

Financial Report: November 12, 2012

	(10) General Fund	(21) Capital Outlay	(22) Special Education	(24) Pension Fund	(31) Bond Redemption	(51) School Lunch	(53) Enterprise Fund	(71) Trust & Agency	Scholarship Funds		
Beg. Monthly Balance	1,674,652.84	212,320.94	129,882.65	253,417.66	81,047.47	5,426.88	6,043.54	38,678.09	(76) Lonnie Hoffman	(77) Alvin Schelske	(78) Tom Maxwell
Receipts											
Taxes	10,967.60	6,988.90	4,181.35	1,045.25	3,432.14						
Tuition - Other LEA	7,029.05										
Tuition - Preschool							1,155.00				
Headstart							1,300.00				
Preschool Snacks								1.86			
Interest	591.84	3.67	7.20	373.39	0.56	0.54	0.60				
Activity Passes	120.00										
Admissions	6,844.50										
Miscellaneous	833.22										
Receipts						19,782.60		32,795.54			
Annual Sales											
Band Resale	2,330.00										
Yearbook Ads	143,885.00										
State Aid	4,825.18		20,877.00								
Tuition Our Home											
IDEA Part B											
Title I											
Title II											
IDEA Preschool											
Interest Corrections											
TOTAL RECEIPTS	177,426.39	6,972.57	25,065.55	1,418.64	3,432.70	19,783.14	2,455.60	32,797.40	0.00	0.00	0.00
Total Cash Available	1,852,079.23	219,293.51	154,948.20	254,836.30	84,480.17	25,210.02	8,499.14	71,475.49	186.11	703.00	617.10
Disbursements	321,312.70	11,976.65	51,552.54			27,503.32		9,628.07			
Ending Balance	1,530,766.53	207,316.86	103,395.66	254,836.30	84,480.17	-2,293.30	8,499.14	61,847.42	186.11	703.00	617.10
Cash	155,766.53	32,316.86	53,395.66	129,836.30	9,480.17	-2,293.30	8,499.14	51,847.42	186.11	703.00	617.10
Invested	1,375,000.00	175,000.00	50,000.00	125,000.00	75,000.00			10,000.00			
	40.25%	8.35%	13.80%	33.55%	2.45%	-0.59%	2.20%	13.40%	0.01%	0.03%	0.03%

Prior Years Data

	October 2011	October 2010	October 2009	October 2008
General Fund	1,618,639.23	1,524,920.91	1,306,247.65	1,385,954.90
Capital Outlay Fund	35,906.38	136,311.03	346,081.56	303,108.73
Special Ed. Fund	112,650.13	195,341.77	176,981.54	134,023.23
Pension Fund	210,620.76	178,311.05	211,914.98	144,607.49
Bond Redemption Fund	85,156.98	82,595.08	76,430.33	100,986.29
School Lunch	17,392.57	25,476.19	21,078.31	2,471.86
Enterprise Fund				
Trust & Agency	53,943.25	66,979.64	67,022.83	71,438.36
Scholarship Funds	186.11	186.11	186.11	186.11
Total	2,100,000.00	2,000,000.00	2,000,000.00	2,000,000.00

Investments

Transfer from Cash to Passbook	Transfer to Cash from Passbook
General Fund	General Fund
Capital Outlay Fund	Capital Outlay Fund
Special Ed. Fund	Special Ed. Fund
Pension Fund	Pension Fund
Bond Redemption Fund	Bond Redemption Fund
	Trust & Agency
	CD
	10,000.00

Parkston School District #33-3
102C South Chapman Drive
Parkston, South Dakota 57366-2017
TELEPHONE: (605) 928-3368
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Parkston School Board Meeting
Elementary Conference Room
Regular Meeting, **Monday, November 12, 2012** 6:30 pm

1. Call to Order
2. Establish a quorum
3. Pledge of Allegiance
4. Approve agenda
5. Approve minutes
6. Accept financial reports
7. Approve claims
8. Visitors and Correspondence
9. Superintendent report -
10. Principal Report/AD Report
11. Old Business
 - a. Final Reading of policies
 - i. Substitute teacher usage/pay
 - ii. 100 series
 - iii. 200 series
 - b. Second Reading of policies to be reviewed (500 Series)
12. New Business
 - a. Dual Credit Course Report
 - b. Safe Routes to School Grant Amendment
 - c. USD Teacher Residency Program
 - d. Bus Contract Renewal
 - e. Declare items Surplus (ice machine)
 - f. Discuss hot lunch program and lunch prices
 - g. Executive Session
 - i. Student Matter
13. Adjourn

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Parkston School Board Meeting
Elementary Conference Room
Regular Meeting, **Monday, November 12, 2012** 6:30 pm

1. Call to Order
2. Establish a quorum
3. Pledge of Allegiance
4. Approve agenda

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

5. Approve minutes

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

6. Accept financial reports

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

7. Approve claims

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

8. Visitors and Correspondence

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

9. Superintendent report - school public lands, election results, planning and zoning

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

10. Principal Report/AD Report

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

11. Old Business

- a. Final Reading of policies
 - i. Substitute teacher usage/pay
 - ii. 100 series
 - iii. 200 series

I have attached the summary of changes that have been made to the 100 and 200 series, along with substitute teacher pay.

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

- b. Second Reading of policies to be reviewed (500 Series) – I have attached a copy of the proposed language changes we have found for the 500 series.

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

12. New Business

- a. Dual Credit Course Report – Mr. Kollmann will be reporting on the various dual credit course work that we have available to our students.

