

Teacher Assistance Teams

The school district shall appoint a teacher assistance team consisting of the building principal or designee, a classroom instructor, and others considered necessary by the district.

TAT's are school-based, problems solving groups whose purpose is to assist teachers with intervention strategies for dealing with the learning needs and interests of students.

Guidelines for Intervention in Life Threatening Cases

1. A staff member who suspects or has knowledge of a potential or attempted suicide or child abuse shall notify the building administrator and submit a written student incident report.
2. Members of the building resource team which should include a principal, counselor, nurse, psychologist, and parents or other significant person(s), shall be informed of the case. A consultation conference either in person or by telephone should be convened to outline recommendations.

In most cases, a team member will inform the student of intent to contact parents; however, in some cases, the parent may be contacted without the student's knowledge.

Recommendations, depending on the situation, may include, but not be limited to:

- Counseling with the school counselor
 - Refer to private counseling agency or individual
 - Obtain permission for school psychologist evaluation
 - Refer to physician or hospital emergency room
 - Assist with referral, including agency or individual contacts and appointments
3. If, after reviewing the situation and alternatives with the parent, the parent chooses not to act and the student's life appears to be at risk, procedures for reporting child neglect should follow:
 - Call emergency police - 928-7301 or 911
 - Call state's attorney office - 387-5530 in Olivet 925-7681 in Freeman
 - Call Department of Social Services - 668-3380 in Yankton
 4. Crisis situations may require modifications of the above procedures.

Report of Life Threatening Case

PARKSTON SCHOOL DISTRICT #33-3

REPORT OF LIFE THREATENING CASE

STUDENT INVOLVED: _____

STAFF INVOLVED: _____

WITNESSES: _____

DATE: _____ TIME: _____ SCHOOL: _____

TYPE OF INCIDENT: SUICIDE THREAT/ATTEMPT OR CHILD ABUSE

DESCRIBE THE INCIDENT: State exactly the facts of what happened, including precipitating events.

ACTION TAKEN/RECOMMENDATIONS MADE:

___ NOTIFIED BUILDING ADMINISTRATOR

___ NOTIFIED BUILDING RESOURCE TEAM

___ NOTIFIED PARENTS

___ OTHER (SPECIFY) _____

REPORT WRITTEN BY: _____

DATE: _____

Responsibility to the Superintendent

All staff members are responsible to the Superintendent of Schools; however, definite administrative functions and responsibilities are delegated to each principal.

Curriculum Development

The Board views the professional staff as competent and able to assist in designing the curriculum in conformity with state statutes and the rules and regulations of the State Board of Education.

The curriculum development committee, composed of teachers and administrators representing all schools, will be responsible for reviewing the curriculum and suggesting improvements.

Travel

The Board will provide for per diem and an expenses schedule for employees for normal expenses for hotel, food, registration and transportation costs incurred while attending authorized conferences or other activities whose purpose is related to the instructional or related operational improvements in the school district. Arrangements for attendance must be approved in advance in writing, by the superintendent or principals. The participant may attend without loss of compensation. The rates will be those established by the State Board of Finance.

Travel, lodging, and meal allowances are established by the Board at the annual (July) meeting.

Students involved in a state competition will be reimbursed at \$15.00 per day for meals.

District #33-3 provides a vehicle for travel and expect personnel to use such vehicle when it is available. If personnel elects to use a private vehicle when the school vehicle is available, one half mileage only will be paid by the district.

Tutoring

It is expected that every effort will be made by the Principal and teacher to help the child with his/her difficulties at school before recommending that a tutor be assigned by maintaining a high quality instructional staff and providing for a rich, varied curriculum, so that the need for individual tutoring is minimized.

Should, however, individual tutoring be recommended in exceptional cases, the Superintendent of Schools is directed to establish such rules as will protect both the school system and the teachers from charges of conflict of interest.

ADMINISTRATIVE RULE

Tutoring

Consistent with board policy, the following rules relating to tutoring have been established.

1. A teacher may not arrange to tutor any child enrolled in his/her class for pay.
2. No tutoring for which a teacher receives a fee will be carried on in a school building without Board approval.
3. Teachers who accept outside tutoring engagements make their own arrangements with the parents for the fees to be assessed.
4. Tutors should be certified in the areas served.

