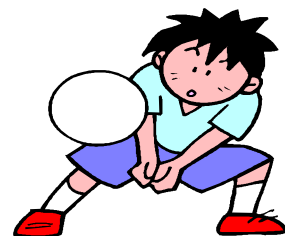


Webster Area High School



Student Handbook



Webster Area High School Handbook

(Updated August 2022)

MISSION STATEMENT

The mission of the Webster Area School District is to foster excellence in academics and co-curricular activities while encouraging students to achieve socially in an environment that embraces diversity within a global society, develops leadership, encourages service and nurtures personal growth centered upon the basic principles of kindness and respect to one another. (Reviewed 2021)

VISION STATEMENT

Webster Area School District's vision is to educate our students to succeed as productive citizens in an ever-changing world. (Reviewed 2021)

I. ATTENDANCE

A. IMPORTANCE

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of the maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentation, and student-teacher interaction, can never be made up. Students should also be aware that their future employer may also look at attendance and make decisions as to reliability.

B. POLICY

1. Regular attendance is expected of all students attending the Webster Area School District. This is in accordance with the state law and the school board policy. When a student has been absent three times per term (nine weeks), the principal or attendance officer will then notify the parent or guardian, preferably by letter, of the student's absences. This letter will serve as notification to student and parents, or guardian, of the attendance concern.
2. Students are allowed four (4) absences per class per term (nine weeks). Illness, doctor appointments, dental appointments, shopping trips, hunting trips, work at home, etc., will all be counted as part of the student's absenteeism. Absenteeism, within the number allowed per term, due to long term illness with medical verification, death in the family, family emergency or family trip will be counted as one day of absenteeism. Routine appointments will be counted as one absence only if there is verification from a medical office stating that regular/ongoing appointments are necessary to address the same condition over a period of time. The student's absence count returns to zero upon the start of each new term.
3. When a student exceeds four days of absenteeism per term (nine weeks), the student's attendance record will be reviewed to determine if **LOSS OF CREDIT TOWARD GRADUATION OR PROMOTION FOR CURRENT COURSE(S) WILL RESULT**. Appropriate notification(s) will be made when deemed necessary (parents, principal, superintendent, State's Attorney). A conference with the attendance committee may be required. In the event that a student is not granted credit at the end of the term, he/she may appeal the administration's decision to the school board.
4. In the event that 50% or more of any grade is absent on the same day, absent students without a physician's note, a legitimate family reason (funeral, wedding, etc.) will be required to make-up the day immediately after the final day of school. Senior students violating this policy will be required to attend school following graduation and their diploma will be withheld until the unexcused absence is made-up.

C. ABSENCES

1. ABSENCES WITH NOTIFICATION

- a) Parents shall call the office (345-4653) from 8:00-8:30 a.m. to report that their child(ren) will be absent for that day. If contact with the high school office cannot be made, a note should be brought to the office on the day the student comes back to school. Notes should include the date, information regarding the date of the absence, reason for the absence, and parent signature. Parents may be called to verify any note.

- b) **Students of legal age and living independently must assume the responsibility of the parent.**
- c) Students who will be absent for dates in the future are expected to notify the office and their classroom teachers.
- d) Students must arrive to school/class by the beginning of 2nd Block in order to participate in practice or scheduled competition in all extra-curricular activities (athletic & fine arts).

2. ABSENCES WITHOUT NOTIFICATION

An absence from school without the authorization of the parents or the school is an unexcused absence and shall be considered truancy.

- a) An unexcused class absence will result in the class work and time missed being made up in detention.
- b) The second unexcused absence from the same class or classes will result in an informal hearing between student and administration with the parent present, if requested. The student will be given one day of in/out of school suspension.
- c) Upon the third unexcused class absence, a conference with the parents will be held and the student's file will be reviewed. This will lead to further appropriate discipline, which may include a hearing with the school board. Consequences may lead to possible expulsion or student assignment to an alternative classroom or setting, which might be at the parent/guardians' expense.

3. SHORT TERM ABSENCES

- a) If a parent/guardian requests that his/her child be absent from a scheduled class for more than 20 minutes, the student will be counted absent.
- b) When the student leaves, he/she must first check out and get a blue pass at the office. **IF THE STUDENT FAILS TO CHECKOUT, THE ABSENCE WILL BE DEALT WITH AS AN UNEXCUSED ABSENCE.**

4. ABSENCES DUE TO SCHOOL ACTIVITIES

- a) When absent due to a school-sponsored activity, students must attain materials/assignments from all his/her scheduled teachers. Homework for these absences will be due upon return of the activity (next school day). Material assigned the day of the absence will be due the following school day as it is with students whom regularly attend class.
- b) Students who take part in co-curricular activities on a school night are expected to be in class for their first scheduled block the next morning. Chronic absenteeism following activities will result in disciplinary action imposed by the coach/advisor and/or the administration.

5. ABSENCES DUE TO NURSE VISIT

Students who are with the school nurse and absent from class in excess of 20 minutes will be considered absent. If the nurse sends a student home, the student will be counted absent for those classes missed.

6. SENIOR/JUNIOR VISITATION DAYS

Seniors and juniors are permitted to use a maximum of two (2) days per year for college/vocational/military visitations. All visitations are to be coordinated with/by the high school counselor. Students are required to attain an approval form from the school counselor or the principal. Any students with a questionable attendance record will not be permitted the two days.

7. MAKEUP WORK

Hard copy makeup slips are NO longer issued. Students are expected to correspond with their classroom teachers to attain materials/assignments during their absence. Materials and assignments will be uploaded to Google Classroom or other online relevant online sources.

ONE day will be allowed to make up for each school day missed up to three consecutive days. Make-up time for absences beyond 3 consecutive days will be determined by the teacher and school counselor/principal. Exceptions may be granted by request of the student or on the judgment of office personnel or classroom teacher. Completion of all makeup work will be the **STUDENT'S RESPONSIBILITY.**

Students must access online resources and correspond with the classroom teacher regarding

makeup work, quizzes, tests, and presentations. Hard

8. SENIOR PRIVILEGES

Senior privileges are awarded during homeroom as determined by student/class achievement on the Smarter Balanced Assessment (Math & Language Arts) and D-STEP (Science) test in the spring of the junior year. Senior privileges are subject to the guideline sheet provided by the high school principal at the beginning of the year. Failure to adhere to the guidelines will result in the loss of privileges and student placement in homeroom.