Comments:

Action: Motion _____ Second _____ Vote Y ____, N __

- b. Safe Routes to School Grant Amendment – Attached, you will see an amendment to the Safe Schools Grant. This amendment will provide the City with additional revenue to install the sidewalks. It does not change anything the school is doing, or anything for which we are responsible. Being that we are a partner however, it does require our action.

Comments:

Action: Motion _____ Second _____ Vote Y ____, N __

- c. USD Teacher Residency Program – Enclosed, you will find information regarding the USD Teacher Residency Program. USD is changing the way they train student teachers and they have asked if we would be interested in being a partner. I will explain the program and what the expectations would be from the school district. No action will be needed until next month.

Comments:

Action: Motion _____ Second _____ Vote Y ____, N __

- d. Bus Contract Renewal – Our bussing contract is up for renewal. This agenda item is designed to allow the board to discuss this renewal and make any changes to the bid contracts as necessary.

Comments:

Action: Motion _____ Second _____ Vote Y ____, N __

e. Declare items Surplus – We have an ice machine to declare surplus.

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

f. Discuss hot lunch program and lunch prices

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

g. Executive Session- For the purpose of a student matter

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

13. Adjourn

Comments:

Action: Motion _____ Second _____ Vote Y __, N __

Substitute Teachers

The principals of the schools shall maintain an active list of persons qualified to substitute teach. Substitute teachers shall be paid an amount deemed reasonable through the School Board.

A Substitute teacher being employed for less than a full teaching day will be paid at the following rate per 45 minute block excluding free/preparation period for grades 7 through 12.

- A person holding a teaching certificate or expired teaching certificate - \$10.00
- A non-certified substitute - \$9.00

Substitute pay is:

- \$80.00 per day for a person holding a teaching certificate or expired teaching certificate
- \$72.00 per day for a non-certified substitute

After 10 concurrently running days, pay is one and a half times the daily rate:

- (or \$120.00 per day for a person holding a teaching certificate or expired teaching certificate)
- (or \$108.00 per day for a non-certified substitute)

The above rate plus mileage at a rate of \$.55 per mile for rural school.

If necessary in an emergency situation, according to the building principal, an aide needs to substitute for an instructor, the aide will be paid \$9.00 per 45 minute block or their hourly rate, whichever is greater.

Final Reading for the 100 & 200 series

November 2012

Policy 110.1, Letter P – Changed language regarding community based, non-profit group use of facilities

P. Community based, **non-profit**, athletic/recreational exercise groups such as the karate, volleyball, weightlifting and amateur basketball teams, etc. **may use the facilities without charge, with pre approval of the administration.** Their representative will be issued a key to the gymnasium **which shall be returned to the Superintendent upon completion of the activity. Any abuse or misuse of the facilities will result in immediate revocation of said group's right to use the facility and said group shall be responsible for any damages, repairs or replacements to the equipment or facilities.**

110.6 - Removed name of Mary Boehmer, replaced with appointee and also remove number 10. The board was approached in past and allows out of district students to take part in youth wrestling and youth football.

NON-SCHOOL ATHLETIC USE OF THE PARKSTON SCHOOL DISTRICT FACILITIES

1. Scheduling will be worked around Parkston School District practices/activities. If there is a home scheduled activity at the Parkston School site, a non-school activity can be scheduled in one of the School gyms if one is available.
2. All scheduling of the facilities will be **done with Mary Boehmer overseen by the individual appointed by the Superintendent.** One key will be issued to a program representative per program.
3. If there is a violation of these guidelines, the key will be turned in, and the program representatives will have to check out the key on the day of the practice or game.
4. Seasons will run in conjunction with the high school sport season (exception - see item 14- after-season activities).
5. May have six practices a month and one competition each week. If no competition that week, an additional practice is allowed.
6. Boys and girls seasons will have the same number of practices and games, if possible.
7. All programs will be offered to all students in that grade or grades.

8. The focus should be on fundamentals, not competition.
9. There shall be no playing up. The only exception will be if there are not enough students in a particular grade, then all the students in the lower grade should be allowed to participate.
10. ~~Only students from Parkston will take part.~~

120.3 Struck outdated language

Employer Compliance Program

120.3

Employer Checklist for Hazard Communication Program-Requirements

The key elements that each employer must implement are a written program, employee training, and record availability and storage. ~~Employers must complete all aspects of the rules by May 25, 1986.~~

Final Reading for the 200 series

201.1 – Changed “who” to “that” and “July” to “September”

He/she shall nominate for election by the Board, all employees requiring election by law or the bylaws except architects, attorneys and auditors. After the election of architects, their work shall be supervised and directed by the Superintendent in the same manner as provided herein for other heads of

departments. Only the persons who in the judgment of the superintendent are the best qualified of those available at the time shall be nominated and no person shall thus be nominated for any position ~~who~~ that does not fulfill the requirement.....

He/she shall be responsible for preparing and submitting to the Board, not later than the first regular meeting in May, a tentative budget for the ensuing fiscal year and a final detailed budget not later than the regular meeting in ~~July~~ September.

202 Struck language regarding the scheduling of facilities with the business office

Non-school Use of Facilities:

The use of school buildings and equipment for non-school purposes is scheduled through the business manager's office. This regulation applies to members of the school staff as well as to other persons to make such requests.

202.1 Struck language regarding the opening of mail

Duties and Responsibilities:

1. The assistant shall take and prepare materials of various correspondences, reports, notices, and recommendations.
2. The assistant shall maintain an organized filing system, as well as a set of locked confidential files on all school personnel.
3. The assistant shall place, receive, and route telephone calls and record messages.
4. The assistant shall maintain a calendar of appointments and make arrangements for meetings and conferences.
5. The assistant shall open and process Superintendent's incoming mail.

