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LEMMON SCHOOL DISTRICT MISSION/VISION STATEMENT
HONOR – INSPIRE – ACHIEVE
The Lemmon School District, where the new standard is set.

We honor our community traditions.
We inspire our youth to take the lead.
We achieve excellence through high expectations.

BOARD OF TRUSTEES, SUPERINTENDENT, PRINCIPAL

President Linda O'Donnell

Vice President Dennis Maier

Danni Beer

Melissa Reede

Mike Drayton

Karin Schiley

Steve Bucks, **Superintendent**

Shawnda Carmichael, **Elementary Principal**

Welcome parents and students to the 2020-2021 school year!

Wow! As I am sure many of you are, I am beyond excited to see students filling the empty spaces at Lemmon Elementary once again. While we may not be able to predict the certainties of the upcoming year and the path of the COVID-19 pandemic, we are planning to move forward with high hopes, positivity, and flexible preparations for providing effective and safe instruction to our students. I continue to be excited every day I open my office door and I am certain this year will be a great year filled with many opportunities. Lemmon Elementary staff members are ready to fill the building with the sights and sounds of learning.

As always but especially during this time, I am committed to maintaining open and honest communication. Stakeholders are always welcome to share their concerns, comments, and ideas. While we are planning for a year that includes in-class instruction and special events as usual, we also recognize the unpredictable nature of the COVID-19 pandemic. We are prepared to take whatever steps are necessary to ensure our students are safe. If it becomes necessary to adapt the learning environment for our students, we are dedicated to ensuring our families have the support and communication processes for successfully and seamlessly transitioning. We appreciate your active involvement and assure you we will do our best to keep you informed in matters pertaining to your child. For students, I wish you the very best this year!

The student/parent handbook is intended to serve as the foundation for building strong, positive, and trusting relationships. Please take the time to read the information thoroughly and discuss important points as a family. The rules and guidelines should help you and assist us with providing a quality education that challenges students to meet their full potential. With everyone working together, Lemmon Elementary will be a safe, positive, and supportive environment that celebrates students.

Your Partner in Education,

Mrs. Shawnda Carmichael
Elementary Principal
605-374-3784
shawnda.carmichael@k12.sd.us

2020 – 2021 School Calendar

	August	12	In-Service	January	1-3	Holiday Break
		13	In-Service		4	Class Resumes
		18	First Day of School		27	Parent Teacher Conferences (4:00 PM – 6:00 PM)
September	7		No School Labor Day		29	Parent Teacher Conferences (8:00 AM – 12:00 PM)
October	8		End of First Quarter	February	12	Lemmon Pride Day (Speaker: George Couros)
		16	Parent Teacher Conferences (8:00 AM -12:00 PM)	March	4	End of Third Quarter
		19	Parent Teacher Conferences (4:00 PM – 6:00 PM)	April	5	No School
November	25		1:00 PM Dismissal	May	16	Easter Monday
	26		No School Thanksgiving	May	19	Graduation (2:00 PM)
						Last Day of School
						1:00 PM Dismissal
						End of Fourth Quarter
December	22		End of Second Quarter			End of Semester 2 (77.59 days)
			End of Semester One			
December	23-31		Holiday Break			

Lemmon Elementary School Staff

Administration

Superintendent.....Steve Bucks
Principal.....Shawnda Carmichael
Business Manager.....Anita Stugelmeyer

Certified Staff

Kindergarten.....Margaret Petersen
Grade 1.....Shelly Lyon
Grade 2.....Alyssa Bieber
Grade 3.....Kelli Penfield
Grade 4.....Tim Heil
Grade 5.....Kristen Ham
Grade 6.....Kari Odenbach

Athletic Director/PE/Title I.....Josh Anderson
K-5 Music.....Jas Calpito
EST/Art/Title I.....Robyn Schweitzer

Curriculum Director/Title I.....Sheri Anderson
Special Education Director... Dawn Bucks
Special Education.....Heather Katus
Sp/Lang.....Danci Hoff

IT.....Scott Peterson

Non-Certified Staff

Administrative Assistant.....Debbie Wenner

Special Education Aide..... Mikhayla Bliss
Student Teacher/Special Education Aide
.....Miranda Benson
Special Education Aide..... Sharon Smith
Title I Aide/Librarian.....Emily Ham

