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CHILD ABUSE REPORTING POLICY

To comply with SDCL 26-8A, it is the policy of the Sanborn Central District 55-5 that any teacher, (including administrators, school counselor, or county nurse who has reasonable cause to suspect that a child under eighteen (18) has been abused or neglected shall report in writing to the Principal or Superintendent, who shall immediately orally report it to the States Attorney, the Department of Social Services, or to a local enforcement office. The Principal or Superintendent shall inform the reporting employee the report has been reported to the proper authority. The employee shall make the report directly to the proper authorities if the Principal or Superintendent fails to do so. (Exhibit S1-A is to be completed by the person notifying the authorities).

The report shall contain the following information:

1. Name
2. Address
3. Age of child
4. Name and address of the parent or guardian
5. Nature and extent of the injuries or suspected neglect
6. Any other information that might help establish the cause of injuries or suspected neglect

It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report his/her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to person other than provided by SDCL 26-10-12.2 is punishable by \$1,000 fine, one year in jail or both. (SDCL26-10-12.3) Failure to make a report when there is reasonable suspicion of abuse or neglect is subject to the same punishment. (SDCL 26-10-10)

TRANSFER STUDENTS

In the event that a transfer student enrolls in the Sanborn Central School District, it shall be the policy of the district to accept credits from another accredited school to meet the minimum standards for graduation, which have been set by the local board of education, along with the state board of education. High school transfer students who are unable to meet graduation requirements that are set by the local board because of time and scheduling constraints, but not due to course failure, may be permitted to graduate on the basis of meeting state minimum requirements for graduation upon application to and approval by the local school board. Each case shall be evaluated and acted on independently by the administration and board of education. This provision is applicable to students who transfer into the district as a result of moving into the district. Students who transfer into the district pursuant to the open enrollment laws shall be subject to the Open Enrollment Policy.

STUDENT FUND RAISING ACTIVITIES AND ACTIVITY FUNDS

The board prefers that the school district support student activities, but it may be necessary for students to raise funds to support some of them. This should be restricted but if considered necessary, the fund raising must be approved by the superintendent and carefully supervised. Fundraising activities must be approved before the activity is initiated. All monies earned by any class or other school organization shall be deposited with the business manager and placed on deposit to the High School Trust and Agency fund at the designated bank. No monies will be kept in private accounts. Each class's money is accounted for separately. The expenditures from this fund shall be under the supervision of the supervisor for the activity. All expenditures of student funds will be only by authorized purchase orders and will be spent only for school activities. The activity books shall be subject to the same audit regulations as those of the school district.

STUDENT CONDUCT POLICY

It is the policy of the Sanborn Central Board of Education to promote civility in all activities and communications within its domain. Civility is the act of an individual being virtuous, courteous, a good citizen, and prudent in all interactions. It also describes an individual who is honest, and believes in taking responsibility for his/her own actions. The following applies:

- The integrity, honesty, and responsibility of each student shall be above reproach.
- Communication, verbal, and non-verbal expressions of all students shall be polite, courteous, morally correct, and non-demeaning. Rudeness in any form will not be tolerated.
- Abusive and profane language will not be tolerated in any form. Strict penalties will be imposed (see below). Rudeness is included here.
- Bullying shall be considered a significant breach of this policy.
- The utilization or sale of alcohol, drugs, and tobacco products will also be considered a significant breach of this policy.
- Willful damages to school property will not be tolerated.

The OLD disciplinary standards included detention; in-school suspension; suspension; and, expulsion. In addition, students were deprived of the opportunity to participate in extracurricular activities if a suspension was in effect on the

EXHIBITS1-A
SUSPECTED CHILD ABUSE REFERRAL FORM

Name of individual making report: _____

Name of School: _____

Name of Child: _____

Address of Child: _____

Age of Child: _____ Birthdate of Child: _____

Name of Parent/Guardian responsible for care of child: _____

Address: _____

Telephone: _____

Relationship: _____

Nature and description of injury/incident:

date of that activity. Classroom teachers still have the option to utilize these standards if, in their opinion, the situation is conducive to imposing a lesser penalty.

The NEW disciplinary standards are outlined below. The new standards will be invoked when penalties of detention, and in-school suspension are deemed of little consequence. The students should know that, based upon the actions of a few, the Board of Education had to respond with harsher penalties for those students who continue to act with behavior that is of significant consequence.

1. **FIRST OFFENSE:** Three days supervised in-school suspension. A letter will be mailed to the parent/guardian of this student. Under this penalty students will be allowed to make up their work. Credit can still be earned consisting of $\frac{3}{4}$ credit per day.
2. **SECOND OFFENSE:** Two days out-of-school suspension. A letter will be mailed to the parent/guardian of this student, and a meeting with the parents/guardians and their son/daughter will be required prior to granting readmission. If the student is readmitted, they will be allowed to make up their work and will receive $\frac{1}{2}$ credit per day.
3. **THIRD OFFENSE:** Five days out-of-school suspension. A letter will be mailed to the parent/guardian of this student. A meeting with the parent/guardian and their son/daughter will be required prior to readmission. Students will not be allowed to make up this work. Zeroes will be recorded for all grades given during this timeframe. If no grades are given – no zeroes will be recorded.
4. **FOURTH OFFENSE:** Expulsion. This offense will require a meeting between the parents/guardians and the Board of Education. The Board will listen to the arguments provided by the student and the Superintendent. Subsequently, the Board's ruling could mean expulsion from school for the remainder of the semester. There will be no makeup of classroom work and the students are not allowed on the property of the Sanborn Central School District.

In order that there will be no misunderstandings, here are examples of penalties that will be taken quite seriously under the Civility/Integrity (Disciplinary Procedures) policy. They are not all-inclusive, but they are violations that will be handled under the new rules.

- ◆ Intentionally causing or attempting to cause substantial damage to school property. This includes private property if actions are taken during the school day, which includes extracurricular activities.
- ◆ Stealing, or attempting to steal, school property.
- ◆ Intentionally causing or attempting to cause physical injury to another person, except in self-defense. Also known as bullying.
- ◆ Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object.
- ◆ Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This also includes any tobacco product.
- ◆ Knowingly using or copying the academic work of another and presenting it as his/her own. In short, cheating. This includes plagiarism and knowingly allowing another person to copy his/her work.
- ◆ Repeatedly or intentionally defying the valid authority of any school employee, and/or causing interruption/disruption of the school's program.

