

Freeman Elementary School Student Handbook

2018 – 2019



Principal – Shane Voss

Superintendent – Kevin Kunz

Phone: 605-925-4216

Fax: 605-925-4923

PO Box 220

Freeman, SD 57029

Website: www.freeman.k12.sd.us

First Bell: 8:10 a.m.

Classes Begin: 8:15 a.m.

Dismissal: 3:23 p.m.

Please call the office by 8:30 if you know your child will be absent or tardy.

Accredited by AdvancEd

School Improvement Goals

Reading

Four Step Problem Solving Method

STAFF

Melissa Deckert – Grades 4-8 Wolf Creek Colony – Melissa.Deckert@k12.sd.us

Barbara Ernster – Grades 4-8 Tschetter Colony – Barbara.Ernster@k12.sd.us

Joshua Faulkner – Counselor – Joshua.Faulkner@k12.sd.us

Morgan Gerken – Special Needs Director – Morgan.Gerken@k12.sd.us

Sally Gimbel – Colony Title I Para – Sally.Gimbel@k12.sd.us

Brenda Golder – SPED Para – Brenda.Golder@k12.sd.us

Patti Graber – SPED Para – Patti.Graber@k12.sd.us

Jodie Hendrix – Kindergarten – Jodie.Hendrix@k12.sd.us

Jane Hermsen – Fourth Grade – Jane.Hermsen@k12.sd.us

Rebecca Hofer – K-12 SPED Teacher – Rebecca.Hofer@k12.sd.us

Sharon Horning – Title I Para – Sharon.Horning@k12.sd.us

April Johnston – Preschool Teacher – April.Johnston@k12.sd.us

Karen Jorgensen – SPED Para – Karen.Jorgensen@k12.sd.us

Becky Kunz – Third Grade – Becky.Kunz@k12.sd.us

Seth Loofbourrow – Tech Coordinator – Seth.Loofbourrow@k12.sd.us

Chris Maske – Sixth Grade – Chris.Maske@k12.sd.us

Dawn Maske – Second Grade – Dawn.Maske@k12.sd.us

Rachel Mellem – Colony SPED Teacher – Rachel.Mellem@k12.sd.us

Jenille Neufeld – Title I Para – Jenille.Neufeld@k12.sd.us

Emera Ortman – SPED Para – Emera.Ortman@k12.sd.us

Malynda Penner – Administrative Assistant – Malynda.Penner@k12.sd.us

Rebecca Petersen – K-6 Title I/ JH Math/ELL – Rebecca.A.Petersen@k12.sd.us

Sherry Rembold – Fifth Grade – Sherry.Rembold@k12.sd.us

Joy Rueb – Grades K-3 Wolf Creek Colony – Joy.Rueb@k12.sd.us

Chris Sayler – Physical Education Chris.Sayler@k12.sd.us

Becky Seivert – K-12 SPED Para – Rebecca.Seivert@k12.sd.us

Kym Tschetter – First Grade – Kym.Tschetter@k12.sd.us

Lori Tschetter – Speech Therapist – Lori.Tschetter@k12.sd.us

Shane Voss – K-8 Principal – Shane.Voss@k12.sd.us

Sonja Waltner – K-6 Vocal Music/Band & Computers – Sonja.Waltner@k12.sd.us

Amanda Wilcoxon – Grades K-3 Tschetter Colony – Amanda.Wilcoxon@k12.sd.us

Larry Wipf – Custodian – Larry.Wipf@k12.sd.us

Paul Wynia – SPED Transportation – Paul.Wynia@k12.sd.us

Lyn York – Colony Title I Para – Lyn.York@k12.sd.us

Valerie Zorr – Tschetter Colony Para – Valerie.Zorr@k12.sd.us

BUS DRIVERS

Kirby Baltzer 925-7056

Charles Duerksen 925-7818

Herb Koerner 925-7558

Carolyn Baltzer 925-7056

WELCOME

Welcome to Freeman Elementary School. This handbook has been designed to answer some of the questions you may have about our school and its policies. We encourage each student and parent to become familiar with the information in the handbook. If you have any questions, feel free to call. We want to work closely with you to provide the best education possible for your child. The safety of your child is our number one priority.

