by volunteering and participating in their student's class. School visits provide an opportune time for parents to become acquainted with the school environment and staff members at each school.

School Staff

The Kadoka Area School District is committed to train staff members to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and community. Each school will host training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families.

The KASD will inform and train staff in the SD Parent & Family Engagement Toolkit which can be found at South Dakota Department of Education at <http://doe.sd.gov/title/toolkit/>.

ANNUAL EVALUATION

Each year, the Kadoka Area School District will send home a survey for parents to provide input. The survey will contain questions related to the school environment. Parents will be given the option to complete the survey via paper copy or electronically. The results of these surveys will be used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Plans. We will continuously implement strategies for more effective family engagement.

Each year, Kadoka Area Schools will conduct an evaluation of the content and effectiveness of this parent and family engagement plan and family engagement activities to improve the academic quality of our schools.

ACCESSIBILITY

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the school administration will ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

*When schools, families and communities work together to support learning,
children tend to do better in school,
stay in school longer and
enjoy school more.*



Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

☐ Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

☐ Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

☐ Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

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

Internet Safety Policy

Updated & Adopted April 11, 2018

Introduction

It is the policy of the Kadoka Area School District to

- Prevent user access over the district's computer network to inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access, "hacking," and other unlawful online activity.
- Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- Provide Internet Safety Education to all students.
- Comply with the Children's Internet Protection Act (CIPA).

Technology Prevention Measures

The state provided firewall and content filter are in use to protect students from inappropriate materials. Obscene material, child pornography, and any material deemed harmful to minors is blocked through this filter. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated representative. Based on the Technology Director's review of internet traffic and staff referrals, the blocking/filtering settings may be altered to keep inappropriate content from being accessed by students and staff.

Students are supervised while using district computers to ensure their safety through the use of network surveillance software, staff monitoring, and classroom monitoring software. Instant messaging programs, chat rooms, and email are not allowed for personal use. K-12 email will be provided to all students in grades 6-12, and all district employees for school use only and will be monitored. Send/Receive Restrictions apply to students 8th grade and below.

All school district computers that are taken off site will have the necessary off-site firewall/content filter protection to help protect from inappropriate materials.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for research or other lawful purposes.

Inappropriate Network Usage

Students and Staff shall only use the District's Internet/Network for the purposes of education. Failure to abide by the District's Acceptable Network and Internet Use Policy will result in loss of some or all Internet and/or network privileges.

It shall be the responsibility of all members of the Kadoka Area School District faculty and 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 (CIPA).

Documentation

Staff, Parents and students are informed of the Acceptable Network and Internet Use Policy at the beginning of each school year. Permission forms are sent home to each household for student use of

the Internet as well as for permission to use student's works, photos, or names on the school sponsored Internet/Social Media websites.

Internet Safety Education

The Kadoka Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and responses.

The Superintendent is delegated authority to implement these educational requirements.

Acceptable Network and Internet Use Policy

Kadoka Area School District
Updated & Adopted April 11, 2018

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, 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;
 - 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

The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network including but not limited to District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers 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.

**Parental Notification
School Health Assessments 2023-2024**

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at <https://doh.sd.gov/documents/HIPAANotice.pdf> or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2021-2022 school year include:

- **Vision Screening for students in Grades: K, 1, 3, 5, 7**
- **Hearing Screening for students in Grades: K, 3, 5**
- **Scoliosis Screening for girls in Grades: 5 & 7**
- **Scoliosis Screening for boys in Grades: 8**

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

If you agree to your child's participation as indicated above, there is no need to sign or return this form to the school.

To Decline Services

_____ I agree to have my child participating in health screening, but do **NOT** want an abnormal hearing or vision screening result to be shared with school personnel

_____ I decline to have my child participate in school health screening

(Printed name of student)

(Printed name of parent)

(Parent Signature)