

Castlewood School

PK-12th GRADE HANDBOOK

Castlewood School District

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“Working Together to Build a Foundation for Life”

CASTLEWOOD SCHOOL PK-12TH GRADE HANDBOOK
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FOREWORD

It is the intent of this booklet to acquaint each student and parent with the rules of the school. The guidelines set forth in this booklet are those of the board of education and the administration, and are presented for the good of the students and the facilities.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to attend school. With that right comes the responsibility to respect the rights of others and to become actively and productively involved in academic learning.

You have the following rights:

1. To be treated with compassion
2. To be in a safe learning environment
3. To express your feelings and opinions without fear of punishment or approval

Along with these rights, your responsibilities include:

1. To show up on time
2. To respect others and treat them with dignity and worth
3. To be prepared
4. To express feelings and opinions assertively
5. To do assignments to the best of your ability and complete them in a timely manner

MISSION STATEMENT

“Working Together to Build a Foundation for Life”

Teachers/Staff/Administration will work together collaboratively to:

- Support individual differences
- Promote a safe, caring, stimulating instructional climate
- Involve parents and community in the education of students
- Integrate 21st century skills by having students work creatively to solve problems
- Develop curriculum, instruction, and assessment to achieve proficiency with common core content standards
- Provide access for students to use the tools of modern technology in their everyday life
- Advance written and oral communication skills enabling students to meaningfully contribute to their world
- Serve as role models of life-long learners

Parents/Community will:

- Be actively involved in the school
- Support opportunities to develop parenting skills
- Establish high expectations for their children

Students will:

- Engage in the learning process with an open mind
- Work within society's rules and structures
- Appreciate and respect individual diversity
- Respect staff, students, school, and self

ELASTIC CLAUSE

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interests of the student, school, and community will be greatly considered.

SCHOOL DAY

The school day begins at 8:30 a.m. Breakfast is served between 7:50 and 8:05 a.m. Students should not arrive at the school prior to 8:00 a.m. since there is no supervision until this time. School dismisses at 3:30 p.m. Students are to leave the school grounds at that time unless school staff have requested they remain. The school will operate a closed noon hour and all students will be required to stay in the building during the school day. Students will not leave the school building without permission from the administration and parent/guardian.

SCHOOL ENTRANCES

Prior to school starting each day, students may enter the school building from most exterior doors. As a safety measure, at 8:30 a.m. all exterior doors will be locked. Any parents and all other visitors must report to the administrative office on the north side of the building before visiting a teacher / student or picking up their students during the school day. By restricting unmonitored access to the school, the safety of all students will be enhanced.

SCHOOL / ACTIVITY CANCELLATIONS

The board of education reserves the right to change the calendar due to emergencies or snow days. In the event of inclement weather or causes making it necessary to close school and/or cancel activities unexpectedly, an announcement will be made on the Watertown AM radio station, KWAT (950) and television station KELO. An announcement will be sent out via Infinite Campus, the school communication system.

SCHOOL ANNOUNCEMENTS & CALENDAR

School announcements are posted on the school web site and Infinite Campus portal each day. The school calendar is posted each month on the school web site. Parents are encouraged to keep up on events happening at school by accessing these. If you don't have access to the internet and would like a paper copy of the calendar sent home each month, you should contact the school.

TELEPHONE / ELECTRONICS USE

Students will not be allowed to accept phone calls during the day except in case of an emergency. Phone messages will be delivered to students. Students should make employers, parents, etc., aware of the times they are available to return calls.

Cell phones, pagers, MP3 players, iPods, CD players, cameras and video recording devices are not to be used or possessed by students during school hours except as directed by school personnel.

Students may store these devices in their lockers. Use of cameras and video recording devices shall not be used in areas of the school (locker rooms, bathrooms) and other school property, including school vehicles, where there is an expectation of personal privacy. Students violating this policy may have their electronic device(s) confiscated. Confiscated property will be returned to parents/guardians.

ATTENDANCE POLICY

It is imperative that students attend school consistently to have a successful learning experience. We strive to provide a positive learning environment for each one of our students, but they must be here regularly to reap the benefits. Regular attendance is the responsibility of each student. It is our goal to provide every student with a high-quality education, please assist us in meeting this goal by promoting and assuring your child's regular attendance at school.

- Parents must approve absences; however, they do not need to indicate reason for student's absence.
- If absence is not approved by parent or guardian, the absence will be considered truant and the discipline policy will apply.

Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (6-18 years old) to school on a regular basis. After 10 absences, the Castlewood School District will submit a truancy report to law enforcement indicating missing classes/days of school.

Attendance: All students will be allowed ten absences per semester.

- a. After seven absences, in one or more classes per semester, school personnel will send a letter to parent or guardian.
- b. After nine absences, in one or more classes per semester, students are considered excessively absent and a letter will be sent to the parent /guardian. Henceforth, the student will only be excused in the case of serious illness (doctor's verification necessary within two days of absence) or other extenuating circumstances.
- c. Castlewood School sponsored and recognized programs will be classified as exempt absences. (Exempt absences will not count toward the ten absences per semester).
- d. High school students with 11 or more absences in a class period will be dropped from that class and will not receive credit.
- e. Students 18 years or older who have excessive absence may be dropped from all classes; they may be considered for re-enrollment the following semester.
- f. It is the parent's responsibility to call and excuse their students' absences or tardies.

Grouping absences:

- a. If a student has an extended illness (verified by a doctor's note that explains non-attendance), those days may be "grouped." (to be determined by administrator).
- b. Grouping will only take place if a student exceeds the 10-day limit for excessive absence and will return a student's attendance back to 10 days absent.
- c. Special circumstances with proper verification will be considered by the administration.

TARDIES

- a. Upon receiving the 3rd tardy, the student will serve a school detention. The student will lose any privileges and will not participate in extracurricular activities until after the detention has been served.
- b. Unexcused tardies for 1st period and REACH will result in 1 after school detention for 30 minutes.
- c. Upon receiving a 6th tardy, the student will serve three consecutive detentions and all privileges will be lost for the remainder of the semester.
- d. Anything beyond six tardies shall result in an In-School Suspension for one day.
- e. Students must report to the office for tardies for 1st period of the day.

DETENTION

Detention may be assigned and will be served the following day, unless arrangements have been made with the principal. Students will need to arrange their own transportation.

SCHOOL LUNCH

The Castlewood School District maintains a hot breakfast and lunch program sponsored by the federal school lunch program. Offer vs. serve is the method of lunch service. Students must choose three of five lunch components. All five components will be offered.

It is the policy of Castlewood School District that all school meals should be paid in advance. Prices for meals will be set by the School Board annually. All families should have a positive balance in their account at all times. A single check may be written for all children.

Parents/guardians will be notified when account balances are low. When the account becomes negative, the family will have five school days to make the account current. If after five (5) days the account does not have a positive balance, the child (ren) may not be able to participate in the school breakfast/lunch program.

The school shall make substitutions for students who are unable to consume the regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a statement of need. For the substitutions that include recommended alternate foods, such statement shall be signed by a medical doctor or by a recognized medical authority.

DRESS CODE

In the interest of cleanliness, decency, and good taste, Castlewood School reserves the right to place restrictions on student dress and grooming as necessary when they create a danger to student health or safety, interfere with the educational process, or cause a disruption in school. The following are some guidelines:

1. Students shall wear clothing which is clean, in good taste, and does not attract other than normal attention.
2. No hats or caps will be worn in the school building during the school day.
3. No apparel or articles that **promote or suggest alcohol**, tobacco products, or drugs are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be tolerated in school.

4. All pants, shorts, skirts, etc., must be worn so that the top rim of the garment sits above the hipbone. Shorts and skirts should be no shorter than mid-thigh. Rips in jeans should be below mid-thigh.
5. Tops and bottoms must conceal all undergarments. Tops must cover the midriff and shoulders. All tops must have sleeves. Tops that reveal cleavage may not be worn.
6. Chains hanging from pants may not be worn.
7. Appropriate footwear is to be worn in the building at all times. Tennis shoes are required during physical education class. Students must wear closed toe shoes during recess.
8. Tattoos that are deemed offensive or disruptive to others must be covered. Body piercings that draw undue attention or are disruptive to others must be removed.
9. Students should dress adequately for the weather.
10. The dress code for a normal school day may not apply to certain events, such as prom, concerts, oral interpretation meets, or other formal or semi-formal events. Students involved in these activities will need to follow the dress guidance from the activity advisor.

It is up to the principal's discretion whether or not attire is acceptable for the school setting.

SCHOOL BUS REGULATIONS

All pupils shall be ready in the morning at the usual time for the bus to arrive at their homes or at the school bus stop. The bus cannot wait for those who are tardy. Students are not to stand in the roadway while waiting for the bus.

The driver is in full charge of the bus and pupils. Pupils will obey the driver promptly and cheerfully. If the driver wishes, he/she may assign seats in the bus and pupils will take the seats assigned to them. When the bus is in motion, students may not stand, extend their arms out of the window, move about or leave or enter the bus. Damage done to seats or other equipment must be paid for by the pupil. Conversation must be clean and not boisterous. Fellow pupils should be treated with courtesy. Students should refrain from unnecessary conversation with the driver.

When leaving the bus, students must remain seated until the bus stops. They should cross the road in front of the bus after making sure the highway is clear. No pupil will leave the bus without the driver's consent except at home and at school.

The right to ride the bus is conditional on the student's behavior and observance of these rules. The bus drivers are authorized to enforce these rules and to make other suggestions as deemed necessary.

A student may be suspended from riding the bus when his/her behavior does not comply with these rules. The bus driver will inform the administration of such problems. The administration will then notify the parents of the suspension. It then becomes the parents' responsibility to see that the child gets to school. Reference (Bus Violation Report to Parents) – Policy and Procedures Handbook.

Parents must notify the school anytime they wish their child to get off anywhere other than home.

There may be an occasion when a student wishes to ride the bus with a friend. Parents must provide permission for a student not on the bus route to ride. Only a limited number of students who do not ride a route normally will be allowed to ride at one time.

When transportation is required for a school activity, all student participants are expected to ride both to and from the activity in school vehicles or vehicles that have been contracted to provide transportation. Students may go home with parents when the activity has concluded, if the parent

informs the advisor in person. Students will be allowed to go home with another adult that parents may designate if the parent notifies the office in writing and calls the school office prior to the bus leaving. Situations may arise that require transportation arrangements that fall outside the scope of this policy. In these situations, transportation arrangements must be approved by the administration.