FREEMAN SCHOOL DISTRICT

Our Mission: *prepare all students for success in an ever-changing global society.*

ACTIVITY TICKETS

All students attending Freeman School will receive a free activity ticket. It is good for all home football, basketball, wrestling, and volleyball events except tournaments. Adult activity tickets may be purchased for \$55.

SCHOOL HOURS

Students should not be on the school grounds until 7:55 a.m. and should remain outside on the playground until the first bell rings at 8:10 a.m. Classes begin at 8:15 a.m. School dismissal is at 3:23 p.m. All students must exit the building for dismissal through the main entrance or through the east side doors at the bus pickup.

ATTENDANCE

To ensure that both parents and the school are informed concerning a student's absence or tardiness from school, parents are required to call the Freeman Elementary School (925-4216) by 8:30 A.M. when they know their child will be absent or late. In return, the school agrees to call the parent as soon as possible after 8:30 A.M. whenever the child does not arrive in school and the parent did not notify the school.

A student's contribution and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of his/her education when he/she is absent from school.

While it is true that written work can be completed for make-up, class instruction or presentations, discussions, technology, activities, and student-teacher interaction can never be made up.

Furthermore, South Dakota statutes require the local Board of Education to enforce definite standards of attendance with few valid excuses for absence. With the foregoing in mind, together with the provisions of the state law, specifically SDCL 13-27-1, the official attendance policy of the Freeman Elementary Schools shall be as outlined below.

FULL DAY OF SCHOOL

An entire day of school at Freeman Elementary School is 7 hours and 8 minutes or 428 minutes per day.

EXCUSED ABSENCES

An excused absence indicates a legal absence from school with written parental permission or school permission. All excused absences are cleared through the Principal's office.

1. An illness will count one day absent for each day gone but a doctor's note will be required after three (3) consecutive days absent.
2. Doctor or dental appointments will need to be verified with a note from that office.
3. An elementary pupil shall be eligible to be counted for school attendance up to five (5) days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value.

UNEXCUSED ABSENCES

An unexcused absence indicates a student is absent from school with or without the consent of the parent but for a reason that is not acceptable to the school.

A student will receive an admit slip from the office when he/she return from an absence – excused or unexcused - before he/she is allowed back into his/her classroom.

TARDIES

If a child is not in school by 8:15 AM, he/she will be considered tardy. The school will not categorize tardies as excused or unexcused. When the total time missed from tardies reaches 7 hours, those tardies will be listed as a full day of an unexcused absence. Fifth and sixth grade students that have 3 tardies from class rotations will result in a lost noon recess, unless they have a note or phone call from the previous class teacher.

Due to state law SDCL 13-27-1, when a student reaches 20 days absent from school or 8,400 total minutes, the superintendent will submit a petition to the Court for resolution or seek an alternate remedy. It is also important to note that the discretion of the superintendent will be used in a case-to-case basis. There will also be notes sent home as a communication tool as students approach 20 days absent for the benefit of the family.

STUDENTS LEAVING FOR THE DAY

Parents requesting a child to leave the school grounds during the school day must notify the office. Parents picking up children any time during the day prior to normal dismissal time are asked to inform the office in advance and to report to the office. The teacher must be notified before she/he can allow the child to leave the classroom. Children are not to be picked up from the playground area or from the classroom.

MAKE-UP WORK

A student will have two days to make up his/her homework for the first day he/she misses due to an illness or extended absence and one day for each day missed, thereafter. Any work, tests, or projects assigned prior to the absence must be turned in or completed on the scheduled date.