Committees/Meetings

Joint committees set up to focus on particular problems of interest both to the Board and to any employee organization shall conform to the following provisions:

1. Membership shall represent the skills to carry out the assignment of the particular committee.
2. The school district shall request recommendations regarding personnel from the relevant employee organizations prior to appointing committee members.

The committee shall receive written instructions from the school district, which shall include the following:

1. Basic description of the committee, including membership, teaching or other assignment of the individuals, suggested or assigned meeting dates and places.
2. Basic assignment of the committee.
3. Provision regarding funding of the committee's activities, funding of released time if any, and such other financial arrangement as may relate to resources, studies, research and counsel.

Upon completion of the committee's assignment the results shall be put in writing and distributed as directed by the committee; provided, however, that at least five copies shall be given to the Board and to each participating employee organization.

Meetings

Purposeful teacher's meetings develop group cohesiveness by promoting professional growth through group communication. Meetings should be held regularly in all schools. Through faculty meetings, the staff is given an opportunity to receive and understand administration procedures, to discuss new educational ideas, to have a forum, to exchange educational findings, to become familiar with the aims and purposes of the philosophy of the schools for the continuing improvement of the education of all pupils.

Soliciting and Selling

Teachers shall not use school time or school facilities in connection with any personal activity for financial profit outside the regular school program. Any violation of this provision will be held to be willful insubordination.

Except as may be expressly authorized by the Board or the Superintendent or building principals, no school personnel shall:

1. Permit any commercial advertising to be announced, distributed, or otherwise promoted in or through the schools.
2. Permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the schools.

Family and Medical Leave

The District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall administer leave policies adopted by the Board, setting forth the rights and procedures granted by the Act, and shall ensure compliance with those policies either personally by delegation, or by some combination of personal oversight and delegation. An eligible employee must have been employed by the district for at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months.

Employee Communicable Diseases

The board recognizes its responsibility to provide a clean and healthy environment for students and school employees.

The determination of whether an infected employee be excluded from work activities shall be made on case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to an advisory committee for assistance in determining the proper course of action.

The advisory committee may be composed of:

1. a representative from the State Health Department
2. the employee's physician
3. the employee and/or designee
4. the school health services supervisor
5. the superintendent or designee
6. other appropriate school personnel

In making the determination, the advisory committee shall consider:

1. the physical condition of the school employees
2. the expected type(s) of interaction with others in the school setting
3. the impact on both the infected school employee and others in that setting
4. the South Dakota Department of Health guidelines and policies
5. the status of certification of the employee as is promulgated in SDCL 13-43-3 and SDCL 13-43-3.3
6. the recommendation of the County Health Officer, which may be controlling
7. information regarding the infected employee which is deemed part of his/her personnel records, therefore is classified as "confidential".

The advisory committee may officially request assistance from the State Department of Health.

If employment of an infected employee is to be interrupted or discontinued, the employee will be entitled to use available medical leave and receive available benefits.

Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting the following procedure will be followed by the principal.

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

Health guidelines for work attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instructions in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

Specific health concerns may require the advisory committee to make a determination on school attendance or participation in school activities.

Employee Communicable Disease Guidelines

Health guidelines for work attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Disease
and Incubation*
Period

Rules for Work Attendance

Acquired Immune
Deficiency Syndrome
(AIDS)
6 months – five years

Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.

Chicken Pox
14 – 21 days

The employee may attend work after all pox are dry and scabbed.

Cytomegalovirus
(CMV) Salivary Gland
Viruses

The employee may attend work. Precautions should be taken by contacts with immuno suppression as an anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

Giardiasis and
Infectious Enteric
Diseases
5 – 21 days or longer

The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex
2 – 12 days

The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.

Impetigo
Variable 4 – 10 days

The employee may attend school if under treatment and dry.

Infectious Hepatitis
15 – 40 days
Average 25 days

The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.

Measles (red, hard,
Rubeola, 7 – day)
8 – 14 days

The employee may attend work after a minimum of seven days. Employees who have had contact with measles may attend work if the employee has had the measles or if immunization is up to date.

Infectious Mono-
Nucleosis
(glandular fever)
2 – 6 weeks

The employee may attend work as directed by the physician.