203.1 Add to number 6 "Other crisis management drills"

Add to number 6 "Other crisis management drills"

6. He/she shall be responsible for the following:
 - A. Fire drills
 - B. Tornado drills
 - C. School enterprises and activities
 - D. Teacher's meetings
 - E. School exhibits
 - F. Lunchroom
 - G. Summer school in his/her building

- H. Evening school in his/her building
- I. Other crisis management drills

203.1 Change "North Central" to "Advanced Ed"

Qualifications:

1. The high school principal shall have the general qualifications of a teacher in the State of South Dakota.
2. He/she should hold at least a master's degree from an accredited institution. He/she must also hold the administrator's certificate and meet ~~North-Central~~ Advanced Ed requirements.

203.1 number 12 & 14 – typo corrections

- 12 Damage to school property; any pupil who shall intentionally or accidentally destroy or damage school property or who shall deface by cutting, or with writing or pictures, any fence, furniture building or other school property shall immediately compensate for said damages, and upon refusal may be, suspended from school until compensation has been made ~~by~~ to the school board.
- 14 He/she shall be responsible to the Superintendent for the financial accounting of all activity funds of the school and shall present monthly statements ~~of~~ to the school board. He/she shall also authorize all expenditures of same.

208 Printing and Distribution of Agreements, Documents – typo correction

Printing and Distribution of Agreements, Documents

Agreements between the Board ~~an~~ and employees association shall be printed at the expense of the Board after the agreements are signed. To the extent possible, all such agreements shall be organized

and coded in harmony with the manual of policies, regulations and bylaws to permit the addition of the contents of the agreement into the manual.

211.1 -Added signature line for the Superintendent, which will also require the Board President to have “knowledge of the evaluation” as well

212 VI - Delete “f” & G (Duplicate with prior)

F. ~~Maintains composure when faced with an unexpected or disturbing turn of events.~~

~~1. Projects leadership and maintains control during a crisis.~~

~~1. Is receptive to the suggestions of others) regardless of their place in the organization, when faced with difficult reactions.~~

~~4. Is fair-minded and consistent in his/her positions and reactions.~~

G. ~~Enjoys an appropriate sense of humor.~~

~~1. Understands that the position of principal and the duties that go with it can be taken too seriously.~~

~~2. Has a mature sense of humor.~~

213 3rd paragraph – correct typo

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

214 Change sexual harassment policy to match others

500 Series Proposed Changes for November 2012

500 – Change 4 to 5

Admission

There shall be routine admission of students in the regular school program for students between the ages of 4 5- 21 who are residents of the Parkston School District. Adult education programs are exceptions.

506 - I would like to discuss the “work absences” section. (D)

D. Legitimate work absences - Parkston Public School does not issue a work permit as such. Up to seven absences per semester from an academic class

may be missed for work purposes. At this point in time a conference will be

held with the student, parent and administration.

506 #3 A student who accumulates “more than” delete “more than”.

A student who accumulates ~~more than~~ four (4) to nine (9) tardies will be required to make up one half (1/2) hour detention for each additional class tardy. Any tardies beginning with the 10th tardy will be handled as an unexcused absence.

509 – Non-Residents

Non-Residents

Non-resident students may be accepted as tuition open enrolled students in the schools under the following conditions:

1. Space is available and an appropriate program can be provided.
2. Admission is subject to review of the educational records and administration of the appropriate examinations.
3. ~~Payment of tuition that is set annually by the Board.~~
4. Transportation will not be provided if the student lives outside the district, unless the Superintendent recommends and the Board approves, the students meets the requirements of the “Transportation of Transfer Students” policy.

5. Admission is probationary, subject to periodic review, and must be pre-approved annually.
6. Subject to the qualifications in 1, 2, 4 and 5 3 above, students who are residents of nations other than the United States may be admitted without payment of tuition under recognized foreign student exchange programs in which students are accepted on an equivalent basis in foreign countries.

512 - Examination of Grades – clarify

STUDENTS

512

Examination of Grading

Good teaching requires testing. Rather than testing at specific intervals, testing should be done completed when you the teacher thinks best. Several shorter tests over.....

513 Level 5 with complex and “advances” edit to “advanced” ?

LEVEL 5 - Requires extensive study and application of skills in working with complex and advances advanced materials.

521 – FERPA - Add broadcasts to directory information

- I The use of student pictures in publications/ broadcasts of the school district shall be considered directory information.

521 II D court order governing such matters “are” divorce ... edit to “as”

- D. "Parent" includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or a guardian. The district shall presume the parent has the authority to exercise the rights inherent in the Federal Act unless the superintendent has been provided with evidence that there is a state law or court order governing such matters are as divorce, separation or custody or a legally binding instrument which provides to the contrary.

521 II F record means “and” information edit to “any”
"Record" means and any information or data recorded

521 III F they “Shall” edit to “shall”

524 – Graduation requirements – strike old, insert new

High School Graduation Requirements

As approved by the South Dakota Board of Education, November 2, 2009

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year.

