

ANDES CENTRAL EAGLES!



ELEMENTARY PARENT/STUDENT HANDBOOK
2019-2020

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Dear Parents/Guardians,

This handbook explains some of the services offered and procedures followed in our elementary school. We ask that you read it carefully, and if you have any questions, please contact your school principal.

We hope you will visit the school and get to know your child's teacher, the principal, and support staff.

The faculty, administration, and the Board extend a warm welcome to all students and their parents/guardians.

Our Andes Central Elementary School contact info:

1001 High Street, P. O. Box 67

Lake Andes, SD 57356

Elementary School Office: 487-7655

Elementary School Fax: 487-7656

School Hours: M, T, TH, F 8:25 AM to 3:30 PM and Wednesdays 8:25 AM to 2:40 PM

* There will be early dismissals at 2:40 PM on Wednesdays beginning **August 20th**. School will be dismissed at 2:40 PM (Elementary) and 2:45 for MS/ HS **EACH Wednesday** for staff professional development.

Office Hours: 8:00 a.m. to 4:00 p.m.

ELEMENTARY SCHOOL MISSION STATEMENT

We, the staff of Andes Central Elementary School, believe that all students have the potential to learn...preschool through fifth grade. Staff will empower every student to utilize the essential academic and social skills needed to succeed at the next level of education and throughout life.

GENERAL INFORMATION

A. Registration of Students: South Dakota law requires every student to provide a certified copy of their birth certificate and health immunization record prior to the student's enrollment. If a person is not the birth parent of the student that they are registering, then they must provide proof of legal guardianship.

B. School Supplies:

Kindergarten:	Pencils Erasers Large (0.5 oz.) glue sticks (6) Kleenex	Crayons Scissors Box for Supplies
Grade One:	Pencils Scissors Markers Glue sticks (5) Kleenex	Erasers Crayons Notebooks (2) Box for Supplies
Grade Two:	Pencils (several) Scissors Glue Pocket Folders (2) Markers	Erasers (several) Crayons Notebooks (3) Box for Supplies Kleenex
Grade Three:	Pencils Erasers Crayons Scissors Colored Pencils Kleenex	Ruler with Metric Side Pocket folders (2) Glue Notebooks (3) Markers
Grade Four:	Pencils Erasers Scissors Glue Kleenex	Pocket Folders (4) Notebooks (4) Crayons, Colored Pencils, & Markers Box for Supplies
Grade Five:	Pencils (several) Single Subject Notebooks (6) Pocket Folders (6) Basic calculator Kleenex	Scissors Erasers Glue Box for supplies Crayons, Colored Pencils, & Markers

Students should furnish all supplies that are used for regular classroom lessons. The school will furnish drawing paper and construction paper for art activities, as well as paper for special writing lesson.

C. Pledge of Allegiance: Andes Central students will be given the opportunity to stand and recite the “Pledge of Allegiance” to the United States flag on a daily basis. A student may choose not to participate in the salute to the United States and the flag. However, a student who does not participate in the salute shall maintain a respectful silence during the salute.

D. Highly Qualified Staff: Federal Law requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers and / or paraprofessionals who are instructing their child. If you are interested in this information, please contact the principal of the school building where your child attends school. He will provide this information.

Andes Central Elementary and Lakeview Colony parents may call Mr. Kitchenmaster at 487-7655.

Andes Central MS / HS parents may call Mr. Hummel at 487-7671.

School office hours are 8:00 am to 4:00 pm, Monday through Friday.

Letters to the principal may be addressed to them at:

1001 High Street

Lake Andes, SD 57356

E. Attendance: Parents/Guardians and students must understand that students miss a vital portion of their education when they are absent from class. Activities that take place in the classroom are a vital part of the teaching/learning process.

According to South Dakota law, regular attendance is required of all students. If a student does not have regular attendance, the parents/guardians will be notified. A letter will be sent to parents/guardians after the student has missed 4 and 8 days of school to make them aware of their child’s attendance and the possible ramifications that may occur because of it. School officials may schedule a conference with parents/guardians whenever a student has six (6) absences.

If a student misses eight (8) unexcused days of school, truancy charges will be filed with the Charles Mix County State’s Attorney. Additional letters to the State’s Attorney will be sent after 12, 14, and 16 unexcused absences. (Medical conditions are not included if the proper documentation from a doctor or health care facility is provided. Funerals are also exempt from this policy). A student will be dropped from the enrollment after 15 consecutive absences and the parent/guardian will have to re-enroll the student before they can be admitted back to class.

Medical slips and notes from parents/guardians (for an excused absence) for students must be turned into the office.

The following will be considered excused absences:

1. Personal illness.
2. Funeral/Bereavement or serious illness in family.
3. Medical appointments that cannot be made outside of the school day.
4. Religious observances (make-up work must be completed prior).
5. Family emergencies.
6. Weather so inclement as to endanger the student’s safety.
7. Attendance at a state or nationally recognized youth program of educational value (class work must be completed prior).
8. Participation in school sponsored activities (all school work to be completed in advance).

Unexcused absences are any days gone without notes, medical slips, or phone calls from parents/guardians.

Should mitigating circumstances be involved in a student exceeding the limit of 8 absences, such as major surgery, illness, accident, medical quarantine, or family emergency, the student and his/her guardians may file a written request with the Administration. If the Administration approves the request, the matter is completed. If the Administration denies the request, the student and his/her guardians may file an Appeal to the Board of Education. The appeal will be delivered from the student and his/her guardians in written form to the Administration. The Administration will schedule the Appeal at the next meeting of the Board of Education.

F. Absenteeism: The following policy has been adopted to improve student attendance and to provide a measure of safety for students attending Andes Central Schools:

1. If a student is going to be absent, the parents/guardians are requested to call the school between 8:00 a.m. and 9:00 a.m.

2. If a student is absent and the school has not been called, school officials will begin contacting parents/guardians after 9:00 a.m.
3. Any student coming to school after 9:30 a.m. will be counted as ½ day absent.
4. Any student leaving school for the day before 2:00 p.m. will be counted as ½ day absent.

Unless they ride an Andes Central School bus, the school is not responsible for a child's safety on the way to and from school, but school officials do want to cooperate with parents/guardians in this endeavor. If a parent/guardian desires to change their child's routine such as to stay at school or go home with another individual, please have the child bring a note or call the school prior to 2:45 p.m. to make arrangements.

Note 1: If the student's excuse for being absent is medical:

1. One (1) to three (3) consecutive days of illness: A parent/guardian must call or send a note to the school verifying the illness.
2. Beyond three (3) consecutive days: A slip from the doctor will be required for each day absent for illness on the day the student returns to school.

Appeals Process for Attendance Policy:

1. The appeals committee shall be composed of at least one teacher, the counselor, and the principal.
2. If the appeal is made after the last day of the student and teacher's calendar year, the appeals committee shall consist of the superintendent, the elementary principal and the 7-12 principal.

Attendance on Days of Activities: A student must be in attendance no later than 12:00 p.m. on the day of an evening activity in order to participate and/or attend the activity, unless he/she has an excused absence. However, the absence must be verified by the parents/guardians prior to the actual absence. If the all-day or afternoon excused absence is for illness, the student shall not be allowed to participate and/or attend the activity via school sponsored transportation. An elementary student will only be allowed to participate in one activity per week in which they are required to miss part of, or an entire school day. Saturdays are not considered part of the school week.

G. Make-Up Work: Excused absences: A student will be allowed to complete class work missed during his/her absence. Work not completed within the designated time (see below) will not be considered for credit. The principal or his/her designee, due to special circumstances such as an extended illness, may grant an extension.

K & 1st grades – teacher discretion
 2nd & 3rd grades – 2 weeks
 4th & 5th grades – 1 week

When a student knows he/she is going to be absent, all work must be completed prior to the absence. Detentions may be utilized if a student is not putting forth the effort to complete the make-up work.

H. Tardiness: Students not in their classroom by 8:25 a.m. will be counted tardy. After every five (5) unexcused tardies, 3rd through 5th grade students will be given a detention by their teacher. Any tardy student (K-5) coming to school after 9:30 a.m. will be counted as ½ day absent.