Employee Communicable Disease Guidelines (continued)

Disease
and Incubation*
Period

Rules for Work Attendance

Mumps 12 – 21 days	The employee may attend work after swelling has disappeared.
Pediculosis (Lice, crabs)	The employee may attend work after treatment.
Pink Eye (Conjunctivitis) 5 – 12 days	The employee may attend work after the eye is clear, under treatment or with physician's written permission.
Planter's wart	The employee may attend work.
Ring Worm (Scalp, Body, Athlete's Foot)	The employee may attend work if the area is under treatment.
Rubella (3 day, German Measles) 14-21 days	The employee may attend work after a minimum of four days. Prevent exposure of pregnant women.
Scabies (7-year itch, mites)	The employee may attend work after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1 – 3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

Time interval between initial contact with an infectious agent and the first sign of symptom of the disease.

[Adoption Date]

LEGAL REFS: SDCL 13-43-3 through 13-43-3.3, SDCL 1-27-3 ARSD 24:03:09:10

Selected sample policy
South Dakota Policy Reference Manual

Sexual Harassment Policy

POLICY - It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no ~~employee or student~~ **member** of the school district **community** may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

DEFINITION - Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

RESPONSIBILITY - School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

COMPLAINTS - Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Use of Alcohol, Drugs and Controlled Substances by Employees

Drug Free Workplace

Student and employee safety is a paramount concern to the School Board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the School Board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action in which may include dismissal. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal drug statute convictions for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent not later than five days after conviction. Within ten (10) days after the Superintendent receives such notification in any school district receiving direct federal aid the Superintendent will report the violation to the United States Department of Education and in all cases report the violation to the State Superintendent.

Thirty days after receipt of information concerning a violation of this policy the district will take appropriate disciplinary action which may include termination of employment or may require the employee to participate in drug abuse assistance or rehabilitation programs.

All employees will attend a district drug free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug free workplace; available drug counseling; rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The school board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available.

When a staff member has consumed alcoholic beverages or illegal drugs off of school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The School Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

Staff Participation in Political Activities

The Board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the superintendent, in writing, at the earliest possible moment, not less than one month (to allow consideration by the board) before filing. Included in the notification should be an indication of what office the employee seeks, the length of service the office entails, and what the employee seeks to secure. The conditions established by the board are: the employee would be on unpaid leave for the regular schedule time lost to elective or appointive duty; the employee would retain any compensation coincident to the office held; and the employee could choose to continue to participate in any district health insurance program at the employee's own expense (paid one month in advance) during any absence. The employee retains all other benefits, which would normally accrue.

The superintendent will meet with the employee to discuss the issue. A resolution shall be designed by the superintendent and submitted to the Board for final disposition. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities.

In connection with campaigning, no employee will use school system facilities, equipment, or supplies; nor will the employee advance the campaign with students or district employees during the working day; nor will the employee use any time during the working day for campaign purposes.

An employee seeking an extended leave of absence for campaigning, office-holding, or other time-consuming activities connected with government service will apply for such leave in writing. The Board will provide the employee with a written answer to a request for political leave, including the terms of the leave, within five days of the ensuing regular board meeting.

If not elected, or at the conclusion of the term of the office, the employee retains all employment rights, privileges and responsibilities previously held.

PARKSTON PUBLIC SCHOOL
ACCEPTABLE USE POLICY
FOR INTERNET AND ELECTRONIC MAIL

PERMISSION FORM

Please read the following carefully before signing this document. This is a legally binding document. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources.

If a Parkston Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied. A permission form must be signed by users (parents of students under 18 must also sign) that serves to ascertain parental involvement in the case of students under 18 and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet -Terms and Conditions

1. Acceptable Use -The purpose of providing Internet and Electronic Mail (E-Mail) through Sante1 is to enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. The use of the Internet and E-Mail must be in support of education and research consistent with the educational objectives of the Parkston School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene, or lewd material, or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited.

2. Privileges -The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Parkston Public School administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Parkston Public School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.

3. Netiquette -You are expected to abide by the generally accepted rules of network etiquette. These include (but not limited to) the following:

a. Be polite. Do not get abusive in your message to others. Do not send or display offensive messages or pictures.

b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.

c. Do not reveal your personal address or phone number or personal address or phone numbers of students or colleagues.

d. Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. Trespassing in another's folders, work, or files is prohibited and will result in loss of privileges. Messages relating to or support of illegal activities will be reported to the authorities.

