

Spearfish Creekside Elementary

Student/Parent Handbook 2017-2018

Spearfish School District
525 East Illinois
Spearfish, SD 57783

*Empowering All Students to
Succeed
in a Changing World*

SPEARFISH SCHOOL BOARD

Jeff Sleep Amy Cermak Mistie Caldwell Cody Lawson Mitch Hopewell

SPEARFISH SCHOOL DISTRICT (717-1201)

Superintendent: Kirk Easton
Business Manager: Craig Crosswait
Special Education Director: Sarah Heilman
Title I Coordinator: Nick Gottlob
Title IX Officer: Kirk Easton

CREEKSIDE ELEMENTARY SCHOOL (717-1210)

Certified Staff:

Principal: Dan Olson

3rd Grade: Ashley Anderson, Annie Heltzel, Lauren Jones, Kori Meredith, Sandy Nichols, Grace O'Connor, Julie Reinert, Jessica Smith

4th Grade: Amanda Bauer, Amanda Krueger, Carlene Burke, Chele Damuth, Sydney Haugland, Barb Schuler, Tanya Seyer, Jill Tiffany

5th Grade: John Bokker, Cori Engelhardt, Kate Garcia, Kathy Kellogg, Josh Miller, Jennifer Reiners, Kenette Scharf, Karyn Scott

Art: Julianne Zoller

Computer: Janice Koski

Counselor: Jackie Kary, Erin Stephan

Library: Alisa Bently

Music: Leslie Speirs

Physical Education: Cody Powers

Special Education: Karen Kissack, Judy Lamb, Christine Skoglund, Susan O'Dea, Jessica Schatz, Cassie Schuurmans

Speech and Hearing: Karen McLennan

Title I: Laurie Anglin, Jan Hansen

English Language Learners: Ceci Estes

Non-Certified Staff:

Custodial Personnel: Les Heiserman

Educational Support Personnel: Michelle Altmyer, Tami Bonde, Kim Briggs, Nicki Cortez, Kaitlin Erickson, Wanda Jahnig, Jodi Jarvi, Max Merchen, Kari Qaum, Eliza Thompson, Lisa Tieszen, Laura Truax, Jodi Willhite, Kelly Winter-Howard

School Nurses: Barb Graslie, Karen Moye

Administrative Assistants: Mary Jo Beug, Sherry Klinkel

DEAR PARENTS AND STUDENTS:

Welcome to Creekside Elementary School!

We are looking forward to an exciting and successful year. This handbook was prepared in an effort to inform parents and students about our school. We believe that parents/guardians are partners with the schools in the education of our children, and that through open communication and shared beliefs we can be successful at “Empowering All Students to Succeed in a Changing World.” Please take time to read this handbook thoroughly.

On behalf of the faculty and staff, we would like to extend you an invitation to visit our school, attend your child's programs, and be an active participant in your child’s education. We are very happy to have you and your child with us at the Creekside Elementary School.

Sincerely,

Dan Olson
Creekside Elementary Principal

ACCIDENTS AND ILLNESSES

If your child is injured or becomes sick at school we will make every effort to call you immediately. If you cannot be reached, we will attempt to contact the emergency number that you list on the registration form. If the information on the registration form changes, please be sure to notify the office.

ACTIVITY TICKETS

An activity card is a student's identification as a member of the student body. It entitles the holder to free admission to all home high school athletic events, certain plays and concerts (listen to the announcements). Activity tickets are offered for sale at the beginning of the school year at the High School only. Ticket Prices are:

Student single (Grades K -12) - \$3
Adult single - \$5
Student activity ticket - \$25
Senior citizen activity ticket - \$5
Adult activity pass - \$75
Two adult activity tickets - \$125
Family Pass - \$175 (2 Adults & Unlimited Children)

ANIMALS AT SCHOOL

If an animal is brought to school by the parent for show and tell, please contact the teacher prior to the visit to arrange the best time. Animals brought to school need to have proof of vaccination for rabies and distemper. Animals must be taken home immediately after show and tell.

ARRIVAL-DISMISSAL

Creekside 8:10 a.m. (1st Bell) 8:15 (tardy bell) to 3:05 p.m. (dismissal bell)

For those students who ride with parents, we ask that they arrive at school no earlier than 7:50 a.m. and be dropped off on the North side. Students should not be in the building prior to the beginning of school unless attending an authorized activity. Breakfast is served between 7:45 A.M. and 8:05 A.M. Adult outside supervision begins at 7:50 A.M. Once students have arrived on school grounds in the morning, they are not to leave.

We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the main office first to check your child out. If someone other than a family member is going to pick your child up, please inform the school.

ATTENDANCE

Regular attendance is essential to success in school. Frequent absences disrupt the continuity of the instructional process. Therefore, it is very important that students attend on a regular basis.

State law requires consistent school attendance. If a student misses 20 or more school days per year, grade level promotion may be jeopardized. A student with frequent truancy may be reported to legal authorities. Please remember that a written note or a phone call explaining the absence is required when a student is absent.

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness is interpreted as any small portion of the day that interrupts your child's instructional time. A note should accompany your child explaining the reason for his/her tardiness. If a student is tardy, he/she must stop at the main office before reporting to the classroom. Excessive tardiness may result in disciplinary action.

If you know in advance that your child will be absent from school, please notify the teacher and office. We try to work with parents on having students make up the work missed; however, make-up work is no substitute for classroom instruction. Parents may pick up make up work after 3:05. **Notes excusing a child from going outside for recess or to sit out during P.E. need to be from a medical practitioner.**

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, SHOES WITH WHEELS, ETC.

All bikes ridden to school should be stored immediately upon arrival at school in the designated bicycle racks on school grounds. Always walk your bike while on school grounds. We recommend that bikes be locked while at school. The school does not assume liability for bicycles or other personal items brought from home.

Skateboards, roller blades, scooters, shoes with wheels, etc. are not to be ridden or used on school grounds at any time. Student motorized transportation is not permitted at school.

BUS TRANSPORTATION

Discipline issues for students riding the school bus will be addressed by the building principal. Violation of these rules and regulations may result in temporary or permanent suspension of busing privileges. Students riding buses to school or students being dropped off by parents **MUST** remain on the school grounds. Students waiting for buses after school must remain on the sidewalk until they are given permission to board the bus by either a supervisor or the bus driver.

If a student who rides the bus is held after school by a teacher, 24 hour notice will be given to the parent, so transportation arrangements can be made.

If there are questions about the rules and regulations, bus stops, and time schedules, the parent can call Dakota Bus Service, 642-2353 or the Creekside Elementary Office, 717-1210.

CANDY, GUM, ETC.

Although permitted at school, students are to limit candy and gum use to classrooms (with teacher permission) and not the lunchroom, hallways, playgrounds, etc.

COMMUNICATION WITH SCHOOL

We are very interested in your ideas and suggestions to improve our schools. Concerns involving your child's education should first be discussed with your child's teacher, then the principal. The parent advisory meetings also provide parents an opportunity to discuss ways to enhance educational opportunities for children.