I. School Nurse: Students requiring first aid may come to the nurse for assistance. If a student becomes ill or is involved in an accident at school, the parents/guardians will be notified as soon as possible.

J. Academic and Attendance Requirements: The Board adopted the following policies:

1. A student shall turn in assignments to a teacher in advance if he/she is going to miss a class for a performance, scheduled contest, program, or trip. He/She shall make special arrangements for such assignments with the teacher involved in order to be eligible to perform in that event.
2. A student shall be in school no later than 12:00 p.m. prior to participation in a practice, performance, scheduled contest, program, or trip if he/she expects to participate. Any exceptions must be cleared through the administration.
3. No student shall be permitted to participate in another sport until all equipment checked out to him/her is returned or paid for. This will carry over from one year to the next.
4. A student shall be passing all academic subjects (spelling, math, reading, English, science, and social studies) in order to participate.

K. Report Cards: The grading scale used by grades 3 – 5 are as follows:

A+ = 99.5 – 100%	C+ = 84 – 84.99%	F = 69.49% and below
A = 94 – 99.49%	C = 79 – 83.99%	
A- = 93 – 93.99%	C- = 78 – 78.99%	
B+ = 92 – 92.99%	D+ = 77 – 77.99%	
B = 86 – 91.99%	D = 71 – 76.99%	
B- = 85 – 85.99%	D- = 69.5 – 70.99%	

Standards based reporting will be used for the kn dg-2nd grades.

A scholastic honor roll will be used for the 5th grade and published for the first nine (9) weeks, the first semester, the third nine (9) weeks, and the second semester. To be on the honor roll the student must have the following GPA:

“A” (High Honors): 3.34 – 4.00

“B” (Honors): 2.34 – 3.33

Any student with a “D” or “F” on their report card will not make the honor roll.

Grade Point Average (GPA) is determined by the following standard (all academic subjects taken will be included in the GPA):

A = 3.68 – 4.00	C = 1.68 – 2.00
A- = 3.34 – 3.67	C- = 1.34 – 1.67
B+ = 3.01 – 3.33	D+ = 1.01 – 1.33
B = 2.68 – 3.00	D = 0.68 – 1.00
B- = 2.34 – 2.67	D- = 0.51 – 0.67
C+ = 2.01 – 2.33	F = 0.00 – 0.50

L. Progress Reports: Progress reports will be distributed at each of the Parent/Teacher Conferences. They will be sent home if not picked up at those events. Report cards will be sent home at the end of each quarter.

M. Parent/Teacher Conferences and Communications: Parent/Teacher conferences are scheduled periodically throughout the school year (please refer to the school calendar). The conference is beneficial because it provides you and the teacher an opportunity to share information which will be of assistance in working with your child.

School personnel will communicate with you through newsletters, notes, or telephone calls as the need arises. You are encouraged to contact or visit your child’s teacher or principal if you have any questions regarding the school.

N. Complaint/Grievance Procedure: Problems may occasionally occur which need a structured procedure for dealing with students’ complaints and/or grievances. The District welcomes constructive criticism when it is motivated by a sincere desire to improve the quality of the education program and to help school personnel in performing their tasks more effectively. The Board places trust in its employees and supports their actions in such manner that employees are freed from unnecessary spiteful, negative criticism, complaints and/or grievances. (See policy KL on the Andes Central homepage.)

The following guidelines are suggested as the proper procedure to be followed by persons with questions, complaints and/or grievances:

1. Matters concerning individual students should **FIRST** be addressed to the teacher.
2. If matters are not settled in the first step, problems/questions concerning individual schools should then be directed to the principal of that school.
3. If matters are not settled in the second step, problems/questions concerning the system should be directed to the superintendent.
4. The Board will consider hearing citizen complaints and/or grievances when the first three steps cannot resolve them. *Matters referred to the Board must be in writing and should be specific in terms of the complaints and/or grievances and the action desired. The Board will **NOT** consider or act on complaints and/or grievances that*

have not been explored at the appropriate administrative level. A public complaint form, KLD-F, can be found on the Andes Central homepage.

If the administration deems it necessary, the person filing the complaint and/or grievance or the employee involved, may request an executive session of the Board. All parties involved will be asked to attend a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumors shall be discounted, as well as emotional feelings, except those directly related to the facts of the situation.

The Board shall conduct such meetings in a fair and just manner. The Board may request an unbiased third party to act as moderator to help reach a mutually satisfactory solution.

O. Visitations: Parents are always welcome to visit the school. We invite you to come and observe and/or get involved with the students and teachers at work. Spend some time in the classroom and become familiar with the work your children are doing. Before you go to the areas to visit, we ask that you come to the office and sign in so that we know we have visitors in the building.

Students from other schools desiring to enroll at Andes Central Elementary in grades preschool-5 are welcomed. Permission should be obtained from the principal and teacher before visiting the school. These visitors will be subject to the same rules and regulations as all students.

P. Bus Rules: Please follow:

1. Be on time.
2. Be quiet.
3. Remain seated at all times. Do not get up from your seat until the bus has come to a complete stop.
4. Keep all parts of the body inside the bus while you are a passenger.
5. No food or drinks on the bus unless it is your school lunch.
6. Do not eat or drink on the bus. This includes activity trips.
7. Do not throw anything from the bus upon the highway or street. It is against South Dakota State law.
8. Students who are going to ride a bus other than their regular bus must bring two (2) notes signed by their parents/guardians. One is given to the driver of the bus they intend to ride and one to the student's teacher.

Parents/Guardians should contact the school ahead of time as some buses are filled to capacity and cannot take additional riders.

It is a privilege to ride the school bus and students who exhibit inappropriate behaviors may lose his/her bus riding privileges. The administration and the bus driver will determine the length of time a student is suspended from riding the bus. Parents/Guardians will then be responsible for providing transportation for his/her suspended student. The school and its staff are not responsible for children who choose to get off the bus without permission somewhere other than their designated stop.

Q. Telephone Calls: Teachers and students will not be given a phone call to take unless it is an emergency. Telephone messages will be taken for students and teachers' calls will be forwarded to their voice mail. Students must have permission slips from teachers/office personnel to use the office telephone. Classroom telephone use by students is discouraged unless there is an emergency.

R. Open Enrollment: Individuals wishing to open enroll to another district must do so by the last Friday in September for the first semester or the last Friday in January for the second semester.

S. Breakfast/Lunch and Milk Tickets: All students enrolled at Andes Central will be offered free breakfast and lunch. Food is not to be taken from the lunchroom at any time and students who bring their lunch must also eat in the lunchroom. All adults and guest children will have to pay prior to eating breakfast / lunch.

Milk tickets may be purchased for the whole year. These tickets may be used during break time in the classroom or for extra milk at lunchtime.

T. Stormy Weather: In case of inclement weather or any other emergency that should force the cancellation of school for the day, an announcement will be made through Apptegy as early as possible. Should school be called off during the

day for any reason cancellation and dismissal announcements will also be posted on the three local television networks—KELO, KDLT & KSFY.

U. *Clothing and Appearance:* Clothes and appearance that are disruptive to the educational process will be prohibited. Shoes must be worn at all times. There will be no writing on clothing that promotes violence, alcohol, tobacco, sexuality, or illegal drugs. If students wear such clothing, they will turn it inside out or be sent home to change.

Students will not be allowed to wear any article of clothing that conveys a message of violence, profanity, drugs, alcohol, tobacco, display racial slurs, are sexually suggestive, gang related, or cause a disruption to learning.

No hats/caps/hoods are to be worn in the building during the school day except during designated days.

Half shirts that expose bare skin, shirts that consistently expose the navel, unbuckled overalls, low cut shirts that expose cleavage, and spaghetti-strapped shirts are not to be worn by any students.

No ripped or torn clothing that exposes a student's underwear will be allowed.

Good taste and self-respect should be exemplified in the appearance of all ACE students.

Please dress your student appropriately for the weather. We will be taking the students out for recess for a few minutes even when it is cold or snowing outside. Students need some time to release energy and to get some fresh air.

P.E. expectation: For the safety reasons, students will be expected to wear tennis shoes during P.E. class. Students who do not wear tennis shoes may not be allowed to participate in that day's activities. This may affect their grade.