Only activity advisors, coaches, teachers and students are to ride in school vehicles or vehicles that have been contracted to provide transportation. Any other riders must be approved by administration prior to the activity.

FIELD TRIPS

A signed consent form for children to attend field trips is included in the back to school registration. This form is kept on file in the office. If you do not want your child to participate in a field trip, it is the parents' obligation to let the school know.

HOMEWORK RECOMMENDATIONS

Homework is an integral part of the educational experience. It extends time available for learning, encourages students to work independently, and gives parents insight into the schools' curriculum. Castlewood staff members will have consistent emphasis on homework and study, encouragement of students to be responsible for their own learning and that of others, and to have a general acceptance of responsibility for outcomes which will be characteristics of a high-achieving environment.

GRADE REPORTING

Students and parents are encouraged to monitor student grades via the Internet and DDN Campus. Students will receive mid-term reports and report cards quarterly. Any questions about grades achieved need to be addressed to the teacher first, then the principal.

FIRE AND EMERGENCY POLICY

Fire, emergency, and bus evacuation drills will be done per state requirements.

TEXTBOOKS

The use of textbooks is accepted in almost all subjects offered at Castlewood School. At the beginning of the course you will be issued a textbook. Check the condition of the book and compare it with the condition recorded by the instructor. Upon returning the book at the end of the course, you may be required to pay a fee for damages to the book which the instructor feels are beyond normal wear.

ACTIVITY TICKETS

All students in grades 1-12 may purchase an activity ticket. This ticket is good for admission to most of the school-sponsored events. Students kindergarten and younger are admitted free of charge.

PETS

No pets are allowed in the school building.

BAND INSTRUMENT RENTAL POLICY

Band is an activity that students may choose to participate in starting in fifth grade. Students enrolling in band will be required to participate to the end of the quarter. Prior to dropping out of band, a meeting will be held which includes the music teacher, administration, parents, and student to ensure every effort has been made to encourage participation.

Some instruments may be rented from the school district. The instrument rent is set annually by the Board of Education. The instrument rent for students eligible for free or reduced meals may be a lower rate. First half of instrument rent is due by the last Friday in September; second half of instrument rent is due by last Friday in January. A payment plan may be established by contacting the business manager. The rental fee is non-refundable if the student decides not to participate in band at the end of the quarter.

The student will be responsible for paying repair cost for abnormal wear and tear on the instrument. If the instrument is lost, the student will be responsible for the cost of replacement.

STUDENT SUSPENSIONS AND EXPULSIONS

13-32-4.2 Procedure for Suspension-Appeal-Hearing

The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than 10 school days and by the superintendent of schools for not more than 90 school days. In case of a suspension by the superintendent for more than 10 school days, the pupil or his/her parents or guardian having his/her custodial care may appeal the decision of the superintendent to the board of education. Any suspension by the principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the board, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken by him and the reasons for such action, and the board, upon request shall grant a hearing to the appealing party. No pupil may be suspended unless:

1. The pupil is given oral or written notice of the charges against him.
2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspensions.
3. The pupil is given an opportunity to present his version of the incident.

In the event of a suspension for more than 10 school days, if the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders the decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

REASONS FOR SUSPENSION OR EXPULSION

The interpretation of the following categories will be left up to the administration:

1. Disruption of school
2. Damage or destruction of school property
3. Damage or destruction of private property
4. Assault on a school employee (improper language directed at a school employee)
5. Physical abuse of a student or other person not employed by the school

6. Weapons and dangerous instruments in school
7. Narcotics, alcoholic beverages, stimulant drugs and tobacco
8. Repeated school violations

SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY

When a student is suspended, the principal shall attempt to reach the student's parents or legal guardian (hereinafter the term parent includes legal guardian) to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for their child, the school shall provide transportation to his/her home, assuming that a parent is there to receive him/her. If the principal cannot reach the parents, the student must remain on school property until the close of the school day or be remanded to police custody.

Notwithstanding the above requirement that a suspended student be released only to a parent, the principal may order students to leave the school premises immediately when he/she is faced with mass violations of school rules and it is not possible to keep the students on school grounds and restore order or protect people on the school grounds.

Even in this case, distance to home and the age and gender of the individual child may require keeping him/her until his/her parents or police can be contacted.

INFORMING THE PARENTS IN CASES OF SUMMARY AND SHORT-TERM SUSPENSIONS

When a student is suspended, the principal shall:

1. Send a statement to his parents and to the superintendent fully describing his/her misconduct, stating the rule violated, and stating the principal's reasons for the action taken.
2. Make every effort to hold a conference with parents before or at the time the student returns to school.
3. Secure written statements and keep on file all documents and relevant information received about the misconduct.

DISSEMINATION OF POLICIES

The school board shall provide for notice of all policies and regulations affecting student conduct which could result in suspension or expulsion to be given to the students or parents, and otherwise give general publicity. Distribution of the student handbook shall be considered adequate notice.

ATTENDING SCHOOL ACTIVITIES

Students are encouraged to attend the various school activities. However, the expectation is that students who have been absent during the day due to illness will not attend after school activities. While attending athletic activities in the north gym, students in grades 5 - 12 may sit on the bleachers in the west student section. **Students PK-4 are expected to sit with an adult/guardian in the north adult section of the bleachers.** Students should not be running around on the bleachers. For safety reasons, students are asked to only leave the gym during quarter and half-time breaks unless accompanied by a parent/guardian.

Students are not permitted to leave the school building unless they received permission from the ticket sellers or administration. Any student leaving the building without permission will be required to pay to return to the event.

REQUIRED RECORDS

Each child upon entering the Castlewood School system should have his or her health records, which includes age appropriate immunizations as required by codified law.

The 1988 legislature passed Senate Bill 2 which requires a certified copy of a birth certificate for the initial enrollment or excuse from school.

GENERAL HEALTH AND WELFARE OF STUDENTS

If a student becomes ill during the school day, he/she will be taken care of in the nurse's office UNTIL A PARENT OR OTHER DESIGNATED PERSON IS CONTACTED. If parents cannot be contacted, school officials will use their own discretion in caring for the child.

In order to reduce the spread of illness, any student with a fever of 100° or above will be sent home. Students should remain at home for at least 24 hours after they no longer have a fever without using fever-reducing drugs.

MEDICATIONS

The school district will follow federal and state rules and regulations that pertain to medication dispensed by school personnel. No medication will be dispensed by the teacher. Aspirin will not be provided by school personnel. A permission note for the taking of medication must be on file with the school nurse. All medication must be in its original container and only enough medication for the doses needed should be sent.

STUDENT 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 school students and employees, and in addition, further recognizes its responsibility that, to the extent possible, all students should be permitted to continuously attend school and to participate in school activities.

The decision as to whether an infected student should be excluded from school activities shall be made on a case-by-case basis by the building principal or his/her designee. An advisory committee will be consulted if such a decision requires additional knowledge. The committee will include the following members:

1. The building principal.
2. Health nurse.
3. Superintendent or designee.

The advisory committee shall consider the following in their deliberations:

1. Type and severity of the communicable disease.
2. The potential risk to the infected student and other students and staff.
3. The expected types of interaction with others in the school setting.
4. The behavior, developmental level, and medical condition of the school. When determining appropriate action in regard to a student with aids, the advisory committee will seek assistance from the S.D. Department of Health.

If an infected student is restricted from attending classes, the school will provide that student with as appropriate and educational program as possible. If such program requires personal contact between the student and school employees, only trained volunteer employees will be utilized.

If an infected student remains in school, staff members assigned to work with the student will be given instructions regarding the necessary steps to be followed. The school policy outlining appropriate methods for the handling of blood and body fluids will be reviewed. The county health nurse will provide information regarding recommended hygiene measures to be observed and practiced when dealing with any communicable disease in order to maintain a healthy environment.

The board of education recognizes the importance of protecting the privacy rights of students who have communicable disease. Therefore the confidentiality of the infected student will be protected in the following manner: health information related to the disease will be released only when the student's parent or guardian or the student, if of legal age, has given written permission, or if it is ordered to be released by the court. The information will be released only to those persons determined by the superintendent to have a direct need to know.

STUDENT COMMUNICABLE DISEASE GUIDELINES:

<u>DISEASE</u>	<u>RULES FOR SCHOOL ATTENDANCE</u>
Acquired Immune Deficiency Syndrome (AIDS) Disease Policy.	Determination will be made by the advisory committee as outlined in the Communicable Disease Policy.
Chicken Pox	The student may attend school after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken to prevent contacts with certain immuno-suppressed persons such as those on anti-neoplastic treatment, organ transplants or similar situations, as well as anyone with known or suspected pregnancy. Good hand washing in all cases should eliminate risk of transferring the infection.
Fifth Disease (Erythema Infectiosum)	The student may attend school with physician's permission.
Giardiasis (Intestinal Protozoan Infection)	The student may attend school. Good hand washing in all cases should eliminate risk of transferring the infection.
Impetigo	The student may attend school if treatment is verified and sores are covered or dry.
Infectious Hepatitis	The student may attend school with physician's written permission and if the student has ability to take appropriate personal hygiene precautions.
Mono (Infectious Mononucleosis, Glandular Fever)	The student may attend school with physician's permission. The student may need adjusted school days and activities.

Pediculosis (lice, "crabs")	The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until certification by the county health nurse.
Pink Eye (Conjunctivitis)	The student may attend school after the eye is no longer inflamed or under medical management. Generally, 24 hours after treatment student is noninfectious.
Ring Worm (Scalp, body, athlete's foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from showers until healed or shower shoes are worn.
Vaccine Preventable Diseases (Measles, Mumps, Rubella)	The student will be excluded until presenting certification from a licensed physician that the student has been immunized or is in the process of receiving adequate immunization.
Scabies (7-year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 24 hours after initiating treatment and upon presentation of a physician's written statement verifying date of return.
Tuberculosis	The student may attend school upon presentation of a physician's written statement that he/she is not communicable.