D. TARDINESS

Being on time is a good habit that every student should form. If a parent knows that his/her son/daughter will be tardy, the parent will send a written excuse along with the student or call the school.

- Students are tardy if they are not in their assigned room or seat (defined by the instructor) when the class begins.
- From the ring of the 8:20 bell, students who arrive within the first 20 minutes of class will be issued a tardy. Tardiness exceeding twenty minutes will be considered an absence and a makeup slip will be issued.
- The classroom teacher will record tardiness to a classroom, and inform the student of the tardy. The tardy will be recorded in the attendance history file in the office. If the tardy is caused by an assignment of another staff member, a **PINK PASS** written by the staff member will delete the tardy.
- **The following consequences will result for an accumulation of tardiness:**

Accumulated Tardiness	Consequence
1 st through 3 rd	Verbal warning by teacher and tardy recorded.
4 th	Detention.
5 th through 7 th	Student not permitted to attend class upon tardiness. Student must report to office and will be documented as 'unexcused' absence from that class.
8 th and 9 th	In-school suspension will be assigned for the remainder of the day.
10 th and beyond	Out-of-school suspension (minimally one day).

- Students can inquire about the number of incidents of tardiness they have accumulated. Parents will be notified, via written letter or email, when their son/daughter has accumulated four incidents of tardiness (resulting in a detention).

II. ACADEMICS

A. DIVISION OF SCHOOL YEAR

The academic school year is based on a time span of approximately 36 weeks. The school year is divided into two semesters of approximately 18 weeks each, and four quarters of approximately 9 weeks each. On the 4X4 Block Schedule, an 85-minute course worth one credit will meet the duration of one semester. An 85-minute course worth one-half credit will meet the duration of one quarter.

B. GRADUATION REQUIREMENTS (SD Department of Education updates – Fall 2018)

The South Dakota Department of Education and the Webster Area School District have adopted the following graduation requirements. These requirements must be met in order for a student to receive a high school diploma. Students are required to earn a total of **25 credits** in order graduate.

Graduation options are listed below. Additional information regarding the graduation options is available in the high school Counselor's office.

1. Basic High School Diploma – Students earning this distinction elect to complete the minimum graduation requirements.
2. Advanced Endorsement – Students earning this distinction elect to complete the minimum course requirements to potentially attend a South Dakota technical institute or university.
3. Advanced Career Endorsement – Students earning this distinction elect to complete courses and experiences to better prepare for post-secondary education in a specific curriculum area.

4. Advanced Honors Endorsement – Students earning this distinction elect to complete a rigorous sequence of high school and college level courses. This endorsement includes additional units in math, science, CTE and/or world languages. Completion of this endorsement meets the course requirements for SD Opportunity Scholarship eligibility.

Students are expected to participate in physical education. Some requests by parents not to participate may need to be approved by the school nurse. Students, who continually do not participate in physical education, may receive a lower grade. If non-participation is for an extended period of time, the student may not earn any credit for that term of the school year. In this case the student will be required to take the course when the student is medically fit. If a student is unable to participate in physical education due to a chronic, verifiable medical condition, an alternative program will be set up, or an adaptive program will be worked out by the instructor and parent(s) or attending physician.

C. GRADUATION

Students must meet all district and state academic requirements in order to participate in commencement ceremonies. All fees, fines, and outstanding bills must be paid by 4:00 PM the Friday prior to commencement ceremonies.

D. EARLY GRADUATION

The Webster Area School Board feels the advantages of maturity, a broad academic base, and access to activities are beneficial to the growth and preparedness of the great majority of students. Therefore, the District does not encourage attempts to complete a course of study for high school graduation in less than four full academic years. However, the Board will accept modification of the four-year attendance requirement for high school graduation providing the student has satisfactorily completed the requirements for graduation as set forth by the State Board of Education and the Webster Area School District. Students planning to graduate early should indicate their intention to the principal or High school Counselor during their sophomore year. A copy of the procedures and conditions for early graduation is available from the school superintendent.

E. MINIMUM CLASS LOAD

Each student must enroll in a minimum of **THREE** credits per semester and minimally **SIX** credits per school year. Study halls are not permitted (unless opposite to band or chorus). Thus, student schedules must include approved coursework for ALL class periods (Blocks 1-4).

F. SCHEDULE CHANGES

At the beginning of each semester, two days will be given for students to make changes in their schedules. All changes will be deemed necessary by and approved by the principal. Students will be assigned to the classes on the third day of and for the remainder of each term/semester.

G. CONCURRENT ENROLLMENT

The Webster Area School Board recognizes that in some circumstances, it is appropriate and desirable for a student to be concurrently enrolled in high school and post-secondary classes.

- The student will receive elective credit towards high school graduation as well as post-secondary credit for all post-secondary courses that are successfully completed.
- Students enrolled in e-learning or other distance learning opportunities will be responsible for any fees/fines incurred due to course failure or withdrawal.
- The district will provide textbooks and materials for high school credit courses only. Students will be responsible for textbook charges upon withdrawal.
(continued on next page)
- Students in distance learning or independent courses will follow the syllabi or course schedule. If there is no syllabi or course schedule, the student shall follow the school district quarters/semesters.
- Summer coursework must be approved prior to enrollment. Summer coursework must be completed within a reasonable schedule as determined by the administration.
- High School grades will be included on the official transcript the same as the university courses, including drops and withdrawals.

H. GRADING SCALE

The grading scale used for all students is **A: 94-100%, B: 85-93%, C: 75-84%, D: 65-74%, F-64% and below.**

I. STUDENT PROGRESS REPORTS

Student academic achievement information is available via the parent portal in Infinite Campus. Parents may request login information by contacting the respective school office.

J. GRADE POINT AVERAGE AND COURSE WEIGHT

The following will be used to determine grade point average. It is the attempt of the school to help the student place himself/herself in courses that are more suitable to academic ability. This placement is done after consultation with previous teachers, administrators, and also through an assessment of the achievement test scores. All courses in 6th, 7th, and 8th grade are determined to be regular classes. The following list gives the values placed on courses in the three different categories:

1. Weighted classes

A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0. (At the present time weighted classes offered are: Advanced Math, Pre-Calculus, Trigonometry & Analytical Geometry, Chemistry II, Physics I & II, Biology II, Spanish II, French II, and any AP and/or college level course)

2. Regular classes

A=4.0, B=3.0, C=2.0, D=1.0, F=0.