V. *Personal Possessions:* We discourage students from bringing personal items to school. The school will not assume responsibility for a student's personal items that are lost, damaged, or stolen. In many cases, the teachers or administrators will confiscate items that cause disruptions or are too valuable to leave in the classroom. These items may be returned at the end of the day or a parent/guardian may be required to pick them up.

W. *Search of School Property:* The school maintains the right to search any school property at any time and for any reason. This includes, but not restricted to: desks, lockers, computers, etc.

1. *Bicycles:* Students who ride a bicycle should use a lock and park them in the rack. If your child is riding a bicycle, please discuss bicycle safety rules with him/her.

2. It is recommended that personal cell phones, MP3 players, Tablets and other electronic devices are not brought to the school. If brought to the school and used, these items will be confiscated by staff. They will be turned in to the office and held until the end of the day. The 2nd time, and beyond, these items will be turned over to the parent / guardian or their designee. Any child pornography on cell phones must be reported immediately to the principal.

X. *Labeling:* The school has a designated box for "Lost & Found." It would be advisable to label all your student's personal items with his/her name. All articles are held for the school year and will then be disposed of if unclaimed. Please come and check this box often if your child has lost or is missing items.

Y. *Recess:* Our school operates on the assumption that if students are healthy enough to be in school, they are usually healthy enough to participate in recess. If for some reason you do not wish your child to participate in recess, PLEASE SEND A NOTE TO THE TEACHER. If you wish to keep your child in from recess for more than two (2) consecutive days or more, a doctor's statement must be sent to the school with the student.

Z. *Class Parties:* Classes will hold three parties a year, Halloween, Christmas, and Valentine's Day. Children will be asked to bring money to help buy supplies for the party. Pre-packaged food items may be brought by students or parents for school parties or special occasions. However, for safety reason, homemade food items will not be accepted and will be sent home with the student who brought them.

AA. *Field Trips:* Field trips will be conducted at the teacher's discretion with administration or Board approval. **Students will not be allowed on the field trip without a parent/guardian signed permission slip.** These will be sent home for each trip.

BB. Activity Tickets: Activity tickets are free for enrolled students. Admission is charged for any activities sponsored by the Conference or the District and plays or musical activities.

CC. Athletic Events: Elementary students (Pre-K-5) will be admitted to school activities only if accompanied by a parent/guardian or responsible adult. Once a parent/guardian brings a child to a school activity, they have prime supervisory responsibility along with the school administration. All attendees should limit their movement, from the bleachers and/or chairs to the lobby, until intermission occurs (quarter breaks, half-time, etc.). If a child is attending a school activity unsupervised, parents/guardians will be contacted to take the child home.

DD. School-Owned Musical Instruments: The District offers instrumental music instructions for grades 5-12. Students interested in band should contact the band director.

EE. Damage to School Property: If a student willfully damages school property, that student will be expected to pay for replacement or repair in order to effectively discourage lack of respect and improper care of school books, a record is made at the beginning of the year for the textbooks assigned to each pupil. For any textbooks which are lost or destroyed or which show excessive abuse, a fine will be assessed according to the value of the books.

FF. Video and Audio Monitoring: Andes Central School buildings, and its school buses, do contain video and audio monitoring devices. The recorded content of these monitoring devices are school district property and will not be shared with anyone but law enforcement or by court order.

STUDENT CONDUCT, DISCIPLINE & CONSEQUENCES

**** See Classroom Violation Guidelines Grid on pages 15-16 ****

A. Elastic Clause: The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. Disciplinary procedures and consequences will be administered as determined by the situation. The best interest of the students, school, and community will be considered. Here are what some of the terms mean as they pertain to students at Andes Central:

Violence: Violence is any mean word, sign, or act that intimidates, threatens, or hurts a person's body, feelings, or things.

Weapon: A weapon is any object that can inflict bodily harm. (Objects that have a nonviolent usage but are used with the intent to harm others are deemed weapons only when used in such a manner.) Possession of a weapon is an automatic suspension with a possible administrative recommendation to the AC School Board for expulsion.

B. Unacceptable Behavior: Here are some examples of unacceptable behavior as they relate to any staff member or student while on school grounds or property:

1. Using, distributing or possessing any tobacco products, drug, alcohol, or controlled substance.
2. Physically assaulting or verbally threatening.
3. Using vulgar or abusive language/gestures.
4. Being insubordinate, openly defiant, insolent, disrespectful, or disorderly behavior.
5. Stealing or possessing lost/stolen property, defacing or destroying the property of others or the school district.
6. Skipping school, class, unexcused absence (truant), or tardiness.
7. Harassing, hazing, pushing, horseplay, or bullying.
8. Forging parents'/guardians', teachers', or administrators' name.
9. Cheating or attempting to take credit for someone else's work.
10. Throwing food or any object.
11. The use of gum, seeds, candy, or other such items is not allowed in the elementary. (Special treat day may be an exception to the candy rule.)
12. Clothes shall have **NO** advertising of drugs, alcohol, tobacco products, unacceptable language or pictures, violence, or gang related attire.
13. Using known symbols that are gang related (such as writing on notebooks, body, etc.).

14. Running in the halls.
15. Being disruptive in the classroom or on school grounds.
16. Being in unassigned areas. (Somewhere you don't belong.)

C. *Removal from Class:* Students are expected to conduct themselves as ladies and gentlemen while in school. Teachers may dismiss a student from class if his/her behavior is such that it interferes with the work of the class or the teacher. Dismissed students shall report immediately to the principal's office.

The teacher will contact the principal (or office) to inform him/her of what the dismissed student did to be sent out of the classroom. The principal will then discuss the situation with the student and make a decision on the consequences that the student will receive based on the severity of the current incident and previous incidents. Parents/guardians will be contacted and informed as needed and may be asked to come in to school, meet with the appropriate staff members and discuss the incident.

D. *After-School Detentions:* A staff member or the administration may assign after-school detentions. The person assigning the after-school detention must fill out a "disciplinary form" and return it to the principal's office. A copy of the "disciplinary form" will be sent with the student to give to the parents/guardians. The student will be given the opportunity to call their parents/guardians to make arrangements for the after-school detention. Transportation will not be provided.

Any student who skips an after-school detention will be assigned one extra detention. Should a student skip **either** of those assigned detentions, he/she will receive a suspension (in or out of school depending on the number of previous incidents.) for insubordination. Subsequent skips from any assigned detention will result in further suspensions for gross insubordination.

E. *In-School Suspension (ISS):* In school Suspensions are used as a consequence for violations that are deemed serious enough or repeated violations. The amount of time spent in ISS will vary according to the decisions made by the school administration and/or school staff members.

Teachers will provide school work and the student is expected to use the suspended time to first work on the behavior they were assigned there for, and then to do the school work. Class work missed during an ISS is due at the end of the day.

F. *Out-of-School Suspension (OSS)/Long Term Suspension/Expulsion:* Serious or repeated violations of school policies will result in out-of-school suspensions. The length of the OSS will depend upon the offense. While serving an OSS, the student will not be allowed to attend or participate in any school activity, on or off of school property. Suspended students will be given the option to take work home and they will earn grades for the assignments handed in on the day they are permitted to return. Subsequent OSS violations or serious violations of any school policy may result in expulsion.

Parents/Guardians may be required to come to school to discuss their child's behavior and actions after the suspension is complete. The following are examples that could cause immediate suspension and possible expulsion from school:

1. Accumulation of minor infractions.
2. Fighting.
3. Bullying and threatening behavior toward students or staff.
4. Use or possession of alcohol or tobacco products on school grounds. Possession, use of, sale of and/or distribution of any paraphernalia; being under the influence of narcotics, dangerous drugs or controlled substances.
5. Vandalism. The parents/guardians and/or student will be held liable for any damages inflicted upon school property. They may also involve the law enforcement personnel.

Consequences for these actions can result in suspensions or expulsion. The length of these suspensions will be determined by the administration depending upon the severity and repeated violations. Expulsions can be recommended by the administration but the decision to expel will ultimately rest with the Andes Central Board of Education

G. Law Enforcement: According to the Andes Central School Board Policy, the Andes Central Schools reserves the right to involve the law enforcement and/or sign complaints against persons involved in acts that violate any State or Federal Law. Law enforcement and/or the Dept. of Social Services may talk to any student during the time they are under the supervision of the school.