NONDISCRIMINATION POLICY

The Castlewood School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.¹ The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Peter Books, Superintendent
310 E. Harry St.
Castlewood, SD 57223
(605) 793-2351

Angela Keszler, PK-12 Principal
310 E. Harry St.
Castlewood, SD 57223
(605) 793-2351

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

¹ Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words “and provides equal access to the Boy Scouts and other designated youth groups.”

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: (A) that a school rule is unfair, (B) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap, (C) that an unfair procedure has been used in arriving at a punishment.

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

Level 1: The school counselor who should schedule an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five days' time of the date of filing.

Level 2: If a student is not satisfied with the resolution made at level one, she/he may appeal in writing to the principal for an information conference and discussion of said grievances.

Level 3: If a student is not satisfied with the resolution made at level two. He/she may appeal to the superintendent for an informal conference and discussion of said grievance.

Level 4: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decisions will be final unless an appeal is requested.

On all four levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 15 days' time in all. The burden of proof is upon the student to show that a rule is unfair or 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 level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

STUDENT ALCOHOL AND DRUG USE POLICY

The Castlewood School Board recognizes its share of the responsibility for the health, welfare, and good of the students who attend the Castlewood School District. Alcohol and other drug use are

wrong and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact on both the young person and the community. The Castlewood School District and community recognize alcohol and/or other drug use as a serious health problem and are committed to discouraging this behavior and to encourage young people to choose a drug-free lifestyle and to seek help should a problem arise.

As educators, we recognize that chemical use has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug-free program and be addressed locally in a helpful and supportive, rather than punitive, way. One of our goals is to prevent all use by students. Accomplishing this goal, we realize, will entail training teachers, counselors and other staff members to educate themselves and the community about the impact of drug use. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration at Castlewood School recognizes that the problems of alcohol and/or other drug use are a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the Castlewood School District. This policy is in effect on premises owned, leased or maintained by the Castlewood School District, at all school-related activities on and off school grounds, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Students and parent members of the Castlewood School community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, distribute, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

FIRST OFFENSE

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
2. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension within thirty-six (36) hours.
4. The administration may notify available law enforcement authorities.

The school district will require that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by

misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

SECOND AND SUBSEQUENT OFFENSES

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. The administration may notify available law enforcement authorities.
3. The administration may suspend for ten (10) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student had been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment are the responsibility of the student and family.

SUPPLYING/DISTRIBUTING OR SELLING ALCOHOL AND OTHER DRUGS OF MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE

1. Supplying or selling chemicals may result in a ten (10) day suspension.
2. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

BEHAVIOR EXHIBITING POSSIBLE ALCOHOL AND/OR OTHER DRUG USE

1. Students whose observed behavior indicates possible use of alcohol and/or drugs will be referred to the building administrator. The building administrator and/or "first-responder" medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

PROGRAM REVIEW

1. Biennial review of the school district's program will be made:
 - a. to determine the programs' effectiveness and implement changes if they are needed; and

- b. to insure that disciplinary sanctions are consistently enforced. (Legal Reference: Public Law 101-226)

**Castlewood School District Title I
Parental Involvement Policy (rev. 7/11/2016)**

The Castlewood School District will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. An annual District Title I Parent meeting will be held each spring with parent and school representation dedicated to revising the district policy. The District Parent Involvement Policy will be evaluated annually and adopted by the Board of Education.

Castlewood Public Schools agree to implement the following statutory requirements for Title I Parent Involvement:

- Consistent with section 1118, Castlewood School District will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and include as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Castlewood School District will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of the parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, Castlewood School District will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the Castlewood School Board.
- Castlewood School District will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- Castlewood School District will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- Castlewood Public School will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The Castlewood School District will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that 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;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Castlewood Elementary School Title I Parental Involvement Policy (rev. 7/11/2016)

Each school receiving funds under Title I, Part A, of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent involvement policy jointly with parents for all children participating in Title I, Part A, activities, services, and programs. This document represents joint development with parents, teachers, and administration. This policy was distributed to parents of all Castlewood elementary students and to the extent practicable provided in a language the parents can understand. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

Castlewood Elementary will involve parents in the development of the school parental involvement plan by implementing the following actions:

- Parents will be invited to the meetings via email as well as in the principal's monthly newsletter. A reminder will also be sent out on the day of the meeting confirming the meeting time and place.
- The meeting date and time will be on the school calendar which is sent home monthly and also published in the local newspaper.

Castlewood Elementary will take the following actions to involve parents in the process of school review and improvement:

- Use findings of an annual evaluation survey to design strategies for more effective parent involvement.
- Parent meetings will be held at various times of the day and evening to enable more parents to participate.
- Parents will be encouraged to work with the school yearly to review and update the School-Parent Compact. The compact must outline how parents, staff, and students will share the responsibility for improved student academic achievement.

Castlewood Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will encourage parents to attend, by:

- Holding the meeting within the first three weeks of the new school year.
- Inviting all parents, as children receiving Title I services could change throughout the year.
- Host the same meeting at least twice in one week – once in the morning and once in the evening – in order to ensure all parents have an opportunity to attend.

- Coordinating a child friendly event at the same time so parents can bring children to the school while attending the meeting

Castlewood Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Showing and explaining the intervention curriculum that will be utilized at the Title I meeting.
- Sharing information regarding the Common Core State Standards.
- Informing parents of state and local assessments that are utilized to make Title I placement decisions.

Castlewood School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Accepting input and emails from parents.
- Inviting parents to attend PTO meetings.
- Scheduling meetings within 2 weeks of receiving a request from a parent.

Castlewood School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- Providing them with the reports from Smarter Balanced testing and holding a meeting to assist parents in interpreting the results.
- Sharing reports with information gathered from school district assessments.

Castlewood School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- Sending written notice of any teacher who is not highly qualified to parents.

Castlewood School will provide assistance to parents of children served by the school, as appropriate, in understanding the following topics by undertaking the actions described below --

- ✓ the state's academic content standards,
- ✓ the state's student academic achievement standards,
- ✓ the state and local academic assessments including alternate assessments,
- ✓ the requirements of Title I Part A,
- ✓ how to monitor their child's progress, and
- ✓ how to work with educators:
 - Grade level standards will be sent home in parent friendly language such as "I can" statements.
 - Meetings will be held to help parents interpret data from testing.
 - Quarterly reports will be sent home to parents so they can monitor their child's progress.
 - Guidelines for parents will be sent home prior to conferences so parents can be prepared to meet with the teacher and know what to ask.

Castlewood School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- The Title I instructor will hold two sessions to educate parents to better enable parents to work with their children.
- A Family Reading Night & Family Math Night will also be held so parents can see the types of reading and math being done in school.
- Monthly Home-School Connections will be distributed to parents.
- Informing parents that supplies and materials are available by request.

Castlewood School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Gathering input from parents regarding what works to encourage them to be involved.
- Opportunities will be available for parents to submit comments.
- Opportunities will also be made available for parents to participate in decisions relating to the education of their children.

Castlewood School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, local preschools, the public preschool, and other programs. The school will also conduct other activities, such as parent conferences, that encourage and support parents in more fully participating in the education of their children, by:

- Maintaining an open-door policy for parents/community members to observe Title I activities.

Castlewood School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- The district will gather information from registration papers in regards to the home language survey and send the information in the native language spoken in the home.

PART III DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- providing necessary literacy and math training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including providing childcare, to enable parents to participate in school-related meetings and training sessions;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with

parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;

PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by the Castlewood School on **July 11, 2016** and will be in effect for the period of July 2017 – July 2018. The information will be included yearly in the Student Handbook.

(Signature of Authorized Official)

(Date)

DEPT. OF SOCIAL SERVICES/LAW ENFORCEMENT INVESTIGATIONS

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-12), it is the policy of the Castlewood School District that any teacher or other school employee who suspects that a child has been neglected or abused has the responsibility to report such suspected abuse to authorities. In accordance with SDCL 26-81-8, the Department of Social Services or law enforcement officers shall investigate such reports. Investigating personnel may personally interview a child out of the presence of the child's parents, guardians or custodian without advance notice or consent.

The behavior of pupils outside of school hours and away from the school grounds is the responsibility of the parent rather than the education system. As a consequence, police questioning of children in school and during school hours should be undertaken only after the parent has been duly notified if appropriate.

SCHOOL COUNSELOR

School counseling services provide:

- All students participate in classroom guidance on a regular schedule.
- Groups will be offered as needed.
- Individual counseling will be offered for a variety of issues.
- Information and resources will be provided for parents on a variety of issues.

- Behavior modification programs for students at school and/or home may be recommended.
- Career/academic planning and preparation will be offered.
- Referral to other agencies will be made when necessary.

Parent permission for counseling services:

- The main goal of school counseling services is to foster healthy development in students in the following areas: academic, school, social and emotional.
- The school counselor will make his/her best effort to work collaboratively with parents in providing students with counseling services.
- The school counselor will seek permission from parents before long-term individual counseling services are provided to a student.
- The school counselor will seek parental permission before students are allowed to participate in any group counseling offered by the counselor.
- However the school counselor reserves the right to provide any classroom guidance activities, short-term individual counseling, teacher referred counseling or crisis intervention services to students without the permission of parents.

Confidentiality between student and school counselor:

- The school counselor has an obligation to the student to keep what is shared in a counseling session confidential unless it falls under one of the following exceptions.
 - A. There is intent by the student to harm him/herself.
 - B. There is intent by the student to harm someone else.
 - C. The activities the student speaks of put his/her life at risk.
 - D. The student speaks of situations that may be considered child abuse or neglect.
- By law the situations listed above must be reported to the proper reporting agency or persons.
- In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
- The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.
- For any student who is receiving services at the request of a parent, parents will receive appropriate updates as to how their daughter/son is progressing in counseling.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days after the day the Castlewood School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

NOTICE FOR DIRECTORY INFORMATION

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

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

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

If you do not want Castlewood School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the second Monday in September. Castlewood School has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone/cell listing**
- **Photograph**
- **Birthdate**
- **Grade level**
- **Parents/Guardians names**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Castlewood School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Castlewood School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Castlewood School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Castlewood School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the

planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

EXCEPTIONAL CHILD SERVICES

A limited variety of services are available for the student with problems which affect achievement. These services include: reading, math, speech services, physical therapy, occupational therapy, special education services, and counseling. Testing and parent/teacher recommendations are required in order to provide a student with services.

CHILD FIND POLICY

The Castlewood School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

Peter Books, Superintendent of the Castlewood School District needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the Castlewood School District and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the Castlewood School District at 605-793-2351.