ACCEPTABLE USE POLICY

- e. Do not use the network in such a way that you would disrupt the use of the network by other users (intentionally wasting limited resources).
 - f. All communications and information accessible via the network should be assumed to be private property.
4. No Warranties -The Parkston Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Parkston Public School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The Parkston Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The Parkston Public School District cannot be responsible for inappropriate or offensive material you encounter on the Internet. If offensive material would cause you personal embarrassment or other emotional or psychological damage you should not use the system.
5. Security- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security, problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as a system administrator will result in cancellation of used privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to the ~~Santelnet~~ network. This includes, but not limited to, the uploading, creation, or intentional transmission of computer viruses.
7. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to the Parkston Public School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Parkston Public School Board, the laws of the State of South Dakota, and the United States of America.

01/13/00

PERMISSION FORM

ALL PEOPLE USING THE INTERNET, WHETHER STUDENT, STAFF MEMBER OR OTHERWISE

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. I further understand that disciplinary action and/or appropriate legal action may be taken by the school district.

USER'S FULL NAME (PLEASE PRINT) _____

USER'S SIGNATURE _____

DATE _____

HOME ADDRESS _____

HOME PHONE _____ GRADE IN SCHOOL _____

IF THE USER IS A STUDENT UNDER THE AGE OF 18 YEARS OF AGE, THIS FORM MUST BE SIGNED

PARENT OR GUARDIAN (If the student is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and conditions for Internet access. I understand that this is designated for educational purposes and Parkston Public School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Parkston Public Schools to restrict access to the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and E-Mail and certify that the information contained on this form is correct.

PARENT OR GUARDIAN NAME (PLEASE PRINT) _____

PARENT OR GUARDIAN SIGNATURE _____

DATE _____

01/13/00

**PARKSTON SCHOOL DISTRICT 33-3
INTERNET SAFETY POLICY
ADOPTED TO COMPLY WITH
THE CHILDREN'S INTERNET PROTECTION ACT
AND
SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55**

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.

Internet Safety

It is the policy of this organization 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 Parkston School District 33-3 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. The Parkston School District has contracted with LightSpeed to ensure the district has all necessary filtering protections that are required by federal and state laws.
- b. In order to protect their safety and security of its students, network users are prohibited from revealing personal information that includes full name, phone number, home address, social security number, credit card number, and passwords 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. All network users are refrained from altering data, computer configurations, or files by other users unless granted permission by authority. Any attempt to do so will be considered an act of vandalism and subject to disciplinary action and or losing network rights as determined by administration.
- d. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, illegal downloads of music, video, images, threatening or obscene material, and computer viruses.
- e. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media. All network users are required to follow the rules and regulations that are governed by the school district,

local, state and federal laws. Any occurrence where a network user tries to by pass or alter configurations that can jeopardize the integrity of the content filtering system and or network will be subject to disciplinary action which could include suspension of using school network and all network devices.

Implementation of Technology Protection Measure

a. All school district owned computers and other network devices [used on campus] will 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.

Acceptable Use Policy

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

Monitoring of Online Activities

It shall be the responsibility of all personnel of the Parkston School District 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. The district has the ability through generating live data reports of all network traffic to ensure the safety and compliance of CIPA and with the Internet Safety Policy.

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 Parkston School District who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

The curriculum shall consist of instruction that includes the following three CIPA required topics: appropriate online behavior, safety and privacy, and cyberbullying. The instruction will contain lessons for grades K-12 and include handouts, videos, assessments, and parent tips. Teacher Verification Documents will be available to view to show all staff and students have been instructed and have meet the requirements set out by CIPA. (See Implementation Guide for Instruction and Teacher Verification Documentation)

Consequences

The network user whose name is on the system account or whose names is assigned to a network device will be responsible at all times for its appropriate use. Non-compliance with these policies of both student handbook and Acceptable Use Policy will result in disciplinary action.

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

If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or district staff immediately so that such sites can be blocked from further access. This is not merely a request but a responsibility of the network user.

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.

Technology Devices Protection Agreement

The Parkston School District recognizes that with the implementation of the laptop initiative and other mobile technology devices there is a need to protect the investment by both the District and the Student/Parent.