H. Promotion and/or Retention Policy: When deciding whether to pass or retain a child, the following policy is to be considered; a student may be considered for retention if **he/she fails two of the five core subjects** in his/her grade (major subjects are math, science, reading, language arts, and social studies).

Other criteria to be considered when making the decision on retention or promotion:

If teachers can recognize early in the child's school career that the child's mental or physical development needs to have time to "catch up" and retention would allow this to happen (the child, in this case, should be retained in kindergarten, first or second).

Various assessment tests indicate the student is below grade level in reading, math and other core subjects. Tests should be a combination of: Standardized Achievement Tests, Aimsweb, and NWEA. Students must meet the grade level criteria for passing. Of course, students' semester grades must be considered as well as Mastery of GRADE LEVEL Standards.

Failing students should be promoted ONLY if the school feels that in the best interest of the student and school it should be done. Example: A student has been retained one or two times previously, or physically and socially they are more mature than the other students in their grade, or the child would gain nothing by repeating a grade.

Special education students would be promoted or retained based on meeting/not meeting the goals and objectives in the IEP. A committee of: Special Education Director, Special Education Coordinator, Principal (whether elementary or secondary), special education teacher would review the grades, IEP goals and objectives to determine promotion or retention status of each child. The child's IEP committee will convene to discuss the terms of the IEP and the decision to promote or retain.

School administration and classroom teachers will meet periodically (quarterly or bi-quarterly) to review the academic status of students at-risk of failure. A separate meeting will be held with the parent's quarterly or by-quarterly to review their child's progress. By April of each school year, a final review of academically at-risk students will be held with the principal. At that time, a letter will be sent to the student's parents requesting a meeting or retention or promotion. The school committee will make their recommendation following the parent meeting. Parents need to understand why the child is being retained.

***Parents always have the right to appeal the decision of the school administrative and teacher team to the Board of Education.**

1st – 2nd Offenses - Classroom Violations Guidelines

****ACE Reserves the Right to Evaluate Incidents on a Case By Case Basis & Modify Consequences As Needed****

Classroom Behaviors	Consequences	Consequences	Consequences	Consequences	Consequences
Level 1 (Per Quarter)	1st Offense-Any	2nd Offense-Combined	3rd Offense-Combined	4th Offense-Combined	Habitual- Combined
insubordination, disruptive behavior, rough play, obscene written/language, skipping class/school/detention	stand at recess (10 min)	stand at recess 2 days (10 min each day)	parent contact by teacher, stand all recess 3 days	parent contact by teacher, 1 detention w/teacher, stand all recess 3 days	Office–parent contact, OSS 1 day, stand all recess 3 days, outside referral
Level 2 (Per Quarter)	1st Offense-Any	2nd Offense-Combined	3rd Offense-Combined	4th Offense-Combined	Habitual- Combined
violence-physical contact (pushing, shoving, biting...), throwing objects, theft	stand all recess 2 days	parent contact by teacher, stand all recess 3 days	parent contact by teacher, 1 detention w/teacher, stand all recess 3 days, outside referral	Office-parent contact, OSS 1day, stand all recess 3 days, referral	Office- parent contact, OSS 2 day, stand all recess 3 days, referral
Level 3 (Per Year)	1st Offense-Any	2nd Offense-Combined	3rd Offense-Combined	4th Offense-Combined	Habitual- Combined
intimidating behaviors (verbal, physical), harassment (sexual, racial, disability), spitting, bullying (verbal, physical), vandalism	parent contact by teacher, stand all recess 3 days	parent contact by teacher, stand all recess 5 days	Office-parent contact, OSS 1-2 days, stand all recess 3 days, outside referral	Office-parent contact, OSS 2-3 days, stand all recess 3 days, referral	Office- parent contact, OSS 3-5 days, stand all recess 5 days, referral
inappropriate touching	parent contact by teacher, monitor student, stand all recess 1 day	Office-parent contact, monitor student, recess & lunch in office 2 days, outside referral	Office-parent contact, monitor student, recess & lunch in office 3 days, outside referral	Office-parent contact, monitor student, OSS 1 day, recess & lunch in office 3 days, referral	Office-parent contact, monitor student, OSS 1 day, recess & lunch in office 5 days, referral
tobacco, matches, lighters	parent contact by teacher, stand all recess 1 day	parent contact by teacher, stand all recess 2 days	parent contact by teacher, stand all recess 3 days, outside referral	Office-parent contact, stand all recess 5 days, referral	Office-parent contact, stand all recess 5 days, OSS 1 day, referral
Level 4 (Per Year)	1st Offense-Any	2nd Offense-Combined	3rd Offense-Combined	4th Offense-Combined	Habitual-Combined
physically fighting, possession of alcohol & other drugs	Office- parent contact, stand all recess 3days, 1 detention w/teacher	Office – parent contact, OSS 1-2 days, stand all recess 3 days	Office- parent contact, OSS 2-3 days, stand all recess 3 days, outside referral	Office- parent contact, OSS 2-5 days, stand all recess 5 days, referral	Office - parent contact, OSS 5 days, stand all recess 5 days, referral, possible school board action
Level 5 (Per Year)	1st Offense-Any	2nd Offense	3rd Offense	Habitual-Combined	
endangerment of others (bombs, weapons), possession of weapons, assault of sexual nature	Office-parent contact, OSS 1 day, stand all recess 3 days, outside referral	Office- parent contact, OSS 2-3 days, stand all recess 3 days, referral	Office- parent contact, OSS 3-5 days, stand all recess 3 days, referral	Office- parent contact, OSS 5 days min., stand all recess 5 days, referral, possible school board action	Reviewed 8/ 2015

3rd - 5th Offenses - Classroom Violations Guidelines

****ACE Reserves the Right to Evaluate Incidents on a Case By Case Basis & Modify Consequences As Needed****

Behavior Plans Will Be Implemented For Those Habitual Offenders.

Classroom Behaviors	Consequences	Consequences	Consequences	Consequences	Consequences
Level 1 (Per Quarter)	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
tardies	3 rd unexcused-stand all recess 1 day	5 th unexcused - parent contact by teacher, 1 detention w/teacher	6 th -9 th unexcused- parent contact by teacher, 3 days stand all recess, outside referral	10 th unexcused – parent contact by teacher, 1 detentions w/teacher, referral	Repeat consequences for 3 rd & 4 th offenses in succession
Level 2 (Per Quarter)	1st Offense Any	2nd Offense	3rd Offense	4th Offense	Habitual-Comb.
insubordination, disruptive behavior, rough play, obscene written/language	stand all recess 1-3 days	parent contact by teacher, stand all recess 3-5 days	parent contact by teacher, stand all recess 5 days, 1 detention w/teacher	parent contact by teacher, stand all recess 5 days, 2 detentions w/teacher	Office-parent contact, OSS 1 day, stand all recess 5 days, 2 detentions/ teacher
Level 3 (Per Quarter)	1st Offense Any	2nd Offense	3rd Offense	4th Offense	Habitual-Comb.
skipping class/school/ detention, violence-phy. contact (pushing, shoving, biting), throwing objects, theft	parent contact by teacher, stand at recess 3 days	parent contact by teacher, stand at recess 3-5 days	parent contact by teacher, stand at recess 5 days, 1 detention w/teacher	Office-parent contact, OSS 1 day, 1 detention w/teacher	Office- parent contact, OSS 2 days, 2 detentions w/teacher
Level 4 (Per Year)	1st Offense Any	2nd Offense	3rd Offense	4th Offense	Habitual-Comb.
intimidating behaviors (verbal, physical), harassment (sexual, racial, disability), spitting on others, bullying, vandalism	parent contact by teacher, stand at recess 5 days	parent contact by teacher, stand at recess 5 days, 1 detention w/teacher	Office-parent contact, OSS 1 day, 2 detentions w/teacher, outside referral	Office-parent contact, OSS 2-3 days, 2 detentions, w/teacher, referral	Office-parent contact, OSS 3-5 days, referral, possible school board action
inappropriate touching	parent contact by teacher, monitor student, recess & lunch in office 2 days	Office-parent contact, monitor student, recess & lunch in office 3 days, outside referral	Office-parent contact, monitor student, recess & lunch in office 5 days, referral	Office-parent contact, monitor student, OSS 1 day, recess & lunch in office 5 days, referral	
tobacco, matches, lighter	parent contact by teacher, stand at recess 2 days	parent contact by teacher, stand at recess 3-5 days	Office- parent contact by teacher, stand at recess 5 days, outside referral	Office-parent contact, stand at recess 5 days, 1 detention w/teacher, referral	
Level 5 (Per Year)	1st Offense Any	2nd Offense	3rd Offense		
physically fighting, possession of alcohol & other drugs, threats of violence (killing, weapons)	Office- parent contact, OSS 1-3 days, 1 detention w/teacher	Office- parent contact, OSS 3-5 days, 2 detention w/teacher, outside referral	Office- parent contact, OSS 5-10 days, possible school board action		
Level 6 (Per Year)	1st Offense Any	2nd Offense	Habitual-Comb.		
endangerment of others (bombs, weapons), possession of weapons, sexual assault	Office-parent contact, OSS 3-5 days, outside referral, possible school board action	Office-parent contact, OSS 5 days, referral, possible school board action	Office –parent contact, 5-10 days, referral, possible school board action		Reviewed 8/2015