CONFIDENTIAL FILES

Throughout the school year, we have the opportunity to host student teachers/interns in the Spearfish School District. The majority of these prospective teachers are current students at Black Hills State University here in Spearfish. The purpose of the student teaching/internship experience is to provide authentic classroom teaching experience to these students who are required, as part of earning a teaching degree, to work alongside a certified, supervising teacher

for a specific number of weeks. Included in this experience is being able to access a child's cumulative records file with parent/guardian permission (see Signature Page).

CHURCH NIGHT

There are no scheduled school activities on Wednesday night for Creekside Elementary students. This allows the students to participate in the youth activity programs in their church.

DRESS CODE

Students need to dress appropriately for the weather and activities in school. Clothes that do not fit the child or create a distraction from the education of our students will not be allowed. Examples of inappropriate dress or grooming include: underwear that is visible, see-through clothing or clothing that is not in good taste, extremely short skirts or shorts, bare feet, chains, pants that don't fit and are not worn at the waist, and clothes that display drug, alcohol, tobacco, gang affiliation/symbols, or inappropriate language. Hats/bandanas are not to be worn in the building.

We live in an area that typically has cold weather and weather conditions that can change quickly. Students are expected to be outside before school and during recess if temperatures are above zero degrees wind chill. Students need to be dressed appropriately for the weather.

EMERGENCY EVACUATION--CRISIS PROCEDURE

In the event that students are evacuated from the building and moved to an alternate site, parents will be notified via the SchoolMessage phone system and through the media. Students will remain at those locations until they can safely return to school, their parents pick them up, or they are dismissed onto the buses at the regular time.

ENROLLMENT

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state shall be required to present to school authorities certification from a licensed physician that they have received adequate immunization according to the recommendations of the State Department of Health before being allowed to attend classes.

Also South Dakota State Law (SDCL 13-27-3.1) requires that parents/guardians provide the school with a certified copy of the child's birth certificate. You will have 30 days to provide this to the school office.

FIELD TRIPS

From time to time your student will participate in a class field trip. His/her classroom teacher or the school will provide you with all necessary information. Parent permission must be granted prior to a student traveling in a vehicle in or out of town (see Signature Page).

FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, and safety drills are held every year. Emergency information for these drills is posted and/or reviewed with students in each classroom.

FOOD SERVICE

The goal of our food service is to provide a nutritious breakfast and lunch program for students. Breakfast is served between 7:45 A.M. and 8:05 A.M. If a child is not going to eat lunch at school, please notify the classroom teacher and check-out in the office.

Breakfast and lunch money is turned in to the homeroom teacher at the beginning of the school day. The school will send payment reminders to parents when meal account balances are owed. The District Website www.spearfish.k12.sd.us has a link to the EZSchoolPay for on-line payments.

Application forms and information regarding our free and reduced breakfast and lunch programs will be sent home with all students during the first week of school, or during registration. If a family qualifies for free or reduced lunch/breakfast prices, they need to reapply every year during the 1st month of school. Failure to reapply will place the child on full-pay status for both breakfast and lunch. Any accrued balances during this time period will still be owed even after a change in status. Both breakfast and lunch are included if a child qualifies for free or reduced price meals.

Extra milk may be purchased for \$0.45

Breakfast Prices

Regular Price \$1.10 per meal

Reduced Price \$0.30 per meal

Lunch Prices

Regular Price \$2.65 per meal

Reduced Price \$0.40 per meal

Adult Prices

Breakfast \$1.60 per meal

Lunch \$3.60 per meal

LUNCHROOM RULES

1. Our lunchroom will be a pleasant place if everyone is polite to cooks, supervisors, students and visitors.
2. Messes will be kept to a minimum if food is handled carefully. Inappropriate behavior is never allowed.
3. It will be a healthy meal for everyone if you eat only the lunch you brought or purchased - not someone else's (exchanging food passes germs).

4. Pop is prohibited in the lunchroom.
5. Only one extra milk/juice may be purchased per day.
6. Leftover food may not be taken out of the lunchroom.
7. An all you can eat fruit and vegetable bar is available daily.
8. Students may purchase additional items with parental permission

HOMEWORK

If you know in advance that your child will be absent from school, please notify the teacher and office. We try to work with parents on having students make up the work missed; however, make-up work is no substitute for classroom instruction. Parents may pick up make up work at the end of the school day.

ILLNESS

In the event that a student feels ill, the student needs to notify their teacher. Students can call their parents with the permission of the teacher. **If a child is sent to school, they need to be prepared to go to recess outside. If a child is too sick to be outside, they are probably too sick to be in school.** A student with head lice will be sent home for treatment. Upon returning to school, the student will be examined and cleared for school re-entry by the school nurse. Information on head lice, etc. can be obtained at school.

INSURANCE

The school accident insurance policy is available at a minimal cost. It can offset the high cost of medical care with school-time accident coverage, 24 hour accident coverage, etc. Information on the insurance will be available during the first week of school. The insurance can be purchased any time during the year. Student dental insurance is available as well.

INTERNET USAGE

In order for our students to access the Internet, the parent/guardian and student must agree to the district's "Technology Use Agreement." Students are to use the Internet access and/or e-mail for school purposes only, unless special arrangements have been made through the teacher. Accessing chat rooms and inappropriate internet sites is not permitted.

Parents and community members are invited to visit our school district web site at <http://www.spearfish.k12.sd.us>

You will find information about our school programs and classrooms.

LIBRARY

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. The primary objective of the school library is to implement, enrich, and support the educational program of the school.

Books may be checked out for two weeks, plus one renewal of two weeks. 3rd, 4th, and 5th grade students may have three books checked out at one time. Special arrangements may be made for checkout of older issues of periodicals. Reference materials, such as encyclopedias, dictionaries, atlases, etc. are not to be checked out. Special permission may be obtained for their use in the classroom.

The replacement amount for lost or damaged items will be charged. Students may be deprived of library privileges because of undesirable conduct in the library or abuse of library materials.

LOCKERS

Lockers are the possession of Spearfish Schools and may be inspected by school officials at any time. Students may be assigned a hall locker for coats, boots, and personal items. Spearfish Schools are not responsible for lost or stolen items. Locks provided by students will be allowed on the lockers. Large sized combination locks are preferred to key locks, the code or key needs to be left with the classroom teacher.

LOST AND FOUND

Have your child check the lost and found box if he/she has lost an item. Please mark your child's personal belongings (coats, jackets, boots, overshoes, caps, etc.) with his/her name or initials so the items can be identified. Parents are encouraged to check the "Lost and Found" box frequently throughout the year as it will be emptied periodically.

MEDICATION

All medications (prescription or non-prescription) must be brought to the office by a parent or guardian and a district medication form completed (District Policy 5320.2 FM). All medications need to be stored in the office, unless prior arrangements have been made between the doctor, parents and school. If the student is to carry an inhaler, (as **prescribed** by Doctor) we strongly suggest that a second inhaler be kept in the office. "Carry" is defined as keeping the inhaler on the child's person at all times, not in their backpack, locker, desk, etc.

Prescription medications must be in a pharmacist-labeled container that specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use, if you ask for it.)