If a student is given ISS or In-School Suspension, he/she will be isolated from the other students but will be working on assignments, tests, etc. the entire day. The student eats lunch in the ISS room and is given restroom breaks. A student serving ISS will receive $\frac{3}{4}$ credit for work done each day.

ALCOHOL USE/DRUG ABUSE/CHEMICAL ABUSE BY STUDENTS (Narcotics, Illegal Drugs, and Alcoholic Beverages)

The board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. Alcohol and illegal drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering illegal drugs can destroy the health and well being of an individual. The school community defines illegal drug use as a serious health problem and is committed to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (illegal drugs and alcohol) has become a serious problem in our society. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate the community about illegal drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. There, we are prepared to cooperate with agencies and community groups that address these problems.

The following sections outline the policy on student abuse of psychoactive or mood-altering chemicals in the school district. This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver or be under the influence of narcotics, illegal drugs, or alcohol, materials/substance represented to be an illegal drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in illegal drug use/abuse nor possess paraphernalia specific to the use of chemicals.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

Suspension/Expulsion from school and Student Due Process Rights:

Serious breaches of the expected standards of student behavior may result in suspensions or expulsions from school. Refer to the Student Conduct Policy, and to the Dangerous Weapons at School Policy as they address prohibited student conduct, which could result in a suspension and/or expulsion.

Principals are authorized to suspend pupils up to and including 10 school days, and the Superintendent is authorized to suspend a student for up to 90 school days (SDCL 13-32-4.2). No pupil may be suspended unless:

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

Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event the superintendent suspends a student for longer than 10 days, the student shall be entitled to a hearing before the Board. Hearing procedures as established by State regulations will be followed for all students subject to long-term suspensions and expulsion.

The Board hearing shall be held as soon as reasonably possible, unless waived by the parents or guardians (or the student, if age 18 years old or older). In the event of a suspension for more than ten school days, if the student gives notice that he/she wishes to appeal the suspension to the board the suspension shall not begin until the board hearing and decision, or unless in the judgment of the superintendent that the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student shall be immediately removed from school. Nothing above, however, shall limit the authority of the principal or superintendent to suspend the student for up to 10 days without a board hearing being required.

For students on an Individualized Education Program (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA), any student conduct which could result in a suspension for longer than 10 days or an expulsion from school shall be immediately referred to the IEP team for a determination of whether the disability was a primary factor in the student conduct for which the student may be subject to a long-term suspension or expulsion.

All students entitled to due process when they are subject to suspension or expulsion or other disciplinary action. Due process procedures will conform to the following basic practices: (1) fairness, (2) apply equally to all students, and (3) enforced in a fair manner, which includes adequate and timely notice and opportunity to prepare and present a defense in a meaningful manner, and the right to a speedy and impartial hearing on the merits of the case.

Violations:

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

1. First Offense
 - A. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
 - B. The administration will suspend the student for five (5) days in compliance with student due process procedures.
 - C. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
 - D. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process. Failure to successfully complete the treatment will result in the imposition of the two days of suspension not served.

2. Second and subsequent offenses.
 - A. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
 - B. Notify available law enforcement authorities.
 - C. The administration will suspend for five (5) days in compliance with student due process procedures.
 - D. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
 - E. The administration will recommend to the school board that the student be expelled. Due process requirements shall be followed. A decision by the Board to expel a student may be suspended on the condition the student is evaluated through a licensed chemical dependency program, follows all recommendations after the evaluation, and authorizes the program to provide on-going status reports to the school. All costs associated with the evaluation and treatment shall be responsibility of the student and the student's family.
3. Supplying/distributing or selling chemicals (drugs/alcohol) or material represented to be a controlled substance.
 - A. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
 - B. Supplying or selling chemicals will result in a suspension, which could be up to ninety (90) days.
 - C. The administration will refer the case to available law enforcement authorities.
 - D. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion.
4. Any student adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana is ineligible to participate in any extracurricular activity accredited by the South Dakota Department of Education and the South Dakota High School Activities Association for a period of one year. Upon a second adjudication, conviction, or suspended imposition of sentence the student is permanently ineligible to participate while attending school.
5. A biennial review of the school district's program will be made:
 - A. To determine the program's effectiveness and implement changes to the programs if they are needed; and
 - B. To insure that disciplinary sanctions are consistently enforced.Legal reference: Public Law 101-226

STUDENT RIGHTS

Marital or parental status of students will not affect their rights to receive a public education; their privileges as students of the district; nor their opportunities to take part in any extracurricular activities or honors offered by the school. If a student is pregnant, the school may require a physician's statements indicating continued participation in a school program does not create a medical risk to the student. If continued attendance is not advised by the physician, the school may make special arrangements for the instruction of the student.

DRESS CODE POLICY

The style and fashion of clothing worn by students and staff is a matter of individual taste and reflects the pride each person places in himself/herself. The school officials will not attempt to regulate clothing except in cases where the clothing is dangerous to individuals or others in close proximity. Clothing disruptive to the classroom will not be tolerated. No alcohol/drugs/tobacco related clothing, et cetera will be tolerated. This includes showing of briefs, bras, buttocks, breast, or belly buttons. There will be no hats or bandannas. Skirts, skorts, or shorts must reach past the middle knuckle when arms are resting at the side of the body. Students will be asked to remove, turn inside out, or cover offending areas. Extra clothing will be in the office for those who need to borrow suitable clothing.

EXTRACURRICULAR ACTIVITIES

The board of education believes firmly in the place and value of extracurricular activities in the education of the children and youth, and encourages a strong program of such activities including athletics, school annual, special assemblies, music, drama, art, etc. These programs will be carried out under the supervision of the activity director and without cutting into the regular academic program. Students are encouraged to take part in extracurricular activities, but their regular school work must be kept up, if they are to be eligible to participate. All students must receive passing grades in all subjects to be eligible for athletics or any other extracurricular activity.