A student’s Personal Learning Plan must document a minimum of 22 credits that include the following:

(1.) Four units of Language Arts – must include: (4.) Three units of Social Studies – must include:

- | | |
|---|-------------------------------------|
| <u>a. Writing – 1.5 units</u> | <u>a. U.S. History – 1 unit</u> |
| <u>b. Literature – 1.5 units</u> | <u>b. U.S. Government - .5 unit</u> |
| <u>(must include .5 unit of American Literature</u> | <u>c. World History - .5 unit</u> |
| <u>c. Speech or Debate - .5 unit</u> | <u>d. Geography - .5 unit</u> |
| <u>d. Language Arts elective - .5 unit</u> | |

(2.) Three units of Mathematics – must include: (5.) One unit of the following-any combination:

- | | |
|--------------------------------|---|
| <u>a. Algebra I – 1 unit</u> | <u>a. Approved Career & Technical Education</u> |
| <u>b. *Algebra II – 1 unit</u> | <u>b. Capstone Experience or Service Learning</u> |
| <u>c. *Geometry – 1 unit</u> | <u>c. World Language</u> |

(3.) Three units of Lab Science – must include: (6.) One unit of ^Fine Arts

- | | |
|--|--|
| <u>a. Biology I – 1 unit</u> | |
| <u>b. Any Physical Science – 1 unit</u> | <u>(7.) One-half unit of Personal Finance or</u> |
| | <u>Economics</u> |
| <u>c. *Chemistry or Physics – 1 unit</u> | |

(8.) One-half unit of Physical Education

(9.) One half unit of Health or Health Integration

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics the student must still take three units of Lab Science.

Required beginning September 1, 2013

Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course.

^Local decision. A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of ¼ credit may be granted for each activity in each school year.

524 College Entrance Requirement F "one half credit of Fine Arts-to be changed to one full credit of Fine Arts"

Edit 526 ...which the state has set a "½" credit edit to "1" credit

Paragraph 2 "Two units of credit earned in activity type participated may be counted towards graduation..." Not sure what needs to be changed here but it doesn't make sense to me

Delete * Beginning with the Class of 2005...South Dakota"

Credit for Fine Arts Requirement (Band/Vocal)

Students participating in the Band and/or Vocal programs may satisfy the Fine Arts requirement which the state has set at 1/2 1 credit*.

Students may earn up to 1/2 credit* per year in Band or Vocal or combination thereof. Two units of credit earned in "activity type" participated participation may be counted towards graduation as is stipulated by state guidelines. Grades earned will be counted for honor roll and class standing purposes.

Students involved in events that are competitive are subject to the school eligibility regulation (marching competition, small and large group contests). Events used for grading purposes will be exempt (winter/spring concert, coronation, graduation. etc.)

* Beginning with the Class of 2005, one full credit will be required by the State of South Dakota.

529 –Eligibility Policy - added “Extra Curricular” language and revised chart

STUDENTS

529

Co-Curricular & Extra-Curricular Eligibility Policy

PURPOSE: The purpose of this policy is to set forth the Board of Education position related to student eligibility for participation in co-curricular and extra-curricular activities.

This policy identifies the activities that are classified as curricular and co-curricular and extra-curricular. The academic policy applies to those activities identified as co-curricular.

PHILOSOPHY: The Parkston Board of Education believes that co-curricular and extra-curricular activities have a significant potential to contribute positively to student development. The Board believes that it is reasonable to require higher minimum standards of academic achievement for students who wish to participate in co-curricular and/or extra-curricular activities, since it holds that academic study must be the primary focus of the school. Further, the Board recognizes its responsibility to assist students in a positive manner on the questions or activity eligibility and academic achievement.

529 “Students who are ineligible at the end “of” a semester...

Students who are ineligible at the end of a semester are not eligible in the succeeding nine-week period until the two week grades are submitted in the succeeding nine-week period, meeting minimum guidelines.

ACTIVITY	CURRICULAR	CO-CURRICULAR
BASKETBALL		X
FOOTBALL		X

VOLLEYBALL	X
TRACK	X
GOLF	X
WRESTLING	X
CHEERLEADING	X
DRAMA (PLAYS)	X
BAND – CONCERTS	X
CONTESTS	X
VOCAL – CONCERTS	X
CONTESTS	X
JOURNALISM – PAPER	X
JOURNALISM	X
FBLA – ACTION ACTIVITY EVENTS	X
CONTESTS	X
FCCLA – BEEF COOK OFF	X
ACTION ACTIVITY EVENTS	X

LIST OF ACTIVITIES

List of the activities offered at Parkston Junior/Senior High School. They are listed according to Curricular, Co-curricular and Extra-Curricular. Curricular are not affected by the eligibility policy, but co-curricular and extra-curricular activities are affected by the eligibility policy.

Activity	Curricular	Co-Curricular	Extra-Curricular
Basketball			X
Football			X
Volleyball			X
Track/Cross Country			X
Golf			X
Wrestling			X
Cheerleading			X
Drama			X
Band – Concerts	X		
Contests		X	
Vocal – Concerts	X		
Contests		X	
Journalism – Paper	X		
FCCLA		X	
FBLA		X	

530 - Co-Curricular-Eligibility Policy - Playing Up

The Parkston School District will follow the state policy regarding seventh and eighth grade athletes playing up with the decision being left up to the Athletic Director, the Head Coach of said sport and the parent of that child, with that child falling under the Parkston Public School's academic eligibility policy.

532 STUDENTS

Athletic Offerings and Lettering Guidelines

BASKETBALL: BOYS AND GIRLS

To letter in boys or girls basketball a player must play in 18 quarters of varsity basketball. To play in any part of a quarter constitutes one quarter. A letter may also be given to anyone at the coach's discretion.

FOOTBALL:

Letters will be earned by ~~a junior or senior based on team practices, completing an entire season, and by giving outstanding contributions to the football team.~~ playing in 12 quarters in a varsity game. To play in any part of a quarter constitutes one quarter. A letter may also be given to anyone at the coaches' discretion.