Non-prescription medications should be in an original bottle or container labeled with the student's name. (**This includes cough drops, cough syrup, aspirin, and so on**). Only FDA approved medications may be handed out at school.

If your child needs medication at school, please come into the office to fill out the proper forms. No medications will be dispensed without the proper forms being filled out (District Policy 5320.2 FM).

Again, all medications will be kept and administered in the office.

NEWSLETTER

“The Creek” a monthly school newsletter is published at school and sent home electronically. It contains important dates, monthly lunch menus, news from the Principal and student awards. If you are unable to receive the newsletter electronically please let your classroom teachers know and a hardcopy will be provided.

NUISANCE ITEMS

Items such as laser flashlights/pointers, matches, incendiary devices, etc. are not permitted at school and will be confiscated. Possession, use, or intent to use may result in suspension.

CREEKSIDE PARENT ADVISORY COMMITTEE

Creekside Parent Advisory meets during the school year. The focus of the group is to help parents be informed about our school, and provide parent input on ways that we might improve. We will be looking for classroom parent representatives to serve on this committee. If you are interested in serving on a committee, please contact your child’s teacher or the office. Notices about the meeting time and location will be in our school newsletters and a phone message will be sent. Any and all parents are invited to attend. We hope you will be able to join us.

PROMOTION, RETENTION, GRADE SKIPPING

Student progress through school is marked by a student’s grade placement. A student’s placement is based on a number of factors, including academic progress, age and maturity. If retention or grade skipping is considered, the parents and school staff will meet to determine the proper course. If the parents and school cannot agree on the best grade placement for the child, the school principal will determine grade placement. Parents may appeal the principal’s decision to the Superintendent and the Board of Education.

PUPIL TRANSPORTATION – PRIVATE VEHICLES

The use of passenger vehicles to transport students to and from school sponsored and approved activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver (employee or other) qualified and reasonably competent, and that adequate insurance coverage is in force. Driver’s license and Insurance documentation must be presented to the office. (Forms available in the office)

REPORT CARD

Our report card is based on the State adopted Standards. Teachers will thoroughly explain this report card to you during Parent –Teacher Conferences in the fall.

RESPECT FOR PROPERTY

Damage to school property through carelessness or malicious acts will be considered a serious offense, and the offenders shall be called upon to bear the expense of repairs and replacements.

SCHOOL BOARD POLICIES

School Board Policies are available on the district website: www.spearfish.k12.sd.us

STANDARDS, CURRICULUM AND COURSE GUIDELINES

Teachers use the district adopted standards, curriculum, course guidelines, and materials in developing and delivering lessons for their classrooms. Teachers, grade levels, buildings, and the district will at times add curriculum areas and grants such as Lifeskills, Character Counts, DARE, etc.

Following are the district purchased curriculum material:

Reading – Ready Gen, Step up to Writing, Accelerated Reader

Math – Investigations

Science – Pearson Interactive Science

Social Studies- McMillan/McGraw-Hill, Discover South Dakota, and Kids Voting

STORM POLICY

In the event of inclement weather when buses cannot run, the information will be given by the following radio stations: KBFS (1450 AM, 103.1 FM); KBHB (810 AM); KDSJ (980 AM); KBHU (FM) and television stations: KOTA and KEVN. Also the School District's automated phone message system will notify all households of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

In the event that school is called off for the day or that there will be a school dismissal prior to normal time, information will be available on above mentioned radio and TV stations.

When school is in session and the weather is inclement, teachers will shorten or eliminate recess time. When the weather is harsh (heavy rain, lightning, wind chill of 0 degrees or lower, etc.), children will remain inside the building. Since South Dakota has such variable weather, please dress your child accordingly.

STUDENT CONDUCT--Creekside Elementary Student Behavior Definitions:

Above the Line Program: A school-wide program that sets expectations for student behavior and focuses on positive rewards and consequences.

Behavioral Plan: An individual student plan developed to determined specific needs and strategies.

Classroom Expectations: Classroom rules and procedures usually developed jointly between students and teachers.

Counseling: Consultation between students and Counseling staff designed to identify and develop helpful behavior interventions.

CPAC (Creekside Parent Advisory Committee): Collaboration between families and the school that provides an opportunity for families to provide input and share ideas.

Expulsion: Denial of a student's membership in school for a period of time by School Board approval.

Honor's Assembly: Monthly Character Education Assembly designed to honor students and staff for demonstrating appropriate behaviors.

ISS (In-School Suspension): Denial of student's participation in class and/or school activities. The suspension will be served in the school setting, and students are required to complete assigned work.

Legal Referral: Notification of appropriate legal authorities regarding student actions that are matters of law.

Long-Term Suspension: Temporary denial of student's participation in school by the Superintendent or School Board for more than 10 days and not more than 90 days.

OSS (Out-of-School Suspension): Temporary denial of student's participation in school by the Principal, Superintendent, or School Board for 1-10 days.

Parent Conference: Meeting between school staff, students, and families to identify specific goals for student improvement related to academic performance and/or behavior along with specific action steps for achieving them.

PBIS Team: Group of school staff members that develop student behavioral expectations and recognizes positive student behavior based on the 4 Bs. BE Respectful, BE Responsible, BE Safe and BE Prepared