PUBLIC INFORMATION POLICY

The Castlewood School District has the following documents available for review by parents of children with disabilities and to the general public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications, evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

PARENT NOTIFICATION PROVISIONS RELATED TO TEACHER QUALIFICATION

The federal No Child Left Behind Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Castlewood School District will provide parents with this information in a timely manner if requested. Specifically, parents have the right to request the following information about their child's classroom teacher:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to the child, and if so, their qualifications.

The second "right to know" provision centers on notifying parents in Title I schools when their child is taught for four or more weeks by a teacher who is not highly qualified. This provision of the law requires that all schools that receive Title I funds must provide this notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not highly qualified.

CASTLEWOOD COMPLAINT POLICY FOR FEDERAL PROGRAMS

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

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

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing. The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

DISTRICT POLICY ON ENROLLMENTS, TRANSPORTATION, AND THE ELIMINATION OF BARRIERS FOR CHILDREN OR YOUTH EXPERIENCING HOMELESSNESS INCLUDING UNACCOMPANIED YOUTH

The Castlewood 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
- 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 the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

Programs in vocational and technical education.

Programs for gifted and talented students.

School nutrition programs.

RELEASE OF STUDENTS RECORDS / INFORMATION

Parent(s)/guardian(s) of students under the age of 18 must make a written request prior to the release of student records or other student information by school personnel. Students who are 18 years of age may request records/ information without parent(s)/guardian(s) consent. The content of the consent forms is printed below. The actual forms are printed on school letterhead.

CONSENT TO RELEASE STUDENT INFORMATION

Date: _____

The administrators of Castlewood School District are advised that they and Castlewood faculty may release information regarding:

_____ *(Student's name)*

TO _____ *(Name of school, college, firm, agency, or person)*

ADDRESS _____

It is understood that the signature on this notice will constitute a waiver of notice by me.

(Signature of parent-if student is under 18)

(Signature of student)

CONSENT TO RELEASE A STUDENT'S RECORD

Date: _____

The administrators of Castlewood School District are advised that they may release the

student records of _____

(Student's name)

TO _____

(Name of school, college, firm, agency, or person)

ADDRESS _____

It is understood that the signature on this notice will constitute a waiver of notice by me. I further realize that I am entitled to a copy of the student's records, if I so desire, and that I have an opportunity to challenge the content of the records as provided by law.

(Signature of parent - if student is under 18)

(Signature of student)

ADDITIONAL ELEMENTARY INFORMATION

DISCIPLINE

The administration of the school system is well aware that if we are to have a good school system we must have a fair and efficient system of discipline. We hope that by proper administration of school rules and regulations, we will be able to teach students the necessity of obeying proper authority, whether it is parental, civil, or school.

In most cases, discipline will be handled by the individual teacher. Teachers shall use their own discretion as to routine disciplinary measures. These measures are necessary to maintain order and a stable learning atmosphere. Good behavior rewards itself through better peer and student/teacher relations and ultimately shows up in the student's grades. **SUPPORT OF THE TEACHER'S DECISIONS BY THE PARENTS IS IMPORTANT AND APPRECIATED.** Parents should encourage good school behavior at home. The District is required by law to enforce a mandatory 12-month expulsion for firearm possession.

PHYSICAL EDUCATION

Physical education, which is part of the curriculum, requires the students in grades 5-6 to bring the following appropriate clothing: shorts, shirt or blouse, socks, tennis shoes and towel. Lockers are provided but locks for the lockers are not, so each student is responsible for his or her own clothing. If a student cannot participate in physical education, a medical statement may be requested.

GRADING SYSTEM

A standard grading system is used in grades 3-6. It includes the following:

98-100 = A+	89-91 = B+	80-82 = C+	71-73 = D+	64-0 = F
95-97 = A	86-88 = B	77-79 = C	68-70 = D	
92-94 = A-	83-85 = B-	74-76 = C-	65-67 = D-	

Grades 1-2 will use the following scale:

E Excellent	S- Developing	I Incomplete
S+ Above Average	N Needs Improvement	P Passing
S Satisfactory	U Unsatisfactory	

Kindergarten will utilize a standards based report card. The report card provides a "snapshot" of student learning that reflects the kindergarten standards and individual progress toward meeting expectations. The standards based report card also indicates where support is needed. This allows parents to reinforce concepts and skills at home.

Kindergarten will use the following scale:

M Meets standard
P Progressing toward standard
B Below standard
NA Not assessed this marking period

PROMOTION/RETENTION

Castlewood Elementary School is committed to promoting educational practices that are effective in enhancing the educational attainment of all children. The retention of a student is occasionally deemed necessary in order that the student receives the most appropriate placement for his/her educational and/or emotional level.

After consultation with parents and teachers, the principal will recommend promotion or retention based upon the following criteria:

- 1) Teacher recommendation
- 2) Parent recommendation
- 3) The student's school and developmental history
- 4) Reasons for failure, emotional problems, low ability, frequent school moves or absences
- 5) The type and quality of alternative strategies used, direct instruction, remedial services, cooperative learning and peer tutoring
- 6) Student attitude toward retention and level of parent support
- 7) Standardized test scores

The principal's recommendation will not be based on one or two of the above stated criteria, but rather an interpretation of the findings of all the above criteria.

PLAYGROUND GUIDELINES

Recess not only provides students with a time for physical activity, but a time to grow socially. In order for children to play in a healthy and safe environment, playground guidelines are posted by the east entrance. These guidelines are not all encompassing. If any playground situation not specifically covered should arise, the supervisor will make every effort to act fairly and quickly.

In order for children to stay indoors at recess due to an illness, an email to the teacher and office or a phone call is required. If your child is healthy enough to be in school, they are typically healthy enough to go to recess. Parents are reminded that the school day becomes very long for children if they do not have the opportunity to go outside in the fresh air.

FOOD/TREATS

In the Child Nutrition and WIC Reauthorization Act of 2004, PL 1-5-268, the U.S. Congress established a new requirement for all schools with a federally funded National School Lunch program. In response to this requirement, the Castlewood School District adopted a district wellness policy based on the Model Wellness Policy approved by the South Dakota Board of Education as of September 20, 2005. As part of the Nutrition Standards Component, classes will limit celebrations and rewards that involve food during the school day. All food in the classroom may be limited to prepackaged and/or healthy food ideas. Prepackaged food includes items that are individually wrapped and/or purchased from a commercial store.

DISPENSING OF INFORMATION/INVITATIONS

Castlewood School prohibits the dispensing of information or invitations unrelated to the school unless all students (to which the event applies) have an opportunity to participate. Any information that needs to be dispensed to students must be submitted to the office to distribute.

PARENT INVOLVEMENT

Substantial research in the past few years has shown that when parents are involved in their children's education, the children do better in school and the schools improve.

Castlewood School encourages all parents to submit their names as parent volunteers to become involved in their child's formal education.

A volunteer is anyone who supports the school and its goals for children and their learning at any time and in any place — not only those who can come to the school building during the day.

ADDITIONAL JUNIOR HIGH/HIGH SCHOOL INFORMATION

PROGRAM OF STUDY

A minimum of 22 credits are necessary for graduation from Castlewood High School in addition to requirements as set forth by the South Dakota State Board of Education.

All schedule changes are subject to the approval of the principal. A student must have received 6 credits to be classified as a sophomore, 12 credits to be classified as junior and 17 credits to be classified as a senior. All students will satisfactorily complete a Senior Project in order to be considered eligible for graduation. Exceptions to these requirements may be granted by the school administration.

EARLY GRADUATION

Students at Castlewood High School are encouraged to attend school for four full academic years. The Castlewood School offers a wide range of online, dual credit, and AP courses making it possible for students to select coursework to meet their individual needs. Students may choose to graduate early, and if so, will meet the following conditions:

- complete an audit of course requirements with the counselor by the last Friday in September to assure that graduation requirements can be met by the end of the seventh semester of high school.
- parents, principal, and student will meet prior to the end of the first grading period of the seventh semester of high school to approve/disapprove plans for early graduation.
- student will complete all course requirements for Castlewood High School.
- early graduates will not participate in the spring graduation ceremony and may not take part in any student activities during the semester following early graduation.

PARTICIPATION IN COMMENCEMENT EXERCISES

Seniors may be excluded from participation in commencement exercises for violations of school rules, criminal activity or any other actions that in the opinion of the administration should warrant their exclusion.

REGISTRATION

Registration for the coming school year will be held in the spring. At that time students will receive course descriptions, registration forms, directions for the registration process, and any other information of importance. Students and parents are required to participate in final registration which will be held prior to the start of the school term.

GRADING - INCOMPLETES - CLASS RANK

The recommended grading in the Castlewood Public School is the letter system as follows: A = Exceptional, B = Above Average, C = Average, D = Passing, F = Failing, I = Incomplete (incomplete not made up in two weeks will become an "F").

Grading Scale 4.0

98-100 = A+	89-91 = B+	80-82 = C+	71-73 = D+	64-0 = F
95-97 = A	86-88 = B	77-79 = C	68-70 = D	WF-Withdraw Fail
92-94 = A-	83-85 = B-	74-76 = C-	65-67 = D-	WP- Withdraw Pass

It is possible for a student to receive a D+ for one quarter and yet fail the semester due to a low-percentage F.

Class rank is figured for each student at the end of every semester. For the purpose of figuring class rank, the 12-point scale will be used. A=4.00, A-=3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33, C=2.00, C-=1.67, D+=1.33, D=1.00, D-=.67, F=0

Dual Credit

Dual credit classes will be weighted on a 4.5 grading scale.

A-A+= 4.5 A-=4.2 B+= 3.8 B= 3.5 B-= 3.2 C+= 2.8 C= 2.5 C-= 2.2 D+= 1.8
D= 1.5 D-= 1.2 F= 0.0

WITHDRAWAL PROCEDURE

Students wishing to withdraw from an elective course must have permission from:

1. Parents
2. Teacher
3. Administration

The teacher will then decide if the student will receive a WF (withdrawal failing) or a WP (withdrawal passing).