The board of education provides transportation to and from extracurricular activities the majority of the time so; therefore, it is an implied responsibility for the district to return the student to the point of departure. If a parent chooses to have his/her student ride home with them or another responsible individual, a travel release form for the Sanborn Central School District 55-5 must be filled out by the parent prior to the student being released. (Exhibit S5-B)

STUDENT INTERVIEWS

Individual pupils may not be interviewed in the schools by any person, except an employee or the board of education, without approval of the principal. The principal shall not grant such an interview unless he/she deems it essential to the welfare of the child or has the permission of the parent or is served a court order. The principal or some other administrative employee should be present. The school counselor will be acceptable.

As the school stands "in loco parentis" (in place of parents) when students are at school, or involved in school activities, the school has an obligation to both the student and student's parents. Therefore, it is the policy of the school district that should a law enforcement officer wish to talk with a student when the student is under the jurisdiction of the school, the district will not allow the law enforcement officer to meet with or talk with the student unless investigating a report of suspected child abuse or neglect or the student is of age of majority and agrees to talk with the law enforcement officer, unless the officer has a valid warrant or unless the school has first notified the student's parents of the request and permission granted by the parents for the law enforcement officer to meet with and talk to the student. The parents shall have the right to deny the request, and should permission be granted to the request, to be present in person or through a representative at the time of the meeting. (Exhibit S5-C)

However, as the Department of Social Services has the primary responsibility to investigate alleged child abuse and neglect, it is the policy of the district to allow the Department of Social Services to meet with and talk with any student during the time the student is under the jurisdiction of the school, without prior notification to the parents and parental approval being required.

The above policy attempts to balance the rights of the student and parents with the responsibilities of law enforcement to investigate criminal matters and responsibility of the Department of Social Services to investigate child abuse and neglect matters. It is the desire and intent of the district to cooperate fully with the authorities, including law enforcement and the Department of Social Services to the fullest extent possible while continuing to recognize the school's role and responsibilities in such matters and in full consideration of the rights of the student and parents.

STUDENT RECORDS POLICY

The Family Education Rights and Privacy Act (FERPA) of 1974 governs the disclosure of student educational records. "Student education records" are those records, which are directly related to the student and maintained by the school. Student educational records do not include those records, which are in the sole possession of the make and are not revealed to any other individual. If that information is shared with another person, it becomes educational records subject to the parental and eligible student rights with respect to student educational records.

The term "parent" means a parent, legal guardian, or any other individual acting in the capacity of the student's parent. Both natural parents are afforded the same rights under FERPA unless there is a Court Order, which restricts the rights of one parent. When a student turns age 18, or becomes emancipated, the student is an "eligible student" and controls access and disclosure of the student's educational records. However, if the student is living in the parents' home and identified as a deduction for income tax purposes, parents still have the right to access student records.

"Personally identifiable student information" is confidential student information in educational records, which cannot be released unless there is prior written consent by a parent or the eligible student. Only in the following situations will personally identifiable student information be released without written consent of a parent or eligible student: (1) Directory Information, (2) school officials and employees who have a legitimate educational interest, and (3) upon enrollment or application for enrollment to another educational institution.

1. "Directory information" is student information in educational records which may be disclosed without prior written consent unless the parent or eligible student informs the school in writing such information is not to be disclosed. The District has identified the following as Directory Information which may be disclosed without prior written consent unless informed in writing by the parent or eligible student not to disclose any or all of the following: (1) name of the student, (2) names of the student's parents, (3) student's address and telephone number, (4) age and date of birth, (5) participation in school activities, including weight and height of members of athletic teams, (6) dates of attendance, and (7) degrees and awards received.
2. School officials and employees who have a legitimate educational interest may review a student's educational records without prior written consent. A legitimate educational interest is defined as having the purpose of assisting the person who is reviewing the records to work with the student and the student's educational program. A record of such persons reviewing the student's permanent file shall be maintained in the file, indicating the person reviewing the file, the date, and the reason for review.
3. Should a student transfer, enroll, or make application for enrollment to another educational institution, upon receipt of a written request for a copy of a student's records for that educational institution the school shall provide a copy of the records requested. A record of such requests and student records provided shall be maintained by the District.

Exhibit S5-B

Sanborn Central School District 55-5

TRAVEL RELEASE

This is to certify that _____ has my
(Student's Name)

permission to ride (to – from – both) the _____
(Activity)

activity event on _____, at _____.
(Date) (Location)

I certify that I am personally transporting the above named student,
or, that he/she has my permission to ride with _____.

The reason for not riding the bus is _____
_____.

I understand that the Sanborn Central School Activity Rules
Require that students ride the buses to and from all activities and a
Departure from this requirement will release Sanborn Central School
District from all liability for any adverse results that may occur.

I agree to release the Sanborn Central School District and its
Employees and officers from all liability with reference to the above
Stated transportation.

Signature of Parent/Guardian – If student is traveling with
them.

Signature of Parent/Guardian if student is riding with
Someone other than his/her parent.

EXHIBIT S5-C

PERMISSION RECEIVED CONSENT

Date: _____

I, _____, _____,
Name Title
have requested the right to interview the following students of the Sanborn
Central School District at the school:

I verify that I have received permission from the custodial parent(s) of
each student to talk with his/her/their child and without the parent(s) being
present (as the District's policy requires such parental permission in such cases).

Signature

Parents and eligible students have the right to (1) access, (2) copy, (3) consent or withhold consent to disclosure of student records, and (4) request the school to amend records believed to be inaccurate, misleading, or in violation of the privacy rights of the student. The District shall make available upon request, within a reasonable time and in no cases longer than 45 days, student educational records for review. Copies will be made upon request for the cost of \$.10 per page. The right to review records includes the right to receive explanations and interpretations of the student records. Should the parent or eligible student request amendment of student records, and the school declines the request, the parent or eligible student has a right to a hearing. Contesting a grade does not come within this policy unless the amendment or hearing was requested to determine whether a grade has been accurately recorded.