K. REPORT CARDS

1. Report cards will be available via Infinite Campus (and by postal mail per parent/guardian request) the week following each term (nine-week period).
2. The following grades will be given as an indication of the student's progress: A = Superior, B = Above Average, C = Average, D = Below Average, F = Failure, I = Incomplete.
3. Students, who receive an incomplete in any class, have 10 school days to make up and turn in the necessary work in order to change the "I" to a letter grade. If this work is not complete, the "I" will automatically turn to "F" after 10 days or to the appropriate grade as determined by the instructor.

L. STUDENT PROMOTION AND RETENTION POLICY

K-8 Students—Retention and promotion of a student, kindergarten through grade 8, shall be determined by a multi-disciplinary team consisting of the appropriate members of the Special Needs Team and/or the Problem Solving Team, the classroom teacher or teachers, and the parent or guardian. Retention shall be recommended on information provided to the team members by members of the team and by the parent or guardian.

Criteria for a retention decision shall be based upon a wide variety of information about the student in order to assist the team in a decision that is educationally and emotionally best for the student (i.e. teacher recommendation; parent recommendation; Lights Retention Scale; student's school and developmental history; reasons for failure – emotional problems, low ability, frequent school moves, absences or poor attendance; type quality of alternative strategies used – direct instruction, remedial services, cooperative learning and peer tutoring; standardized test scores).

If conflicts concerning promotion and retention cannot be resolved, the Administration has the authority to make the final recommendation; however, the parent or guardian has the authority to make the final determination.

9-12 Students—Retention and promotion of a student, grades 9-12, shall be determined by the number of credits earned for the grade level year. The purpose of this policy is two-fold: (1) to ensure that the student is on schedule to graduate within four years and (2) to determine appropriate privileges and/or activities that are designated for specific grade levels. The minimum number of credits will be used to determine grade level. To be categorized as a:

- Sophomore—student has earned minimally 6 credits;
- Junior—student has earned minimally 12 credits;
- Senior—student has earned minimally 18 credits.

The administration, with assistance from the Special Needs Team, and/or the Problem Solving Team, classroom teachers, and the parent or guardian, may promote a student on a probationary status if a student has shown consistent progress (at least two consecutive terms) in the majority of his/her coursework.

M. HONOR ROLL

The honor roll is divided into three sections:

- 4.0 and above
 - 3.5– 3.99
 - 3.0 – 3.49
- In the event that a student has incomplete work or an INCOMPLETE on their transcript for the current term, the student's GPA will not be included in the Honor Roll for that term.

N. ACADEMIC AWARD LETTER

A student may earn a “W” by fulfilling the following criteria:

- Earn a GPA of 3.50 or above for any three terms (nine weeks) of the year.
- Attempt seven (7) credits per year
- Absences not exceeding the credit earning requirements (4 per quarter).

O. ACADEMIC INTEGRITY

Students who attend Webster Area Middle School and Webster Area High School are expected to do their own work at all times unless specifically instructed by the classroom teacher. The availability of “material” via the Internet along with the ease of “cutting and pasting” with computers provides a challenge to each student to remain “academically honest.” Any incident involving the use of another person’s work or in the event that students “share” work will result in serious consequences as set by the classroom instructor and by the building administrator. Both the receiving student and the student that actively participates as a work provider will be subject to consequences.

Each classroom instructor will set guidelines regarding academic dishonesty and has the right to determine what constitutes intentional plagiarism or cheating. When a student chooses to plagiarize, cheat, etc., the following consequences will be followed:

- The teacher will address the issue with the student(s) involved, parent(s) and administration.
- Academic consequences: The student will receive a zero on the specific assignment with no make-up option.
- Behavioral consequences: The student will receive a disciplinary documentation for the offense on his/her behavior record.

III. CONDUCT AND BEHAVIOR

A. APPROPRIATE BEHAVIOR IS EXPECTED

The Webster Area Public Schools implements a Violence, Disrespect and Intervention program to help deal with discipline. In the event that any violation cited in this policy book is determined by the principal to be of an extreme nature, it will be at the discretion of the principal to recommend suspension or expulsion to the superintendent even though it may be only a first violation. It is the policy of the Webster Area School District to prohibit any actions of behavior that are disruptive and unreasonable and/or are violations of state or federal law.

B. BULLYING, TEASING & MAKING THREATS (reference SDCL 13-32-16)

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

- a) has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
 - b) has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities.
- Any students actively participating in bullying/teasing will be subject to the following disciplinary consequences:

1st Offense:

- a. Administrative referral
- b. Detention assigned
- c. Incident formally documented on disciplinary chart

2nd Offense:

- a. Administrative referral
- b. In-school suspension assigned
- c. Incident formally documented on disciplinary chart

3rd Offense:

- a) Administrative referral
- b) Out-of-school suspension assigned
- c) Incident formally documented on disciplinary chart

4th Offense:

Administrative recommendation to the board for extended out-of-school suspension and/or expulsion. NOTE: Depending on the severity of the bullying, teasing, threats, and/or student behavioral problem, law enforcement may be summoned.

- c) has the purpose of hazing members of a group or organization. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. Students engaging in hazing activities will be subject to disciplinary action according to the Hazing policy (JGCB).

C. DISCIPLINARY ACTION

A discipline committee will review situations at the request of the principal. Students who accumulate reports of misbehavior will be given detention and/or meet with the committee along with their parents.

D. CONSEQUENCES OF DISCIPLINARY ACTION

1. REASONABLE CONSEQUENCES

Consequences assigned will be applicable to the infraction whenever possible (i.e. lunchroom disruption—last in line, clean tables, etc.) More severe consequences may be assigned at staff discretion considering the severity/frequency of the behavior.

2. DETENTION

Detention will be served with the assigned staff the day of the infraction or the next day (before or after school). Detention must be served within two (2) days; either the day of the infraction or the next school day. The principal or any staff member may assign a student to detention. Detention is given for undesirable patterns of attendance, tardiness, and/or disruptive or disorderly conduct. If a student is unable to be at the assigned detention period, he/she must be excused in advance by the office. If a student fails to serve detention he/she will be given a day of in-school suspension. Detention takes precedence over all other school activities including practices.