FEDERAL & STATE LAWS APPLICABLE TO STUDENTS

- A. *Civil Rights Policy:*** The Andes Central School district 11-1 in compliance with the Office of Civil Rights Act of 1964 – Race, Color, National Origin, Title IX of the Educational Amendments of 1972 – Gender, and Section 504 of the Rehabilitation Act of 1973 – Disabled) informs its students and staff and all parties to whom this might pertain that education programs, service, activities or employment opportunities will be offered without regard to race, national origin, religion, sex, age, marital status, or physical and/or mental disabilities.

Any questions about any of these rights may be directed to the superintendent or you may further contact the

Regional Director
Dept. of Education; Office of Civil Rights
10220 North Executive Hills Blvd.
8th Floor
Kansas City, MO 64153-1367
Telephone: 816-880-4202; TDD: 816-891-0552; FAX: 816-891-0644
Web Link: <http://www.ed.gov/about/offices/list/ocr/index.html>

- B. *Drugs/Alcohol/Tobacco and Weapons:*** This statement is official notice to the students and parents/guardians of the District's policy prohibiting the use of or possession of drugs, alcohol, tobacco, and weapons.
- C. *Equal Rights Statement:*** The Andes Central School District 11-1, Lake Andes, SD 57356, does not discriminate on the basis of sex, race, color, or creed, in its educational offerings, activities, or employment practices.

Persons who believe any school district employee may have infringed upon their rights are urged to discuss this with the principal.

- D. *Sexual/Verbal Harassment:*** Sexual harassment in any form will not be tolerated by the District, and it is the policy of the District that no administrator, faculty member, staff member, or student shall be subject to sexual harassment by another.
- E. *Medications:*** No medication will be dispensed from the nurse unless instructed by a doctor and with a parent/guardian signature. All medications must be kept in the office. The school will not provide pain relievers (Tylenol, ibuprofen, aspirin, etc.) to students. All medication needs to be in the original labeled medication bottle or it will not be given at school.

F. Communicable Diseases/Parasites: Students who are afflicted with a communicable contagious and/or infectious disease, and/or who are infected with communicable parasites, or who are liable to transmit such disease or parasite, may be excluded from school. Please follow the guidelines below to see when your child can return back to school (chart follows):

Disease / Illness	Rules for School Attendance
Chicken Pox (Varicella)	Exclude until rash or lesions have crusted over.
Mumps	Exclude until 5 days after onset of parotid gland swelling.
Impetigo	Exclude until 24 hours after treatment has been initiated.
Measles	Exclude until 4 days after onset of rash.
Conjunctivitis (Pink Eye)	Exclude until examined by physician and approved for re-admission, with treatment
Pediculosis (Lice)	Student may remain in school. Parent contact.
Ring Worm (Scalp, Body, Athlete's foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools or showers until under treatment.
Scabies (7-itch, Mites)	Exclude until after treatment has been completed.
Planter's Warts	The student may attend school; however, they should not be permitted to walk barefoot.
Streptococcal Infections (Scarlet Fever, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy and clinically well.
Rubella (3-day German Measles)	Exclude until 7 days after onset of rash.
Infectious Hepatitis	Hepatitis A: Exclude until one week after onset of illness or jaundice.
Infectious Mononucleosis (Gland Fever)	The student may attend school with physician's written permission. The student may need to adjust school days and activities.

Network Acceptable Use Policy for the Internet/Web Publishing/E-Mail/Distance Learning

Andes Central School District believes accessing and transferring data on the Network/Internet is a useful skill for lifelong learning. The goal in providing the Network/Internet access to staff and student users is to promote educational excellence by making it possible for resource sharing, originality and communication.

The Network/Internet is an electronic information network connecting millions of computers locally and around the world. The use of the Andes Central Network/Internet is a privilege, not a right, and any inappropriate use may result in revoking or suspending of those privileges. The Andes Central School District grants permission to use this system for educational purposes only. Its users hereby waive any right of privacy regarding information/messages/files sent or received by them on the Andes Central System/Internet/Network. The administration of Andes Central School District has the right to revoke or suspend a user's access at any time as needed.

Note- Parents/guardians may request cancellation of access privileges by contacting the school network administration.

A. *Educational Purposes:* Are as follows:

1. The Andes Central Internet has been established for limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Andes Central has the right to place reasonable restrictions on the material you access through our Internet connection. You are also expected to use the Internet appropriately and follow the rules set forth in this handbook policy.
3. Andes Central School may set up a restricted E-Mail account to any student for class purposes. These accounts will be set up and assigned by the Network Administrator.
4. All Network/Internet information transmitted through the school accounts will be school property and subject to normal search and seizure.
5. Any forms of Social Networking accounts will be set up by the Network Administrator. Users may only access Social Network accounts approved by the Network Administrator. Ex. My Big Campus
6. Classroom teachers may set additional rules for computer use in their classroom.
7. Note: If your laptop needs to be reimaged due to problems, you may lose what you have on your desktop. Please make sure you are saving important information in directories on the network.
8. Research papers: The student must get final approval from the network administrator and teacher of any research topic done that might bring up controversial material.
9. You may not submit personal contact information about yourself or other people. Personal contact information consists of your address, telephone number, school address, work address, etc.

B. *Unacceptable Uses:* Are as follows:

1. An Andes Central technology is not intended for commercial purposes. This means you may not offer, provide, or purchase products or services through the Andes Central technologies without staff permission. Any financial charges incurred while using the technologies are the full responsibility of the user.
2. Andes Central Network users may only access School Approved E-mail accounts set up by the Network Administrator.
3. The firewall filter is in place for your protection. Bypassing the filter to gain access to inappropriate or blocked sites is prohibited.
4. Users may not attempt to gain unauthorized access to Andes Central Network/Internet. This includes attempting to gain access through another person's user account. Users may be disciplined for using another person's account.

C. *Disciplinary Procedures for Section B:* Are as follows:

1. Andes Central School District Administration may monitor the information when the district hardware and or software is in use.

2. In the event there is a claim that you violated this policy in your use of the Network/Internet, you will be provided with notice of the suspected violation and an opportunity to present an explanation. Administrators will determine if disciplinary action is needed.
3. If the violation is a **first offense**, the student will lose Internet privileges for a period of ten (10) school days, a **second offense** will result in losing Internet privileges for a period of forty-five (45) school days. **Any subsequent violations** will result in losing Internet privileges for a period of one hundred seventy-five (175) school days. When a violation occurs, disciplinary procedures can be carried over from one year to the next.
4. Students must comply with all Andes Central Handbook rules concerning student conduct and communications when using school technologies on or off school property.
5. All policies and procedures in the Andes Central Handbook may apply to this Network Acceptable Use Policy.

D. Personal Safety: Are as follows:

1. You may not submit personal contact information about yourself or other people. Personal contact information consists of your address, telephone number, school address, work address, etc.