LISTS OF NAMES (PUPILS & TEACHERS)

No employee may furnish a list of names and addresses of pupils or teachers to anyone other than school officials. The superintendent or principal may authorize the release of said lists.

MAXIMUM NUMBER OF ACTIVITIES TO BE SCHEDULED FOR EACH SPORT

As per SDHSAA.

PROMOTIONS AND RETENTION POLICY

The Sanborn Central School District believes every student should receive maximum opportunity to succeed in school. It is the duty of the instructional staff to place each student at the grade level best suited for each student's academic, social, and emotional level. Retention, if necessary, is best between Kindergarten and third grade. Every effort is made to reach a common agreement with all parties involved, with the final decision resting with the school administration.

General Guidelines:

K-5

1. Students may be retained in cases of immaturity, extreme lack of effort, or poor grades.
2. Students for which individual education plans are written generally are not good candidates for retention.
3. Kindergarten students are not retained without parental permission.
4. Every effort is made to reach a common agreement with all parties involved, with the final decision resting with school administration.

6-8

1. Students failing two or more core* classes at the end of each semester are strong candidates for retention.
2. Students for which individual education plans are written generally are not good candidates for retention.
3. Every effort is made to reach common agreement with all parties involved, with the final decision resting with school administration.

*core classes: Language Arts, Reading, Science, Social Studies, Math

9-12

1. High school students are required to retake all required courses he/she fails.

Time Schedule

1. Middle School students/parents are informed on a weekly basis of unsatisfactory work or failing work.
2. Middle School/Elementary teachers inform parents of students' problems during the first parent-teacher conferences. Retention is not discussed.
3. Elementary teachers will discuss the possibility of retention with parents/administration during the second parent-teacher conference.
4. The Middle School principal arranges a conference at the end of the third quarter for the parents of students failing two or more core classes. The conference includes the principal, teachers, student, and the parents. During the conference, the principal will explain the guidelines and reality of retention.
5. A mid-April conference is held for any Elementary/Middle School student who is being considered for retention. Parents, students, teachers, and administration are to be included at the meeting. Academic, social, and emotional information is made available to the administration that will make the final decision regarding promotion/retention.
6. The administration will notify the parent and student in writing of the final decision on the final report card.

HOMWORK POLICY

The assignment of homework is considered both necessary and proper for the reinforcement of learning that takes place in the student's classes. However, this must be tempered with the idea that most of the students are involved in numerous school activities in addition to their work at home. Therefore, classes are set up to include directed study time under the direction of the teacher to allow the students to complete assigned work during school time as much as possible.

PUPIL TRANSPORTATION POLICY

Bus students: The driver is in full charge of the pupils and the bus. The driver's relationship with the students should be the same as that of a teacher in the classroom. The safety of the bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver to report to the school administration the names of any pupils who persist in violating the rules and regulations.

Conduct on School Buses: Students riding the school bus are always under the supervision of the bus driver. Misbehavior on the buses will not be tolerated. When you ride the bus to a school activity, you will ride home on the bus unless your parents personally see the administration or the supervisor of the activity to take you off the bus.

Transportation System: The responsibility for maintaining an effective transportation system is the superintendent of schools. The Sanborn Central School District owns buses and contracts drivers that meet state requirements. The superintendent will also approve substitute drivers. In fairness to all patrons, the bus routes are reversed each year. This means that the student on first one year will be picked up last the next year. There may be exceptions made to this policy.

School Bus Rules for Pupils: The following rules have been adopted in the interest of student safety:

1. The safety of the bus and its passengers demands complete cooperation from the pupils.
2. Bus transportation for pupils is a privilege, conditioned upon courteous behavior and obedience to the established rules.
3. Students who are waiting for, entering, or leaving bus areas are expected to act in a responsible manner so as not to infringe on the rights of others.
4. The driver is in full charge of the pupils and the bus. The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom.
5. If seats are assigned, pupils must occupy the seat assigned to them. Once seated, a student must retain that seat for the term of the ride.
6. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
7. Pupils must not, at any time, put hands, arms, head, feet, or legs out of the bus windows.
8. Pupils will refrain from other disruptions. Pupils are expected to remain seated while the bus is in motion.
9. Students will be cited for fighting, use of tobacco products, vandalism, bullying, inappropriate language, and refusing to obey the driver.

Failure to observe the above rules as determined by the bus driver and the Administration will necessitate the following action:

First Violation: Warning from the bus driver and Administration and a written report by the Administration to the parent.

Second Violation: Suspension of bus privileges for three school days.

Third Violation: Suspension for one month.

Fourth Violation: Suspension for remainder of the school year.

AIDS POLICY FOR STUDENTS: SANBORN CENTRAL SCHOOL DISTRICT 55-5

1. This policy applies to all school-age children who are human T-lymphotopic virus type III antibody positive (HTLV-III) or who meet the clinical definitions of AIDS Related complex (ARC) or the AIDS Syndrome (AIDS).
2. "School-age children" is defined in this policy to mean students enrolled in the Sanborn Central School District.
3. School-age children with AIDS/ARC or HTLV-III antibody will be allowed to attend the Sanborn Central School District 55-5 schools, with the written approval of the child's physician, in an unrestricted manner unless the school board documents reasons to exclude the child.
4. One or more of the following conditions may require a more restricted environment or exclusion from school for the infected school-age child:
 - a. The child is not toilet trained or is incontinent, or otherwise is unable to control drooling.
 - b. The child is physically aggressive.
 - c. The child has other medical conditions, such as uncoverable oozing sores.
5. The principal shall notify the superintendent of schools when an AIDS infected school-age child exhibits questionable behavior or other medical conditions requiring possible restricted school setting.