HONOR ROLL

At the end of each grading period, an honor roll of Excellency and an honor roll of merit will be published. Those persons whose names appear on the list have met the requirements as set forth. Each student shall be responsible to check the list and to notify the principal in case of an error. Honor roll of excellency: must have a 3.70 or higher grade average. Honor roll of merit: must have a 3.30 to 3.69 grade average. Honor students must maintain a 3.55 grade point average over the first seven semesters of high school. There will be 1 valedictorian and 1 salutatorian selected for each graduating class. Selection will be based on the following in order: 1) GPA, 2) total number of credits attempted, 3) course work attempted, and 4) involvement in school activities.

CLASSROOM BEHAVIOR

Students are expected to conduct themselves as ladies and gentlemen while in class. Without discipline and order, no profitable class work can be carried on. If a student's conduct is not up to standard, the teacher may dismiss the student from class; such student must then report to the principal before they can be readmitted to the class.

CLASS INTERRUPTIONS

Classes in session must not be interrupted by students knocking at the door or calling for students in the class. Only in case of an emergency will this be permitted, and then only with permission from a school official.

SCHOOL PROPERTY

Anyone guilty of defacing school property will be required to pay for repairing, cleaning, and re-establishing the property. Depending upon the seriousness of the offense, the student may also be

suspended from school for a period of up to 10 days. In the most serious offenses, the board of education may expel the student. Students may also face code of ethics violation penalties.

BEVERAGES, FOOD AND CANDY

Beverages (with the exception of water), food and candy will not be allowed in the classrooms. However, on a limited basis, instructors may grant exceptions as part of a special classroom activity.

LOCKERS

Each student will be assigned a locker. Lockers are to be used for storage of textbooks, notebooks, and student's personal items. Students will be responsible to see that their belongings are safely stored in their lockers. The school reserves the right to inspect lockers whenever it is deemed necessary.

DRIVING CARS / PARKING

Students may park on the in the west parking lot and on the north side of the new gym from the entrance doors east to the highway. There will be no student parking on the east side of the school. School administration will strictly enforce this parking policy.

The school will provide transportation for all students attending the Northeast Technical High School (NTHS) in Watertown. Unless otherwise specified by administration, students enrolled in classes at NTHS or receiving classes through another educational institution will follow the schedule of that institution. Students are not allowed to drive their own vehicles to attend classes at NTHS without approval of the administration. Arrangements must be made at least one day prior to the day the students wishes to drive. Students that drive without permission will receive a grade of zero for any work due or assigned on the day of the infraction. Students who have jobs may be allowed to drive their vehicles during the school day. In situations where students are allowed to drive during the school day, they will not transport other students.

REST ROOMS

No loitering or congregating in the rest rooms will be permitted. One student in a stall at a time. Students are urged to keep the rest rooms clean at all times. It should be below the dignity and social standing of any student to write on the walls of the rest rooms. To do so is a reflection on the school and all the students.

POST-SECONDARY RECRUITING AGENCIES

No recruiting will be allowed until after school.

SCHOOL PARTIES

School parties and dances must be authorized. Permission must be secured from the principal for the use of the building for any activity after school hours which are not regularly scheduled. Classes and organizations will be held responsible for any damages done at such gatherings. The party must be planned by an organization under the direction of an adviser. Only members of our school are allowed attendance unless arrangements are first made with the adviser and principal. Proper supervision shall be arranged. The sponsoring group must clean up after the activity. All dances must conclude by 12:00 a.m. unless advance arrangements have been made.

Once a student has attended the activity and leaves he/she will not be permitted to return. The only exception to this will be where permission to leave and return has been granted by the supervisor

prior to leaving the activity. Before purchasing supplies for the activity, you must secure a purchase requisition and have it signed by the adviser, principal and superintendent.

OUT-OF-TOWN STUDENTS

Out-of-town students will be allowed at school dances only if accompanied by one of our students and only if they are currently enrolled in school (grades 7-12 for regular dances, grades 9-12 for prom). Administration may require proof of enrollment in school. CHS students will not be allowed to bring out-of-town students to school during regular school time unless prior approval is obtained from the administration. Students may bring Prom dates that are 1 year out of HS. The same forms will be required.

EDUCATIONAL LEAVE

Senior students will be allowed two days, not counted against their attendance record, to visit any post-high school institution. Arrangements are to be made in advance, with a request from the parents and verification from the institution upon return. Educational leave may be granted to any student by the principal's discretion.

PARTICIPATION IN ACTIVITIES

Students are required to be in school for half of the school day to participate in activities scheduled during or after the school day. Exceptions may be granted by school administration in appropriate circumstances. Grade requirements are as follows:

1. A student must be passing in all classes in order to participate in any activity that is not graded.
2. Students must continue to meet requirements as set forth by the S.D. High School Activities Association.

AFTER HOURS USE OF BUILDING

No student shall be in the building or use school facilities after 4:00 p.m. without proper adult supervision. Proper supervision shall be someone directly involved with the activity.

LIBRARY

Considerable effort and money have been expended to furnish you with an adequate library. The library has been provided to you to aid you in doing research work for your class requirements. There are also magazines, newspapers, and other periodicals placed there for your educational reading and enjoyment.

Some of the library rules are as follows:

1. Librarians are working to help you; show them the respect their job deserves.
2. Students may be in the library for research purposes for all of a period or any portion of the period with a signed pass from the instructor who assigned the work.
3. Any student abusing the privileges of the library will be deprived the used of library.
4. Students not following library rules or taking proper care and return of library materials may lose some or all privileges.

SENIOR PRIVILEGES

Quarter 1 Requirements:

- Smarter Balanced Cumulative Score 9/12 or higher (6/9 without science)
- GPA 3.5 (Cumulative)

Quarter 2 Requirements:

- Smarter Balanced Cumulative Score 7/12 or higher
- 1st Quarter GPA 3.0 or higher

Quarter 3 Requirements:

- Semester 1 GPA 2.70 or higher
- No failing Semester 1 classes

Quarter 4 Requirements:

- 3rd Quarter GPA 2.70 or higher
- No failing Quarter 3 classes

Losing Privileges for 1 week (Wednesday-Wednesday):

- Disciplinary infraction
- 2 unexcused tardies
- Failing grade in any current classes

Losing Privileges for current quarter and following quarter:

- ISS
- 4 or more absences in one period

CLASS AND ACTIVITY FUNDS

Money earned or placed in the hands of classes or activity organizations will be turned in to the sponsor. The sponsor will in turn see that the business manager receives the money to be deposited in the specific account. All money turned in will be accounted for and a receipt will be given. All fund-raising projects must be approved by the principal.

STUDENT COUNCIL

Your representatives to the school authorities are the student council. This council is established as a link between the students and the faculty and school board. The student council may vote on an idea or it may recommend that the adviser and president present it to the proper authorities for final approval or disapproval.

GENERAL ASSEMBLIES

The school participates in assembly programs, and from time to time videos and other special general assemblies will be scheduled. Watch the bulletin board and school calendar for these activities. Announcements of coming activities will be made in sufficient time in order not to disrupt the students' routine. Refrain from applauding entertainment by using yelling, whistling, or stamping of the feet. This is most embarrassing to an entertainer and it is in very bad taste. Don't be guilty of embarrassing someone who is trying to entertain you. The continuation of assembly programs depends on your proper behavior.

LOST AND FOUND

Upon losing or finding an article, the office should be notified. Care should be taken to avoid misplacing things. Use your lockers to secure your possessions. If you find something, you are responsible to see that it is returned. Think of how you would feel if it were your article that was missing.

VALUABLES

Students are urged not to leave money, jewelry, or anything of value in their overcoats or desks. Take proper precautions to see that they are properly taken care of. The school cannot be responsible for items which turn up missing.

STUDENTS INDEBTED TO THE SCHOOL

Students indebted to the school for breakage, fees, lost books, mutilated equipment, music supplies, resale, etc., will not receive their report cards until such indebtedness is paid. Slips designating the amount due and the department to which the individual is indebted may be secured from the principal's office. Continued indebtedness may result in the loss or reduction of privileges in which the debt occurred.

CHURCH NIGHT

Wednesday evening has been set aside for church activities. Every effort will be made by school authorities to avoid scheduling school activities after school and evenings on Wednesdays. This will allow students to participate in the youth activity programs in the church of their choice. Unless a team or group is qualified for post-season competition or state level competition, Sunday practices are not allowed.

SPECIAL SERVICES

In accordance with public law, Castlewood Public Schools offers programs to meet the needs of students from birth to age 21 who need special or prolonged assistance. Parents desiring a determination as to whether their child needs special or prolonged assistance should contact the principal or superintendent. Once the contact has been made, parents will receive full information concerning the process and their rights.

CHEATING

Students are not to act in a dishonest or unfair manner. Teachers will take the test of any student cheating on any test, resulting in a failing grade. Parents will be notified by the teacher or principal immediately in all cases. On the second offense the student will fail the course for the nine weeks. Plagiarism (using another's work as one's own) will result in the same action by the teacher.

STUDY HALL REGULATIONS

The following regulations are established for the benefit of the students who have study hall and for the instructor who supervises the study hall. Study halls are to be used for the study and preparation of class assignments.

1. All students are to enter the study hall quietly and take their assigned seats.
2. Student's shall wait in their seats until roll is taken before being permitted to use the library or sign out for any other place in the building.
3. Students may study together or speak to each other at the discretion of the study hall instructor. Size of the study hall may have some influence on this privilege.
4. Students may be allowed to go to the lavatory or library. Time out must not exceed 10 minutes.
5. During the class hour, students are not to be anywhere in the building except in their classes

or study hall unless they have a pass.

Teachers will not permit students to leave their classes or study hall without issuing them a pass. The teacher signing the pass is assuming responsibility for those students until he/she returns.

PASSES

Passes to leave the school grounds will be issued by the office. No student will be excused from class without a pass.

No pass slips will be issued by the study hall supervisor. Teachers desiring a student or students to go to the guidance or principal's office must write them a pass. It is the student's responsibility to have the pass slip before the study hall starts. Exceptions will be to receive help from a teacher or use the phone. Passes to the office may be granted by the teacher if there is good reason for doing so. Students getting a pass to the principal's office are not to go anywhere except the office. If a student secures a pass at the office to go elsewhere, he/she must report back to the study hall with that pass before going to his/her destination.

There will be no signing out of the study hall during the last 10 minutes of the study hall period. Just before the bell rings, instructors will ask students to pick up papers that may be on the floor of the study hall and straighten desks, so that the study hall will be neat in appearance if not better than when the students first came into the study hall.