3. ACCUMULATION OF DETENTION

Students who accumulate a number of incidents of detention during the academic year will face the following discipline:

- a) Three incidents resulting in detention warrant a one-day in/out of school suspension. The student and parent/guardian must meet with the discipline committee to discuss future behavior and disciplinary action.
- b) Six incidents resulting in detention warrant a two-day in/out of school suspension. The student and parent/guardian must meet with the discipline committee. The student's file will be reviewed to determine further disciplinary action. This action may include a hearing with the school board, possible expulsion, or student assignment to an alternative classroom or setting. Alternative placement might be at parent expense.
- c) **Any infraction beyond six detentions will result in ten days of out of school suspension.**

4. SUSPENSION IN OR OUT OF SCHOOL

- a) The purpose of a suspension is to remove a student from class or classes for a period of time so that parental contact can be made and a definite plan of action can be drawn up to deal with the cause of suspension. The length of suspension given by the principal may vary from less than a day to a total of ten days. The superintendent may suspend students up to ninety days.
- b) The administration is authorized to suspend students from regular school attendance when deemed necessary to maintain good order and discipline and to protect the educational process from disruption following the minimum procedures of due process.
- c) While serving suspension, the student will make up class work and any other assignments that may be given for discipline. A makeup slip is required for any block or day of suspension. The student will receive full credit. The student is responsible for getting assignments from classroom teachers.

5. ACCUMULATION OF SUSPENSION

Upon the first and second incident that results in a full day of suspension during the academic year, a conference will be held with the superintendent, the students and his/her parents. The student's file will be reviewed which will lead to further appropriate discipline. This may include a hearing with the school board, possible expulsion or student assignment to an alternative classroom or setting. Alternative placement might be at parent expense. **Any infraction beyond two incidents of suspension will result in ten days of out of school suspension.**

6. EXPULSION

If expelled, a student is denied participation in any instructional or school activity for a period of time as determined by the school board, but only in very serious instances (as required by law) shall expulsion extend beyond the end of the current school year.

E. SUBSTANCE USE/ABUSE

1. ALCOHOL AND OTHER DRUG USE

The School District has established a Drug and Alcohol-Free Zone of five hundred feet from school district facilities. Any student within that zone using, under the influence of, having possession of, or distributing/selling any of these substances during the school day or at any other school function, regardless of quantity, will be reported to law enforcement authorities and subject to the following discipline:

- a) First offense: A conference with the parents will be held. Three-days in/out of school suspension.
- b) Second offense: A conference with the parents will be held. The student's file will be reviewed, which may lead to further appropriate discipline. Action may include a hearing with the school board, possible expulsion, or student assignment to an alternative classroom or setting. Alternative placement may be at parent expense.

2. ALCOHOL AND OTHER DRUG ABUSE

- a) If drug use and abuse is suspected:
 - The teacher/staff member will inform the principal and/or High school Counselor.
 - The High school Counselor will consult with the school nurse, principal, the referring teacher, and other staff members as found advisable.
 - If indicated, the High school Counselor will confer with the student.
 - Further consultations will be arranged, as necessary, with administrative and special service personnel and the parents.
- b) If a student voluntarily admits drug abuse:
 - The first objective of the school will be to help the student. The teacher, or the staff member with whom the student confides, should not try to destroy that confidence, but should inform the student of the counseling procedure. This will include discussions with the parents and referral to an agency.
 - The teacher/staff member will inform the High school Counselor and assist in scheduling a student-High school Counselor conference.
 - The principal will meet with the parents, work with all available staff and resources, and recommend a proper medical or social agency to serve the student.
- c) If a student appears to be under the influence of drugs at school:
 - The same procedures will be used as when a student shows signs of serious illness; the High school Counselor and/or principal will take the student to the nurse's office. If the nurse so determines, parents will be called and law enforcement will be notified. Medical help will be summoned, and arrangements made to transfer the student home or to a hospital in serious or emergency situations.
 - The principal will arrange for a parent/administrator/nurse conference as soon as possible.
 - Note: A Drug Searching Canine will be summoned by the administration at least once per year and when requested otherwise. Passive Alcohol Sensors (PAS) will be utilized when suspicious behavior/conditions warrant.

3. SMOKING AND CHEWING TOBACCO

The School District has established a Tobacco Free Zone of five hundred feet from the school facilities and playground for students. The use or possession of tobacco by students in this zone during the regular school day (7:45-4:30) or any school functions or activities is prohibited. Electronic cigarettes or vaping devices are considered the same violation as smoking/tobacco. A student violating this would be reported to law enforcement and subject to the following discipline:

POSSESSION/USE OF:

1. First violation: two days of in/out of school suspension.
2. Second violation: three days of in/out of school suspension.

3. Third violation: conference with the parents where the student's file will be reviewed. This will lead to further appropriate discipline, which may include a hearing with the school board, with possible expulsion or student assignment to an alternative classroom or setting. Alternative placement might be at parent expense.

4. MEDICAL MARIJUANA

The District has adopted a policy for the administration of medical marijuana in school for students and staff. Please refer to policy JHCDE.

F. WEAPONS POLICY

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student, any controlled weapon as defined by SDCL 22-1-2(8), firearm as defined by SDCL 22-1-2(16) or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noise making purposes, or any dangerous weapon as defined by SDCL 22-1-2(10), destructive device as defined by paragraphs (a) and (b) of SDCL 22-1-2(13), explosive as defined by the first sentence of SDCL 22-1-2(14), stun gun as defined by SDCL 22-1-2(50), ballistic knife as defined below, on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. This policy does not apply to starting guns while in use at athletic events, and supervised schools or sessions for training in the use of firearms. Any violations shall be reported to local law enforcement authorities.

- **First Offense:** Long-term suspension or expulsion may be recommended. Expulsion may not be for less than 12 months. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis.

G. DRESS CODE

Each student is expected to wear apparel appropriate for the occasion and to be neat and clean at all times. Criteria for appropriate dress will be health, cleanliness, decency, and safety. **Only necessary classroom materials are permitted in the classrooms.** Each student is expected to wear attire appropriate for the season/weather. Coats and jackets are not permitted in the classroom (recommend sweaters or sweatshirts during cold weather). Shirts referring to alcohol products, tobacco products, nudity, or inappropriate language/connotations will not be allowed.

Appropriate Attire - Attire with tears and holes are not permitted. Hats and bandanas should not be worn inside of the building. Any head attire must be removed immediately upon entering the building and not placed on the head until exiting the outside entrance/exit. School issued attire will be required for any violation of the dress code. Students will not be permitted to leave campus to attain appropriate attire. Any student failing to return school issue attire will be billed at replacement cost. Multiple infractions may result in disciplinary action including detention and suspension.