6. The SD Secretary of Health has designated an expert Advisory Committee to evaluate each infected child on an on-going basis. The Committee consists of five permanent members, including:
 - a. The State Epidemiologist
 - b. The Medical Officer for the SD Department of Health
 - c. A representative from the SD Department of Education
 - d. A physician with expertise in infectious diseases
 - e. A physician with expertise in the care of AIDS patients
 - f. Other members of the Committee will be specifically assigned by the State Epidemiologist for each child and may include the child's parent or guardian, personal physician, and relevant employees from the school in which the child is to be enrolled.
7. The superintendent of schools may request an evaluation by the Advisory Committee to evaluate an AIDS/ARC or HTLV-III antibody positive child who exhibits any of the exceptional conditions described above. Between the time of referral and rendering of the evaluation by the committee, the superintendent of schools may exclude the child from school.
8. A school-age child with AIDS/ARC or HTLV-III antibody who is recommended by the committee to not attend school will be provided with an education program as provided with an education program as provided by federal and state law.
9. The district must seek an evaluation by the Advisory Committee, through an official request of the Secretary of Health, to individually evaluate an AIDS/ARC or HTLV-III antibody positive child whom a local school board deems has any of the exceptional conditions described above. School districts seeking review by the Committee will bear the burden of proof of demonstrating that the child exhibits the behavior or manifests the symptoms, which would justify exclusion from school. Between the time of referral and the rendering of the evaluation by the Committee, the child shall be excluded from school but shall be provided with an alternative educational program. If the Committee concludes that the child should attend school, the child should immediately be admitted to school.
10. A child infected with the AIDS virus may experience immunodeficiency and is at increased risk of experiencing severe complications from such infections as chickenpox, tuberculosis, herpes, and measles. Assessment of the risk to the immunosuppressed child of attending school in an unrestricted setting is best made by the child's parents who are aware of his/her immune status. If outbreaks of chickenpox, measles, or other acute infectious diseases occur in the school, the child may be excluded from school at the request of the parent until the outbreak is over.
11. Information concerning school-age children with AIDS/ARC or HTLV-III antibody shall be kept in strict confidence by school personnel. Only those individuals who are necessary to assure the proper care of the infected child and to detect situations in which the potential for transmission may increase will be informed of the child's condition.
12. The administration shall develop routine procedures for handling spilled body fluids, soiled surfaces, and cleaning equipment.

STUDENT WELFARE

Health guidelines for school attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are meant to be used as a resource. Specific needs will be addressed individually. School personnel will refer to a health professional for specific judgments in interpreting the guidelines. General techniques as 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 a team process for determination of school attendance or participation in school activities.

STUDENT COMMUNICABLE DISEASES

The board of education recognizes its responsibility to provide a healthy environment for all school students and also recognizes its responsibility that all students should be permitted to continuously attend school in a normal classroom setting. The following procedures and guidelines will be used to determine the continuing attendance of an infected student:

- A. The superintendent or his/her designee shall make the decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities on a case-by-case basis.
- B. In situations where the decision requires additional skill and knowledge, the superintendent will refer the case to an advisory committee for assistance in determining the proper course of action. The superintendent or designee will be responsible for establishing the advisory committee with a membership which will include:
 1. Principal or designee
 2. County nurse
 3. Superintendent or designee

The advisory committee may also include the following:

1. Representation from the State Department of Health
2. The student's personal physician

3. The student's parents or guardian
4. Teachers or other appropriate school personnel
5. Other medical personnel as deemed necessary

The advisory committee shall consider the following in their deliberations:

1. The behavior, developmental level, and medical condition of the student
2. The expected types of interaction with others in the school setting
3. The impact of exclusion on both the infected student and others in the school program.

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

- C. If an infected student is restricted from attending classes, the school will provide the student with an appropriate educational program. If such a program requires personal contact between the student and the school employees, only employees who volunteer and are trained in their assigned responsibilities will be utilized.
- D. Public information about an infected student will not be released regardless of whether such student is excluded or is allowed to remain in attendance. If the student is permitted to remain in the school setting, information as to the student's medical condition and other factors needed for consideration in carrying out assigned job responsibilities will be provided, as appropriate, to school employees who have contact with the student.
- E. Staff members assigned to work with students suspected of being infected with a communicable disease, or those have a confirmed infection, will be given instruction in the appropriate handling and working with suspected or infected students. Personal hygiene measures will be observed and practiced in order to create and maintain a healthy environment.

STUDENT ORGANIZATIONAL MEETINGS DISTRICT POLICY

Philosophy: The school district encourages students within the district to participate in co-curricular and extracurricular activities which are part of the overall school program.

Purpose: The purpose of this policy is to outline the parameters for student organizational meetings held in conjunction with the educational program in the district, whether the activities be co-curricular or extracurricular.

Scope: 1. All co-curricular and extracurricular activities within the district must be formally approved by the district board of education prior to the activity being held in the district.

2. Co-curricular activities are those activities outside the regular educational curriculum and for which the student may receive educational credit. Extracurricular activities are those activities which are conducted in conjunction with the specific educational curriculum or an approved activity or an activity recognized by the SD High School Activities Association and which does not result in the student receiving educational credit.
3. An example of a co-curricular activity recognized by the district's board of education would be the music program; example for the extracurricular activity in groups currently recognized by the board of education would include interscholastic athletics and cheerleading.
4. It is the policy of the district to recognize only student/school organizations and activities that are co-curricular or extracurricular in nature, and to authorize the use of the school facilities for those student organizations recognized by the board of education.
5. Should any private party wish to conduct meetings within the facilities of the school district with students served by the district, approval by the board of education for meetings shall be given only to a party showing the meeting is for a bona fide educational purpose and directly associated with the co-curricular and/or extracurricular program within the school district.
6. The policy is not to be interpreted as to disallow any private party from requesting use of school facilities and receiving board approval therefore pursuant to the district policy on the use of school facilities by the community.

FIELD TRIPS

Field trips and other student activities involving travel may be authorized by the Administration when such trips and/or activities contribute to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration shall be given to the educational value to be derived and the safety and welfare of the students.

POLICY PROHIBITING DANGEROUS WEAPONS AT SCHOOL

State and federal law and board policy prohibits the bringing of dangerous weapons to school or school-sponsored activities. This applies to all adults (parents, employees, guests, except a law enforcement officer) and students.

A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed or intended to or has the risk of inflicting death or bodily harm [SDCL 22-1-2(10)].

A "firearm" is defined as any weapon which is designed to expel a projectile by action of an explosive (i.e., discharged by gunpowder) [SDCL 22-1-2(16)].