HOMEWORK (GRADES 4 – 6)

If the student has any late homework, the student will be required to submit their late work by the end of the day it was due. If it is not completed by the end of the day, the student will be required to stay after school that day to complete it. Sixth grade students participating in junior high sports need to have all their assignments completed before leaving for their athletic event.

BIRTH CERTIFICATES

South Dakota State Law 13-27-3.1 through 13-27-3.3 requires the parent or guardian to present a **certified** copy of a child's birth certificate upon the child's initial enrollment in a South Dakota School. If a certified copy is not obtainable, the parent may submit an affidavit in lieu of the birth certificate as issued by the Department of Health. A copy of the certificate will be kept on file. **If a birth certificate is not on file at the beginning of the first day of school, the student may be provisionally admitted for a maximum of ten (10) days. If those ten (10) days pass with no certificate presented to the school office, the student will not be able to continue attending school.**

DISCIPLINE (PROGRESSIVE) PLAN

Behavioral Expectations

To Show Respect to all People a student will:

- Listen to and follow directions of all staff members;
- Conduct herself/himself with respect for self and others through his/her actions, his/her language, and his/her dress;
- Demonstrate behavior that will reflect favorably on the individual and the school; and,
- Show consideration for others and create a harmonious learning atmosphere.

Rules and Regulations

- Use of profanity or foul language
- Cheating/Plagiarism
- Conflict/Teasing
- Defiance toward school staff
- Inappropriate material in school
- Use of school phone without permission
- Use of bathroom facilities in an inappropriate manner
- Use of cell phones during school hours
- Second violation of dress code

Definition of Consequences

Detention is time spent before/after school. Detention time is assigned as disciplinary action for improper behavior displayed by a student.

In-School Suspension (ISS) is the temporary isolation of a student from classes for the day while under proper supervision.

Out-of-school Suspension (OSS) is that period of time not to exceed ten (10) school days that a student is sent home from school for any breach of discipline as covered in this handbook. A suspended student shall be given the opportunity to make up work although they will receive a 0% for all daily grades given during their OSS.

Progressive Discipline Consequences

Number of Offences	Grades K-2/ Discipline Action
Step---1	* Warning
Step---2	* Loss of one recess
Step---3	* Loss of two recesses
Step---4	* Loss of three recesses
Step---5	* Half hour of after-school detention
Step---6	* Half day of in-school suspension
Step---7	* One day of in-school suspension
Step---8	*Two days of in-school suspension
Step---9	* Out-of-school suspension/ Time out of school will be at the discretion of the superintendent.

Severe Behavior: The following behaviors will result in immediate enforcement of step 5 for grades K-2 as stated above.

- Physical fight (with the intent to harm or intimidate)
- Intentional destruction of property
- Use of tobacco
- Sexual harassment
- Profanity directed towards staff
- Theft

Number of Offences	Grades 3-6/ Discipline Action
Step---1	* Loss of one recess
Step---2	* Half hour of after-school detention
Step---3	* One day of in-school suspension
Step---4	* Two days of in-school suspension
Step---5	* Three days of in-school suspension
Step---6	* Out-of-school suspension/ Time out of school will be at the discretion of the superintendent.

Severe Behavior: The following actions will result in immediate enforcement of step 3 for grades 3-6 as stated above.

- Physical fight (with the intent to harm or intimidate)
- Intentional destruction of property
- Use of tobacco or alcohol
- Sexual harassment
- Profanity directed towards staff
- Theft
- Threats

After a student serves his/her punishment for one of the steps previously listed, he/she can remove that step from his/her discipline records by serving six (6) hours of community service to the school.

The Progressive Discipline Policy will be used in conjunction with existing policy in an effort to make consequences firm, fair and consistent for all students. Because it is impossible to list every misbehavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in the policy.