**Parkston School District
Student/Parent Pledge for iPad Use**

- I will take good care of the iPad.
- I will never leave the iPad unattended.
- I will never loan out the iPad to other individuals.
- I will know where the iPad is at all times.
- I will charge the iPad's battery daily.
- I will keep food and beverages away from the iPad since they may cause damage to the device.
- I will not disassemble any part of the iPad or attempt any repairs.
- I will protect the iPad by only carrying it in the case provided.
- I will use my iPad in ways that are appropriate, that meet Parkston School District expectations, and are for educational purposes only.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case.
- I will not deface the iPad in any fashion.
- I understand that the iPad is subject to inspection at any time without notice and remains the property of the Parkston School District.
- I will follow the policies outlined in the *Student Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by personal insurance as well as report to the Parkston School District.
- I will be responsible for all damages that may incur while the iPad is within my possession.
- I agree to return the iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above document including Student Handbook Policy, and the Acceptable Use Policy, set up as guidelines by the Parkston School District.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

**CRISIS MANAGEMENT TEAM GUIDELINES
PARKSTON SCHOOL DISTRICT #33-3**

GOAL

The following suggested procedures and guidelines are intended to enable the Parkston School District to better deal with the unforeseen tragedies that affect the ordinary functioning of the students, their families, and faculty members in the event of crisis or tragic loss.

PURPOSE

To maintain the orderly operation of the school and to meet the needs of students, their families, and staff in the event of a crisis or tragic loss as defined by the crisis management team.

OBJECTIVES

1. To maintain a safe environment for students and staff.
2. To meet the special needs of individual students by working with parents, school staff, community and/or specialists.
3. To communicate with staff, students, parents, and the general public through the most effective and practical methods.
4. To continue effective instruction and carry out established routines, rules, and regulations.
5. To present a unified and predictable plan of action by the school in the event of a crisis.

CRISIS TEAM MEMBERS AND ROLES

SUPERINTENDENT: coordinating the response of building principals and managing the school's response to the general public and media. (see Appendix A, media policy)

PRINCIPALS: Making sure the crisis procedures are in operation in their buildings and initiating a 'chain call' to other team members when necessary.

COUNSELORS: Working as a team to initiate strategies in the management of the crisis.

SUPPORT STAFF: School staff and appropriate community members designated by the crisis team to facilitate during individual crisis. Support staff may include teachers, school nurses, coaches, clergy, consultants, or other individuals deemed appropriate by the crisis team.

PROCEDURES (Time Sequence)

1. The crisis team will meet to determine the necessity of initiating any or all of the following procedures. Local authorities or appropriate individuals may be called in to consult with the team in this decision. Responsibilities will be delegated to individual team members at this time. Appropriate team members will be chosen to make family contact.
2. Individual building Principals and crisis team members (*) will meet with staff before school to give teachers facts and answers to their questions; to dispel rumors, initiate strategies to deal with student reactions; identify 'high risk' students who may be strongly affected, assign staff to entrances of building (see Appendix D), and give secretaries telephone response. (see Appendix E)

CRISIS MANAGEMENT TEAM GUIDELINES

3. Principals will meet with their staff to announce funeral arrangements, discuss staff attendance, school policy regarding student dismissal, share new information, and present the plans for the individual classroom meetings.
4. Immediate friends will be identified and provided counseling. Staff will be directed to heighten their sensitivity to those students.
5. Principal will make an announcement to the students in their classrooms. Teachers will be in their classrooms during the announcement and will openly acknowledge student feelings, explain the circumstances of the student's crisis, dispel rumors, and let students know that counseling is available. (see Appendix B, staff announcements and Appendix C, classroom meetings.)
- * Crisis team members must wear name tags for recognition by staff and students.
6. The principal, counselor and appropriate team members will meet with individual classes to help students better deal with their feelings, dispel rumors, offer reassurance, and encourage students to be supportive of their fellow classmates and friends.
7. Parents of students identified as 'high risk' will be contacted and offered support from the school.
8. All building staff are assembled after school to allow for expression of feelings and support, review, and evaluate the days events, compile a list of 'high risk' students and assess their individual needs.
9. Crisis management team meets to evaluate the days events. The team will discuss the appropriateness of meetings to support students and parents, review and plan classroom meetings for the next day, identify and assess the needs of 'high risk' students and discuss school dismissal policy.
10. Continued crisis counseling will be offered to students, parents, and staff as needed.
11. Principal and/or counselor will be responsible for returning the personal effects and records to the student's family.
12. The crisis management team will meet to evaluate the effectiveness of the school and staff.