Food Service.....Becky Eisenbarth
Food Service.....Pam Reimer
Food Service.....Ana Goodmanson

Custodian.....Shane Hulm
Custodian.....Levi Lewton
Custodian.....Susan Parmley

School Nurse.....Chris Block

GENERAL INFORMATION

The Lemmon Public School is the expression of the effort of the people of the Lemmon Community and Lemmon Public School District 52-4. The school plant and its facilities, as well as the faculty and other personnel are provided in the collective interest of the children attending this school. All of these elements, to the extent that they are provided by the people through their school board, shall be available to encourage the highest possible achievement inherent in each individual pupil regardless of race, creed, color, or gender. The Lemmon School District complies with the requirements of the Americans with Disabilities Act regarding personnel and program services. The compliance plan, special education policy and documents, and Title I policy are available in the office of the superintendent. Any complaints regarding rights should be addressed to the designated person, which is the superintendent.

TELEPHONE

The following information may help you in trying to contact staff members or students *between 7:45 AM and 4:15 PM*. Lemmon Elementary School (Grades K - 5) 605-374-3784

Students will not be called out of class to take phone calls except in the case of an emergency.

Students will be allowed to use the school phone during breaks but will not be allowed use of the phone during class time.

SCHOOL HOURS

School is in session daily from 8:10-3:45. Students should not arrive before 7:45 AM unless they are eating breakfast and ARE TO LEAVE THE PLAYGROUND IMMEDIATELY AFTER THEY ARE DISMISSED.

PLEASE NOTE: the elementary playground is not supervised before school starts or after the buses leave following dismissal.

Breakfast: Breakfast will be served from 7:30 AM – 8:00 AM. **If there is a late start due to weather, breakfast WILL NOT be served.**

EST: The EST program will be available to all K-5 students at the elementary building on school days from 3:45-5:00, Monday-Thursday, **UNLESS SCHOOL IS RELEASED EARLY**. Parents must pick their children up no later than 5:00 PM in order to maintain the use of the program.

Lunch: Students who eat lunch at school will remain on school grounds during the serving period. No students may go home for lunch **UNLESS WRITTEN PERMISSION FROM THE PARENT IS ON FILE IN THE OFFICE**. **For student safety, parents need to transport students who wish to leave the school grounds for lunch if they are going anyplace other than their own home.** Students who leave the grounds for lunch should not bring food or drinks onto the playground when they return.

EMERGENCY SCHOOL CLOSING PROCEDURE

In the event that severe weather or other unusual conditions make it necessary to call off school, dismiss early, or begin the day late, every effort will be made to contact parents. Such changes will be announced over KBJM radio. You will also receive an automated call from the school. Whenever possible, that announcement will be made before 7:00 A.M. **When school is called off there will be no EST.** AS A FURTHER PRECAUTION, EVERY BUS STUDENT MUST HAVE ON FILE IN THE ELEMENTARY OFFICE A FORM COMPLETED BY THE PARENT WHICH STATES WHERE IN TOWN THE STUDENT MAY STAY IF THE SCHOOL IS UNABLE TO RETURN THE STUDENT TO HIS/HER HOME.

VISITORS

We encourage parents to visit school. We believe this helps each child sense the importance of school and provides increased opportunity for parents and educators to work together. In visiting, please observe the following courtesies:

- **Check in at the office.** For the safety and security of the students and staff, visitors are asked to check in at the office and wear a visitor's badge while in the school building. If a visitor fails to check in, he or she will be asked to return to the office.
- Do not request or expect to confer with a teacher during his/her instructional time.
- Avoid visiting during the first and last two weeks of school or during testing time.
- Discourage students from bringing friends, cousins, etc. to school unless they are accompanied by an adult or the visit has been approved by the child's teacher.

TITLE IX

It is the policy of the Lemmon School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies, as required by Title IX of the 1972 Education Amendments. If you have questions contact the superintendent at 374-3762 or U.S. Department of Education, Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri, 64153-1367, PHONE (816)880-4200, TDD (816)891-0644, FAX (816)891-0644.