PLAYGROUND RULES

- Use the playground equipment properly.
- Dress appropriately for weather conditions (snow pants/boots during winter weather and a separate pair of outside shoes for the remaining seasons).
- Do not throw sand, rocks, sticks, or snowballs.
- The use of skateboards, roller blades, and roller skates is not allowed on school grounds.
- No pushing or rough play.
- During recess, students must ask a teacher/supervisor for permission to go into the school building.
- If student does not have snow boots and snow pants in season, the student must stay on the sidewalk.

Students will be inside if temperature including wind-chill is zero degrees or less.

Students will not be required to wear coats when the outside temp is 60 degrees. No shorts will be worn to school from November 1 to April 1.

Failure to comply with any of the recess rules will result in student spending remaining time against the building.

STUDENT DRESS CODE

The following will be our student dress and appearance policy:

- Some type of foot apparel will be worn.
- Students will not be allowed to wear any articles of clothing which convey any message of harassment, of drugs or alcohol, are suggestive, display racial slurs, or gang related.
- No hats, caps, or hoods are to be worn during the school day except during special "hat days". (If you wear one to school, leave it in your locker.)
- No shorts will be worn to school from Nov 1 to April 1.
- Half shirts that expose bare skin and any clothing that is excessively revealing are not to be worn by either males or females.
- Student's manner of dress should not be disruptive to the classroom.
- No clothing (torn or not) that exposes a student's underwear will not be allowed. Good taste and self-respect should be exemplified in the appearance of all Freeman Elementary students.

ENTRANCE AGE

The State Law provided that "no child shall be admitted to school for the year immediately preceding the first grade unless she/he is five years of age on or before the first of September of the current school year."

GRADING SCALE

A+	100%	C+	85% -83%
A	99% -96%	C	82%-80%
A-	95%-94%	C-	79%-77%
B+	93%-92%	D+	76% -75%
B	91% - 89%	D	74%-72%
B-	88%-86%	D-	71%-70%

ILLNESS

The health and safety of your child while he/she is at school is important to the administration and staff at the Freeman Elementary School. If your child becomes sick or injured while at school, the office personnel will evaluate each situation and notify parents when necessary.

Please keep your child at home when he/she is ill. These guidelines need to be followed when deciding when the child may return to school -

- **Influenza** - Go by recommendation of your health care provider;

- **Strep throat** - 24 hours after diagnosis and the start of medication-providing temperature is down;
- **Stomach flu/diarrhea** - 24 hours after the last incidence of vomiting or diarrhea;
- **Fever**- 24 hours after temperature has not exceeded 100 degrees;
- **Pink eye/eye infection** - 24 hours after diagnosis and treatment has been started;
- **Ringworm** - May attend school if the area is under treatment and covered;
- **Scabies** – May attend after 24 hours of treatment;
- **Mononucleosis** - May attend school with the physician's permission; and,
- **Head Lice** - This seems to be a recurring problem that is very difficult to control. Therefore, we are asking for parental assistance. Please check your child's hair on a regular basis, treat the problem if present, and inform the school. There will be random checks of children's hair at school on a regular basis. If we find nits or lice in a child's hair while he/she is at school, we will call a parent/guardian to come and pick up the child immediately. The child will not be allowed to return to school until his/her hair has been treated with the proper shampoo and the nits combed out. We appreciate your cooperation in this matter. Information on appropriate products and procedures is available from the office.

IMMUNIZATIONS

All students entering the Freeman school must comply with South Dakota State Law (SDCL 13-28-7.1) (Rev. 2016). This law requires any pupil entering school or an early childhood program in the state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, diphtheria, pertussis, rubella (measles), rubella, mumps, tetanus, and Varicella (chickenpox), according to the recommendations of the State Department of Health or provides their certificate of immunization indicating medical or religious exemption to the immunization law. This law applies to all children entering a South Dakota school district for the first time.

In order to comply with the above state law, all students entering the district at the start of the school year will be required to present records of up to date immunizations or will not be allowed to attend school until such time the necessary immunizations have been scheduled.