E. Plagiarism/Copyright Infringement: Policies are as follows:

1. You may not plagiarize works that you find on the Internet, in any form of print or verbally from another person. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. This includes summarizing, paraphrasing or quoting a source without giving proper parenthetical citations and related entries in a works cited/bibliography page. If what you are writing is not 100% your original thought/idea and/or public/general knowledge, it must be cited. If you have questions, ask a language arts teacher.
2. You need to respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright laws can be very confusing. If you have questions, ask a teacher.

F. Disciplinary Procedures for Above Rules: Are as follows:

1. In the event there is a claim that you violated this policy in your use of the Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
2. If the violation is a **first offense**, the student will lose Internet privileges for a period of forty-five (45) school days. **Any subsequent violations** will result in losing Internet privileges for a period of one hundred seventy-five (175) school days.

INTERNET PUBLISHING AGREEMENT

A. Introduction: Use of the Internet and associated technology is playing an increasing role in student education. Using the Internet to further the educational process, goals, and objectives is a natural extension of Andes Central School District's mission statements.

B. Purpose: The Andes Central School District Internet Publishing (IP) Agreement informs Content Contributors of their responsibility to efficiently, ethically and legally utilize network resources and to ensure proper conduct when using the District's network capabilities.

C. Personnel: Are as follows:

Administrator: Defined, as all Andes Central School District administrators, principals, or program directors that have responsibility for content information published by their organization on the Internet. Responsibilities are:

1. Establish, with the District Webmaster, their organization's IP Procedure. This procedure shall assure content and materials meet Andes Central School District standards for quality and excellence **before** the public views them.

2. Designate Site webmasters who agree to support the District's IP Procedure and the IP Agreement.
3. Annually review and revise, if necessary, their Internet Publishing Procedure.
4. Ensure webmasters, content sponsors, and/or content contributors understand their IP Procedure.
5. Assure content adheres to the District goals, guidelines, and policies. (Refer to the Andes Central School District Internet Publishing Guidelines.)

District Webmaster: Defined, as the District Webmaster will manage the District Internet Server(s) as a resource for the publication of content information by District organizations. Responsibilities are:

1. Establish Internet Publishing guidelines and procedures.
2. Provide Internet Publishing access for designated webmasters (see above).
3. May periodically purge all files, requiring each organization Webmaster to reload their files. (Adequate advance notice will be provided.)
4. Assure accuracy and appropriateness of all materials published so that they adhere to the District goals, guidelines, and policies. (Refer to Andes Central School District Internet Publishing Guidelines.)
5. Regularly audit and/or adjust materials and/or activity on any Andes Central School District sponsored Internet accessible servers regardless of physical location.
6. Practice effective file management so only current materials are on the Internet Server.
7. Keep current backup copies of all active materials on Internet Server.

Site Webmaster: Defined, as the person responsible for assisting in the publishing of content on an Internet Accessible Server. All content published by a Webmaster shall be in accordance with procedures established by the Andes Central School District's Internet Publishing Guidelines. Responsibilities are:

1. Work to develop their organization's IP Procedure.
2. Receive the District Webmaster's approval on all materials published.
3. Assure accuracy and appropriateness of all materials published.
4. Practice effective file management so only current materials are on the Internet Server.
5. Keep current backup copies of all active materials on Internet Server.
6. Ensure Content Sponsors and/or Content Contributors understand their IP Procedure.
7. Assure content adheres to the District goals, guidelines, and policies. (Refer to Andes Central School District Internet Publishing Guidelines.)

Content Sponsor (Teacher, Coach, and Advisor): Defined, as any employee of Andes Central School District assuming responsibility for working with content contributors and/or preparing materials for publishing on an Internet accessible server. Responsibilities are:

1. Ensure Content Contributors understand their organization's IP Procedure.
2. Assure accuracy and appropriateness of all materials published so that they adhere to the District goals, guidelines, and policies. (Refer to Andes Central School District Internet Publishing Guidelines.)

Content Contributor (Student): Defined, as any individual who, with a Content Sponsor, contributes content materials to an Internet accessible server. Responsibilities are:

1. Follow their organization's IP Procedure.
2. Assure accuracy and appropriateness of all materials published so that they adhere to the District goals, guidelines, and policies. (Refer to Andes Central School District Internet Publishing Guidelines.)

D. Authorizing Procedure for Building Web Pages: Are as follows:

1. A Content Sponsor determines its need to publish on the Internet and gains approval of the District Webmaster.
2. The District Webmaster designates a Site Webmaster and identifies Content Sponsors.
3. The District Webmaster, Site Webmaster, and Content Sponsors discuss their organization's Internet Publishing Procedure. Special circumstances and modifications may be approved at this time.

4. An Administrator, District Webmaster, Site Webmaster, Content Sponsor, and Content Contributors complete the Andes Central School District Internet Publishing Agreement.
5. Send copies of the organization's Internet Publishing Procedure, the designated Webmaster's Internet Publishing Agreement and the location of all Internet accessible content to the District Webmaster.
6. The Content Sponsor, with the assistance of the Site Webmaster (if needed), will create web pages on a specified location on the District's Intranet.
7. After pages have been developed the Content Sponsor requests publication from the District Webmaster in compliance with their approved Internet Publishing Procedure.
8. The District Webmaster grants final authorization. Files will then be transferred from the Intranet to the Internet.
9. The Site Webmaster, Content Sponsors, and Contributors, according to their Internet Publishing Procedure, maintain the organizations published content.

INTERNET PUBLISHING GUIDELINES

A. Guiding Principles: Are as follows:

1. Educational Value: Materials to be published must not display, access, or link to sites deemed offensive by the Andes Central School District Acceptable Use Agreement. All published material must have educational value and/or support the District goals, guidelines, and policies.
2. Publishing Agreement: Only authorized materials will be published on Andes Central School District Internet servers. All personnel involved in Internet publishing must have on file an Internet Publishing Agreement signature page. (See FORM NINE that was sent home in the parent/guardian packet at the beginning of the school year.) Student work may not be published on a web site unless both the student and the parents/guardians have signed the Internet Publishing Agreement. This signature page will reside with the District Webmaster.
3. Protect Privacy: At no time shall any student's personal information (home address, e-mail address, or phone number) appear on Andes Central School District Internet published materials. All contact information should identify a Webmaster or Content Sponsor.
4. Student Safety: To assure student safety, student's last name or address shall **NOT** appear on the Andes Central District Web site.
5. Copyright Laws: Adhere to all copyright laws. Please pay particular attention to the copyright information in the Andes Central School District Internet Publishing Guidelines. *
6. Content Monitoring/Auditing: The Site Webmaster and Content Supervisor should regularly "visit" Internet accessible content to monitor appropriateness, quality and educational value. Accordingly, Andes Central School District Administration or Information Systems Department reserves the right to audit and/or adjust materials and/or activity on any Internet Server publishing content sponsored by an Andes Central School District organization.

B. Site Guidelines: Are as follows:

1. Active Links: The web is a very dynamic resource. It is strongly recommended that links to preexisting sites be checked regularly to insure that Andes Central School District sponsored links are not going to sites that do not meet Andes Central School District's Acceptable Use Agreement.
2. Current Files: Only active files that are required for the proper operation of the Internet Site should be stored on the Internet Server.
3. File Size: Due to limited storage space and varying network speeds, it is recommended that file sizes should be kept to a minimum.
4. Default Home: In each directory there should be an "index.htm" file so users will see this default home page if they do not include a file name in their request for information.
5. File Names: Limit file names to eight (8) characters in length until technology upgrades allow longer file names.
6. Credits Page: If you use external resources on your site include a "credits" page.

C. Page Guidelines: Are as follows:

1. Navigational Links: It is suggested that each page contain clear links to the sponsoring site's home page and/or higher level pages. There should always be navigational clues to help users find their way around (a "back" button is not always adequate).
2. Disclaimer: To affirm that you are striving to maintain the highest standards, each published page shall contain a disclaimer, stating that published content adheres to these guidelines. The disclaimer should contain a link to the online version of the guidelines.
3. Contact Information: Out of courtesy to Internet users, each page shall contain contact information for the content sponsor.
4. Copyright Notice: Each page shall contain a copyright notice, which reserves the publisher's right.
5. Update Information: Each page should contain the date the page was last updated.