FIRE, TORNADO DRILLS, LOCKDOWN DRILLS

- **Fire Drills:** During the first week of school, teachers will review fire drill procedures with their students. Evacuation plans will be posted in each room. Drills will be held throughout the school year.
- **Tornado Drills:** During the first week of school, teachers will review tornado drill procedures with their students. Drills will be held periodically.
- **Lockdown Drills:** During the first week of school, teachers will review lockdown drill procedures with their students. Drills will be held periodically.

ILLNESS DURING SCHOOL

If a student becomes ill at school, he/she should obtain permission from the teacher to go to the office. **THE STUDENT IS NOT TO LEAVE SCHOOL GROUNDS WITHOUT PERMISSION FROM THE OFFICE.** A nurse is not available during school hours, however the student's temperature will be taken. Any student running a fever will be sent home. In addition, a student who vomits while at school will be sent home.

Parents will be notified if a student is to be taken home or if treatment by a physician is recommended. **STUDENTS MUST HAVE AN EMERGENCY NUMBER, IN ADDITION TO A PARENT'S NUMBER, ON FILE IN THE OFFICE.**

ACADEMIC POLICIES

KINDERGARTEN ENROLLMENT

A parent wishing to enroll a kindergarten student in Lemmon Elementary must provide the school with a **certified** birth certificate which will be returned to the parent once a copy has been made for the file. In addition, the state of South Dakota requires that the school be provided with proof of immunizations and requires that both be given to the school **within 45 days of registration**. Because kindergarten registration is held in the spring, **no kindergarten child will be allowed to start school in the fall without the appropriate records on file at the school.**

GRADING SYSTEM

Kindergarten: Standard skills will be reported each quarter. The following letter codes will designate the student's level of accomplishment for each skill:

M=Meets Expectations

A=Approaching Expectations

BB=Below Basic

Grades 1 - 2: Academic subject areas are reported each quarter.

94-100 = S+ 87-93 = S 79-86 = S- 70-78 = N 69 & below = U

Note: Reported grades are representative of task completion that may include teacher assistance as students in grades 1-2 receive additional support to promote content mastery.

Grades 3-6:

96-100 = A 94-95 = A- 92-93 = B+ 89-91 = B 87-88 = B- 85-86 = C+
80-84 = C 78-79 = C- 76-77 = D+ 72-75 = D 70-71 = D- 69 & below = F

Note: If a student receives an "I" he/she will have 10 school days from the end of the quarter to complete the missing work. If the work remains incomplete at the end of the 10-day period, the grade will be converted to an "F".

A rubric for scoring non-academic classes will be established by the teacher for each class such as music, art, computer, band and PE. Performance will be evaluated and graded according to the following scale:

- O = Outstanding Performance
- S+ = Above Average Performance
- S = Average Performance
- S- = Below Average Performance
- N = Needs to Improve

CHEATING/ACADEMIC INTEGRITY POLICY

The Lemmon School District expects students to demonstrate honesty and academic integrity. Students are expected to complete their own work. Cheating shows a lack of honesty and integrity and does not resemble the elementary school's Cowboy W.A.Y. Teachers will determine and gather evidence if cheating has occurred.

Cheating includes but is not limited to:

- Copying, and/or sharing work with others.
- Partnering with students on individual assignments
- Paying or allowing others to complete your work.
- Using notes on assessments without teacher permission.
- Plagiarism, no matter the extent of copied materials.

Consequences for cheating may include but is not limited to:

- Notify the student, parents, and administration.
- Assignment or assessment flagged in Infinite Campus gradebook as cheating.
- Students may receive a zero or be asked to complete an alternative assignment.

HOMEWORK POLICY

Homework may vary depending on grade level and teacher expectations. At the primary level (grades 1-3) students will have homework **if daily work is not completed**. Students at the primary level will typically have 15-30 minutes of nightly reading to do also. At the upper level (grades 4-6) homework again will depend on a student's work habits during the school day. At this level, homework may take approximately 45 minutes to one hour. Reading at the upper level should be encouraged as well. This extra reading improves comprehension and reading fluency. Reading practice should be viewed as one would view athletic practice. One does not become better without practice.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled twice yearly—once at the end of the first quarter and once at the midterm of third quarter. Parents will be scheduled for the conference, and a note will be sent home with each student. Parents will be asked to send the note back to the school accepting or declining the scheduled conference. Should the assigned conference time be inconvenient, every attempt will be made to reschedule if a parent requests it.