Appendix A

Crisis situation media parameters

Appoint or designate media speaker (usually, Superintendent)

1. All media correspondence, news releases, interviews, etc., will be directed to the Superintendent's office located at 102C South Chapman Drive.
2. No students shall be interviewed within the school or the school premises.
3. No faculty shall be interviewed except those who have been Designated by the school administration in charge.
4. No cameras will be allowed within the school building.
5. All questions are to be directed to the designated representative in the central office (Superintendent's).
6. All official school district communication will come from the Superintendent's office.
7. All members of the media are asked to show consideration for emotional welfare and educational interests of the students by cooperating with the above listed procedures.

Appendix B

Principal's Announcement (Example)

I feel saddened by the sudden death of one of our students, _____ (name). On behalf, of the entire faculty and student body, I wish to express our school's deepest sympathy to relatives and friends who knew and loved _____ (name).

Teachers express appropriate feelings that soon return the classroom to normal activities.

Appendix C

Teacher's Response (Example)

I know it may be difficult for some of us to continue our work today, but our counselors have set aside a special time and place for discussion for those who are troubled by this loss.

Students who are feeling troubled by the death of _____ (name) are encouraged to meet with the counseling staff at _____ (time and place).

Teachers refer individual students who are obviously in need of immediate removal from class to the counselor's office (crying, obviously upset).

The teacher then continues to proceed with his/her usual routine for the day.

Appendix D

Staff response to visitors (Example)

We feel saddened by the sudden death of one of our students. We are concerned for our students and staff. Further questions are directed to the Superintendent's office. This handout will explain the parameters.

Appendix E

Designated announcement for secretary or person answering the phone:

1. "Hello, Parkston Public Schools". (Make sure you know to whom you are talking) "How May I Help You?" (If call is concerning crisis, refer caller to superintendent) "Questions concerning _____ are referred to the Superintendent's office at 928-3368 (extension 203). Parkston _____ School thanks you for your concern." (If you are not sure how to handle a call or caller, refer caller to the principal.)

Parkston School District #33-3

102C South Chapman Drive
Parkston, South Dakota 57366-2017
TELEPHONE: (605) 928-3368
FAX: (605) 928-7284

SUPERINTENDENT: SHAYNE MCINTOSH
shayne.mcintosh@k12.sd.us
BUSINESS MANAGER: CRAIG BRUENING
craig.bruening@k12.sd.us

SECONDARY PRINCIPAL: JOE KOLLMANN
joe.kollmar@k12.sd.us
ELEMENTARY PRINCIPAL: ROBERT L. MONSON
rob.monson@k12.sd.us

August 14, 2012

Dear Carol:

Enclosed you will find the application for the waiver for our 8th grade computer class. You will also find a copy of the questions that we plan on using for the end of course exam. There are a total of 80 questions, and we will be using 50 of them for the test with some questions rotating off and others being added yearly.

If something is not correct please let me know and we will do whatever is necessary to get things fixed. Thank you.

Sincerely,



Joe Kollmann, Principal
Parkston High School

APPLICATION for a Waiver from an Administrative Rule

Courses offered Before Grade Nine for High School Credit

_____ Parkston _____ School District hereby applies for a waiver from certain South Dakota administrative rules that govern school accreditation, using the procedures outlined in § 24:43:08.

It is the intent of the _____ Parkston _____ School District to implement the strategies for continued school improvement as outlined herein, and to annually report on the implementation of the of those strategies as described in § 24:43:08:08.

The _____ Parkston _____ Board of Education has held a public hearing and approved this application. It is understood that the school district must continue to comply with all other administrative rules, including article 24:10 and chapter 24:43:11.

The school district will continue to submit all required accreditation reports, plans, and certifications to the South Dakota Department of Education on time.

Signature of Supt. of Schools/Chief Educational Officer Date

Signature of Board of Education President Date

For Department Use Only

Received: _____ Reviewed: _____

Reviewer: _____

Recommendation: _____

Department of Education Secretary's Action: ____ Approve ____ Deny

Department of Secretary's Signature: _____

Effective Date of Waiver (*Minimum 60 days after receipt*): _____

Report Due Date: _____

Section I – Application Details

Applying School District: Parkston School District_____

Participating Attendance Centers: _____Parkston Junior High School_____

_____Parkston High School_____

Local Public Hearing Date: _____August 13, 2012_____

Local Board Approval Date: _____August 13, 2012_____

Date Submitted to the Department of Education:_____

Section II - Waiver Schedule

Intended Date for Waiver Implementation: _____January 3, 2013_____

(This date is always July 1 for fall implementation unless the district requests and explains the reasons for an alternate date.)