For all transfer students throughout the year, complete immunization records must be produced within 45 days of admission.

All students must have the following immunizations (dosage) before they enter Kindergarten:

Dtap: Four or more does of Dtap, with at least one dose administered on or after age 4

Polio: Four doses of poliovirus vaccine, at least one dose on or after age 4

MMR: Two doses of MMR (measles/mumps/rubella) serum

Varicella: 2 doses of Varicella (Chickenpox) or history of disease with signed form

All students must have the following immunizations (dosage) on or within 45 days of turning 11 years old

Dtap: one dose of Dtap vaccine

MCV4: one dose of Meningococcal vaccine

**The requirements apply only for 6th grade entry and transfer student's 6-12 grade. If a child is 10 years old when entering the 6th grade they have 45 days after their 11th birthday to be vaccinated.*

LUNCH

School Lunch is \$2.95 for K-6, milk included with meal. Free & reduced price meals will be available to those who apply & qualify. We require lunches to be paid in advance. Menu can be seen at www.freeman.k12.sd.us. Visitors (anyone other than parents) are welcome for lunch; however, parents need to notify and approve lunch visitors with the school office.

PARTIES/INVITATIONS

When planning an out-of-school social event to which classmates are invited, you are asked to be aware of the feelings of others. If you are not inviting the entire class or all the boys or all the girls, invitations (either written or verbal) will not be distributed at school.

POLICE AND SOCIAL SERVICES STUDENT INTERVIEW

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students and parents as well as to authorities such as law enforcement and the Department of Social Services. This policy balances the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is, therefore, the policy of the District that:

- Should a law enforcement officer wish to talk with a student under the age of 18 while the student is at school and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present during the interview should permission be granted by parents for law enforcement officer to talk with the student.
- Should the Department of Social Services (DSS) or a law enforcement officer (LEO) be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18 while the student is in school, the request to talk with a student shall be in writing and given to the school. The DDS/LEO written request shall include the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents.

Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.

- Upon the student reaching the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or Department of Social Services.

SCHOOL CLOSING

School closing due to inclement weather will be announced on KELO (<http://www.keloland.com/Weather/Closeline.cfm>) along with our school notification system through Infinite Campus.

SEPARATED/DIVORCED PARENTS POLICY

School Neutrality/Parent Responsibility: The Freeman Elementary School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

Student Contact/Student Visitation During School Hours: Unless a parent gives notification pursuant to paragraph 1, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation must specifically restrict the right. A general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

Release of Student to Noncustodial Parent: The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a copy of the Court Order granting custody pursuant to paragraph 1.

Release of Student Records: Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any

Court Order restricting release of confidential student records to a parent is to be submitted to the District pursuant to paragraph 1.

TITLE I POLICY

The Freeman Public School Title I Program has developed a written policy in order to provide parents of Title I participants an opportunity to be involved in the design and implementation of the program. We want to establish partnerships with parents and with the community to help all students succeed. Each participant's parents/guardians will be notified that their child has been selected to participate in the Title I program and has the right to know the qualifications of his/her child's teacher. Parents will also be notified of student progress through quarterly reports and at fall and spring conferences. A public meeting will be held annually in the fall of the year in which parents of Title I students, faculty, administration, and members of the community are invited to attend. At or near the time of the annual meeting, each Title I family will be provided with a Title I informational booklet that includes the School-Parent Compact, district-wide and school parental involvement policies, the district complaint policy and a copy of the Title I Parent Permission Letter.

RETENTION OF STUDENTS

The administration and teaching staff strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities. Students will normally progress annually from grade to grade. Exceptions to this progress may be made when it becomes evident that it would be in the best interest of the student to proceed more slowly.

Retention will not be used unless other possibilities have been exhausted. In all cases of retention, the parents must be informed as early in the process as possible (usually the second reporting period) that retention is being considered as an alternative. A conference with the parents should be sought at which all possibilities for assisting the child are explored and the assistance of the parent(s) is enlisted.