Students losing privileges in one study hall will lose privileges in all study halls.

PENMANSHIP, SENTENCES, NEATNESS

Inherent to all curriculums of Castlewood Public School District #28-1 shall be an emphasis upon the development of penmanship, usage of correct sentences, and neatness of work. All school personnel must emphasize high levels of excellence concerning these areas when accepting work done by students. Penmanship, usage of correct sentences, and neatness should also be reflected in materials given to students. The improvement of penmanship, usage of correct sentences, and neatness of work must be considered as an ongoing process congruent to all curriculums. Proper time must be set aside in appropriate grade or subject areas to teach these concept and practices. These concepts and practices then must be emphasized in all other subject areas and grade levels to insure that the student masters them. Through combined effort of all curriculums and staff members, the student shall benefit by having been required to develop penmanship, use correct sentences, and perform work neatly.

DEFINITIONS

ACTIVITY (PARTICIPATION) RULES: Any student who violates Class Five, and who is involved in co- and extracurricular activities, shall be removed from the activity (ies) as specified in the activity rules which student and parent or guardian sign for each activity.

BUS BEHAVIOR: While on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school

CLOSED LUNCH AND BUILDING: Leaving school without the permission of the administration.

COMPUTER VIOLATION: Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan. (i.e. copying administrative files = theft; destroying

files = destruction of property; not following computer rules = insubordination, etc.). Violations may result in restriction and/or loss of computer privileges.

DESTRUCTION OR STEALING OF PROPERTY: Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems.

DISRESPECTFUL/OBSCENE LANGUAGE: Use of obscene or disrespectful language or communication.

DETENTION: An option

ELECTRONIC DEVICES: Electronic devices, including items such as pagers, cellular phones, and laser lights, are not allowed at school. Electronic devices will be confiscated and returned only to the students' parents.

ENGAGING IN ILLEGAL ACTIVITIES: Breaking any law, the consequences of which pose a threat to the student or others and are not in the best interests of the school.

EXHIBITION/RECKLESS DRIVING: City and state traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to the authorities.

EXPULSION: Denial of a student's membership in school for a period of time.

HARASSMENT: Harassment is a form of discrimination that consists of physical or verbal conduct related to a person's race, religion, national origin, age, gender, disability or other basis prohibited by law. The Castlewood School District specifically prohibits any form of harassment that is sexual in nature. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of district services or participation in district activities.

HAZING: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose.

IN-SCHOOL SUSPENSION (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school. Credit for completed class work.

INSUBORDINATION/HABITUAL DISOBEDIENCE: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

INTIMIDATION/THREAT TO OTHERS: Use of coercion, force, threats, violence, intimidation, or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

LONG-TERM SUSPENSION: Temporary denial to a student by the superintendent or board of education in school for more than ten (10) days and not more than ninety (90) days.

MOOD-ALTERING CHEMICALS, SUBSTANCES, and TOBACCO: Using, possessing, selling, dispensing, or being under the influence of any mood altering chemicals, substances, or tobacco or possessing drug paraphernalia at school, on school property, or at a school-sponsored

activity or when the conduct poses a threat to the student or others and is not in the best interests of the school. Tobacco-related items such as lighters and matches are not allowed.

OUT-OF-SCHOOL SUSPENSION (OSS): Temporary denial to a student by the principal, superintendent or school board of participation in a class or classes. Suspension will be served out of school.

PARENT: Parent or legal guardian.

PARKING LOTS: Students are to park in parking lots/spaces as assigned by the administration.

PHYSICAL INJURY: Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.

SECRET CLUBS OR SOCIETIES OR GANGS; ACTIVITIES NOT IN THE BEST INTEREST OF THE SCHOOL: Student participation in non-school activities in which the student's conduct presents a threat to himself/herself or others and is not in the best interest of the school.

SKIPPING: Unapproved absence from class within the school day.

STUDENT DRESS: Students are expected to dress with standards that enhance a safe learning environment. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide or violence, will not be permitted on school attire.

WEAPONS: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. Mace and pepper sprays are included as items considered being weapons. Intentional possession of a firearm will result in a mandatory 12-month expulsion.

STUDENT BEHAVIOR

It is important that students, while at school, conduct themselves in a way that contributes positively to the process of education for all. Students who choose not to follow rules and/or cause disruptions in school must be held accountable for their actions. Discipline that is applied uniformly when violations occur is an effective way to help students correct problem behavior. Communication with parents when students fail to follow rules is necessary so that parents can help in the process of providing corrective action for students.

The form on the following page will be used when students are assigned detention for violations of school rules. Each time a student is assigned detention it will be recorded on the form and a copy sent home to parents. In this way, students are held accountable for their actions, discipline is applied uniformly to all students and parents are kept well informed of the actions of their child while at school.

This policy does not replace existing policies that address student behavior while at school.

ADDITIONAL EXTRACURRICULAR INFORMATION

INTRODUCTION

Programs are the foundation upon which to build, but advisors (i.e. coaches, directors) are the critical variable that determines whether desirable student outcomes will be achieved through student activities. The students in the Castlewood School are extremely fortunate to be the beneficiaries of a varied program of student activities under the leadership of experienced, skilled and dedicated

advisors. At first glance, some sections of this handbook will appear to be directed only at athletic programs. Upon closer inspection, however, there should be implications for all activities. Hopefully, this handbook will be a useful tool for advisors as they conduct their activities.

MISSION STATEMENT

The mission of the Castlewood School District is to ensure that all students graduate with the knowledge and the social, emotional, physical, intellectual and creative skills for continuous development as productive global citizens through a partnership of school, family, business and community in a dynamic, healthy environment.

BENEFITS OF ACTIVITIES AT CHS

Activities support the academic mission of schools. They are not a diversion but rather an extension of a good educational program. Students who participate in activity programs tend to have higher grade point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally do.

Activities are inherently educational. Activity programs provide valuable lessons for many practical situations – teamwork, sportsmanship, winning, losing and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible and productive citizens.

ATHLETIC PARTICIPATION PHILOSOPHY

It is the philosophy of the Castlewood School that the athletic program will make every effort to compliment the academic achievement of the student athlete. Athletics must be an integral part of the total educational process and should help support the school's overall curriculum, goals and objectives.

A well-balanced program provides the opportunity for physical, social and emotional development, complementing intellectual growth.

The athletic programs should also provide valuable lessons in teamwork, sportsmanship, winning and losing, competition, hard work and self-discipline.

We must teach more than the skills of the game – self-discipline, consideration of others, sacrifice, difference between privilege and right, accepting wins and losses, growing up, and especially, the need for regulations and respect for them.

STATE ELIGIBILITY RULES

You are eligible if:

1. You are under the age of 20.
2. You have not attended more than four first semesters and four second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. During the preceding semester you passed a minimum equivalent of four full-time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum equivalent of four full-time subjects for which you earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.

5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination and parent's permit form.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents (exception made for students who transfer pursuant to the open-enrollment by-law).
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than 10 consecutive school days (illness of the student or a death in the immediate family excepted).
10. During a high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rank.

CASTLEWOOD PUBLIC SCHOOL DISTRICT 28-1 CODE OF ETHICS

If I am representing the Castlewood schools in the extracurricular program, I am sincerely interested in contributing my best to the success of our program during the coming school year. I therefore agree to conduct myself according to the following code of ethical behavior. I also realize that in case I do not live up to this agreement, I may be removed from the program in accordance to the penalties described herein.

The following rules cover all extracurricular activities.

BASIC SOCIAL RULES AND RESPONSIBILITIES (rev. 7/10/17)

The interpretation of the following categories will be left up to the administration and the penalties enforced as per the student handbook.

1. Disruption of school
2. Damage or destruction of school property
3. Damage or destruction of private property
4. Breaking training rules
5. Physical abuse of a student or employee or other person not employed by the school
6. Weapons and dangerous instruments in school
7. Narcotics, alcoholic beverages, stimulant drugs and tobacco (including E-cigarettes)
8. Repeated school violations

ACTIVITY ADVISORS

Activity advisors may establish more restrictive rules and regulations for their respective student activities, provided such rules and regulations are not inconsistent with the student conduct policy

concerning student activities. Such rules and regulations shall be communicated to all student participants by the activity advisor both verbally and in writing at the beginning of the activity.

ACTIVITY RULES

Student participation in school activities and events is a privilege, not a right. Students who choose to participate in school activities are expected to exemplify high standards of behavior and positively represent Castlewood School and the community and to bring credit rather than discredit to the school whose programs make such participation possible.

The following activities are provided as a means of enhancing the student's education and will be subject to coverage by Castlewood School's training rules:

Athletics

Football Volleyball Boys Cross Country
Girls Cross Country Wrestling Competitive Cheer
Boys Basketball Girls Basketball Boys Track Girls Softball
Girls Track Boys Golf Girls Golf

Activities/Organizations

Oral Interpretation Chorus and Band Competition (as sponsored by the SDHSAA) One Act Play
All School Play Yearbook FFA Student Council National Honor Society

Additional Events

Homecoming Dance Winter Formal Prom

Castlewood Eligibility

To be eligible in co-curricular activities, a student must meet the requirements of the South Dakota High School Activities Association and be in good standing as a member of the Castlewood School's student body and meet the following standards:

1. Any 7-12 participant must maintain a 1.6 grade point average and have no F's to be eligible to participate in extracurricular activities. Each participant's grades and grade point average will be checked every week (on Wednesdays) during the academic year beginning with the 3rd week of each quarter and continue throughout the quarter. Participants will not be eligible in any contest for 1 week (Wednesday through Tuesday) if their grades or GPA do not meet the requirements above. They will be required to attend all practice sessions while they are ineligible or shall be removed from the team/group. If a student receives a failing grade for a quarter, he or she will remain ineligible for the provisionary 3 week grace period.
2. A student's participation in all co-curricular activities will be dependent upon abstinence from the use of tobacco, alcohol and controlled drugs. Penalties for such use vary with each activity and are on file with activity sponsor and athletic/activities director.
3. Students must be in school for half of the school day to participate in an event or practice held that day. In the event of a medical appointment or family event, it is expected to be communicated prior to leaving with the HS office or directly with the Athletic Director to gain permission to participate in a practice or a game. Students who leave sick will not be eligible for events.
4. Students deemed ineligible will not be allowed to leave school early to travel to events with school transportation.
5. Any district equipment or uniforms checked out is the participant's responsibility. All uniforms or equipment must be cared for correctly during the season and returned in appropriate condition at the end of the season. The participant shall reimburse the school district for any missing equipment or uniforms. The participant will forfeit awards and will not be eligible for the following season until the equipment is paid for. They will also lose any privileges and the administration reserves the right to withhold grades until the school district is reimbursed accordingly.