Examples of **dress code violations** include but are not limited to:

- Pants/shorts with holes, tears, or frays that cause a safety issue or are too revealing.
- Tank tops or garments with spaghetti straps.
- Shorts that do not extend beyond finger-length when arms are placed naturally at one's side (shorty-shorts).
- Pants/shorts that reveal underwear and/or upper portion of the buttocks.
- Shirts that reveal cleavage.
- Shirts that reveal female undergarments.
- Hats or bandanas.
- Chains on billfolds.
- Garments advertising drinking establishments.
- Coats/jackets in the classrooms.

H. PERSONAL TECHNOLOGY

Personal Technology Device (PTD): Include reference to...including but not limited to a pager, cell phone, cell phone camera, handheld, and any personal scanning device.

1. Students are not allowed to use headphones, portable CD player or MP3 player, IPOD, etc. in classrooms except for special activities permitted by the classroom teacher.

2. PTDs are ONLY permitted before and after school, between classes, and during lunch. PTDs are NOT permitted in any part of the building while class and/or homeroom are in session. Students must turn in his/her phone prior to leaving class for any reason during regular class session (ex: you may NOT use cell phones or head phones in the restrooms or hallways while classes are in session).
 Consequences: 1st Offense: Item confiscated for remainder of the day. Item will be released only to the parent/guardian.
 2nd Offense: Item confiscated for remainder of the day. Item will be released only to parent/guardian. Detention will be assigned.
 3rd Offense: Item confiscated for remainder of the day. Item will be released only to parent/guardian. One day of in-school suspension will be assigned.
3. Cameras, digital cameras, and cellular phone cameras are strictly prohibited in any areas where a high expectation of privacy exists (includes but is not limited to restrooms and locker rooms). Use of any type of camera on school property that violates an individual's privacy will result in the following consequences:
 1st Offense:
 - a. Administrative referral
 - b. In-school suspension (# of day(s) at administrator's discretion)
 - c. Incident reported to the appropriate law enforcement authorities
 2nd Offense:
 - a. Administrative referral
 - b. Out-of school suspension (# of day(s) at administrator's discretion)
 - c. Incident reported to the appropriate law enforcement authorities
 3rd Offense:
 - a. Administrative referral
 - b. Administrative recommendation to the board for extended out-of-school suspension and/or expulsion.
4. Handhelds are permissible when used for note taking in class. Internet access is available to students within the Webster Area School District. Students must agree with the Webster Area School District Appropriate Use Policy upon their first access of the school's network. Access to the Internet can be terminated if a student violates the agreement.
5. Any use of personal technology is subject to our academic integrity statement found in item II. O.

I. FIELD TRIPS

Field trips demand an extra level of responsibility from students. Conduct on the bus, in public and among those hosting the trip should be exemplary. Instructors may bar students from attendance of a field trip if previous discipline problems warrant. Student possessions and/or bags may be searched for any/all activities. All overnight bags will be checked prior to departure.

J. HALLWAYS/CLASSROOMS

Hallways - Students are to move directly from one class to the next. Students congregating in the hallways prior to the beginning of school are expected to maintain a clear path (stand next to the wall of lockers and allow a path down the middle). The school building is the home to more than 250 students daily. Please keep your hallways and classrooms neat and clean.

Classrooms – Book bags are NOT permitted in classrooms, the gym, the commons area, or along the hallways (or any other regular walking area) due to safety and emergency exit reasons. Book bags must be stored in student's assigned lockers upon the first bell of the day.

K. WELLNESS POLICY

Copies of the policy are available at the elementary office. The policy includes information on nutrition education, physical activity, school-based activities, & nutrition standards. Outside food/beverages are prohibited in accordance with our Wellness Policy. Healthy snacks and beverages are available in school vending machines and are permitted at each teacher's discretion.

L. LOCKERS

1. Lockers are the property of the Webster Area School District. The administration and staff will make periodic and random checks. Each student is assigned a locker in which they may keep books and personal belongings. Students are responsible for the locker assigned to them and should keep the locker clean and orderly. Damage to lockers will result in disciplinary action and student responsibility for repair/replacement cost.

2. Lockers are provided with a combination lock. Combinations are changed every year. Valuable items should not be kept in the lockers. Students who give their combinations to other students take responsibility for loss or theft of materials.
3. Students shall not store in their lockers any item that is expressly prohibited or violates safety, health, or morality. Examples are weapons, drugs, alcohol or any reference to these. Other examples include pornographic materials, incendiary items, and/or other items that may jeopardize the welfare or safety of other students.

M. EDUCATIONAL MATERIALS

The school will provide certain materials (textbooks, workbooks, and tools) for student use. Students will be held responsible for the care of and safe return of books and materials provided. Students may be responsible for additional fees for specific activities and/or projects. These fees may include items such as: carpentry projects, out-of-class academic competitions, instrumental rental, etc. Please refer to item IV-G for further details regarding fee payment.

N. STUDENT DRIVING AND PARKING

1. Students are expected to park in school parking areas in a safe and orderly manner.
 - Students who park in designated employee parking spaces (or the Senior Student of the Month reserved space) will be subject to parking fines and/or towing of their vehicles at their own expense.
 - Students who park in 'no parking' zones, in emergency zones, on the boulevard, cross-walk, and/or sidewalks will be subject to regular traffic/parking violations and will be reported to Webster Police.
2. Any student who participates in a school sponsored activity shall ride to/and from the activity via school transportation unless otherwise communicated to (by parent/guardian) and approved by the advisor/coach.
3. Students who choose to drive during the school day are responsible for their own vehicle and driving safety. Students must be mindful of the school zones where other students (and small children) may be present. Students are expected to drive directly to the designated location (CTE building, armory, etc.) and directly back to the school.

O. SCHOOL BUS

1. Remember to follow the rules for your own safety and the safety of others. Students riding the school buses are always under the supervision of the school administration, and misbehavior will not be tolerated. Habitual misbehavior may cause loss of a privilege of riding to school and/or activities on the bus.
2. If a student rides the bus or school vehicle to a school activity, that student must ride home in the same vehicle. The only exception will be that the student may be released to his/her parents. Before riding home with parents, permission must be obtained from the supervising teacher/coach.
3. The following rules apply to all students who ride the bus at any time:

Boarding the bus:

- All students should be ready at the usual time in the morning for the bus to arrive at the student's home or at the "SCHOOL BUS STOP". The bus cannot wait for those who are tardy.
- Do not stand in the roadway while waiting for the bus.
- Move toward the bus only after it stops and the driver has signaled that it is safe.