The policy will be waived for a student who is on an Individual Education Plan (IEP). Decisions to override this policy must be made by the student's IEP Team during a placement meeting.

VISITORS

We encourage parents to visit their children's classrooms and the school lunch program. The school is open to all parents at all times. However, all visits need to be scheduled or approved by the office prior to arrival. Parent and community volunteers are encouraged to participate in our school program. Visitors are not permitted to eat with a student unless parents have notified the school. **No student visitors are allowed.**

WEAPONS IN THE SCHOOL

State and federal laws as well as board policy forbid the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from a

pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air gun knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

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

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Knives, arrows or other sharp toys or instruments will not be allowed on school premises.

Legal Ref.: SDCL 13-32-4.2; 13-32-7; 22-1-2

MEDICATION

Medications will not be provided by the school, but if your child(ren) would like to keep a bottle of Tylenol or ibuprofen at school please fill out the "School Health Services Request and Authorization for Medication/Treatment" form and drop the bottle of medication off in the elementary office with your child's name on the bottle. All medication must be in its original, properly labeled container. We will store the medication in the office.

If your child(ren) needs to take prescription medication in school please fill out the same form. The school will need a physician's signature for prescription medication.

If you have any questions please call the elementary office at (605) 925-4216.

INTERNET SAFETY POLICY

ADOPTED TO COMPLY WITH THE CHILDREN'S INTERNET PROTECTION ACT AND SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55

I. Introduction:

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

II. Internet Safety

It is the policy of the Freeman School District 33-1 to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- A. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material, and material that is harmful to minors.
- B. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, and social networking web sites.
- C. All network users are prohibiting from hacking and engaging in any unlawful online activity.
- D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- E. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

III. Implementation of Technology Protection Measure

- A. All school owned computers (used on campus) must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

IV. Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form approved by the school board. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

V. Monitoring of Online Activities

It shall be the responsibility of all personnel of the Freeman School District 33-1 to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

VI. Cyberbullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

VII. Definitions Used in this Policy:

- A. Minor: The term "minor" means any individual who has not attained the age of 17 years.
- B. Obscene: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. Child pornography: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- D. Harmful to minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. Technology protection measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

- F. Computer: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

ACCEPTABLE USE POLICY – NETWORK & TECHNOLOGY HARDWARE

The Freeman School District's network and technology hardware includes but is not limited to all computer hardware including peripherals (printers, scanners, projectors, etc.), operating system software, applications, and all data files. This includes e-mail, databases (local or externally accessed), CD/DVD-ROMs, optical media, clip art, digital images, digitized information, communication technologies, and new technologies as they become available. User accounts are considered property of the district. The district expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communication or any other computer files and remove them if warranted.

Individuals using the Freeman School District's network should have no expectation of privacy or confidentiality in the content of electronic communication or other computer files sent and received on the network.

Use of the district's network and technology hardware is a privilege, not a right. The following guidelines are provided to make all students, staff, and guest users aware of the responsibilities associated with acceptable, ethical, and lawful educational use of all resources. Any violation of international, US, or state law or any guidelines in this policy may result in limitation or termination of privileges, disciplinary action, or legal action.

Guidelines for Use of Network and Technology Hardware

Students, staff, and guest users must abide by the following guidelines.

1. Users should not attempt to access other users' information. All users are responsible for all use of the network under their accounts, regardless of whether access is gained with or without the user's knowledge and/or consent. Therefore, it is important to keep all passwords private and workstations secure. If a user suspects unauthorized use of their account, they should report it immediately to the technology coordinator.
2. Users should not intentionally damage equipment, software, or any network data. This includes, but is not limited to hacking and uploading or creation of computer viruses. The user causing damage or their parents/guardians will be responsible for the damages and any applicable costs of correcting the problem.
3. Users should not install any software or equipment, or make any modifications to the network without approval from the technology coordinator. All technology hardware and software purchases must be approved by the technology coordinator prior to purchasing to ensure compatibility.
4. Users should not play any type of games on school computers before, during, or after school. This is not an acceptable use of school hardware or the limited available bandwidth. The only exception will be for games approved by staff for

educational enrichment or remediation. Students should not be playing games during free time in class or study hall.