Sample Footer containing disclaimer (via link), contact information (e-mail link), copyright notice and update information:

Maintained according to Andes Central School District Internet Publishing Guidelines by Content Sponsor

© Andes Central School District - All rights reserved.

Last updated on 8/13/01

D. Copyright Issues: The Internet has grown from a relatively small government project to a worldwide computer network. As an educational institution we should be aware of the necessity of conforming to all laws, regardless of how they may be perceived on the Internet. The guidelines stated herein are not only for our own protection but also for teaching by example those principles we wish to instill within our students.

The following information was taken and modified from "Keeping It Legal: Questions Arising out of Web Site Management" by Jamie McKenzie, with permission.

The copyright law and the courts have provided exceptions to the rules that govern the behavior of teachers, students, and schools. In general terms, teachers, students, and schools are allowed to make "fair use" of materials for instructional purposes. "Fair use" has been interpreted to include those limited uses that are not likely to deprive a publisher or an author from income.

"Fair use" of Internet resources by teachers, students, schools, or district personnel should parallel the use of printed resources. Teachers and students might make limited use of some text and graphics within their own classrooms. They should not "publish" those same materials across other classrooms within the building by posting on a local area network (LAN) or across other classrooms in other building on a wide area network (WAN) or the World Wide Web.

Teachers and students might make rather liberal use of information, text and graphics so long as their resulting works remain within the classroom setting. The moment the works move out of the classroom, they may fall under a "public performance" clause of the copyright law that imposes much greater restrictions and fees.

Many schools and district departments have purchased clip art collections to use within their classroom or department. In most cases, the agreement is printed on some kind of seal that is broken upon opening. In most cases there is specific language outlining your web rights. Most of these agreements require you to print a credit line on any document that you are publishing, which include one or more graphics from the collection. The best advice is to read and follow the stipulations within the agreement.

Teachers, students nor district personnel may safely make use of other's materials (graphics, text, etc.) when they publish on the Web unless they have requested and received formal permission to do so. This would include downloading or "whacking" another web site's material down to their school server. This should only be done after obtaining written permission from the author of the desired site.

To avoid problems with what to use or not use, the following statement should be our guide: *Unless there is a clear statement that are, photos and text are "public domain" and available for free use, one should assume that they are*

copyrighted. This material should not be used for republication on a local area network, a wide area network or a Web site unless permission is granted from the owner.

E-MAIL TERMS AND CONDITIONS

A. *The School:* Are as follows:

1. Andes Central School may set up a restricted use e-mail account to any student requiring it for a class. These accounts will be given out under the direction of the Network Administrator.
2. All e-mail messages transmitted through the school accounts will be school property and subject to normal search and seizure.
3. An Andes Central School staff member may monitor all e-mail accounts.

B. *The Student:* Are as follows:

1. With approval, Andes Central School students may acquire an e-mail account by filling out the Student e-mail Use Contract Agreement (See FORM ELEVEN that was sent home in the parent/guardian packet at the beginning of the school year) and having it signed by a parent/guardian.
2. Students will only be allowed to access school set up e-mail accounts.
3. Students will only be allowed to access e-mail from 8:00 – 8:30 a.m. during regular school days or as required by specific teachers in relation to their classes.
4. Students must have current Internet access and approval in addition to e-mail access and approval.
5. Students not abiding by the rules of appropriate conduct will lose e-mail privileges in the same way and for the same length of time that Internet privileges are lost. (See page twelve (12), section “E” from the Andes Central School Student Acceptable Use Policy for the Internet.)

C. *Rules of Appropriate Conduct:* Are as follows:

1. E-mail accounts will only be used when required by a class.
2. E-mail accounts may be accessed from 8:00 – 8:30 a.m. on regular school days or as required by specific teachers in relation to their classes.
3. E-mail will not contain inappropriate language, threatening or abusive comments, personal information, or non-school related items.
4. E-mail will only be addressed to distance-learning teachers, classmates (as required by the teacher), or authorized individuals set up by the instructor of the course.
5. Any and all other uses of Andes Central School E-mail will be considered inappropriate if not previously approved by the instructor of the class and the Network Administrator of Andes Central School.

Andes Central Schools Parent Policy

Parent Mission

The following policy has been adopted by the Andes Central School District to ensure that the district will encourage parental involvement in all areas of the education of the children who reside within the borders of the district.

We believe that:

1. The child, family and school form a partnership in a child's education. All have roles and responsibilities.
2. Families come in all sizes, cultures, and descriptions and are to be respected in their uniqueness. We must recognize individual family strengths while respecting different methods of coping and adjusting.
3. Families should be made to feel welcome at school: in their child's classroom, school meetings and functions.
4. Preschool education is a vital part of a child's education. The school and family should work together to ensure a child is prepared to begin school ready to learn.
5. Families will be encouraged to share their varied talents and cultures with children at school to create a cross-cultural bridge of understanding.
6. The school is the education center for the community. Therefore, community education classes will be held which will expand the knowledge of the families as a whole.
7. Families will be included in the school decision-making process through an annual needs assessment. They will also have the opportunity to serve on various committees, such as the Indian Education Committee and the Andes Central School Board.
8. Families are to be included in their child's school discipline concerns.
9. It is the responsibility of the school to keep families informed about their child's needs and accomplishments.
10. The school will assist the family through parent training sessions so parents will be able to assist their children with academic assignments and other school-related activities.

Andes Central Elementary School Level Parent Involvement Policy

1. Andes Central Elementary School will take the following actions to involve parents in the joint development of its school wide parental involvement plan:
 - *Invite all parents to the yearly Andes Central Elementary Parent Involvement Policy meeting to plan, review and improve the school parental involvement policy. Efforts will be made to provide flexible meeting times throughout the year.
 - *Invite parents to give their input to school administration if they cannot attend the meeting.
 - *Title I funding, if sufficient, may be used to facilitate parent attendance at meetings. This may include transportation and childcare costs as well as other expenses that will allow for more parent participation at the school level.
2. Andes Central Elementary School will take the following actions to involve parents in the process of school review and improvement:
 - *Explain what the identification of what School Improvement means and how the district and the schools located in the district compare academically to South Dakota.
 - *Provide an explanation on how the parents can become involved in addressing academic issues that cause the school to be in school improvement
 - *Provide information about programs provided under Title I.
 - *Describe and explain the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - *Give opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - *Provide each parent an individual report of their child's performance on the state level assessment in all areas. This will be done at the 1st parent-teacher conference after the school receives the information.
 - *Provide parents with a timely notice when the child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
 - *Give parents opportunities for input regarding the school wide plan.
3. Andes Central School Elementary will build the schools' and parent's capacity for strong involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

The school will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:

 - the State's academic content standards
 - the State's student academic achievement standards
 - the State and local academic assessments including alternate assessments
 - the requirements of Part A
 - how to monitor their child's progress
 - how to work with educators

Activities may include but are not all inclusive to workshops, conferences, and classes. Supporting materials, equipment and refreshments will also be supplied by the school district for parent activities. Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.
4. Andes Central Elementary may provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - *Assisting parents to realize that they have an integral role in assisting their child's learning.
 - *Providing parents with literacy programs that bond families around reading and using the public library.
 - *Providing information about the essential components of reading instruction to enable parents to support the instructional practices used by the teacher.
 - *Training parents in the use of Internet to enable them to access their children's homework, communicate with teachers and review information posted about schools in improvement, supplemental educational services, public school choice and other opportunities to promote student achievement.
 - *Assisting parents and or guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.
 - *Involving parents, with appropriate training, in instructional and support roles at the school.
 - *Providing access to and coordination of community and support services for children and families.
5. Andes Central Elementary will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:
 - *Making parents full partners in their child's education and are included as appropriate, in decision-making and on advisory committees to assist in the education of their child.
 - *Promotion of clear two-way communication between the school and the family as to school programs and children's progress
 - *Advisement of parents to learn of their children's progress on a regular basis
 - * Developing opportunities for parents to meet with classroom teachers and Title I staff.
6. Andes Central Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - *Parent activities will be planned with all the agencies involved whenever feasible.
 - *Other agencies will be informed when Andes Central Elementary has a parent activity so information can be shared with other parents.
7. Andes Central Elementary will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - *Will interpret information, to the extent practicable, in the parents' language.
 - *Use interpreters whenever possible as meetings so that parents are ensured of an equal participation level in the educational discussions between the schools and parents.