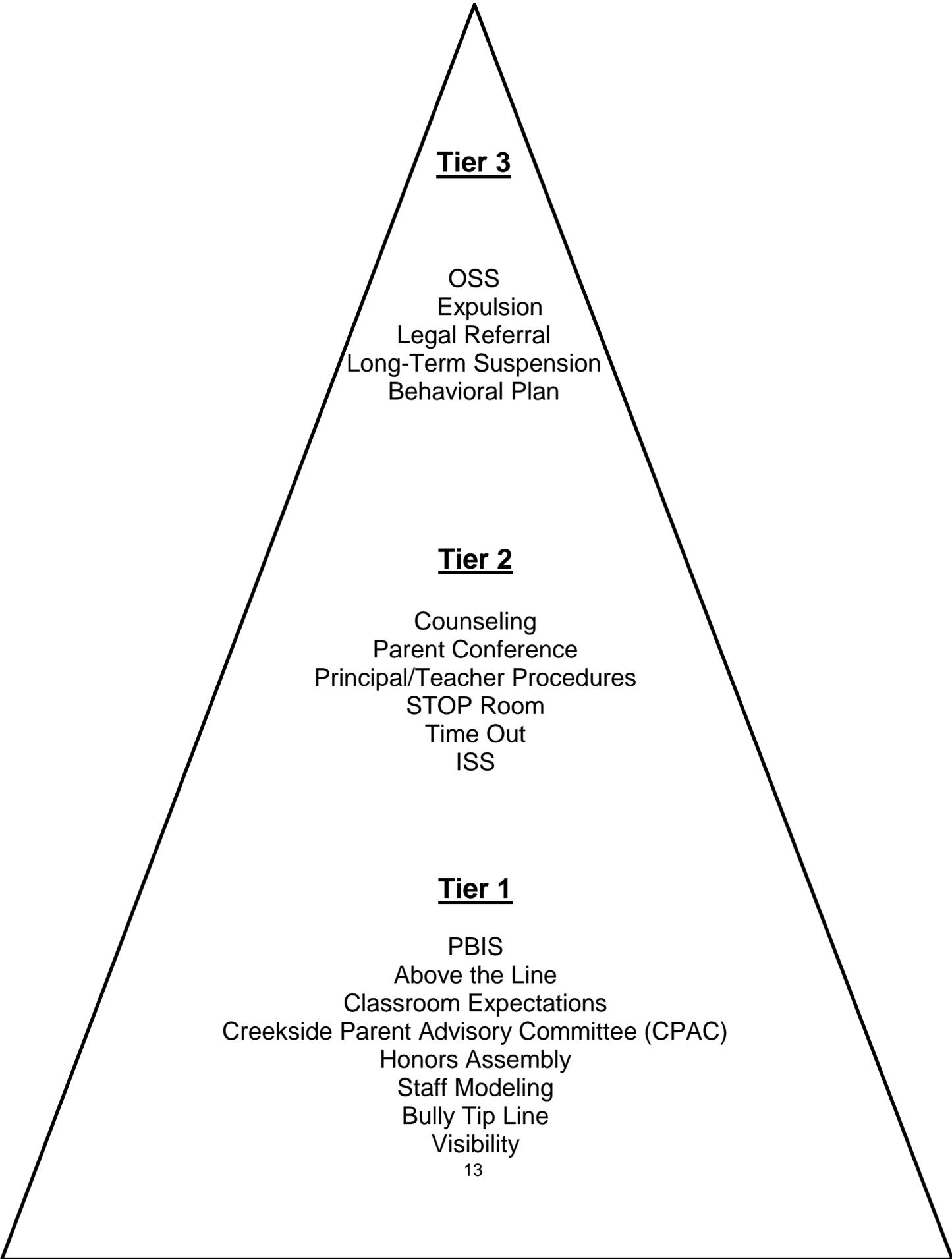
Principal/Teacher Procedures: Standard school disciplinary interventions including warnings, redirections, time-out, etc.

Staff Modeling: Responsibility of each staff member to display positive behaviors associated with school values and to monitor student behavior at all times.

STOP Room (Student Time Out Program): Alternative classroom setting for students with behavioral needs that can't be met in the regular classroom setting. Program offers individualized help and a highly structured setting to help students.

Time Out: Teacher assigned one hour intervention for minor classroom infractions.

Visibility: Staff presence to promote student-staff relationships and monitoring of student behavior.



Tier 3

OSS
Expulsion
Legal Referral
Long-Term Suspension
Behavioral Plan

Tier 2

Counseling
Parent Conference
Principal/Teacher Procedures
STOP Room
Time Out
ISS

Tier 1

PBIS
Above the Line
Classroom Expectations
Creekside Parent Advisory Committee (CPAC)
Honors Assembly
Staff Modeling
Bully Tip Line
Visibility

CHARACTER COUNTS

Character Counts is a program to strengthen the character of today's young people. It is built on the consensus that no matter how diverse our opinions, personalities and backgrounds, there are ethical principles that clearly define us at our best. These principles are important because they are the very foundation of a free, democratic society. The fundamental principles in Character Counts are called the Pillars of Character:

TRUSTWORTHINESS	(Honesty, Integrity, Reliability, Loyalty)
RESPECT	(Golden Rule, Tolerance, Nonviolence, Courtesy)
RESPONSIBILITY	(Duty, Accountability, Pursue Excellence, Self-Control)
FAIRNESS	(Justice, Openness)
CARING	(Concern for Others, Charity)
CITIZENSHIP	(Do Your Share, Respect Authority and the Law)
DECISION-MAKING	(Sound and Thoughtful Decision-Making Skills)

STRATEGIES FOR SELF-CONTROL

Creekside Elementary supports children in solving social problems in a non-violent manner. Violence or disrespect is any mean word, look, sign, or act that hurts a person's body, feelings or things. No one is entitled to use violence. Violence is not tolerated at our schools. The strategy we teach children when they need to resolve conflict is:

- Stop What You Are Doing (Don't make the problem worse)
- What is The Problem? (Identify what the conflict is about)
- Identify Your Choices (What can YOU do to resolve the problem)
- What Are The Consequences? (Your choice must be non-violent)
- Make A Good Decision—Give Yourself Credit For Staying In Control

RECESS RULES

Recesses are intended to give students fresh air, exercise and a chance to play and visit with peers. It is a privilege to have recess and that privilege will be taken away if a student is disrespectful to others or does things that are inappropriate or dangerous to themselves or others. (Our goal is to teach students social skills).

We expect the following:

- Treat all students and supervisors with respect.
- Hats/caps may be worn during recess. All hats or caps worn by either boys or girls must be removed when entering the building.
- Handheld electronic equipment is not allowed. We would like to remind all students that recess is a time for physical activity and exercise.
- Please keep balls, Frisbees, jump ropes, etc. away from other playground equipment.
- Following are dangerous activities and will cause a student to lose playground privileges:
 - Playing on street, near parked cars, or near bicycles

- Bicycle riding on school grounds
- Skateboards, roller blades, scooters, shoes with wheels on school property
- Hard balls and bats of any kind
- Fighting of any kind (including rooster, chicken, pretend fighting, wrestling, and piggy back riding)
- Rough games that involve knocking people down, tripping, tackling, shoving or punching.
- Water guns or other water-type toys (See weapons policy)
- Snowball or rock throwing.
- Dangerous toys
- Keep hands on the bars-no flipping, death drops, penny drops or jumping off.
- Do not loiter in the entry ways. It is to be used to get to and from the playground areas.
- Once outside, students are to stay outside until the whistle blows. Permission to come in before the whistle may be granted by the supervisor on duty.

STUDENT PLACEMENT

Class lists are developed in the Spring for student placement in the Fall. The classroom teachers, building principal and counselor work closely together to group children in classrooms to insure the success of the children and teachers. Philosophically the school believes that student needs can best be met in a classroom where there is a balance of student abilities, personalities and learning styles.

As a result it is very difficult to honor parent requests for students to be placed with specific teachers and maintain the classroom balance we strive for. If a parent has a concern about their child's placement, they may submit a "Request for a Specific Learning Environment" form to the office by April 15th. If a parent requests that a child not be placed with a specific teacher, we will work with the parent to honor that request.

Students who enroll during the summer or during the school year will be placed by the building principal or school counselor.

TELEPHONE AND CELL PHONE USE

Students are to have permission from their teacher to make calls. Students and teachers will not be called to the telephone during class time unless it is absolutely necessary. The secretary will get a message to your child or the teacher. Student cell phones must be turned off during the school day. Please note, the school is not responsible for lost or stolen items.

TESTING

Several local, state, and national assessments are administered annually. SmarterBalanced state assessment (SBAC) is administered to all 3rd, 4th, and 5th graders in the spring. Fourth grade students take the National Assessment of Educational Progress (NAEP) which is given to randomly selected schools.

TEXTBOOKS, EQUIPMENT, ETC.