~~Freshman and sophomores will earn a letter based on playing in eight quarters of varsity games.~~

TRACK AND FIELD

To qualify for a letter in track and field, an athlete must accumulate enough team points scored by placing in varsity meets in one of the following categories: Individual points scored and relay points scored. The athlete must score three letter points in any combination of individual and/or relay points. The athlete must compete for the entire track and field season, and must also return all school-issued clothing and equipment associated with the sport. The coach will retain discretion in awarding a letter.

WRESTLING:

A ~~major~~ letter will be awarded to an athlete that has scored 18 points on the varsity squad or has qualified for the State Tournament. ~~places in a varsity tournament and/or wrestle in two (2) or more~~

~~varsity duals, triangulars or quads.~~ A letter may also be given to wrestlers at the coach's discretion. The athlete must be part of the team for the entire season.

GOLF: BOYS & GIRLS

A letter will be awarded to an athlete that contributes a score that is counted towards team total in placing in a match or regional.

CHEERLEADING:

A letter will be awarded to a cheerleader that is a member of one of the varsity squads and takes part in practices, meetings and conducts themselves in compliance with the rules of cheerleading and the school.

VOLLEYBALL:

A letter will be awarded to an athlete that is a member of the varsity volleyball squad and has played in (10) or more games and has contributed consistently in practices and games.

CROSS COUNTRY:

To qualify for a letter in cross country, an athlete must ~~run varsity races in at least twenty-five percent of the scheduled meets.~~ place in at least one varsity meet or qualify to for the state meet. ~~The athlete must compete for the entire cross country season, and must also return all school-issued clothing and equipment associated with the sport.~~ The coach will retain discretion in awarding a letter. A letter may also be given at the coach's discretion.

MINOR AWARDS:

~~Coaches can give minor awards to athletes who don't earn a letter, but they take part on practices, attend meets, games and/or matches and conduct themselves in compliance with the rules of that sport and Parkston High School.~~

534 ... a reasonable set of rules that participating students "should and " will be required to follow: Delete "should and"

PARKSTON SCHOOL DISTRICT

GUIDELINES FOR EXTRA-CURRICULAR PARTICIPATION

The Board of Education has set up a policy on rules and regulations for extra-curricular participants so that all interested parties have knowledge of said rules at Parkston High School. Below you will find listed what the school board feels are a reasonable set of rules that participating students ~~should and~~ will be required to follow: These guidelines apply to: All Sports, Cheerleading, Band, Chorus, Play, Journalism, FBLA, Art Club, National Honor Society and FCCLA. (Band and Chorus season will be based on a 9-week period of time.)

534 b. 1st offense Students will be withheld from “an club-out-of-school activities ...” Not sure how this is supposed to read possibly “any club out of school activity”

b. Applies specifically to student organization to include FBLA, Art club, National Honor Society, and FCCLA participants.

1st Offense – Students will be withheld from ~~an a~~ club, out-of school ~~activities-activity~~ that takes place during the 9 week period in which the student committed the offense.

Discuss

534 b 1st offense If a student participates in FBLA, Art club, National Honor Society or FCCLA and has a 1st offense on the first day of the nine week period they are withheld from activities for 8 weeks and 4 days, likewise for the 2nd offense for possession or use of tobacco. Whereas students participating in any sports, cheerleading, band chorus, play and journalism are withheld for 10 calendar days and 2 events for 1st offense and 20 calendar days and 4 events for 2nd offense. Seems to be some inequity.

535 ...in the opinion of school administration should be evaluated by a physician prior to resuming participation... ADD “or physician’s assistant” to be consistent with the existing paragraph

For the protection of student athletes, if a student suffers a substantial physical injury and/or concussion or concussion symptoms, the student shall not be permitted to participate in an athletic activity until he or she is cleared for participation in the activity by a physician licensed by the South Dakota Board of Medical and Osteopathic Examiners (or similar out-of-state licensing body if the

physician isn't located in South Dakota), or a physician's assistant. The clearance by the physician/physician's assistant must be in writing on the following form and must refer to the physical injury for which the student was barred from participation, and must refer to the athletic activity for which the student is being cleared for participation. For purposes of this provision, a substantial physical injury includes all concussions and/or concussion symptoms, all fractures, and any other physical injury that in the opinion of school administration should be evaluated by a physician/physician's assistant prior to resuming participation in the school activity. This provision shall not be construed to prevent licensed chiropractors from conducting necessary sports participation physicals which are required by the SD High School Activities Association.

546 No students will drive "during" the noon hour, ... ADD during

Automobile Rules

No students will drive during the noon hour, unless permission is granted by the Principal for extreme hardship or emergency reason

547- Sexual Harassment Policy – bring in line with others

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.

548 #16 Pupils must not throw objects about the bus nor out "through" the windows. Delete "through"

16. Pupils must not throw objects about the bus nor out through the windows.

548 - Form Missing, insert

School Bus Incident Report

Parkston School District #33-3

102C South Chapman Drive

Parkston, SD 57366

Telephone: (605) 928-3368

FAX: (605)928-7284

Superintendent: Shayne McIntosh

Secondary Principal:

Joe Kollmann

Business Manager: Craig Bruening

Elem. Principal:

Marchell DeLange

Date:

Time:

Driver:

Students Involved:

Incident Report:

Driver Signature: _____

Driver Supervisor: _____

Principal Signature: _____

Action Taken By Principal:



549 – Student Record – add photograph/video

Student Records

In order to provide students with appropriate instructions and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law, yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The Board wishes to make clear that all individual students records of the district are confidential (this extends to giving out individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the students as "direct or public" information. The release of this data does not require the consent of students, parents or guardians. Direct information will include: The student's name, data and place of birth, participation in official activities, weight and height of members of athletic teams and, date of attendance, and photograph/video.