ACTIVITY CODE OF ETHICS DICIPLINE PLAN

Any middle school or high school student wishing to participate in school activities shall not possess, buy, sell, dispense, or use tobacco, a mood-altering substance such as, but not limited to, steroids, marijuana, inhalants, alcohol or other drugs; or commit any crime against a person or against property. This includes paraphernalia for tobacco or drug use such as pipes, vaping pens, clips, etc. – if found with these items, tobacco or drug items, law enforcement may/will be called to handle the issue further.

These activity rules will be enforced the entire year, which include the summer months, regardless of whether or not the student is participating in an activity at the time. A student who violates these regulations shall be ineligible to participate according to the activity rules listed below.

The following activity rules apply for all students participating in school activities whether the offense occurs in school, on school property, in district vehicles or buses, at district events, or away from school property. The Activity Rules Discipline Plan applies to all students participating in the school-sponsored activities listed above.

Consequences: Violations shall accumulate for four years in high school (9-12). Middle school students participating in any high school activities shall have violations accumulate for the number of years they participate in high school activities.

- The suspension period for an activity rules violation begins on the **date of the next school activity event** in which the student is involved and the season must be completed (practices, events, dances, prom, etc.) for the suspension to be served.
- The following consequences are a minimum only. The actual period of suspension shall be determined by the administration for each individual case.
- The administration and coach/activity supervisor may enforce a more severe penalty, which may include termination from activities, if the violation warrants it. If the penalty exceeds the minimum for the violation, the reason shall be stated in writing.

*Athletes must complete the FULL season in which the consequence is being served or it will start over in the next sports season.

Penalties/Consequences:

- 1st Violation: After confirmation of the 1st violation, the student shall lose eligibility for four events or four weeks (28 days), whichever is more severe, in each activity in which the student is presently involved. A student who voluntarily reports the violation to the activities director or building principal shall lose their eligibility for only two events or two weeks, whichever is more severe. If the violation occurs between seasonal activities or when a student is not involved in any activities, the penalty shall be imposed in the next seasonal activity in which the student may be participating.
- 2nd Violation: After confirmation of a 2nd violation, the student shall lose eligibility for eight weeks (56 days) or eight activities, whichever is more severe, in each activity the student is presently involved. If the violation occurs between season activities or when a student is not involved in any activities, the penalty will be imposed in the next seasonal activity in which the student may be participating. There is no voluntary report clause.
- 3rd Violation: After confirmation of a 3rd violation, the student will be declared ineligible to participate in any extra-curricular activity while attending any school accredited by the South Dakota Department of Education.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION (STATE LAW)

13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any

extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

PROCESS

1. The principal must inform the student of the rule, regulation or policy that has allegedly been violated.
2. The student will be given the opportunity to answer the charges and present evidence on his or her behalf.
3. The principal shall render a decision as soon as possible after reviewing the case.
4. All violations must be turned in to the administration within five (5) calendar days, with exception to legal action.

Upon suspending a student, the administrator shall also provide written notice to the parents or guardian. The administrator's decision may be appealed via the student grievance procedure.

The following definitions will be used.

SCHOOL ACTIVITY – School activities include but are not limited to athletics, All-State Chorus, All-State Band, student government, student publications, homecoming royalty, cheerleading, clubs, drama, oral interp, commencement, prom, school dances and any other student activities.

SCHOOL ACTIVITIES EVENT – A public presentation, performance, competition or trip associated with participation in a school event.

SUSPENSION PERIOD – The suspension period for an activity rules violation begins on the date of the next school activity in which the student is involved. The suspension period for a drug conviction is for 12 calendar months from the date of the conviction.

REPORTING

Violations during the school term must be reported within five (5) calendar days by an individual who shall testify before two school administrators. It shall be left to the parents of the student or police/courts to report violations during the summer months. The accused person and/or the parent shall have the right to be present at all times. The final decision as to guilt will be made by the school administration, athletic director if involved, and coach/advisor. If guilt is determined by confession or other means, the penalty will be invoked without formal testimony. The aggrieved party shall have the right to appeal the decision via the student grievance policy. Notice of appeal must be in writing within seven days of the decision.

REPRESENTING CASTLEWOOD SCHOOL

When representing the school at a school-sponsored function, students are expected to act and dress in a manner that will bring honor to the school, community, and themselves. Students will not "BOO" officials, opposing players, or opposing fans during any athletic events. Students will make an honest effort to gain the respect of all people during any event.

STUDENT PARTICIPATION IN GAMES

Factors such as time, facilities, equipment, staffing and budgetary constraints limit participatory opportunities. Because activities are developmentally beneficial, however, advisors are encouraged to involve as many students as possible in the activities program in some manner. In short, a balance must be found between maximizing opportunities and diluting the efficiency and quality of a program.

At the high school level, students tend to become more selective in their choices as they begin to identify their interests and talents and become more adept at comparing their skills with those of their peer group. In spite of increased specialization, advisors in certain activities may be involved in the unpleasant task of making selections (cutting). Every program below the varsity level, however, is developmental, and as many participants as possible should be retained.

SELECTION GUIDELINES

Choosing members is the responsibility of the advisor and program head. Any individual "cut" from the team will be personally notified by the advisor/coach of that activity. Due to the disappointment associated with the selection process, advisors should be prepared to explain these selection

guidelines to interested parties with sensitivity and diplomacy. Every effort should be made to play as many athletes as possible in each game.

JUNIOR HIGH PARTICIPATION IN HIGH SCHOOL ATHLETICS

A coach will be allowed to make the decision to move eighth graders up to the high school level. The decision to move up would then be made by the athletic director, coach, student/athlete and parent, with the understanding they would only participate at one level, either the high school level or the junior high level. When high school participant numbers are low, eighth graders may participate at both levels. This policy pertains to the sports of football, volleyball and basketball. Due to the individuality in the sports of track, golf and cross-country, a coach, with parental permission, has the flexibility to allow a junior high student to compete at either the high school or junior high level.

INSURANCE

All students involved in extracurricular activities must provide proof of insurance coverage. No student will be allowed to participate/practice without this documentation prior to the beginning of the season.

ATHLETIC PHYSICALS (new 7/10/17)

All students participating in extra-curricular activities beginning with the 2017-2018 school year (including participation as a student manager) must have an annual physical examination. Current students with up to date triennial physical examinations will be allowed to participate for the 2017-2018 school year.

ACCIDENT AND INCIDENT REPORTS

The advisors must fill out an incident report as soon as possible.

STATE ELIGIBILITY RULES

You are eligible if:

14. You are under the age of 20.
15. You have not attended more than four first semesters and four second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
16. During the preceding semester you passed a minimum equivalent of four full-time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
17. During the current semester you are enrolled in and attend a minimum equivalent of four full-time subjects for which you earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
18. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
19. You have on file in the principal's office a signed physical examination and parent's permit form.

20. You have not transferred from one high school to another without a corresponding change in the residence of your parents (exception made for students who transfer pursuant to the open-enrollment by-law).
21. You have a copy of your transcript on file in the principal's office prior to competition.
22. You have not been absent from school more than 10 consecutive school days (illness of the student or a death in the immediate family excepted).
23. During a high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
24. You have not participated in an athletic contest under an assumed name.
25. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
26. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rank.

AWARDS AND LETTERING

Athletes must complete a season in good standing in order to be eligible for any award. If either hardship case or special situations arise that warrant consideration of whether or not an athlete should or should not receive an award, the head coach and/or staff will make a recommendation to the activities director for a final decision.

The following are just guidelines for receiving an award:

A. Lettering in sports

1. Football – must play in eight quarters
2. Basketball – must play in four quarters
3. Track – must place in a varsity event
4. Volleyball – must play in four varsity matches
5. Golf – must participate in at least 25% of all available holes (excluding the Region and State meets) or participate in the Region meet

B. Special awards

1. Will be determined by the coach of the teams

CHEERLEADERS

PURPOSE: Shall be to promote and uphold Castlewood School spirit, to develop a sense of good sportsmanship among CHS students and to develop better relationships between schools during all athletic events.

MEMBERSHIP

There are three varsity squads, numbers are set by the SDHSAA. There are five B-squad basketball cheerleaders who will cheer for junior varsity games. Cheerleaders will be chosen from grades 8-12. All junior high boys and girls are eligible to be a junior high cheerleader.

CAPTAIN

The advisor(s) will select a squad captain. The captain's duties will be assigned by the advisor(s).

UNIFORMS

The school shall provide uniforms for all squads. Cheerleaders will provide shoes, socks and pep meeting outfits, and any other articles agreed upon by the squad. Cheerleaders are responsible for maintaining excellent care of uniforms and equipment. All items must be turned in clean and in good form. Uniforms will be decided upon by everyone in each squad. The entire outfit is to be exactly alike and worn while cheering. Cheerleaders will not wear half of their uniform in public or in traveling to and from games. Some type of uniform will be worn at all pep meetings.

AWARDS

A letter will be given for the first completed season of varsity cheerleading. A metal bar will be given for each varsity sport cheered for.

GAMES

Varsity and JV cheerleaders will perform at all home and away events and at designated pep rallies. All varsity cheerleaders will be present at half-time of all JV games. All JV cheerleaders will be present for half-time of varsity games. Cheerleaders will be ready to cheer when game warm-ups begin and will be present for the last half of the half-time break.

PRACTICES

Practice time will be arranged by the advisor. A copy of the practice policy will be given to each cheerleader prior to the beginning of the sports season.

ELIGIBILITY

Cheerleaders will adhere to the year-round activity rules. If a cheerleader is removed from the squad or quits during the season, she/he loses eligibility to cheer on any other squad for the remainder of that school year and the position on the squad will not be replaced.

If a cheerleader decides not to participate on the squad before the sport season begins, tryouts will be held to replace her/him on the squad.