No firearm, air gun, or other dangerous weapon is permitted on any school premises, at a school activity while not on school premises, or in any vehicle while on school premises or at a school activity off school premises, and whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noisemaking purposes. This section does not apply to starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms [SDCL 13-32-7].

Any person intentionally having a firearm or air gun or any dangerous weapon on school premises is guilty of a Class 1 Misdemeanor, SDCL 13-32-7, and any incident involving a firearm, air gun, or other dangerous weapon on school premises or at a school activity off school premises in violation of this policy shall be reported to the police [13-32-7]. Any student found to have a firearm on school grounds or at a school activity shall be expelled for not less than twelve months and will be referred to law enforcement authorities [13-32-4]. The student, prior to the expulsion, shall be entitled to a hearing pursuant to the District's student suspension/expulsion procedure. The Superintendent shall have the authority to recommend to the school board that the one-year expulsion be modified on a case-by-case basis [13-32-4]. Any student found to have a dangerous weapon other than a firearm on school grounds or at a school activity may be suspended or expelled for an amount of time determined by the Administration and/or the Board (consistent with the student's right of due process prior to any decision on suspension or expulsion) [SDCL 13-32-4]. This policy shall be implemented in a manner consistent with the Individuals with Disabilities Act (IDEA), the Americans with Disabilities Act (ADA) and the Rehabilitation Act Section 504 (Section 504).

Grievance Procedure Policy for Students

The following grievance procedure will be used in reference to questions or complaints raised by students:

Definitions

For the purpose of this policy, the following definitions shall be operative:

1. Grievance is the complaint lodged by a student of the Sanborn Central School District with an employee, or the School Board of the School District.
2. Complainant is the person or persons who initiate the grievance.
3. Respondent is the person or persons to whom the grievance is addressed.

Normal channels of communication, from student to teacher, to Administration, to Board of Education shall be used whenever feasible, in seeking clarification of questions of concern to the student, employee, patron before the grievance procedure is utilized.

Grievance Solutions

The purpose of this procedure is to secure at the earliest level possible, equitable solutions to a claim of a complainant, if the claim is justifiable. The proceeding shall be kept confidential at each level of this procedure. This grievance must allege one or more of the following unfair practices.

1. That a school rule is unfair.
2. That a school rule or regulation discriminates against or between employees or students.
3. That an unfair procedure has been used in arriving at a punishment or determination.

Procedures

The following steps shall be followed in the filing, resolution, and disposition of a grievance:

- A. Level One: A student with a complaint shall first present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may present a formal claim in writing to his/her Grievance Committee. The Grievance Committee is comprised of three teachers. Within five school days after receiving the written complaint, the Grievance Committee shall state its decision in writing with all supporting reasons and evidence.
- B. Level Two: Within five school days after receiving the decision at Level One, the complainant may appeal the decision to the Principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Principal shall evaluate the evidence and render his/her decision within ten school days after receiving the appeal.
- C. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, he/she may, within ten school days, file his/her complaint with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten school days after receiving the appeal.
- D. Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, he/she may, within ten school days, file his/her complaint with the Board of Education. Upon receiving the complaint the matter shall be placed upon the agenda of the Board of Education for consideration at the next regular meeting of the Board. Final determination shall be made within thirty calendar days from said meeting.

Grades 5-12 Eligibility Policy

The Sanborn Central School's Eligibility Policy states that to be eligible to participate in extracurricular activities, a student must be passing in all regular subjects each reporting period. Eligibility will be checked weekly and a student will remain ineligible for a period of one week. (Monday to Monday)

Eligibility is checked with each teacher by 4:00 on Thursday and if a student is failing his/her class, the student becomes ineligible beginning on Monday and remains ineligible until the next Monday.

Some clarification was needed as to what extracurricular activities the students would not be allowed to participate in during the ineligible time period. The student can attend practices held after school hours only during this time period. They can also participate in the activity if it is considered an assignment or activity that is used for grading purposes for a class.

The staff developed the following list of activities as a guideline to both students and parents. If a student is failing a class, they will not be allowed to participate in: (The list may be revised at any time.)

- VOLLEYBALL – Games
- BASKETBALL – Games
- FOOTBALL – Games
- TRACK – Track Meets, State Track Meet
- CHEERLEADING – Ballgames, School Sponsored Camps
- SPEECH – Local Oral Interp
 - District and Regional Oral Interp
 - State Oral Interp
- PUBLICATIONS – Jostens Yearbook Workshop, SDSU Press Day
- FFA – Local Contests
 - State Leadership Contest
 - State FFA Convention
 - National FFA Convention
 - Little "I"
- MUSIC – All State Chorus
 - All State Band
 - Augustana Band Festival
 - Corn Palace Festival
 - Vocal and Instrumental Contests
 - Senior Music Trip
- CBH – Academic Festival
 - Oral Interp Contest
- SCHOOL PLAY
- SCIENCE FAIR

Policy Prohibiting Sexual Harassment

It is the policy of the Sanborn Central Board of Education to prohibit sexual harassment of its employees, students, and guests of the District by a person and in any form. All employees, students, and guests should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is defined as words and actions, which tend to annoy, alarm, or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose. Sexual harassment is a specific type of harassment and the type discussed within this policy. Examples of sexual harassment include, but are not limited to: (a) unwelcome sexual flirtations, advances, or propositions; (b) verbal abuse of a sexual nature; (c) graphic verbal comments about an individual's body; (d) sexually degrading words used to describe an individual; (e) displaying of pornographic material; and (f) inappropriate physical contact or language of a sexually suggestive nature.

Any individual, who believes that she/he has been, or is being subjected to sexually harassing conduct, should immediately report it to the school administrator (e.g. school counselor, principal, superintendent). This report initially may be made verbally or in writing, but if made initially verbally, the individual making the complaint must submit a written complaint which includes: (a) the name of the person making the complaint; (b) the person(s) alleged to have sexually harassed the complaining party; and (c) the date(s) and nature (description) of the sexual harassment.