PROMOTION AND RETENTION OF STUDENTS

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities. Retention will not be used until other possibilities, including special help and remedial work, have been exhausted.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, the advice and help of the special education coordinator and other special school personnel will be used by teachers.

Although teachers may recommend retention, all retention (as well as promotions) will be assigned by the school principals. Teachers, in recommending retention and principals in assigning them, will give the reasons why they feel the student should repeat. The principal will take particular care in assigning more than one retention during a child's elementary school life. The superintendent must approve a second retention assigned any student.

ACHIEVEMENT TESTING

As required by law, standardized achievement tests will be given to students in grades 3-6. These tests include the South Dakota English Language Arts and Math General Education Assessments (grades 3-6) and the South Dakota Science Assessment (grade 5) annually along with the National Assessment for Educational Progress (grade 4) in reading and math every other year. The goal of the SD Department of

Education is that all high school students graduate college, career, and life ready. To this aim, the South Dakota assessment system is designed to provide districts, schools, and parents with the information they need to ensure that their students remain on track to reach this goal. The tests have no impact on student grades but are used for curriculum and program improvement.

Lemmon Elementary also uses the NWEA MAP assessment for reading and math and the iReady assessment aligned to our current math curriculum to measure student learning and growth throughout the year. In addition, in grades K-3 the Developmental Reading Assessment (DRA) and/or the Assessing Reading Multiple Measures are individually administered to measure students' reading fluency and comprehension.

ACTIVITIES

ACTIVITY TICKETS

Activity tickets may be purchased at the high school office. These tickets provide admittance to MOST activities, excluding tournaments. The cost of the ticket is \$30.00 for K-12 students, \$75 for adults, or \$175 for a family. If a ticket is lost, a duplicate may be purchased for 50 cents.

SCHOOL SUPERVISED TRIPS

In the event that a student is taken on a trip which requires leaving the school community, the student must leave AND return in the vehicle designated by the responsible school staff member.

Field Trip Permission Forms: These forms must be completed and returned to the teacher prior to departure. (A form which has not been signed by the parent guardian is NOT completed.)

STUDENT RIGHTS & RESPONSIBILITIES

It is important for the student to understand his/her rights and responsibilities as a Lemmon Elementary School student. In this section of the handbook, the student will learn about the school's expectations and how the student may become involved in meeting or changing these expectations. The school can do no more than present the student with the choices. It is the student who must ultimately choose his/her actions and subsequently accept the consequences of those actions.

ALCOHOL, TOBACCO & OTHER DRUGS

Student use or possession of alcohol, tobacco or other controlled substances on school property or at school-sanctioned events will not be tolerated by the school. A student found using or in possession at such times will be immediately suspended for three (3) days.

South Dakota Code 34-46-2: An act to prohibit a minor from purchasing, possessing, receiving, or consuming tobacco products or attempting to purchase or receive tobacco products could result in a heavy fine or incarceration in a detention center for up to thirty days. Any student violating the policy in school will be turned over to the proper authorities.

ATTENDANCE

Research has shown that good attendance is essential for effective learning to take place. Poor attendance by a student hurts not only him or her but has an impact on the educational progress of his or her peers. The expectation of Lemmon Elementary School is for our students to be present daily. If they are ill, we want them to remain home for the safety of all students. **Once they are feeling better, we expect them at school.** Bereavement and any appointments that have a return to class slip from a medical professional will be considered exempt absences and will NOT be figured into the daily absence totals. Students are not counted absent when they are on a school sponsored trip. Student absences due to school sponsored trips will be considered EXEMPT and will not count towards daily absence totals.

If a student misses more than 8 days, the following notification process will be used:

8 days/semester	Letter will be sent home.
12 days/semester	Phone call from the administration.
16 days/semester	Meeting with the administration.

Continual absences will result in truancy officers being called. Truancy officers for the Lemmon School District are employed by the Perkins County Sheriff's Department.