Students are responsible for taking care of school property such as textbooks, equipment, and supplies. All lost or damaged books and equipment must be paid for by the family. Report cards will be issued when all fines are paid. If the lost book or equipment is found, any money paid will be refunded.

TRIMESTERS

Trimesters are used at the elementary level. Instead of the traditional Quarter system, our school year is divided into 3 twelve week progress reporting periods. The Trimester system allows our teachers more time to get to know your children, gives them more time to assess their needs, and matches our Fall, Winter, and Spring assessment schedule. Check the School Calendar for specific beginning and ending dates.

VALUABLES

Students are NOT to bring inappropriate or valuable items or large amounts of money to school. Students are allowed to bring marbles, balls and jump ropes (labeled with their name) to be used on the playground, but students are not allowed to trade or sell items at school without the permission of the principal. We discourage the use of electronic music or video gaming devices and or other valuable items. On occasion classroom teachers may allow these devices. The school is not responsible for any lost, stolen, or damaged items.

VIDEOS, DVD'S, ETC.

These media may be shown to students throughout the school year. A maximum of 4 "reward or fun" movies may be shown during a school year. Teachers will inform parents prior to the showing of any PG-Rated movies or films.

VISITING CLASSROOMS

We encourage parent participation in our schools. We ask that parents prearrange their visits with individual classroom teachers and that they come through the front doors of the school, check in at the office, and obtain a Visitor's Badge. If parents wish to visit the playground areas, for other than dropping off a child, they must also obtain a Visitor's Badge from the office. Students are asked not to bring school-aged visitors to school with them. Although it may be interesting for visitors to see another school besides their own, it is a distraction for the students and the teacher in the classroom.

VOLUNTEERS

We welcome and encourage persons to join our staff to help in the education, supervision, and recreation of our students. Please check with the Principal if you would like to lend a helping hand. A background check may be a prerequisite to becoming a volunteer.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please notify the school by stopping in or phoning as soon in advance as possible. This will give ample time to complete the student check-out sheet. Your cooperation is always greatly appreciated.

PROGRAMS PROVIDED AT CREEKSIDE ELEMENTARY

ACCELERATED READING PROGRAM – computerized assessment tool used to help staff evaluate proper reading levels and to track student reading progress.

ART promotes creative thinking skills and problem solving abilities. Elementary students are introduced to art history, drawing, painting, print-making and sculpture for 18 weeks at each elementary school during the school year.

CHARACTER COUNTS consists of the Pillars of Character that are stressed at school: Trustworthiness, Respect, Responsibility, Fairness, Caring, Decision-Making, Citizenship, etc.

COMPUTER lab time is scheduled for each classroom during the week. Students have the opportunity to learn skills related to the use of computer technology such as: keyboarding; research skills; communication skills; internet usage for classroom projects; and a variety of other applications supporting all areas of our curriculum.

COUNSELING: The school counselor works with children individually, in small groups, and in the classroom. The counselor is interested in helping with any student problems or concerns involving school, peers and/or family. The goal is to be a supportive resource to help families through the various stages of their children's lives. If you would like your child to be seen on a regular basis, a counseling referral form needs to be filled out by either a parent or teacher.

LIBRARY: The primary objective of the school library is to implement, enrich, and support the educational program of the school.

MUSIC provides an opportunity for all students to explore and experience many facets of music and how to utilize its intellectual and emotional benefits.

PHYSICAL EDUCATION is an integral part of the total educational process, provides movement-centered and knowledge-based activities that focus on the intellectual, social, emotional and physical needs of students, and enables them to realize their full potential.

SCHOOL NURSE: The district employs a full time and a part time nurse on staff. If you have any special health concerns or questions regarding your child, the nurse can be contacted through the office or the classroom teacher.

SPECIAL EDUCATION: A full continuum of special education services is available to students who have special needs. For more information, parents should contact their child's classroom teacher.

TITLE I: provides supplemental help in the areas of reading and math for children who qualify for the program. Services are provided outside the classroom. Each year the Title I staff give individual academic assessments to assist in selecting children for Title I services and to plan appropriate programs for them. If your child qualifies to participate in these targeted assistance programs, you will be notified.

After School Assistance Program (ASAP): provides teacher selected students the opportunity to improve their academic skills after school.

Gifted and Talented Education (GATE): provides assessment/teacher selected students the opportunity to expand their educational opportunities after school.

Pertinent School Board Policies

STUDENT ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE POLICY

Spearfish School District 40-2

5000 Students

Board Policy Code: 5105

Part 1 - Policy Definition

Spearfish School District 40-2 recognizes that alcohol, tobacco and other drug abuse poses a serious threat to the health and well-being of the district's students and is detrimental to the learning process and the effective operation of the schools. Furthermore, the board recognizes that alcohol, tobacco and other drug abuse is a social and personal health problem that needs to be treated, not merely punished. Therefore, the board expresses the following policies. The rules and sanctions apply to students regardless of age and regardless of whether or not they may legally use the products away from home. As required by law, violations will be reported to appropriate authorities, including law enforcement officials.

1. Students are forbidden to possess, use, sell, barter, or misuse:
 - a. Alcohol, tobacco or other drugs;
 - b. Controlled substances;
 - c. Mind altering or mood altering substances;
 - d. Intoxicants;
 - e. Paraphernalia for drug use;
 - f. Anything purposed to be any of the substances previously listed;
 - g. Paraphernalia for using any of the substances previously listed.
 - h. Inhalants
 - i. Non-prescription or prescription drugs (see #2 below).

This prohibition exists in school, on school properties, personal and/or school vehicles, at school activities, or in any other area where school-related functions are occurring. The intent to possess, use, or sell any of the above is forbidden.

2. The Spearfish School District has a separate policy covering possession and use of prescription and non-prescription medications, Board Policy 5310.

- a. Students who possess and use medications (as that term is defined in Board Policy 5310) in accordance with Code 5310 will not be in violation of this policy.
- b. If students possess or use medications without the appropriate paperwork and signatures as required by Board Policy 5310, the school office will contact the student's parent/guardian and request the correct forms be completed before administration or self-administration of the medication can occur.

c. Academic and/or disciplinary sanctions (including but not limited to an educational project, suspension or expulsion) for students violating Board Policy 5310 may be imposed or recommended by the building administrator, depending upon the facts and circumstances involved.

Part II - Disciplinary Sanctions and Implementation For Alcohol and Other Drugs Procedures:

Parent/legal guardians and appropriate authorities, including law enforcement officials, must be notified of incidents involving possession, use, sale and/or being under the influence of these products. All incidents must be notated and a record must be kept of pertinent facts, actions, and contacts made with parents/legal guardians, legal officials, and other appropriate agents or agencies.