The individual making the complaint should also request a copy of the full Sexual Harassment Policy from the school district's administrator.

STUDENT EMPLOYMENT AND JOB SHADOWING POLICY

It is a goal of the Sanborn Central School District to allow, promote and provide, as part of its instructional and career guidance programs, opportunities for secondary school students to acquire career awareness and employment skills. To this end, it is the policy of the District that secondary programs approved by the Board, may with the approval of the administration, include as part of an educational program opportunities for students to work off school property and for job shadowing. Any such program must be in compliance with the requirements as set forth herein.

1. **Credit:** As the program is part of the educational program, if the employment/shadowing program is comparable to a regular class/course/program, the student shall receive a unit of credit for successful completion of the employment or shadowing activity. If the employment or shadowing is incorporated into an existing program (as compared to a course in itself), the student upon successful completion shall receive credit to be applied for class grade and credit purposes.
2. **Transportation:** The school will not provide transportation to and/or from the job employment or job-shadowing site, and transportation to and from the student's employment or shadowing site shall be the responsibility of the student, parent(s), or legal guardian(s).

The parent(s) or legal guardian(s) shall be responsible for the transportation (a) should the student be at the employment/shadowing site at the beginning of the day and then go to the school, (b) if the student begins the day at the school and then goes to the employment/shadowing site, (c) if the student begins the day at the employment/shadowing site, then goes to the school and then returns to the employment/shadowing site, and (d) if the student begins the day at the school, then goes to the employment/shadowing site, and then returns to the school.

The parent(s) or legal guardian(s) may provide transportation taking the student or by allowing the student to drive himself/herself to the employment/shadowing site. Should the parent(s) authorize it or legal guardian(s) for the student to drive himself/herself, the parents must authorize the same in writing on the form provided by the District. (Exhibit S12-D) Such written authorization shall include a statement whereby the parent(s) or legal guardian(s) acknowledge that during the time the student is traveling between the employment/shadowing site and the school, the District has no jurisdiction over any responsibility to the student (i.e., by way of analogy, it would be identical to the student leaving school after classes are concluded for the day and then return later to participate in a music or athletic event).

3. **Job shadowing:** Job shadowing is a short term experience where a student observes, follows or "shadows" a worker to gain a better understanding of their career. The student just be at least 14 years of age, and the job shadowing may occur during regular school hours or outside regular hours, and the student may receive financial compensation from the employer. The student is not covered by either the school's workers compensation insurance or the shadow sites worker's compensation insurance.
4. **Employment:** the student must be at least 16 years of age and in third year of high school. The employment may occur during regular school hours or outside regular school hours. The student may receive financial compensation from the employer. If the student does not receive financial compensation from the employer, pursuant to State law, the student is considered a school employee for Worker's Compensation benefit purposes, unless the employer, in writing, agrees to have the student covered under its worker's compensation insurance. If the student receives compensation from the employer, pursuant to State law, the student is covered under the employer's worker's compensation insurance. Restrictions on employment by persons under age 18 pursuant to the Fair Labor Standards Act (FLSA) and the State of South Dakota shall be applicable.

Exhibit S12-D

Parent/Guardian Authorization and Acknowledgment Form

I/We, _____, hereby agree and authorize my/our child, _____, age _____, to participate in the District's career-job employment/shadowing program. We have receive and read a copy of the District's policy regarding the program. I/We agree and authorize that my/our child shall be in the _____ (1) employment or (2) shadowing program, and that the site where my/our child will be at for purposes of this program is _____ and will be on the following day(s) and at the following time(s):

I/We further understand, acknowledge and agree to abide by the District's policy regarding my/our child's transportation to and from the employment/shadowing site, specifically that (1) should the student be at the employment/shadowing site at the beginning of the day and then go to the school, (b) if the student begins the day at the employment/shadowing site, then goes to the school and then returns to the employment/shadowing site, and (c) if the student begins the day at the school, then goes to the employment/shadowing site, and then returns to the school. The parent(s) or legal guardian(s) may provide transportation by taking the student or by allowing the student to drive himself/herself to the employment/shadowing site.

I/We further acknowledge that during the time the student is traveling between the employment/shadowing site and the school, the District has no jurisdiction over nor any responsibility to the student (i.e., by way of analogy, it would be identical to the student leaving school after classes are concluded for the day and then return later to participate in a music or athletic event).

As it is my/our responsibility to provide transportation to and from the employment/shadowing site, I/We DO _____/DONOT_____ authorize my/our student to drive during normal school hours for the purpose of going to the employment/shadowing site or to school from the employment/shadowing site.

Date

Parent(s)/Guardian(s)

Date received in office: _____

Acceptable Use Policy for Technology Sanborn Central School

A. Purpose

1. The Sanborn Central School District is providing employees and students with access to a computer network, distance-learning classrooms (SIVN/DDN), and to the Internet.
2. The District system has a limited educational purpose, which includes classroom activities, professional or career development, and limited high-quality self-discovery activities.
3. Users may not use the network, SIVN, DDN, or the Internet access for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

B. Technical Services Provided

1. Computers. A lab is provided in each building, as well as computers in classrooms and in the library. Students, staff, and community members have access to these computers during school hours and at other arranged times.
2. Distance Learning Classrooms. The SIVN and DDN classrooms are available to students, staff, and the community can use these facilities to connect to courses, meetings, etc. provided at other locations in the country, thereby allowing for less travel. Courses not otherwise provided by our district can be accessed, expanding our curriculum significantly.
3. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.
4. E-mail. E-mail will allow employees and students to communicate with people from throughout the world. Users will NOT subscribe to any mail lists without prior permission from the system administrator.
5. Telnet. Telnet allows users to log in to remote computers.
6. File Transfer Protocol (FTP). FTP allows users to download large files and computer software. This must be done with permission only in order to control hard drive space used.
7. Blocking Software. The District has acquired blocking software, which is a commercial software package designed to block access to certain sites.

C. Access to the System

1. The District's Acceptable Use Policy will govern all use of the District systems.
2. All District employees and students will have access to the Web. Students and their parents will sign an agreement. Parents may specifically request that their child(ren) not be provided such access by notifying the District in writing.
3. E-mail accounts. Students will not be provided with individual e-mail accounts as a general rule. Access to e-mail will be through staff members. Staff may request e-mail accounts. An agreement will be signed by the staff member.