On the bus:

- Remain seated while the bus is in motion (assigned seating may be utilized to ensure appropriate student management/behavior).
- Display appropriate behavior and language at all times.
- Treat the driver, advisor, and all other passengers respectfully.
- Please refrain from unnecessary conversation with the bus driver.
- Keep the aisle and emergency door clear of obstructions.
- Keep arms, feet, head, and objects inside the bus at all times.
- Respect the bus, its equipment, and its contents
 - a. Discard trash in appropriate containers (refrain from throwing items on the floor or spitting on the floor).

- b. Use the bus and its equipment with care. Students responsible for any damage will incur repair/replacement costs.

Departing the bus:

- Remain seated until it stops.
- When crossing the road, walk 10 feet in FRONT of the bus, and only after the bus operator has indicated that it is safe.
- NO STUDENT will leave the bus without the driver's consent except at home and at school.

The right of students to ride the bus is conditional upon behavior and observance of these rules. Drivers are authorized to enforce these rules and to make other suggestions in line with good citizenship.

P. FACILITY

1. HOURS

School Hours – The school is open 8:00 AM – 3:30 PM on a regularly scheduled school day. Students eating breakfast must do so in the lunchroom/commons area. Students may only be in the building beyond normal hours under the direct supervision of staff or activity advisor.

Door Access – The main entrance to each building will be open for entrance prior to the second bell (8:20 AM) and after 3:30 PM daily. During the time span 8:20AM – 3:30 PM, all persons wishing to enter the building (including students and parents) will be required to identify themselves using our building access system. Office personnel will acknowledge those entering and permit entrance to the building.

Closed Campus – During normal school hours following the first period bell, students are not permitted to leave the building for any reason without permission from the office. Students may not jeopardize the safety of other students by propping open any entrance/exit door at any time.

2. DAMAGE

Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property. All acts of vandalism will be reported to the local law enforcement agency.

IV. PROCEDURES

A. ACTIVITY TICKETS

Student activity tickets are provided to give each student an opportunity to attend all home high school sporting events at a minimum price. This ticket does not cover admittance to tournaments. The tickets may be purchased in the business office (middle school). The prices are \$20.00 for students enrolled in grades 7-12 and \$15.00 for students enrolled in grades K-6.

B. ADVERTISING

All signs or other advertisements displayed in any school building shall be posted in designated areas only after permission is received from the principal.

C. VISITORS

We request that all visitors, including parents, check in with the appropriate office personnel upon arrival. Parents are welcome to visit at anytime. Students are welcome to bring visitors (limited to one day per visit with principal approval) to Webster School. A school visitor's pass will be issued to the guest.

D. CHURCH NIGHT

Under ordinary conditions there will be no school activities scheduled on Wednesday evenings. This will allow each student to participate in any church program of choice. However, if some activity must be scheduled, it must be cleared through the principal's office and with approval given by the ministerial association.

E. SCHOOL DANCES

General Guidelines:

1. Dances will end by 12:00 AM or earlier as designated by the advisor.
2. Students are expected to remain at the dance once they come in. No one is to be readmitted once he/she leaves a dance.
3. All rules and policies of the school are in effect.
4. Dances must be cleared three school days before the intended dance.
5. Approved chaperones are required.

Prom Guidelines:

1. Graduated participants—Invited guests must be a graduate age 20 or younger of Webster Area High School or another high school. Graduates must provide proof of diploma and copy of photo identification.
2. High school participants must be a current student at Webster Area High School or another area high school. Out of district students must provide completed and signed Student Verification Form (available in the high school office).
3. Alternative education (homeschool) students must provide verification of official homeschool status (SD Department of Education or similar agencies of other states).
4. Limousines will be subject to any/all aspects of the Safe and Drug-Free school zone.
5. Breathalyzers will be utilized for all participants upon entering the prom.

F. EMERGENCIES AND DRILLS

1. There will be a fire signal and a tornado alert signal. Drills will be held periodically. During a drill, students are to conduct themselves quietly and orderly and listen for instructions from the teacher. The building should be evacuated immediately when the alarm rings. Instructions for evacuation will be given to the teacher and posted in each room (next to the entrance).
2. Teachers, advisors and students involved in extracurricular activities should be familiar with emergency procedures for that activity and in that area.
3. Signals are: **Fire**—alarm bell **Tornado**—all call on the intercom.

G. FEES AND FINES

Payments for carpentry and/or other projects must be made prior to ordering any construction materials. Instrumental fees must be paid within two weeks of the current quarter. Failure to pay instrumental fees will result in student placement in study hall. Any unpaid fees/fines will accumulate. Seniors must have all fees/fines paid in full in order to participate in commencement ceremonies.

H. SCHOOL CLOSINGS

- Infinite Campus Notification System—notification via phone and email.
- Parents may also register phone numbers and/or email addresses for immediate notification. Please contact the Elementary or high school office for registration information.
- If school is closed due to inclement weather, a malfunction of the school facilities, or when the safety or welfare of the student will be in danger, notices will be given over television stations KELO, KSFY, KDLT, and KTTW and radio stations KSDN (930 AM), KDLO (96.9FM), KSDR (FM) and KBWS (102.9FM).

I. STUDENT LISTS/STUDENT FILES

Lists of names of students or parents shall be given only to properly certified government agencies. This shall be done only with administration approval. Student file copies are available upon parental/guardian request. Copies will be provided within 48 hours of the request.

J. STUDENT PURCHASES

1. Purchases for items such as rings, pictures, band instruments, etc. will be the responsibility of the student. Whenever possible, at least two different companies will demonstrate their products to the students for comparison.
2. Students cannot charge purchases to the school.

K. GRIEVANCES

1. A grievance procedure is a means of inviting communication on matters of concern to the school, its employees, and students. The Webster Area School District prohibits discrimination based on sex, age, race, color, national origin, or disability. In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disciplinary actions.
2. A grievance is defined as a complaint submitted by an employee or student with a member of the staff or administration alleging one or more of the following practices:
 - that a school rule is unreasonable or unfair.
 - that a school rule or regulation discriminates against or between employees or students.
 - that an unreasonable/unfair procedure has been utilized.
 - any complaint regarding the implementation of federal programs and federal funds. Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure.
3. Grievances are addressed through two steps:
 - The assigned principal (high school OR elementary/middle)
 - The alternate principal (high school OR elementary/middle)

4. On both levels an informal conference is to be held within five days of the date the complaint is filed. No complaint should consume more than 15 days of time in all. The burden of proof is upon the grievant to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has occurred.
5. Administrative resolution of the grievance is to be in writing and designed to provide the grievant with a basis for resolution of the problem as originally stated in the complaint. Whenever the decision of a hearing officer substantially affects board policy, the matter will be referred to the board of education for final resolution. Any decision rendered by the Webster Board of Education may be appealed to the South Dakota Department of Education.