557 – Imprest Account -Strike obsolete language

Imprest Account - Establishment and Funding

- A. The Imprest Account is established as a special account within the Trust and Agency Fund. It will be funded by a \$5,000.00 loan from the General Fund.
- B. Guidelines for Expenditures:
 - 1. Athletic Officials Fees
 - 2. All Contest Judges

3. Assembly Programs

4. Advance money for meals, lodging and registration as provided for in Board Policy.

- A. Reimbursement - Warrants issued from this account shall be reimbursed from the fund to which the expenditure is charged. All payments from the General Fund and Special Education Fund and Title VI-B Fund paid from this account will be itemized and presented to the Board of Education.

559 The burden of proof is upon the student to show that “a” rule is unfair add “a”

The burden of proof is upon the student to show that a rule is unfair, is discriminatory.....

560 The burden of proof is upon the parent to show that “a” rule is unfair add “a”

The burden of proof is upon the parent to show that a rule is unfair, is discriminatory

Level One: to their child's school principal for an information conference discussion and resolution of said grievance.

Discuss

563: Where in the policy does it restrict carrying pepper spray or mace

564 - Admission of Non-Resident Students – strike obsolete language

Admission of Non-Resident Students or Requests of Resident Students to Attend Another District

Admission of Non-Resident Students

The Board may accept students from South Dakota districts wishing to enroll in the district's schools, provided class size guidelines allow, facilities are appropriate, and special programming, if necessary, is able to accommodate students' needs. The following financial guidelines will be applied:

1. ~~Students legally residing in another district within the state not needing special programming, will pay a tuition fee equal to no less than one half of the state aid formula per pupil cost for general fund reimbursement.~~

2. ~~Students legally residing in another district within the state needing special programming will pay a tuition fee equal to no less than all actual program costs plus 10% for indirect services.~~

The board delegates to the Superintendent the authority to negotiate the tuition rate on a case by case basis for each request for admission of nonresident student within the guidelines set forth. Payment of tuition can be made by the sending district or the student's family.

The administration will assign non-resident students to a school attendance center based on class size guidelines, building capacities, and the programming options of the district. Transportation from home to school shall be the responsibility of the student's family.

Requests of Resident Students to Attend Another District

~~The Board may accept requests from students' families to attend another South Dakota district school without a change in residence, if the receiving district will accept payment of tuition to the receiving district equal to no more than one half of the state aid formula per pupil cost for general fund reimbursement. Transportation from home to school shall be the responsibility of the student's family.~~

The Board delegates to the Superintendent the authority to negotiate the tuition rate on a case by case basis for each request to have a resident student attend another district based on the guidelines set forth.

Resident students in need of special programming will only be assigned out of district placements based on their Individual Education Plan and recommendations of the Multi-Disc. Team.

565 – Admission of Non-Resident Students..... – change to reflect current laws and practice

Admission of Non-Resident Students/Assignment of Resident Students

This policy is enacted to fairly allow admission and assignment of both resident and non-resident students in the Parkston School District. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL 13-28-9. The term "non-resident district" means any district in which a non-resident student seeks to enroll, the term "assigned school" means the attendance center within the district to which a resident student is assigned. The term "non-assigned school" means an attendance center within a resident student's district to which the student has not been assigned.

The board will accept all students from other districts wishing to enroll provided the non-resident district's facilities can accommodate the students without adversely affecting the quality of the educational program. This determination will be based upon criteria adopted by the board, see Section C below, and is subject to the following conditions:

A: GENERAL PRINCIPLES

1. A student who is a legal resident of another South Dakota district seeking to transfer to Parkston School District must, ~~by February 1st of the school year preceding the year of intended enrollment in non-resident district,~~ make application to both the resident and non-resident districts. The application must be on ~~triplicate~~ forms provided by the Department of Education and Cultural Affairs ~~and postmarked no later than February 1st.~~ The application must be made by an unemancipated student's parent or guardian or by the emancipated student. (The parent with the authority to request enrollment is the resident custodial parent.)
2. The application will be approved or disapproved if the transfer does not result in an inability to provide a quality educational program by the Parkston School Board ~~or it's designee not later than March 1st,~~ and the applicant and resident district must be notified of the decision within five days of the decision. Applications will be reviewed in the order received.
 - a. In-district transfer applications to move to a non-assigned school can be accepted and acted upon by the board ~~or it's designee~~ at any time; however, decisions regarding transfer among attendance centers within a district will be based upon policies consistent with resident/non-resident transfers.
 1. Applicants will be accepted or denied access to the Parkston School District education program based on the Parkston School Board's understanding of available classroom capacity. This may include an allowance for possible new resident students.
 2. Applicants must include complete school records with this application for Open Enrollment to the Parkston School District. This must include a current academic report card; record of attendance; discipline record; and special needs."
 - b. The application may be withdrawn by the applicant through notification to the affected school boards.

566 Delete either #4 or #5 as they say the exact same thing.

5. The school district reserves the right to discontinue transporting transfer students if it is in the best interests of the Parkston School District.

568 – Internet Acceptable Use policy – delete obsolete language “through Santel”

Acceptable Use -The purpose of providing Internet and Electronic Mail (E-Mail) through Santel 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.....