Absence-related Retention: A student who is absent **FOR WHATEVER REASON** more than 16 days total during the school year *will be reviewed for retention*. In determining whether to retain, the principal will carefully consider the reasons for the absence, the student's academic progress as indicated by report card and achievement test scores, and written statements provided by the student's legal guardian.

Parent/Student Responsibilities: Although the first sixteen (16) absences of a student will be automatically excused (and any beyond that will be automatically unexcused, except at the discretion of the principal using the guidelines above), the following procedures remain in effect.

- To ensure the safety and security of the child, a parent needs to telephone the office before 9:00 am to advise the school that his/her child will be absent or tardy.
- For "planned" absences, the parent should notify the school at least three days in advance.
- Students leaving the building during the day must report to the office *when they leave and return*.

BUS RULES

Student Conduct: Buses are provided for those students whose distance from school, or health make this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privilege of riding.

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers of daily route. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following rules of conduct while riding school buses.

1. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
4. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
5. Bus riders who must cross a street at their bus stop will cross in front of the bus.
6. Students will keep their hands, arms, and heads inside the bus.
7. Shouting, screaming, smoking, running, fighting, vulgarity and pushing are not permitted.
8. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
9. All riders should help to keep the bus clean and sanitary on the inside.
10. Any damage to the bus will be paid for by the rider inflicting the damage and the rider will be subject to suspension or expulsion from school.
11. Bus riders are expected to be courteous and obedient to bus drivers at all times.

Parents and students will be informed of these regulations at the beginning of each school year.

LUNCHROOM RULES

1. Students are to stand in line and progress through the cafeteria line in an orderly manner.
2. Students are to obey the signs on the designated doors and follow proper procedure when returning silverware and trays. Return to seats until directed to line up for recess.

3. Visiting is encouraged. Do so as quietly as possible due to the large number of students eating at one time.
4. Pop is not allowed in the lunchroom, INCLUDING IN SACK LUNCHES FROM HOME.

DISCIPLINARY PROCEDURE

If a student chooses to engage in actions which are unacceptable to the school, the student has chosen to accept the consequences of those actions. Each classroom teacher will explain and post the rules governing his/her classroom. These rules are intended to create a safe and effective learning environment for the students. A student may be referred to the principal for continual violation of classroom rules, severe misconduct in the lunchroom or on the playground, or any action which could result in harm to another student. When a student is referred to the principal the referring party will submit an INCIDENT REPORT. A discipline record will be kept by the principal. It is the school's intent to help the student improve his/her behavior; thus, offenses are compiled per quarter. The principal may utilize the following procedure:

First Offense: The incident will be recorded by the principal and disciplinary action may be taken in alignment with the infraction and its severity. The student may be required to fill out a behavior improvement plan and parents may be contacted.

Second Offense: The incident will be recorded by the principal, parents will be informed of the incident, and disciplinary action may be taken in alignment with the infraction and its severity. Student will fill out a behavior improvement plan.

Third Offense: The incident will be recorded by the principal and disciplinary action may be taken in alignment with the infraction and its severity. Student will fill out a behavior improvement plan. Principal will notify parent(s) to arrange a conference. At this time, all plans and incident reports will be reviewed.

Fourth Offense: Student may be suspended for three (3) days during which time the parent(s) must arrange and attend a reinstatement conference with the principal. **Note:** The child shall not be allowed to return to class until the reinstatement conference has been held.

The principal reserves the right to determine the severity of each offense and the action to be taken regarding each incident. The above consequences are a guideline to follow.

Continual or Extreme Offenses: May result in a student being suspended for the maximum period allowed by law. The principal may recommend expulsion.

DRESS

The school's concern regarding student attire centers on the learning process.

Cleanliness: Students are expected to come to school in clean clothing.

Safety & Health:

- Tennis shoes or rubber-soled shoes are required for physical education classes.
- Students are not allowed to wear heels on the school grounds.
- **Students must wear shoes with enclosed toes and heels on the playground. Students are not allowed to wear flip-flops on the playground.**
- Students are expected to wear clothes appropriate for weather conditions.
 - **It is the parents' responsibility to monitor weather conditions and see that children are dressed appropriately.**
 - Students who don't comply will be confined to the sidewalk area on the playground.
 - **Rarely will students be held inside due to non-compliance with the cold weather dress rules. Doing so will only be used as a last resort when the student's safety is at risk and after the student's guardians have been contacted.**

Nonacceptable Clothing: Inappropriate dress may be handled at the discretion of the teachers and/or administration. Students may be required to contact parents to bring acceptable clothing.