L. HARASSMENT/SEXUAL HARASSMENT

Any incident of harassment or sexual harassment involving student(s) should be reported to the building administrator. Any incident of harassment or sexual harassment involving staff should be reported to the immediate supervisor. If the incident involves the building administrator or the immediate supervisor, the reporting person shall report the incident to the next higher supervisor/administrator. A written statement will be requested. The appropriate administrator/supervisor will conduct an initial investigation. Appropriate action will be taken within 5 days of the report. The District Title XI policy is available in each office and in the online policy manual at <https://www.webster.k12.sd.us/page/title-ix-info> on the District website.

M. TITLE IX AND 504

It is the intention for the Webster School to provide gender equality/appropriate accommodations in all aspects of the district. The district Superintendent serves as the 504 Coordinator and the K-8 Principal as the Title IX Director. Issues concerning Title IX should be addressed to the K-8 Principal. Issues concerning 504 should be addressed to the Superintendent.

N. PARENT RIGHT TO KNOW

Parents of ALL Webster Area School District students have the right to know the qualifications of their child's teacher. Requests for qualification information must be submitted in writing to the school principal. Teacher qualifications will be provided upon written requests.

V. SERVICES

A. HIGH SCHOOL COUNSELOR

1. The 7-12 Student Services Office is located at the intersection of the two main hallways in the high school building. Services offered include: registration/course counseling, career counseling, crisis management, test interpretation, and other related school services. Course/program information is provided annually in the course description document. Freshman orientation meetings will be held twice per year.
2. The career planning area is located adjacent to the high school Counselor's main office. Career and post-secondary information is available to students. Online information is also available.

B. LUNCH

GENERAL INFORMATION

- The lunch period will be open for students in 11th and 12th grade. This means that junior and senior students may leave the building for lunch.

FREE AND REDUCED LUNCH

- School lunches will be made available to each and every student. If parents cannot pay the scheduled price, they may contact the business manager and make arrangements for reduced prices or free meals according to the state guidelines for reduced or free meals.

LUNCH PRICES

- The charge for school lunches shall be \$2.90 for each lunch and \$1.85 for each breakfast meal bought separately. Students must purchase meals in advance from the business office, located in the middle school. Refunds for unused meals for seniors will be made during the last week of school.

1. CLOSED CAMPUS/OPEN CAMPUS (LUNCH TIME ONLY)

- **Sixth through tenth grade students have a closed lunch time.** If students do not want to eat school prepared meals, they may bring their own lunch. Any/all food items shall be consumed in the commons area. Carbonated and high sugar drinks are not permitted during hot lunch serving times.
- **Only seniors and juniors have open lunch time.** Seniors and juniors exercising open campus are expected to eat outside food items before returning to the building. Any outside food shall be consumed in the commons area (not in hallways or classrooms).

VIOLATION OF POLICY

- Students who go out to a restaurant/store, to another student's home, or home during lunchtime without a signed release will be subject to the following:
 - a) First Offense: Detention will be assigned
 - b) Second Offense: One day of in-school suspension
 - c) Third Offense: A conference with the parent will be held and a review of the student's file, which will lead to further appropriate discipline.

C. MEDIA CENTER / COMPUTER LABS

The MS/HS Media Center is located in the high school building and is available 8:30am-3:00pm for student/staff use. Students requesting use of these areas must seek appropriate permission and supervision. Staff supervision must be present while using the Media Center and Computer Labs (all students must be directly supervised).

D. ANNOUNCEMENTS, MESSAGES AND PHONE USE

1. Announcements will be available during second block. Students are responsible for reading posted announcements, which can be found on bulletin boards daily throughout the middle and high schools and on the school website.
2. The office is not responsible for personal messages called in by phone. Parents/guardians should make every effort to communicate with children before school. Students will be called from class to take a phone call only in cases of emergency.
3. Students may use the phone in the office in case of emergency with the secretary's or principal's permission.

E. SCHOOL NURSE

The school nurse's office is located in the elementary building. If any student becomes ill or has an accident during school hours, the student is to report to the nurse or the nurse will be notified to come and give first aid. Parents will be notified and requested to come get their child or the student will remain at the nurses' station until released. In cases where the parents can't be reached, the student will be taken to their home only if a guardian, relative, or person designated by the parents is there to take care of the student. (See the nurse section of attendance on checkout procedures – page 2)

- F. LOST AND FOUND**—all articles found should be turned into the principal's secretary. Report all lost articles immediately to the office.

- G. DELIVERIES** – The district will NOT accept flower/gift/other deliveries.

VI. ACTIVITIES/PRIVILEGES

- A. Spectator Etiquette**—Students who participate as spectators at Webster Activities are representing Webster Area School District. Spectators should display themselves appropriately for the activity in progress. Students who display discourteous behavior may be asked to leave.

B. ELIGIBILITY—EXTRA CURRICULAR PARTICIPATION

Webster Middle/High School Students are expected to maintain passing grades throughout the school year. In order to encourage consistent academic progress, "grade checks" will be performed on the Monday (of the third full week) during each quarter. Students will be notified that same day.

Definitions:

INELIGIBLE STUDENT—Student may not participate in any scheduled contests during the "grade check" period. Student may continue to practice regardless of eligibility unless otherwise determined by administration and/or coaches.

Any failing (F) grade will result in the following:

Written notification will be sent home with INELIGIBLE students. The notice must be signed by a parent/guardian and returned to the high school office. The purpose of a parent signature is to ensure communication between the student and parent. Eligibility will be determined thereafter each Monday for the remainder of each quarter.

C. ELIGIBILITY—NON-EXTRA CURRICULAR PARTICIPATION

Webster Middle/High School Students are expected to maintain passing grades throughout the school year. In order to encourage consistent academic progress, "grade checks" will be performed on the Monday (of the third full week) during each quarter. Students will be notified that same day.

Definitions:

INELIGIBLE STUDENT—Student may not participate in privileged activities during the “grade check” period. The following privileges will be revoked while the student is ineligible:

- Senior/Junior—Open Campus
- 9-12 Students—Classroom Passes

Any failing (F) grade will result in the following:

Written notification will be sent home with INELIGIBLE students on Thursdays. Eligibility will be determined thereafter each Monday for the remainder of each quarter.