D. District Responsibilities

1. All staff will be responsible for interpreting and enforcing the District Acceptable Use Policy.
2. The District will notify parents about the District compute network and Internet, and the policies governing its use.

E. Parent Responsibilities

1. Parents must sign the agreement allowing their student access. Parents may request alternative activities for the child(ren) that do not require Internet access.
2. The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. The District encourages parents to specify to their child(ren) and the District what material is and is not acceptable.

F. User Responsibilities

1. Personal Safety (Restrictions apply to students only)
 - a. Users will not post personal contact information (address, telephone, school address, work address, etc.) about themselves or other people.
 - b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
 - c. Users will prompt disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities
 - a. Users will not attempt to gain unauthorized access to any computer in the District system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the District's computers to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
 - d. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Internet.
 - e. In the event there is an allegation that a user has violated the District Acceptable Use Policy (AUP), that user will be provided with an opportunity to present an explanation.
 - f. Privileges of a student or staff member may be terminated for violations of the AUP.
3. Search and Seizure
 - a. System users have a limited privacy expectation in the contents of their personal files on the District system.
 - b. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the AUP or the law. An individual search may be conducted if there is reasonable suspicion that a user has violated the law.
4. System Security
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
 - b. Users will avoid the inadvertent spread of computer viruses by following a virus protection procedure before downloading files. The system administrator must give the user permission to download any files.
 - c. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, as this may be seen as an illegal attempt to gain access.
5. Inappropriate Language
 - a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
 - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
 - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
6. Respect for Privacy
 - a. Users will not repost a message that was sent to them privately without permission of the person who sent them the original message.
 - b. Users will not post private information about another person.
7. Respecting Resource Limits
 - a. Users will use the system only for educational and professional or career development activities, and limited, high-quality self-discovery activities.
 - b. Users will not download large files without permission. Large files may be saved to disk and removed from the hard drive of the computer.
 - c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
 - e. Users will not subscribe to any mail lists without the express permission of the system administrator. Any mail lists must be relevant to their education or professional/career development.
8. Plagiarism and Copyright Infringement
 - a. Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work they should request permission from the copyright owner.
9. Inappropriate Access to Material
 - a. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and both the teacher and the parent approve access. District

employees may access the above material only in the context of legitimate research and upon administrative approval.

- b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by the administration. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

G. District Limitation of Liability

1. The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free, or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the systems.

Attendance Policy

Absence Defined

An absence is defined as not being in attendance when the period starts.

Excused Absences

Absences from school should be for the most serious reasons. Excused absences are for personal illness, medical appointments, funerals, and family emergencies. It is the parent's responsibility to call or send a note so that the absence may be excused.

Unexcused Absences

Any student who receives an unexcused absence will not receive credit for the work missed. Parents will be notified. After three (3) unexcused absences the student will serve **One Day of In-School Suspension**.

Removal From Classes

Any student removed from a class for disciplinary purposes will be counted absent (unexcused) for that period and a letter will be sent home to the parents. If a student has been removed from classes for disciplinary purposes three (3) times, a parent must meet with the school administration and the teacher(s) involved before the student can return to school.

Skipping School

Any student who skips school will not receive credit for the period of time that was missed.

Time missed cannot be made up.

Excessive Absences and Tardies

It is the policy of the Sanborn Central School that school attendance is the responsibility of the parent and the student. However, the District also recognizes that regular attendance is essential to a quality education and that excessive absence and excessive tardiness tend to disrupt the school organization and the instructional program and the student's ability to achieve success in school. Excessive absences and tardiness will be administered as follows:

High School Attendance Policy

High school student absences will be recorded by class periods as well as days absent. **This policy applies to both excused and unexcused absences.** A student who misses the same class period three (3) times in a semester will be notified in writing with a letter to the parents. When a student misses four (4) times, there will be a conference with the parents. When a student misses four (4) times, there will be a conference with the parents, which could be over the phone or in person. It will be explained that after five (5) absences in one semester of the same period, **there will be no credit given for the semester in that class.** Absences will also be kept for study halls. Students and parents will be notified in writing when 24 class periods (6 school days) have been missed. When a student misses 32 class periods (8 school days), a conference either over the phone or in person will be held with the parents. It will be explained that after 40 periods (10 school days) missed in one semester, there will be no credit given for the semester in any class. A series of absences will be treated on a case-by-case basis by the Administration.

All absences will be recorded on the student's permanent records by days or partial days missed.

Middle School Attendance Policy

After six (6) absences in a semester, the parents and student will be notified in writing. When a student misses eight (8) times, a conference over the phone or in person will be held with the parents. It will be explained that after ten (10) absences in one semester, there will be no credit given for the semester. A series of absences will be handled on an individual basis. Dental appointments, shopping trips, errands, haircuts, etc., should be avoided if possible during school time.

In all absences from grades K-12, a written excuse or phone call must be given in advance except for illness or other emergencies in which case a written excuse must be presented or a phone call placed to the Administrative office on the student's return to school. Excuses must give the exact or specific reason for the absence and must be signed by the parent or guardian.

Elementary Absence Policy

If the child is present in school for ½ hour or less, he/she will be counted absent for a full day.

If the child is absent up to 1-½ hours, he/she will be counted tardy.

If the child is present more than 1 ½, he/she will be counted absent ½ day.

The following will apply to student tardies:

1. All tardies will be recorded on the student's permanent record.
2. If a student is late to school, report to the school office before going to class or study hall and sign in on the sheet provided. Then report to class.
3. For a tardy to be excused, the parent must send a note or phone the School Office.
4. If a teacher detains a student, he/she is to request a written pass from the teacher for the next class or study hall.
5. Three (3) unexcused tardies will be considered one unexcused absence.
6. After three (3) unexcused absences, the student will serve one (1) day in-school suspension.
- 7.

THREE UNEXCUSED TARDIES EQUAL ONE UNEXCUSED ABSENCE.