1. The first violation of this policy will result in 10 days in or out-of-school suspension.
 - a. For the first offense of the violation of this policy, the student will enroll in a certified alcohol/drug diversion program. All costs of the diversion program are the responsibility of the student and family. Parent participation in alcohol/drug diversion and/or tobacco classes is encouraged. Upon proof of enrollment, the suspension will be reduced to four (4) days or less of in or out-of-school suspension.
 - b. Without proof of enrollment or if student withdraws from diversion program, the original suspension will stay in effect.
 - c. A student may be allowed academic credit, according to building procedure, if all work is turned in the day the student returns to school from the out-of-school suspension.
 - d. Student activity rules will be followed as outlined in Board Policy 5430/6315. Students participating in extra-curricular activities will not be allowed to travel, but are allowed to attend home events during first offense suspension, but will not dress or sit with the team or group.
2. A second violation of this policy will result in long-term suspension.
 - a. For the second violation of this policy, the student must attend a certified alcohol/drug diversion program. All costs of a certified alcohol/drug diversion program are the responsibilities of the student and family. Parent participation in alcohol/drug diversion is encouraged.
 - b. Upon proof of compliance with a certified alcohol/drug diversion program, the suspension may be reduced, at the discretion of the building administrator, to no less than six days of out-of-school suspension.
 - c. Without proof of enrollment in the diversion program or if a student withdraws from diversion program, original suspension will take effect.
 - d. The school will support the continuation of educational efforts in any alternative educational setting.
 - e. Student activity rules, as outlined in Board Policy 5430/6315, will be followed. Students participating in extra-curricular activities will not be allowed to attend the next four scheduled events.
3. A third violation of this policy will result in an out-of-school suspension until the next regular school board meeting at which time the building administrator will make a recommendation for expulsion.
4. Supplying/distributing or selling (bartering) chemicals (alcohol and other drugs) or material represented to be a controlled substance will result in the number two sanction, even though it may be the first violation of this policy.

PART III - Disciplinary Sanction for Tobacco and Implementation Procedures

For the purposes of this policy, tobacco means any substance or item, in any form, containing tobacco. The administration is directed to treat the use, possession or promotion of all forms of nicotine-containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the device is not part of an individual's cessation program. The following tobacco laws affect people under the age of 18:

1. If you are under the age of 18 years it is illegal to possess, smoke, chew or ingest tobacco. The maximum fine for such a violation is \$200 and/or 30 days in jail. (SDCL 34-36-2). The states attorney may choose to allow the adolescent to avoid adjudication by attending a tobacco diversion program.

2. It is illegal to purchase or attempt to purchase smoking or chewing tobacco if you are under the age of 18 years.
3. It is illegal to knowingly sell or distribute a tobacco product to a person under the age of 18 years.
4. It is unlawful to sell cigarettes other than in an unopened package originating with the manufacturer and depicting warning labels required by federal law.
5. It is illegal to distribute tobacco samples in or on a public street, sidewalk or park that is within 500 feet of a playground, school or other facility when it is being used primarily by persons under the age of 18 years.
6. It is illegal for those under the age of 18 to smoke, even in the presence of parents.

Parents/legal guardians and appropriate legal authorities must be notified of incidents involving possession or use of tobacco. A record of all incidents must be kept of pertinent facts, actions, and contacts made with parents/legal guardians, legal officials, and other appropriate agents or agencies. Parents/legal guardians should be involved.

1. The first violation of this policy will result in four (4) days or less of in or out-of-school suspension, reduced to a one (1) day in or out-of-school suspension if the student participates in a tobacco class for the violation. All costs are the responsibility of the student and family. Parent participation in the tobacco class is encouraged. Student activity rules, as outlined in Board Policy 5430/6315, will be followed. Students participating in extra-curricular activities will not be allowed to attend the next two scheduled events.
2. The second violation of this policy will result in four (4) days or less of in or out-of-school suspension.
 - a. Student activity rules, as outlined in Board Policy 5430/6315, will be followed. Students participating in extra-curricular activities will not be allowed to attend the next four scheduled events.
3. Third and subsequent violations of this policy will result in long-term suspension.

PART IV - Parent/Guardian and/or Self Referral

In the event a student and/or his/her parent or guardian reports a violation of this policy and is seeking treatment support:

1. Student will enroll in a certified alcohol/drug diversion program. The school will assist in the referral process of the diversion program. All costs of the diversion program will be the responsibility of the student and family.
2. Student activity rules, as outlined in Board Policy 5430/6315, will be followed as a first violation in all cases.
3. Any academic penalty will be waived.

Part V - Annual Review of the Drug-free School Policy will be made.

1. To determine the effectiveness of the program and to implement changes to the program and policy, if needed.
2. To insure that disciplinary sanctions are consistently enforced.

Student and parent members of the school community will be provided written notification of the policy and policy provisions and their mandatory nature.

Due Process: Students shall be afforded the rights of fair procedure and due process, including the definitions, policies and procedures set forth in Board Policy 5210, Suspension and Expulsion.

Approved April 3, 1995
 Revised May 27, 1997
 Revised June 15, 1998
 Reviewed December 14, 1998
 Revised April 12, 1999
 Revised August 9, 1999
 Revised March 13, 2000
 Revised April 9, 2001
 Reviewed January 12, 2004
 Revised February 12, 2007
 Revised April 14, 2008

DANGEROUS WEAPONS IN THE SCHOOL -STAFF AND STUDENTS

Spearfish School District 40-2

5000 Students

Board Policy

Code: 5115/4250

Federal Gun-Free Schools Act (GFSA) requires that each state receiving federal funds have in effect a state law requiring local education agencies to expel from school for not less than one (1) year a student who is determined to have brought a weapon to school, and have in effect a state law allowing the local education agency's chief administrative officer to modify the expulsion requirement on a case-by-case basis. (SDCL 13-32-4, 13-32-4.2, 13-32-7, 21-1-2).

Board policy forbids the bringing of dangerous and/or illegal weapons on school property or to school-related activities. Dangerous weapons shall be taken from pupils and shall be reported to the pupil's parents. Confiscation of weapons will also be reported to the police. Appropriate disciplinary and legal action shall be pursued by the building principal.

A "dangerous weapon" /or "deadly weapon" is defined as any firearm (pellet gun, air gun, including BB gun, look-alike facsimile or homemade guns), knife (including pocket knives), device, instrument, material, or substance, whether animate or inanimate, which is calculated and designed to inflict death or serious bodily harm or in the manner by which it is used is likely to inflict death or serious bodily harm.

Any person who carries, has possession of, stores, keeps, leaves, places or puts into the possession of another person, any dangerous weapon, on or in school premises, vehicle or building used or leased for school functions, whether or not any person is endangered by such actions, shall be in violation of this policy. This would exempt law enforcement officers, employees or students who utilize an instrument, i.e. knife, scissors, staple, etc., for educational use or for maintenance purposes. This section does not apply to authorized weapons in use at school related events

Violation of this policy will, except as modified herein, result in the mandatory disciplinary sanction of expulsion from school for a period of not less than one year of any student who is determined to have violated this policy. The expulsion requirement may be modified by the superintendent on a case-by-case basis.

Expulsion means removal from the regular school district at the location where the violation occurred. All expulsion recommendations will be taken to the school board for action.