FINANCIAL RESPONSIBILITY

Parents and students should be aware that, under South Dakota law, fees may be charged for the following:

- **Property Destruction:** Parents are liable for the cost of replacement or repair of school property lost, stolen or damaged by their child. This includes books.
- **Optional Field Trips:** Fees are sometimes required of students participating in field trips which are offered by the school but which the student is not required to attend. Likewise, fees may be charged for concerts, plays and athletic events which students attend by choice.
- **Student Supplies:** All students are expected to furnish their own paper, pens, pencils, notebooks, scissors, rulers, graph paper, sketch pads, tennis shoes, athletic shoes, and other such personal items. The school will provide a list of items which he/she expects students to bring from home.

GENERAL STANDARDS OF BEHAVIOR

Students are expected to generally conduct themselves as follows:

- **Respect Other People:** The student is expected to be polite and refrain from physically or verbally abusing others. Fighting, swearing, teasing and rudeness will not be tolerated. **When attending special events such as concerts, students are expected to remain seated and maintain quiet. Students who violate this are being rude and infringing on the enjoyment of those around them. They may be subject to discipline within the school (such as loss of recess, etc.) for engaging in rude behavior.**
- **Respect Other's Property:** The student is expected to treat school property and other people's personal property with respect. Taking and/or using others' property without permission will not be tolerated, nor will damaging or destroying others' property.
- **Respect Yourself:** Your behavior shows people how you think of yourself and how you wish to be treated. If you engage in bad behavior such as lying and cheating, you are not respecting yourself, and you are building yourself a bad reputation. Unfortunately, bad reputations are easy to get and hard to get rid of; good reputations are easy to get and easier to lose.

THE COWBOY W.A.Y.

As part of Lemmon Elementary's efforts to implement positive behavioral interventions and supports and to provide clear and consistent expectations throughout the building, the following expectations will be communicated and taught to students throughout grades K-5.

We never give up.

Always consider others.

Yes, we take care of ourselves.

BULLYING

File: JFCD

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a students' educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non- school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and

B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

BULLYING DEFINED

A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employees and volunteers work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - a. to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - b. to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - c. to contact another person with intent to extort money or other things of value,
 - d. to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

REPORTING PROCEDURE

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

the date the written complaint was filed or the Bullying Report Form was completed,

the school employee receiving the complaint (if applicable),

the name of the person reporting the bullying,

the address/phone # of the person reporting the bullying,

the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,

the date the school employee completed the form (if applicable),

the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teachers building principal.

PROCEDURE FOR ADDRESSING BULLYING COMPLAINTS

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s). The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principals determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principals decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the Principals decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principals written decision, or ten (10) days of the deadline for the Principals written decision, whichever comes first. The appealing party must attach the Principals written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principals initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendents decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendents written decision, or ten (10) days of the deadline for the Superintendents written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principals written decision, the appeal to the Superintendent, and the Superintendents written decision or notice of the Superintendents failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendents decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - a. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - b. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - c. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
 - d. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;

- e. The issue on appeal is whether the Superintendents decision should be upheld, reversed or modified;
- f. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- g. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the others witnesses. The hearing officer and board members may ask questions of any witness;
- h. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- i. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- j. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- k. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- l. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- m. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendents decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- n. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- o. If either party is dissatisfied with the Boards decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

GRIEVANCE POLICY, DUE PROCESS

In the event that a parent or student feels that he/she has a grievance to air, the following procedure should be followed:

Submit the grievance in writing to the principal. The principal is obligated to respond in writing within five (5) days.

If the principal's response is not satisfactory, the parent or student may request that the grievance be passed along to the superintendent. The principal must honor such a request. The superintendent is obligated to respond within five (5) days.