Proposed Years of Waiver: _____January 3, 2013 through June 2017_____

(Maximum of 5 school terms, which begin July 1 of each year.)

Section III - Administrative Rules to be Waived

List the administrative rule number and title for which this waiver is being requested.
Administrative rules are available online at <http://legis.state.sd.us/index.aspx>

For a waiver for high school credit before grade nine, the district will want to waive administrative rule 24:43:11:01.

24:43:11:01 Number of required credits for graduation from High School. Required units of credit for high school graduation must be earned in grades 9-12

Section IV – Course(s) for Which Exemption is Being Proposed

Computer Applications_____

Section V - Reasons for Waiver Request

Explain the reasons the district is requesting a waiver from administrative rule. The district must explain why the plans outlined in this application will better meet local learning goals, enhance educational opportunities, promote equity, or increase accountability.

January 2011 3

The Parkston School District has reduced the number of computer/business instructors. What we have done during the past waiver and what we would like to continue to do is to combine the business classes and the computer classes so that we can meet the needs of the students with one instructor. Because of the reduction in staff, we would like to move the computer applications class from 9th grade to 8th grade. For the past five years we have had the waiver so that we can teach the computer applications class at the 8th grade level. We would like to continue to do this so that the computer/business instructor will be able to teach other business courses along with the computer applications course so that our students meet the requirements for computer studies on the opportunity scholarship or the needed computer studies class for graduation. We are also in the one to one initiative and we feel that by having the computer application skills as 8th graders, that this will enhance our students abilities to use the laptop/lpad in their classes when they get to grade 9.

Section VI - Verification of Administrative Rule Intent

Explain how the intent of the administrative rule for which the waiver is being requested will be met if the waiver is granted. Please note that the teachers of courses for which waivers are approved must be high school certified and the waived courses must remain at high school-level rigor.

List teacher providing instruction for each course included on application:

Name Course

_____Computer Applications_____ Tyler Hockett_____

If granted the computer requirements would be met with the computer applications course that the 8th graders would be taking. This would allow our students to have the skills necessary to have met the requirements for high school credit. Currently, the instructor that we have are looking at teaching the computer applications course does have a K-12 Educational Technology as an endorsement on his teaching certificate.

Section VII – Assurance of Rigor (Where applicable)

Describe the school district's plan for offering continuing educational opportunities in the waived content area, where applicable.

Our intentions are to offer as many courses as possible and this may include any computer course that is offered through the Virtual High School or that will fit into the schedule of the current computer instructor. We are currently not dropping any computer courses in grades 9-12. Our plans are to reorganize the taking of the computer courses. The students in the elementary are taking keyboarding classes and we feel that when these students reach the 8th grade that they have the keyboarding skills necessary to succeed. We also want our students to be ready for the one to one initiative, we would like to put the computer applications course into the 8th grade and then they would have the skills starting in grade 9 when they get their laptop or IPAD.

Section VIII- Evaluation

DOE Waiver Evaluation Policy:

At the conclusion of the waived course, all students that wish to receive high school credit for the coursework completed must pass an end of course exam. The following guidelines should be noted:

- 1) If the South Dakota Department of Education (DOE) has an exam available in the waived course area, the State exam should be used.
- 2) * If an exam is not available from the State, the district may create an exam, standards-based when applicable. The exam must be approved by the State before it may be administered.
- 3) A test security agreement must be signed by all district personnel who have access to the exam and must be returned to the SD DOE prior to the test dates(s). A security agreement must be filed each year, and for each exam that is given. The test agreement must be mailed and not faxed or emailed.
- 4) The student must pass the exam with at least 80% proficiency.
- 5) The exam may be administered up to two times, per district policy.
- 6) The DOE must receive a roster of participants, including the students' name, grade in school, district attendance center, and percentage on the best attempt of the completed exam before the start of the proceeding school year.

Check all that apply:

State exam will be used

Local exam has been approved by SDDOE Date approved: _____

(Approved local exam subject to 30% refreshment on a two-year cycle, as per ARSD 24:43:11:13. Failure to refresh this local exam by the designated deadline will default to state test approval for the balance of the waiver term)

* For information regarding the creation of a district end of course exam, please refer to the South Dakota Department of Education End of Course Procedure Manual.

http://www.doe.sd.gov/oats/documents/EOC_ProMn.pdf

Local exam ARSD 24:43:11:13, effective 12/28/2010:

<http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:43:11:13>