5. Users should not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material.
6. Users should not transmit copyrighted material without the express consent or authorization of the owner of the copyrights.
7. Users should not utilize proxy sites or other means to circumvent the firewall and content filter provided by the state.
8. Users should refrain from engaging in any form of cyberbullying.
9. Users should refrain from sharing detailed personal information in electronic communication or online.
10. Users should not use the network or district technology hardware to advertise, solicit, or raise funds for any charitable or non-charitable organizations.

LIMITATIONS

The Freeman School District 33-1 makes no guarantees of any kind, whether expressed or implied, that the network will be uninterrupted or error free. The district will not be responsible for any damages, including loss of data, resulting from delays, nondeliveries, misdeliveries, or service interruptions of any kind, regardless of fault. Use of any information obtained from the Internet is at your own risk. The Freeman School District 33-1 specifically denies any responsibilities for the accuracy or quality of information obtained through its services. Although the district operates a content filter that blocks inappropriate materials, it shall not be liable for any content or viewing of any materials not prepared by the district.

SECURITY

Security of all technology hardware and the network is a high priority for the district. Any user observing a security problem should notify the technology coordinator immediately. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and/or Internet.

ETHICAL USE TECHNOLOGY RESOURCES

Ethical behavior requires that users show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, users should abide by the following guidelines.

1. Do 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.

2. Do not disclose, use, or disseminate unauthorized personal information of another person.
3. Evaluate all information for its accuracy, reliability, and authority.

PARENT/TEACHER INVOLVEMENT

It is important that district staff and parents be involved in making students aware of the risks involved with the Internet as well as the appropriate way to handle different situations they may encounter. A publication from the Federal Trade Commission (FTC) entitled *Net Cetera: Chatting With Kids About Being Online* is available to help advise parents and district staff about how to discuss these issues with students. The .PDF of this publication can be downloaded from the following link.

<http://www.onguardonline.gov/pdf/tec04.pdf>

A hard copy of this publication can also be obtained from the technology coordinator.

CELLULAR PHONE/ELECTRONIC-MESSAGING DEVICE POLICY

Students may possess cell phones/electronic-messaging devices on school property only if the cell phone/electronic-messaging device is turned off and in a locker or vehicle. A student may request that a school combination lock be put on their locker. As with all items kept in a student's locker if a student does not request a lock and a cell phone/electronic-messaging device is stolen, Freeman Public Schools will assist as it can in locating the cell phone/electronic-messaging device, the school however will not be responsible for recovering or replacing lost or stolen cell phones or messaging devices. Students may use cell phones/electronic-messaging devices in administrative offices with prior permission from an administrator or office staff member.

Part of the Vision of the Freeman Public Schools asserts that the school will provide a safe learning environment. Because cell phones/electronic-messaging devices provide a potential for students to compromise this safe learning environment, the administration of Freeman Public Schools may check the contents of a cell phone/messaging device, if it is confiscated because of a violation of the cell phone/messaging device policy, to determine whether there has been cheating, plots against the school, defamation of character, threats, pornography, harassment, hazing, intimidation, violations of rights of others, or violations of school policy. When a student violates this policy, it is the position of Freeman Public Schools that the safety of other students and staff may be violated as well.

If a student removes the battery from a cell phone/electronic-messaging device while it is being confiscated by school personnel, parents/guardians will be notified. Parents/guardians will also be notified of concerns school personnel have regarding the use of the cell phone/electronic-messaging device for cheating, plots against the school, defamation of character, threats, pornography, harassment, hazing, intimidation, violations of rights of others, or violations of school policy.