If the superintendent's response is not satisfactory, the student or parent has the right to appeal to the Board of Education. Such an appeal should be made in writing, requesting a hearing. The decision of the Board shall be final.

LIBRARY

Overdue Books: The library aide will distribute a list of overdue books to the teachers on Tuesday of each week. The teachers will remind the students whose names are on the list to bring the books. The library aide will keep a copy of the list which she will update weekly. She will inform students of overdue materials as they enter the library and may ask them to go to their classrooms to get it. Children whose names are on the list are welcome to come to the library for class or at other times if accompanied by a teacher but may not check out additional materials until overdue materials are returned or paid for. (The student's teacher may check out materials for the student if that teacher wishes to take the responsibility.)

If a student cannot find a book, he/she must pay for it. When a student's name remains on the overdue list for five weeks a note will be sent to parents stating that the book must be returned or paid for in order for the student to receive full library privileges. The cost of the book will be noted in the letter.

NUISANCE ITEMS

If a student is in possession of any object such as MP3 players, iPods, iPads, cell phones, or any form of electronic device, squirt guns, lasers, etc. that cause a distraction in the classroom or violate classroom rules, the item will be sent to the office and parents will be required to pick up the "distracting object" from the office at any time after they have been notified. Teachers will outline rules and consequences regarding cell phone use while students are in class. Students will be held accountable for these rules. The school will not be responsible for loss or theft of cell phones.

PLAYGROUND RULES

Bikes: Bicycles will be placed in the racks and will not be removed during the day unless students ride them home for lunch. Students will not loiter or play near the racks.

Dress: Students are expected to dress appropriately for existing weather. That means coats, hats and mittens in cold weather; snow boots or water proof boots when it is snowy, wet or muddy.

Games: No games involving tackling, grabbing or pushing others are permitted. Soccer, tag, flag football, and kickball will be allowed so long as the rules of the game and good safety practices are followed. Tackling or pushing others down will result in the loss of this privilege.

THROWING SNOW, SNOWBALLS, ETC. IS NOT PERMITTED AT ANY TIME.

It is assumed that if students are well enough to be in school, they are well enough to participate in recess. Students will NOT be allowed to stay in at recess unless a doctor's excuse is provided to the school.

PRIVACY PRIVILEGE

Under federal law, parents may instruct the school not to publish the student's name, the parent's names, or pictures of either in the media. Parents wishing to exercise this option should do so in writing.

STUDENT RECORDS

The school is required by law to maintain records containing certain kinds of information about each student (grades, age, test scores, etc.). The student and his/her parent(s) or guardian(s) have the right to inspect his/her records. They also have the right to request that certain information be removed or altered. In general, the school is obligated to remove or change only information which is inaccurate or which is unlawfully present in the record. Should the person in charge of those records deny a student or parent request for access or a content change, the student or parent may appeal to the next higher school authority and, ultimately, to the School Board (See page 22, GRIEVANCE PROCEDURE, DUE PROCESS.) A copy of the Family Educational Rights and Privacy Act policies and regulations is included in this handbook.

Note: A student's records cannot be transferred, in whole or in part, in writing or orally, to any other place without the express written consent of the parent—with the exception of transferring the record to another public school in the state to which the student has transferred and in which he/she has enrolled.

DANGEROUS WEAPONS IN THE SCHOOL

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (CEO)/superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

LEGAL REF: SDCL 13-32-4.2; 13-32-7; 22-1-2, Improving America's Schools Act of 1994, P.L. 103-382

Adopted: August 12, 1996

TITLE I

Lemmon Elementary receives federal funding under Title I, Part A of the Elementary and Secondary Education Act (ESEA) and operates under the schoolwide model. In the schoolwide model, **all students** are included in the Title I Program. Realizing that parent involvement is crucial to student learning, Lemmon Elementary invites and encourages parent involvement through the Parent Involvement Policy. To inform parents of this policy, it has been made a part of the Parent Student Handbook and is distributed annually at the beginning of each school year via the school webpage. The Parent Involvement Policy is examined and updated each year. The elementary principal is responsible for the coordination of all Title I activities, policies, and school procedures.