ANDES CENTRAL SCHOOL DISTRICT
DISTRICT PARENT INVOLVEMENT POLICY

1. The Andes Central School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan:
 - *Invite all parents to the yearly Andes Central District Parent Involvement Policy meeting to plan, review and improve the school parental involvement policy. Efforts will be made to provide flexible meeting times throughout the year.
 - *Invite parents to give their input to school administration if they cannot attend the meeting.
 - *Share the District Parent Involvement Policy on the school website as well as inform parents by the school newsletter that the district and school policies are found on the school website and are located in the administrative offices for their perusal.

2. The Andes Central School District will take the following actions to involve parents in the process of school review and improvement:
 - *Explain what the identification of what School Improvement means and how the district and the schools located in the district compare academically to South Dakota.
 - *Identify the reasons for School Improvement.
 - *Provide an explanation on how the parents can become involved in addressing the academic issues that cause the school to be identified for improvement.
 - *Provide information about programs provided under Title I.
 - *Describe and explain the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - *Give opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - *Involve parents in deciding how the district 1% Title I funds set aside for parent involvement will be used.

3. The Andes Central School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - *Collaboration with parents to establish and develop programs and practices that enhance parent involvement and reflect the special needs of students and families.
 - *Parents will be encouraged to be actively involved in their child's education at school.
 - *Parents will be encouraged to volunteer and observe in the child's classroom as an important responsibility for high academic achievement and helps build good school/parent relationships.
 - *Schools will be given the resources to develop informational/educational parent involvement meetings.

4. The Andes Central School District will coordinate and integrate parental involvement strategies in Part A under the following other programs:
 - *Head start
 - *Reading First
 - *Public preschools
 - *South Dakota Parent and Information Center

The Andes School District will provide staff and financial support for the activities which are agreed on as funding is available.

5. The Andes Central School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - *Parent meeting will be convened to evaluate the policy.
 - *All parents will be notified of the time and place.
 - *Parents who cannot attend will have the opportunity to give their input to the administration.
 - *Supported by the Board of Education for development, implementation and regular evaluation.
 - *Parental comments will be welcomed if they are dissatisfied with the school's Title I program at the district level.

6. The Andes Central School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:

Activities will include but are not all inclusive to workshops, conferences, and classes. Supporting materials, equipment and refreshments will also supplied by the school district for parent activities. Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs and / or home visits by school staff.

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - *Assisting parents to realize that they have an integral role in assisting their child's learning
 - *Provide parents with literacy programs that bond families around reading and using the public library
 - *Provide information about the essential components of reading instruction to enable parents to support the instructional practices used by the teacher
 - *Train parents in the use of Internet to enable them to access their children's homework, communicate with teachers and review information posted about schools in improvement, supplemental educational services, public school choice and other opportunities to promote student achievement.
 - *Assist parents and or guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home

- *Involving parents, with appropriate training, in instructional and support roles at the school
- *Providing access to and coordination of community and support services for children and families

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *Making parents full partners in their child's education and are included as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- *Promotion of clear two-way communication between the school and the family as to school programs and children's progress
- *Advisement of parents to learn of their children's progress on a regular basis
- * Developing opportunities for parents to meet with classroom teachers and Title I staff.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- *Parent activities will be planned with all the agencies involved whenever feasible.
- *Other agencies will be informed with the Andes Central School District has a parent activity so information can be shared with other parents.

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- *Will interpret information, to the extent practicable, in the parents' language.
- *Use interpreters whenever possible as meetings so that parents are ensured of a equal participation level in the educational discussions between the schools and parents.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) MODEL NOTICE FOR DIRECTORY INFORMATION

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

1. A playbill, showing the student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs;
5. 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 of 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 three directory information categories—names, addresses, and telephone listings—unless parents or guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a student's parent or guardian does not want the school district to disclose directory information from his or her child's education records without prior written consent, he or she must notify the District in writing by September 15th.

The district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- The most recent educational agency or institution
- Major field of study
- Grade level
- Dates of attendance
- Degrees, honors, and awards received.
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams.

Legal References:

Adopted:

Revised:

Andes Central School District	NEPN Code: KLE
Policy Manual	

Federal Programs Complaints

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

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. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they chose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parents, guardians, or youth to appeal the decision.
- Unresolved complaints may be forward by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

Legal References:

Adopted: May 11, 2009

Revised:

Andes Central Elementary School Student/Teacher/Parent Compact

The Andes Central Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve South Dakota's high standards.

School Responsibilities

Andes Central Elementary School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet South Dakota's student academic achievement standards as follows: Provide teachers and support staff with appropriate and purposeful training which is aligned to the goals of the school; Provide students with highly-engaging instruction: Provide a safe and caring environment of which children will enjoy being a part of.
2. Hold Parent – teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. These conferences will be held at approximately the middle of each of the four school quarters.
3. Provide parents with frequent reports on their child's progress in a language that can be easily understood. The school will provide progress reports at the parent–teacher conferences. Reports not picked at the parent–teacher conferences will be sent home via U.S mail.
4. Provide parents reasonable access to staff. Staff will be available to parents at school on regular school days from 8:00 a.m. to 8:25 a.m. and after school from 3:25 p.m. to 4:00 p.m. Parents may also contact the teacher to set appointments which are convenient for both parties.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows: Invitations to parents to visit and/or volunteer in classrooms; Monthly school newsletter which include events taking place in specific classrooms; Parent involvement activities; Meaningful teacher – parent communication.

Student/Teacher/Parent Compact

Parent/Guardian Agreement

We, as parents, will support our children's learning in the following ways:

- I will see that my child is punctual and attends school regularly.
- I will send my child to school with nourishment, rest, and prepared to learn
- I will support the school discipline policy.
- I will establish a time for homework and review child's work regularly.
- I will stay informed and communicate regularly with my child's teacher and school.
- I will make attempts to volunteer, or be involved in my child's classroom and school.

PARENT Signature _____

Student Agreement

It is important that I work to the best of my ability. Therefore, I will try to do my best to do the following:

- I will attend school regularly.
- I will come to school each day with supplies, ready to work.
- I will complete and return schoolwork assignments.
- I will observe regular school hours.
- I will follow school and classroom rules.
- I will take pride in my community, my school and myself.

STUDENT Signature _____

Teacher Agreement

It is important that students achieve. Therefore I will strive to do the following:

- I will believe each student can learn.
- I will provide appropriate and meaningful work assignments for the students.
- I will encourage students and parents by providing information about student progress.
- I will provide necessary assistance to parents so they can help students with assignments.
- I will treat all students, parents and co-workers with respect.
- I will demonstrate a positive attitude.

TEACHER Signature _____

Principal Agreement

It is important for all to work together for students to achieve their full potential. Therefore, I will strive to do the following:

- Provide an inviting school environment that allows for positive communication among administration, staff, the parent and the student.
- Encourage teachers to provide challenging and relevant classroom instruction.
- Provide updated curriculum materials.
- Enforce school discipline policy.
- Provide opportunities for parents / guardians to volunteer or participate in school sponsored activities and events.

PRINCIPAL Signature _____

**ANDES CENTRAL SCHOOL DISTRICT 11-1
PO BOX 40; 400 SCHOOL STREET
LAKE ANDES, SD 57356**

**ANDES CENTRAL ELEMENTARY SCHOOL
HANDBOOK SIGN OFF SHEET**

I, _____, a **STUDENT** at Andes Central Elementary School have received a copy of the student handbook. I have read the handbook and understand the rules, policies, and procedures described in the handbook.

I, _____, the **PARENT/GUARDIAN** of the Andes Central Elementary School student listed above have read the student handbook and understand the rules, policies, and procedures in this handbook.

(Please sign and return this section to the principal's office as soon as possible. If you have any questions about any part of the handbook, please feel welcome to call or visit us about it.)