Disciplinary Sanctions and Implementation Procedures

A. Students

- 1 The building administration will notify the parent/s or guardian/s of the violation and the administrative disciplinary action taken.
2. The building administration will notify the law enforcement agency.
3. The administration will follow Board Policy 5210 Suspension and Expulsion to notify the parent/s or guardian/s of the violation, the student's due process rights, the one-year expulsion requirement and case-by-case exception procedure set forth in the policy.

B. Staff

Staff who violate this policy shall be subject to personal discipline procedures, up to and including dismissal.

Revised December 14, 1998
Revised April 26, 1999
Revised December 11, 2000
Revised December 11, 2006
Revised April 14, 2008

ADMINISTERING MEDICINES TO STUDENTS

Spearfish School District 40-2

5000 Students

Board Policy 5310

It is the position of the board that the presence of medicines on school property and/or the taking of medicine by students during school hours must be carefully monitored to prevent the development of harmful situations to the students. Whenever possible, students are encouraged to receive medicine outside school hours. However, in those cases where medicine must be taken during the student's time at school, the following procedures are to be followed as safeguard measures:

Definition: Medication- Medication means both nonprescription and prescription medication.

1. Nonprescription Medications:

Nonprescription medications are those medicines which may be purchased without approval of a physician.

2. Prescription Medications

Prescription medications are those medicines which may be purchased only through the approval of a physician and are prescribed for a specific individual.

Implementation

1. The medication must be brought to school on behalf of the student by the parent, guardian or a responsible designated adult and given to the school secretary in the principal's office. A signed copy of the Request to Administer Medication and Release Agreement to Spearfish Schools (Form 5310.1) must accompany the medication. If it becomes apparent that a child has medicine at school without prior secretary notification by the parent/guardian or responsible designated person, the parent/guardian or responsible designated person will be contacted so the proper medication and release agreement forms can be completed.

2. Parent/guardian/responsible designated person requests to store and/or administer prescription or non-prescription medication to students must be in writing, must include a signed copy of the Request to Administer Medication and Release Agreement (Form 5310.1), must state the specific instructions for administering the medication, which are consistent with the directions given by the physician on the prescription; and be signed and dated by the requesting parent/guardian or responsible designated person. A record of all written parent/guardian or responsible designated person requests to store and/or administer prescription and non-prescription medications to students must be kept on file with the school secretary.

3. All medications must be stored in a secure area, managed by the school secretary, and removed from the usual work stations of the students.

4. Prescription medications to be stored and/or administered must be in a pharmacist-labeled container which specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use.

5. Non-prescription medications to be stored and/or administered should be in the original container.

6. Food supplements, vitamins, herbal and homeopathic preparations will not be administered at school, as they are not FDA approved or regulated, and do not contain FDA warnings on the packaging.

7. Cough drops are not considered a medicine for grades 6-12.

8. High school students may carry one dose of a medication per day for self-administration with the parent's signature for nonprescription medication and a doctor's signature for prescription medication. Inhalers are allowed to be carried at the middle and high school levels with a doctor's signature on file at the school. Exception to this must be cleared with the nurse or building administrator.

Adopted June 27, 1988
Revised August 12, 1996

Revised December 14, 1998
Revised February 14, 2000
Revised May 14, 2007

CYBER BULLYING POLICY

Spearfish School District40-2

5000 Students

Board Policy

Code: 5132/6246

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

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

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

Reports of cyber bullying will be investigated as deemed appropriate by the administration.

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

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

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion of a student, or other appropriate disciplinary action of a staff member who is found to have violated this policy, based upon the facts and circumstances of each case. Violations of this policy may also be reported to law enforcement officials if deemed appropriate by the administration.

Adopted December 10, 2007
Reviewed January, 2009

BULLYING

Spearfish School District 40-2

5000 STUDENTS

Board Policy

Code: 5133/6248

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

1. Bullying will not be tolerated on school grounds or at any school activity on or off school grounds.
2. All district employees will be vigilant in preventing and reporting bullying. The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene, unless intervention would be a threat to the staff member's safety. Any behavior that may be construed as bullying is to be reported to school administrators.
3. The school district expects and encourages students and parents who become aware of an act of bullying to report it to the school principal for further investigation.
4. Any student who retaliates against another for reporting bullying will be subject to disciplinary action, up to and including suspension/expulsion.
5. When an alleged bullying incident is reported, the principal or designee will conduct an investigation to determine the most appropriate response to the behavior, up to and including suspension or expulsion.
6. Accusations of bullying are serious. Falsely accusing someone of being a bully is unacceptable and will result in disciplinary action for the person making the false accusations as appropriate.

Approved January 11, 2010

Acceptable and Ethical Use of Technology Resources Spearfish School District Network and Computer Systems

Spearfish School District 40-2

5000 Students

Board Policy Code: 5131/6242/4030

Definitions: The "District's Computer Systems" and the "District's Networks" are defined as any configuration of hardware and software, including all of the computer hardware, operating system software, application software, stored text, and data files. This also includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and any and all new technologies as they become available.

Policy: The use of the District's Network, inclusive of the Wide Area Network (WAN) and the Local Area Network (LAN) is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with educational, efficient, ethical, and lawful use of network resources. If a person violates any of these provisions, privileges may be terminated, access to the District Network may be denied, and the appropriate disciplinary action shall be applied. The District's discipline policy shall be applied to student infractions. In compliance with applicable laws, including SDCL 22-24-55, the District shall operate a technology protection measure that blocks or filters Internet access. The technology protection measure is intended to protect against access by adults and minors to content that is harmful to minors, abusive, obscene, profane, sexually explicit, threatening, illegal or pertaining to pornography, including child pornography. The District shall make reasonable efforts to restrict access to inappropriate

materials and shall take reasonable measures to monitor the online activities of the end users; however, it is impossible to control all materials on a global network.

Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District, or for access by a minor user to obscene materials under SDCL 22-24- 57. Teachers may file a request with the Technology Coordinator to unblock websites that they believe have significant educational value. If the website is determined to be appropriate, the site will be unblocked.

Disciplinary action may be taken against students whose on-site communication causes a substantial disruption to the education environment or interferes with another student's rights.

Disciplinary action may also be taken against students for non-communication violations affecting the District's Computer Systems and District's Networks. Criminal action by law enforcement authorities may be taken against students if their on-site communication constitutes a threat or otherwise constitutes illegal conduct.

The parent/guardian shall notify building administrators each year if the parent/guardian does not want his or her child to independently use the District's Computer Systems to access the Internet. Unless the District receives a proper authorization from the student and parent/guardian, students will not be permitted Internet access (See Code 6245). If a parent/guardian denies Internet access, this does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the students are using computers and being supervised by District staff in the directed use of specific Internet sites as part of the class curriculum. Teachers should be prepared to provide alternate activities for students who have lost privileges through disciplinary action.

User accounts are considered the property of the District. The District expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons using the District's Computer Systems or District's Networks shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent, received, or stored on the District's Computer Systems or District's Network.

The District does not guarantee that the District's Computer Systems or District's Networks 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 them.

Access to the District's Computer Systems or District's Network is provided on an "as is" basis without warranties of any kind, express or implied, and all implied warranties including those of merchantability or fitness for a particular purpose are excluded. Neither the 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 District's Computer Systems or District's Network or out of any breach of any warranty, express or implied.