TRYOUTS

Judges, tryout material and tryout procedure will be determined by the advisor. When there are more participants than positions on the squad, the participants with the highest number of votes will be eligible for the squad. Ties will be decided by the advisor. When there are not more participants than there are positions on the squad, the participant must receive a majority of the judges' votes to be included on the squad.

PRESEASON ACTIVITY MEETING

A preseason activity meeting for those students in grades 9-12 attending Castlewood High School will be held prior to the start of each sport season. The purpose of the meeting is to create an informational network between students, parents, advisors and coaches to prevent problems in the future. All students in grades 9-12 attending Castlewood High School are urged to attend.

Agenda items are to include, but not be limited to:

- Coaching philosophy
- Coaches' expectations (for example, missing practice)
- Code of Ethics

- Activity trip busing policy
- Grading/eligibility
- Insurance
- Lettering
- Student participation
- Fan obligation at events
- Extracurricular participation agreement

ADDITIONAL TECHNOLOGY INFORMATION

Castlewood School Technology Program

The technology focus at Castlewood School is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of a device is a way to empower students to learn at their full potential. One-to-one devices can be used to encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning in a one-to-one environment integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all computers used at Castlewood High School, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

1. RECEIVING YOUR DEVICE

Devices will be distributed each fall. **Parents & students must sign and return the Device Computer Protection plan and Student Pledge documents before the device will be issued to their child.** The Device Computer Protection plan outlines options for families to protect the device investment for the school district. Please review the Device Computer Protection plan included in this handbook.

Devices will be collected periodically throughout the school year and at the end for maintenance, cleaning and software installations. Students will retain their original device each year while enrolled at CHS.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Network Administrator or Principal's Office.

2.1 General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.

- Devices should be shut down when leaving the building or home.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Castlewood School District.
- Devices must never be left in a car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Carrying Devices

The protective cases provided with devices have sufficient padding to protect the device and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Devices should always be within the protective case when carried.
- Students must use the protective case provided by the school. .

2.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything in the case before closing (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
-

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules will be accessed using the device computer. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher.

3.1 Device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair with the Network Administrator.

3.2 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the device has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

3.3 Screensavers and Desktop Backgrounds

- Inappropriate media may not be used as a screensaver or desktop background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

3.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5 Printing

Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Each student will be allotted \$20.00 per semester for printing purposes. Paper Cut (software) will monitor printouts and charge \$0.25 per page for color printout and \$0.10 per page for black/white printout. Students that exceed this amount will need to add money to their account to resume printing rights.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Home Directory

The devices will be set up with a *Home Directory* in which students should save their work. The *Home Directory* will automatically save a copy of all student documents saved to the Home Directory to the file server while they are on the school network. When a student adds a document to the Home Directory folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school and syncs their documents.

Additional folders in the *Home Directory* may be created or added by the student. All student work should be stored in one of the *Home Directory* folders.

Only files stored in the *Home Directory* will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the file server.

4.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer. The computer's memory card reader will read the following types of memory cards:

- Secure Digital (SD)
- Secure Digital High Capacity (SDHC)

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software

The software originally installed by CHS must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. There will be no additional software installed by students.

5.2 Virus Protection

The device has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

5.3 Inspection

Students may be selected at random to provide their Device for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files in the *Home Directory*. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the *Home Directory*. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Any upgrades will be done by the Network Administrator.

6. ACCEPTABLE USE OF DEVICES

6.1 General Guidelines (rev. 7/12/2010)

- (1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Castlewood School District.
- (2) Students are responsible for their ethical and educational use of the technology resources of the Castlewood School District.
- (3) Access to the Castlewood School District technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Use of Technology Resources Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- (6) Students will receive instruction on appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyber-bullying awareness and response.

6.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator, or Principal immediately so that such sites can be blocked from further access.

6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or principal.

- Plagiarism is a violation of CHS school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- K12 state e-mail is subject to inspection by the school and/or K12 Data Center.

6.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Technology Handbook or Acceptable Use of District Computers/Network Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7. PROTECTING & STORING YOUR DEVICE COMPUTER

7.1 Device Identification

Student Devices will be labeled in the manner specified by the school. Devices can be identified by record of serial number, asset tag, and MAC address.

7.2 Storing Your Device

9-12 Students: When students are not monitoring their devices, the device should be stored in the student's lockers with the lock securely fastened. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

K-8 Students: When students are not using their devices, the device should be stored in the designated slot provided for the student. The device is not to leave the building.

7.3 Devices Left Unattended

Under no circumstances should devices be left unsupervised. Any device left unattended should be taken to the Principal's Office. Students who leave devices unattended may be subject to disciplinary action.

8. REPAIRING OR REPLACING YOUR DEVICE COMPUTER

8.1 Device Warranty (rev. 7/10/2017)

Hewlett Packard Warranty (9-12 Devices): This coverage is purchased by the Castlewood School District as part of the purchase price of the equipment. Hewlett Packard warrants the devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or device replacement. The Hewlett Packard warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all Device problems to the network administrator or principal.

Chromebook/I pad Warranty (PS-8 Devices). There is no warranty provided on these devices.

8.2 Accidental Damage Protection (9-12 Devices)

The Castlewood School District has purchased, through RTI, coverage to protect the devices against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. RTI will assess the device damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. The device is covered with a RTI Warranty and Accidental Protection Plan. CHS network administrator will arrange for repairs and/or replacements for defective parts and acts of accidental damage in collaboration with RTI. Please report all device problems to the network administrator or principal office.

8.3 School District Protection

School District Protection is available for students and parents to cover device replacement in the event of theft, loss, or accidental damage by fire.

8.4 Claims

All insurance claims must be reported to the network administrator or principal's office. Students or parents must file a police or fire report and bring a copy of the report to the network administrator or principal's office before a device can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Hamlin County Sheriff Department to alert pawnshops and police departments in the area to be aware of Castlewood School District-owned equipment.

9. DEVICE TECHNICAL SUPPORT

Technical support service will be coordinated by the network administrator. If you have specific questions or concerns contact the network administrator or principal's office.

Castlewood School Acceptable use of District Computers/Network

Purpose

The Castlewood School District offers students access to technology resources for educational activities. The purpose of the Castlewood School District's technology resources is to provide additional educational resources and communication tools for students. These resources will help teachers to facilitate education and research consistent with the objectives of the Castlewood School District.

Definition – Technology Resources

The Castlewood School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Castlewood School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Castlewood School District and the State of South Dakota is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Castlewood School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. In compliance with the Children's Internet Protection Act (CIPA), the Castlewood School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent is delegated authority to implement these education requirements. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

User Terms and Conditions (rev.7/10/2017)

The use of Castlewood School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Castlewood School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

Computer/Network Violations (Devices, Laptops, and Desktops):

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service

technician.

- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.
- l. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- m. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- n. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- o. Creating, uploading, or transmitting computer viruses.
- p. Attempting to defeat computer or network security.

Consequences: Violations may result in a loss of access to technology resources. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

4. Castlewood School District/State of South Dakota does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator or Principal's Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Computer batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by the Castlewood School District may be applied to the computer.
 - c. Protective computer cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
 - d. Computers that malfunction or are damaged must first be reported to the Network Administrator or Principal's Office. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired. The student will be charged a \$25.00 fee for each repair incident. Students will be entirely responsible for the cost of replacement or repair for computers that are lost, damaged intentionally or with reckless disregard. In the event that device accessories are lost or stolen the student is responsible for the replacement. The cost to replace specific accessories is a) AC adapter & power cord: \$49.00, b) Device case \$19.00, c) Stylus Pen \$35.00.

Accidental Device damage: Students who have recorded 3 or more instances of accidental Device damage may be asked to check their Device in after school each day. Devices may be checked out again before classes begin the next day.

- e. Computers that are lost or stolen must be reported immediately to the Principal's Office and the police department.
- f. Individual school Device computers and accessories must be returned to CHS at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at CHS for any other reason must return their individual school Device computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Hamlin County Sheriff's Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Device Computer Protection plan and must return the computer and accessories to the school in satisfactory condition. The student will be charged a \$25.00 fee, per incident, for any needed repairs. For any repairs needed that are not covered under accidental damage protection or device warranty, the student may be charged a fee not to exceed the replacement cost of the computer.

Student Pledge for Computers/Network Use

- 1. I will take good care of my device and know that I will be issued the same device each year.
- 2. I will never leave the device unattended.
- 3. I will never loan out my device to other individuals.
- 4. I will know where my device is at all times.
- 5. I will charge my device's battery daily.
- 6. I will keep food and beverages away from my device since they may cause damage to the computer.
- 7. I will not disassemble any part of my device or attempt any repairs.
- 8. I will protect my device by only carrying it while in the bag provided or an approved case.
- 9. I will use my device computer in ways that are appropriate and educational.
- 10. I will not place decorations (such as stickers, markers, etc.) on the District Device.
- 11. I understand that my device is subject to inspection at any time without notice and remains the property of the Castlewood School District.
- 12. I will follow the policies outlined in the *Device Handbook* and the *Acceptable Use of Computers/Network Policy* while at school, as well as outside the school day.
- 13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 15. I will be responsible for all damage or loss caused by neglect or abuse.
- 16. I agree to pay for the replacement of my power cords, battery, device case, or stylus in the event any of these items are lost or stolen.
- 17. I agree to return the District device and accessories in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parental Consent for Under 13 Accounts

Castlewood School provides students with unique learning opportunities via our collaborative and technology enhanced learning environment. Through the use of various sites (Google Accounts, Webmail, Edmodo, etc.) for educational use, students engage in activities and projects that promote creativity, critical-thinking, and collaboration, which we feel are essential skills for the development of a well-rounded learner.

To engage in these activities, an email account is extremely valuable. Due to the Children’s Online Privacy Protection Act (COPPA) rules, Castlewood School must get parental consent for a child under 13 to have an email account (see <http://www.coppa.org/comply.htm>).

By signing below, you give your consent for Castlewood School to issue your child an email account and agree to allow your student to create logins for additional websites to be used for educational purposes.

I have read the terms of the “Parental Consent for Under 13 Accounts,” and I consent to having my child have an email account. I also consent to having my child create user logins for websites that are used for educational purposes.

(Print Parent/Guardian Name)

(Signature)

(Date)

Student Name _____ Grade _____ Age _____