569 - Computer use policy - Delete all and replace with updated version, then add iPad Use Agreement, CIPA Policy -Tony and I will continue to work on this

Laptop/iPad Policies and Procedures Handbook

The focus of the Learning with Laptops/IPADs Program at the Parkston School District 33-3 is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future and the learning tool of these twenty-first century students is the laptop/IPAD computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

2. RECEIVING YOUR LAPTOP

3. TAKING CARE OF YOUR LAPTOP

3.1 General Precautions

3.2 Carrying Laptops

3.3 Screen Care

4. USING YOUR LAPTOP AT SCHOOL

4.1 Laptops Left at Home

4.2 Laptop Undergoing Repair

4.3 Charging Your Laptop's Battery

4.4 Screensavers

4.5 Sound

4.6 Printing

4.7 Passwords

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Directory

5.2 Saving data to Removable storage devices

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

6.2 Virus Protection

6.3 Additional Software

6.4 Inspection

6.5 Procedure for re-loading software

6.6 Software upgrades

7. ACCEPTABLE USE

7.1 General Guidelines

7.2 Privacy and Safety

7.3 Legal Propriety

7.4 E-mail

7.5 Consequences

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

8.2 Password Protection

8.3 Storing Your Laptop

8.4 Laptops Left in Unsupervised Areas

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Gateway Warranty

9.2 Accidental Damage Protection

9.3 School District Laptop Protection

9.4 Personal Insurance

9.5 Claims

10. LAPTOP TECHNICAL SUPPORT

11. LAPTOP FAQ'S

The policies, procedures and information within this document apply to all laptops used at Parkston School, including any other device considered by the administration to come under this policy.

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

2. RECEIVING YOUR LAPTOP

To receive a laptop computer, students must:

1. Attend the laptop orientation with a parent or legal guardian.
2. Submit Laptop Computer Protection form.
3. Submit Student Agreement for Laptop Use form.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at PHS.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology **Help Desk** located in Room 120. If you have any questions, you may e-mail Mr. Kinneberg at Tony.Kinneberg@k12.sd.us or Mr. Thury at Justin.Thury@k12.sd.us.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Insert and remove cords, cables and removable storage devices carefully.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Shut down the computer when not in use to conserve battery life.
- Stickers, drawings, or permanent markers may not be used on the computer.
- Do not vandalize the computers or any other school property.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

3.2 Carrying Laptops

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

- Laptops should always be carried within the protective case provided by WCS.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop.
- The laptop must be turned off before placing it in the carrying case. Carrying laptops in the carrying case between class periods may be done while laptop cover is closed and laptop is hibernating.

3.3 Screen Care

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

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

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Repeat violations of this policy will result in disciplinary action.

4.1 Laptops Left at Home

If students leave their laptop at home, they may phone parents/guardians to bring them to school. Students without a laptop will use a computer in each classroom as they are available.

4.2 Laptop Undergoing Repair

Students will use computers in the classrooms while their laptop is undergoing repair. Loaner laptops may be issued for use at the administrator's discretion.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Power cords must stay with the computer at all times.

4.4 Screensavers

Screen savers and backgrounds must be appropriate. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang related symbols or pictures, or other items deemed inappropriate by administration will result in disciplinary actions.

4.5 Sound

Sound must be muted or the use of headsets must be used at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing

Students may use printers in classrooms, the library, and computer labs with teachers' permission during class or breaks. All printing will be limited to educational purposes.

4.7 Passwords

Use of passwords on screensavers or hard drive is forbidden. Use of passwords may result in disciplinary action including but not limited to cost of replacement hardware and/or software.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Directory

Each student will have a user account and *Home Directory* (My Documents) on the school network with ample space to save any school-related work. Additional folders in the *Home Directory* may be created or added by the student. All student work should be stored in their *Home Directory*.

Only files stored in the *Home Directory* will be automatically backed up and saved. Student work saved to a different location on the computer will not be automatically saved to the school server. Students should be aware that the *Home Directory* is not accessible outside of school.

Students should create a separate folder on their desktop for non-backed-up files, including but not limited to music, mp3, Windows Movie Maker, Photo Story and other large projects.

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once a week using removable file storage. Removable memory cards, flash drives, or recordable CDs may be purchased.

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

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by the Parkston School District must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with Microsoft® Windows® XP Tablet PC Edition operating system and with additional software. Licensed software provided with all new laptops includes but is not limited to:

Microsoft Office Professional Edition including Word, Excel, Access, FrontPage, PowerPoint & Publisher

Symantec Antivirus
Windows Media Player
Windows Movie Maker
Adobe Reader
Photo story for Windows
Notebook Software

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.2 Virus Protection

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

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop, which are required for classes and/or school activities.

Any additional software must be appropriate for the school environment.

Each student is responsible for ensuring that only licensed software is loaded onto his or her computers.

Violent games and computer images containing obscene or pornographic material are banned.

6.4 Inspection

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

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, all files and the hard drive will be re-formatted. Only authorized software will be installed. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

- (1) Students will have access to all available forms of electronic media and communication approved by administration, which is in support of education and research and in support of the educational goals and objectives of the Parkston School District.
- (2) Students are responsible for ethical use of the technology resources of the Parkston School district.
- (3) Access to the Parkston School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, music downloads, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

7.2 Privacy and Safety

Do not go into chat rooms or send chain letters without permission.
Do not open, use, or change computer files that do not belong to you.

Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
Remember that storage is not guaranteed to be private or confidential.
If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail

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

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or 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 or federal officials in any investigation concerning or relating to violations of computer crime laws. The South Dakota Open Records Act governs contents of e-mail and network communications; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Individual User account name and password

8.2 Password Protection

Students are expected to password protect their laptops by using their Windows Log-in and password, and keeping that password confidential.