Security of all networks connected to the District is a high priority. Anyone observing a security problem on the District's Computer Systems or District's Network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District's Computer Systems or District's Network.

The District's Network may not be used for personal gain, which includes District email and/or web pages, to solicit sales or conduct business.

Proper Use of District Network and Computer Systems

Proper use of the District's Computer Systems and the District's Network requires that District staff and students abide by the following guidelines. District staff and students shall:

- (a) be responsible for all use of the network under their accounts, regardless of whether access is gained with or without the person's knowledge and/or consent;
- (b) immediately notify the District if the person suspects any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the District is notified of the suspected unauthorized use and the District has a reasonable opportunity to act upon such notice;
- (c) be responsible for any costs, fees, charges, or expenses incurred under the person's account number in connection with the use of the the District's Computer Systems and the District's Network except such costs, fees, charges, and expenses as the District explicitly agrees to pay;
- (d) avoid anonymity when communicating through electronic resources, unless authorized by the District or completing professionally-related surveys;
- (e) ensure that student information shared electronically complies with the Family Educational Rights and Privacy Act;
- (f) delete non-District authorized or adopted software if disk-space or system conflict issues arise;
- (g) abide by all District policies and regulations when accessing personal email accounts, chat rooms, social networking sites or other forms of direct electronic communications via the District's Network;
- (h) not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material;
- (i) not transmit copyrighted material without the express consent or authorization of the owner of the copyrights;
- (j) not disclose passwords;
- (k) not intentionally damage the District's Computer Systems, equipment or software or intentionally attempt to harm or destroy data of another person. This includes, but is not limited to, "hacking" and the loading or creation of computer viruses. The persons responsible for such actions or their parents/guardians shall be responsible for damages or the cost of correcting the problem;
- (l) not install equipment on or make modifications to the District's Computer Systems or District's Network without pre-authorization from the District Technology Coordinator;
- (m) not utilize proxy sites or other means to circumvent the District's filter;
- (n) not include in student folders executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys), media player files (*.mp3), or network files unless the file(s) directly relate(s) to a classroom assignment;

Educational Use of District Technology Resources

Online communication and network resources are an important part of 21st Century teaching and learning. The network and technology resources are considered an extension of the classroom. An educator's role includes fostering development of students who are reasonably equipped to communicate effectively, ethically and safely through appropriate guidance to students using telecommunications and electronic information resources related to the District curriculum. Teachers may allow students to use forms of online collaboration such as email, wikis and blogs, etc. for educational purposes only and with proper supervision. Proper supervision shall include the teacher having documentation of the identities of participating students and being able to monitor the account. Spearfish School District or designated representatives will provide age-appropriate training on educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Ethical Use of District, Public, or Private Technology Resources

Ethical behavior requires that District staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, District staff and students shall:

- (a) not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face to face communication;
- (b) not disclose, use, or disseminate unauthorized personal information of another person;
- (c) distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current District students, except for the staff person's relatives, into any personal social networking sites; and
- (d) evaluate all information for its accuracy, reliability, and authority. Disciplinary action may be taken against staff or students whose off-site communication causes a substantial disruption to the education

environment or substantially interferes with another's rights. Criminal action by law enforcement authorities may be taken if the off-site communication constitutes a threat or otherwise constitutes illegal conduct.

Adopted January 10, 2011

Revised November 12, 2012

Spearfish School District 40-2
5000 Students

Board Policy
Code: 5165
Page 1 of 2

Student Fees

The Principals and Teachers of Spearfish School District will follow the following student fees policy in accordance with South Dakota Codified Law.

The general policy is to provide for the free instruction in school in accordance with state and federal law. This generally means that the school's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment and materials necessary for such instruction without charge or fee to the students.

Spearfish Schools provide activities, programs and services to students which can extend beyond the minimum level of required free instruction. Students and their parents have historically contributed to the school's efforts to provide such activities, programs and services. The schools' general policy is to continue to encourage, but not require, such student and parent contributions to enhance the educational experience and program provided by the school. No student will be required to enhance and no student will be punished in any way by not choosing to do so. All students will be allowed to earn the same letter grade with set requirements being equal.

1. Guidelines for Non-specialized Attire Required for Specified Courses and Activities Students have the responsibility to furnish and wear non-specialized attire meeting general school grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The school will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial technology, chemical or chemical-physical classes. Students have the responsibility to follow instructions from school personnel and to use the devices as instructed.

2. Personal or Consumable Items and Miscellaneous

General Course Materials. Items necessary for students to benefit from courses will be made available by the school for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, binders, etc. A specific class supply list will be distributed or posted annually by each instructor. The list may include refundable damage or loss deposits required for usage of certain school property.

Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where

such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the school for the reasonable value of the materials used in the project. Standard project materials will be made available by the school. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

Music Course Materials: Students will be required to have musical instruments for participation in optional music courses. Use of a musical instrument without charge is available but the school is not required to provide for the use of a particular type of musical instrument for any student. Instrument rental fees will be \$25.00 for student or parent specific requested musical instruments. A \$10 rental fee/donation will be requested, but not required, for uniform dry cleaning.

Participation in Summer School

Students are responsible for fees required for participation in summer school. Students are also responsible for fees charged for correspondence courses.

Adopted June 9, 2014

Spearfish School District 40-2
8000 Internal Board Operations
Board Policy Code: 8800

BOARD MEMBER CONFLICT OF INTEREST

Public office is a trust created in the interest of the common good and for the benefit of the people. As public officials holding the respect and trust of the community, board members will not use the office for personal advantage.

A board member will not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).

Each member shall decide if any potential conflict of interest requires disqualification from participation in board discussion or action. No board member may participate in discussion or vote on any issue in which the member has a conflict of interest if the following circumstances apply:

1. "Direct pecuniary interests," when a school board member votes on a matter benefiting the board member's own property or affording a direct financial gain;
2. "Indirect pecuniary interests," when a school board member votes on a matter that financially benefits one closely tied to the official, such as an employer, or family member;
3. "Direct personal interest," when a school board member votes on a matter that benefits a blood relative or close friend in a non-financial way; and

4. "Indirect Personal Interest," when a school board member votes on a matter in which an individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies; or

5. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.

Adopted July 14, 2014

Spearfish School District 40-2
4000 Personnel
Board Policy Code: 4040/5101

PLEDGE OF ALLEGIANCE PATRIOTIC EXERCISES & FLAG DISPLAYS

The American flag will be flown from the mast at each school every day that school is in session. The principal of the attendance center is responsible for flying the flag on school days. A small flag shall be provided for each classroom. The District shall provide all students the opportunity to salute the United States and the flag each day by reciting the Pledge of Allegiance to the Flag of the United States. A student may choose not to participate in the salute to the United States and the flag; however, a student who does not participate in the salute shall maintain a respectful silence during the salute. The national anthem may be sung during any school day or school event. Observation and commemoration of special days and events will be considered a valuable part of the instructional program of the school.

Adopted July 14, 2014