The Webster Area School District provides the following activities:

HIGH SCHOOL ATHLETICS

Basketball (B & G)

Cross Country (B & G)

Football (B)

Track (B & G)

Volleyball (G)

Wrestling (B)

Golf (B & G)

Managers (B & G)

Statistician (B & G)

Cheerleading

HIGH SCHOOL ACTIVITIES

“A” BAND

“A” CHORUS

--Men's Chorus

--Women's Chorus

--Mixed Chorus

--Madrigal

--Jazz Choir

Bearcat Yearbook Staff

One-Act Play

Oral Interpretation

Robotics

HIGH SCHOOL CLUBS

National FFA Organization

FCCLA

National Honor Society

Student Council

“W” Club (Letterman)

Seventh and eighth grade students may have the opportunity to participate in high school sports, depending upon the sport and the number of students participating in that sport. (Examples: track, wrestling, golf, etc.) The coach, advisor, or athletic director will provide each participant the activity codes and requirements.

ATHLETIC CODE OF CONDUCT

Students participating in any athletic event will be subject to the following regulations:

Students wishing to participate in activities sponsored or recognized by the Webster Area School District shall **not possess/use** alcoholic beverages regardless of the percentage of content; shall **not possess/use** any drug not prescribed by a physician to the student/ shall **not possess/use** any habituating and controlled substance, shall **not possess/use** tobacco (including e-cigarettes and vaping devices/oil) and/or shall not behave in a manner that will bring discredit to the student, team and school. This policy does not apply to consumption of legal drugs prescribed for the student by a physician.

- Standards for participation are expected year-round (regardless of school calendar)
- Consequences for violations may only be served in athletic activities that the violating student is currently participating in or has previously participated in.
- Consequences accumulate beginning with participation in a high school level activity (regardless of grade)

Consequences:

1. **First offense**---the athlete will not participate for one-fourth of an athletic season (or the combination of portions of activities that would be equivalent to one-fourth should the violation occur near the end of a particular athletic season).
2. **Second offense**---the athlete will not participate for one calendar year of athletic seasons. A) The one-year consequence may be reduced to one-half of an athletic season following completion of a drug/alcohol evaluation and/or the completion of a recommended treatment program.
3. **Third offense**---the athlete will be eliminated from athletic participation for the remainder of his/her high school career.

VII. ACCEPTABLE USE POLICY

Internet access is available to students, teachers, and all other faculty members in the Webster Area School District. The Network/Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and others is to promote educational excellence in the Webster Schools by facilitating resource sharing, innovation, and communication.

The Network/Internet is an electronic highway connecting millions of computers all over the world and billions of individual users. Students and teachers have access to:

- Electronic mail communication with people all over the world.
- Information and news from many sources.
- Public domain and shareware software of all types.
- An unlimited amount of valuable research materials.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, it is the school district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district. Certain measures have been taken to help provide a "safe environment", but there are people and devices that try to circumvent these measures. A web filter and an e-mail filter are provided by the Department of Education and maintain a safe environment. However, Internet users, like traditional library users, are responsible for their actions in accessing online resources. In addition, the smooth operation of the Network/Internet relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the Network/Internet resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

TERMS AND CONDITIONS

Acceptable Use -- The purpose of providing Network/Internet resources is to support research and collaboration between Webster students and staff and information resources worldwide. The use of your account must be in support of education and research and consistent with the educational objectives of the Webster Area School District. Use of other organization's network and computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulations is prohibited.

This includes, but is not limited to:

1. Users may not intentionally waste computer resources.
2. Users may not use the network for personal financial gain or commercial purposes.
3. Users may not engage in personal business that is unrelated to the mission of the school or the performance of their job/learning, this includes, but is not limited to, shopping online.
4. Users may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography.
5. Users may not use the equipment or the network for any illegal activities, including the violation of copyright laws and software piracy.

6. Users may not load or copy any software or other programs to or from the school equipment unless an authorized party (e.g., the network administrator) explicitly (written) grants permission. This includes bringing outside disks to use in the classroom.
7. Users may not disclose anyone else's personal information (e.g., address, phone number or confidential information), including and especially that belonging to community members, staff, students, and/or their families.
8. Users should be kind and polite when using the Internet.
9. Users are not allowed to use software that is not property of the school.
10. Users are not allowed to stream any media unless it is directly classroom / school related. This includes, but is not limited to, music, talk shows, videos, etc. Streaming media takes up huge amounts of band width.
11. Users are not allowed to use any other communicational (e-mail, Instant Messaging, Message Boards, etc.) programs other than the ones the school provides.

Privileges – The use of the Network/Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The system administrator, principal, and superintendent will deem what is inappropriate use and their decision is final. Also, the system administrator may close any account at any time as required. The administration, faculty, and staff of Webster Area School District may request the system administrator to deny, revoke, or suspend specific user accounts and/or privileges.

Warranties – The Webster Area School District and the district Internet Service Provider (ISP) make no warranties of any kind, whether expressed or implied, for the service it is providing. The Webster Area School District and ISP will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Network/Internet resources is at your own risk. The Webster Area School District and ISP specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Security – Security on a computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network/Internet, you must notify the system administrator. Do not demonstrate the problem to others. Do not use another individual's account. Attempts to login to Network/Internet as a system administrator will result in a cancellation of user privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the Network/Internet.

1. Users may not compromise the security of the Network/Internet by allowing access to software by unauthorized users.
2. Users may not engage in practices that threaten the integrity of the Network/Internet.
3. Users may not use anyone else's password, nor may they share their passwords with others. This includes posting a password where someone else can use it.
4. Users may not trespass into anyone else's folders, documents, or files.
5. Users must log off the computer when not in use.
6. Any activity performed under a specific username will be considered "done by" that user. For instance, if a user does not log off when they are finished and somebody deletes files, sends harassing or otherwise offensive messages, or impersonates somebody, the user that is logged in is responsible.
7. Vandalism – Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone.

Exception of Contract Terms and Conditions – All terms and conditions as stated in this document are applicable to the Webster Area School District and ISP. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of South Dakota, and the United States of America.

VIII. FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Webster Area Elementary, Webster Area Middle School, or the Webster Area High School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or the school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Webster Area School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Webster Area School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Webster Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Webster Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Webster Area School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Webster Area School District in writing by September 9, 2022. The Webster Area School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

IX. (PPRA)

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Webster Area School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Webster Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Webster Area School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Webster Area School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled

after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Webster Area School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes ("marketing surveys"). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.