8.3 Storing Your Laptop

When students are not using their laptops, they should be stored in their lockers. Nothing should be placed on top of the laptop. Students are encouraged to take their laptops home every day after school. Laptops should not be stored in a student's vehicle at school or at home. Extreme temperatures will damage your computer.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library,

unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised laptops will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Laptop Warranty

This coverage is purchased by the Parkston School District as part of the purchase price of the equipment and warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The Gateway warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the technology Help Desk located in the study hall.

9.2 Accidental Damage Protection

The Parkston School District has purchased coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage the company will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. PHS will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to the technology Help Desk.

9.3 School District Laptop Protection

Parkston School District protection is an optional insurance available to cover laptop replacement in the event of theft, loss, or accidental damage by fire. This protection for laptop computers is \$25.00 annually for each student, with a maximum cost of \$50.00 per family. This coverage includes a \$200.00 additional charge per claim.

9.4 Personal Insurance

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9.5 Claims

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

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution.

The District will work with the Parkston Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The Technology Help Desk is located in the study hall and coordinates the repair work for laptops. Services provided may include but are not limited to the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives

Updates and software installations
Coordination of warranty repairs
Distribution of loaner laptops and batteries

11. LAPTOP FAQ'S

1. Can I use the laptop computer and software throughout my career at PHS?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at PHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. What if I already have another model or brand of laptop computer?

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Parkston School District is also limited to provide maintenance service or assistance for only the laptop provided. For these reasons, other laptop computers will not be used on the Parkston School District network at school.

3. Can I have my laptop computer this summer?

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and PHS's policy regarding the ethical use of computers.

4. Where do I find a service technician?

Take your laptop to the Help Desk in the Room 120.

5. What about insurance against theft or breakage through carelessness?

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, or car unattended. Always know where your laptop is! Above all, take your computer home each night. Insurance options are available. See below.

6. Does PHS provide maintenance on my laptop computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students. The Technology Help Desk is located in Room 120 and coordinates the repair work for laptops. Students are expected to keep the laptops in good condition. Failure to do so may result in fines.

7. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

Students will use computers located in the classrooms while his/her laptop is being repaired/replaced. Parkston School will stock a limited number of laptop computers that can be loaned out on a case by case basis. You will be able to apply for a loaner unit at the Help Desk in Room 120, the same area where you will go for service on your laptop computer. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

8. If I purchase software in addition to the available software provided through PHS, will the Technical Help Desk staff load it for me?

Yes, if the district approves it.

9. Do I need a printer?

You need not own one since printers are located near classrooms, in the library, and in the study hall. If you want to connect to a printer at home with the school laptop, you will need to visit the technology Help Desk and ask to have your printer software installed.

10. Will I need to buy a modem?

No. A modem is built into the laptop.

11. How do I connect to the Internet at home?

You will need to talk to your Internet Service Provider (Santel, Media Com) to purchase Internet access at home. Each company will provide specific instructions for accessing the Internet with your laptop. Further help may be received through the Help Desk.

12. Will there be facilities to back up the files I create on my laptop?

Yes. When you save your documents to the My Documents folder, your files are automatically saved to your H: drive when you connect to the school network. You are

also encouraged to save your documents to a Flash Drive or other portable storage device.

13. What if I want to add options to my laptop later?

Only the Parkston School District is authorized to add options and upgrades to your laptop computer.

14. What if I want to run another operating system on my laptop?

Only the operating system chosen by the Parkston School District will be authorized to run on a student-issued laptop computer.

15. Will I be given a new battery if mine goes bad?

The manufacturer for defects will replace the laptop battery. You will be responsible for charging your battery and proper battery maintenance.

16. What has the school done to help prevent students from going to inappropriate sites?

We have a software product, which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

17. Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?

Inappropriate material on laptops should be reported to the classroom teacher, the principal, or the Help Desk immediately upon identification. Students, who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the Principal's Office.

18. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?

In the event that laptop accessories are lost or stolen, you should report the items to the Help Desk. The cost to replace specific accessories will be determined.

LAPTOP COMPUTER PROTECTION AGREEMENT

The Parkston School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

WARRANTY: This coverage is purchased by the Parkston School District as part of the purchase price of the equipment. Gateway warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The Gateway warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Parkston School District has purchased through Gateway coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Gateway will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: Laptops that are stolen, lost or damaged by fire are not covered by the Gateway Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

- No Insurance** - You agree to pay for the replacement of the laptop at a cost not to exceed \$1,300.00 should the laptop be stolen, lost or damaged by fire.
- Personal Insurance** - You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1,300.00.
- School District** - You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using laptop computers. The \$25.00 payment is non-refundable. This protection coverage has a \$200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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: _____

Reviewed 2012

STUDENTS

569.2

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.

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.

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.

All network users are prohibited 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.

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.

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

All school district owned computers and other network devices [used on campus] will be equipped with a technology protection measure.

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 met 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 name 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:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

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.

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.

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.

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.

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.

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Paragraph 2 second sentence “the board further recognizes ...Capitalize T of “the”

The board further recognizes.....

Advisory committee shall consider: #5 County Health officer which may be controlling ????

5) the recommendation of the County Health officer which may be the controlling opinion

Communicable disease Guidelines ...some are “of” life threatening in nature,... delete “of”

Some of these have a high degree of communicability, some are of life threatening in nature, and some are both.

Streptococcal Infections
(Scarlet Fever,
Scarletina, Strep

The student may attend school 24 hours after
initiating oral antibiotic therapy and are clinically
as well.