Because of the sophistication of cell phones/electronic-messaging devices and their ability to take pictures and record video, Freeman Public Schools will not allow their use

in school locker rooms. If a student is in a locker room at an extra-curricular event, either at Freeman or elsewhere, the cell phone/electronic-messaging device must be turned off and used only with permission of the activity's sponsor or school administrator in attendance. As it pertains to the above situation, students will be warned and directed to turn off their cell phones/electronic-messaging devices. If a student refuses to turn off a cell phone/electronic-messaging device or is involved in subsequent violations, the phone/device will be confiscated and returned to the student's parent or guardian.

Policy Violation Consequences:

First Offense: Cell phone/electronic-messaging device will be confiscated, the parents/guardians will be notified, and the cell phone/electronic-messaging device will be returned to the parents/guardians.

Second Offense: In School Suspension (ISS) – 1 to 3 days, the cell phone/electronic-messaging device will be confiscated, parents/guardians will be notified, and the cell phone/electronic-messaging device will be returned to the parents/guardians.

Third Offense: Out of School Suspension (OSS) – 1 to 5 days, the cell phone/electronic-messaging device will be confiscated, parents/guardians will be notified, and the cell phone/electronic-messaging device will be returned to the parents/guardians.

Fourth Offense: OSS and meeting with parents and Freeman School Board to determine corrective action, including the possibility of expulsion. Reinstatement after expulsion is action taken only by the School Board after its representatives are satisfied that the student intends to correct the behavior which led to expulsion. Student due process, covered under SDCL Article 24:07, will be followed.

This policy includes the use of any electronic-messaging devices students may possess on school property. No student shall be prohibited from possessing or using such a device that is determined by a licensed physician to be essential for the health of the student and which is limited to purposes related to the health of the student. Similarly, use of such a device as directed under a student's IEP or 504 Plan does not constitute a violation of this policy.

School Health Services Request and Authorization for Medication/Treatment

Name of Student _____ Birth date _____

Address _____ Telephone _____

Parent's Name _____

Medicaid Eligible? _____ If yes, give Medicaid number _____

If yes, is other insurance carried on this child? _____

We encourage medication hours be arranged outside of school hours if possible. No medication of any sort is provided by the school.

1. Diagnosis _____
2. Name of medication/treatment (No aspirin medications allowed) _____
3. Total daily dosage _____
4. Amount and time(s) to be administered at school _____
5. Method of administration _____
6. Duration (week, month) _____
7. Precautions and reactions to observe and report _____

Physician's Signature (required for Option I) Telephone Date

Required renewal at the beginning of each school year. Faxes are acceptable.

Parent's Statement (circle one option)

Option I I request and authorize personnel at the above named school to supervise the medication/treatment prescribed on this form to my child. I understand the medication must be provided in a bottle identifying the name and telephone number of the pharmacy, the student's name, physician's name, and dosage of the drug to be taken. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medication. In addition, I understand that I am responsible to pick up any unused medication on or before the last day of school or one week after the last dose is given. If the medication is not picked up, it will be destroyed.

Option II I authorized my child to take his/her own medication while at school and relieve the school district and personnel of all responsibility. (Physician's signature not required.) All medications, with instructions, will be held in the administrative office except for asthma inhalers.

_____ I wish to be notified whenever this medication is given.
_____ I DO NOT wish to be notified whenever this medication is given.

Parent's Signature Date

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

I have received, read, and discussed with my child the expectations and guidelines for Freeman Elementary School students as outlined in this handbook.

I understand the procedures for school and extra-curricular activities, and district policies.

Student's Signature _____

Date _____

Parent/Guardian's Signature _____

Date _____

This page will be kept on file during the school year to indicate that you understand the policies and procedures of the Freeman Elementary School.

Thank you!