The Schoolwide Plan is the vehicle that drives the Title I program at Lemmon Elementary. Parents are encouraged to be involved in their student(s) education by attending Title I meetings to provide input as well as voicing their opinions, concerns, and suggestions at any time to the elementary principal. In addition, parents may help shape the Schoolwide Plan by participating in the annual evaluation of the plan in the spring. The elementary principal will schedule Title I meetings and will be responsible for the coordination of all K-6 parent involvement activities. Topics to be addressed at annual Title I meetings include, but are not limited to, coordinating parent involvement with other educational programs in the school, addressing barriers to parent involvement, and the availability of materials and training to assist parents in becoming involved in education.

PARENT SCHOOL COMPACT

The Lemmon Elementary School; 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); and Lemmon Elementary students agree that this compact outlines how the parents, the entire 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 the district's and state's academic standards. Lemmon Elementary uses the South Dakota state standards. Parents can access these standards at <https://doe.sd.gov/contentstandards/>

Policy KMB – B Title I Parent — School Compact Lemmon Elementary School

To promote better understanding and communication among all involved in the education of students it is important that all parties of Lemmon Elementary read and commit to the following:

Students:

• Follow the "Cowboy Way" by never giving up, always considering others, and taking care of yourself. This includes:

- Trying to do my best in my work and in my behavior
- Showing respect for my classmates, my teachers, and myself
- Obeying the school, bus, and classroom rules
- Taking pride in my community, my school, and myself
- Coming to school prepared each day
- Believing that I can and will learn

Parents:

- See that my child attends school regularly and punctually
 - Support my child by supervising homework completion
 - Attend scheduled conferences and initiate further conferences if necessary
 - Encourage my child to learn and to be respectful of others
 - Set a good example for my child
 - Show respect for my child, the teachers, and the school
 - Support the activities of my child
 - Respect the confidentiality of school matters
 - Communicate with teachers about concerns
 - Provide updated contact information and other documents in a timely manner
- Teachers:
- Show respect for each student and his/her family
 - Provide an environment conducive to learning
 - Enforce rules fairly and consistently
 - Communicate regularly and openly with students and parents
 - Invite and welcome parents into the classroom (science fair, school plays, awards day, track and field day, and on a day to day basis)
 - Welcome parent volunteers
 - Provide parents with contact information
 - Demonstrate professional behavior and positive attitude
 - Be a good model for students
 - Believe that all students can learn
 - Respect the confidential nature of school matters
- Support Staff:
- Show respect for each student, parent, and teacher
 - Be a good role model for students
 - Respect the confidential nature of school matters
 - Show a positive attitude in school
 - Keep an open line of communication with school staff
 - Encourage all children to learn
- Administration:
- Provide an environment that allows for positive communication among all parties
 - Enforce the rules fairly and consistently
 - Welcome and support parent volunteerism and involvement
 - Provide contact information to parents
 - Be a leader and role model in the educational community
 - Support and encourage learning for all ages
 - Believe all children can learn
 - Be a positive link between the community, school staff, and Board of Education

School:

- Provide professional development to ensure high quality teaching and best practice
- Use assessment data and best practice to drive curricular decisions and professional development
- Hold parent-teacher conferences twice a year in the fall and spring

- Provide Accountability/Assessment Reports annually in the fall
- Provide formal student progress reports quarterly
- Allow parent access to current student progress via the parent portal on a daily basis
- Provide parents with teaching schedules to inform parents of teacher/classroom availability
- Provide parents with a monthly education newsletter
- Provide training for parents for the parent portal and other electronic tools used for parent and school communication
- Seek annual parental input via survey

Adoption Date: July 13, 2009

Revision Date: July 14, 2020

PARENT INVOLVEMENT:

Lemmon Elementary belongs to the patrons of Lemmon School District 52-4. Because it is your school, we invite your involvement in students' education. In addition, research has shown that student learning is increased when parents are involved in education. Please feel free to communicate concerns, ideas, suggestions, etc. to the elementary principal. The telephone number at the elementary is 374-3784. Email for all staff can be accessed through the school webpage at www.lemmon.k12.sd.us.

Opportunities for parent involvement include, but are not limited to, visiting the classroom, eating lunch with your child, attending annual Title I meetings, reading to students, volunteering in the classroom, parent-teacher conferences, serving on committees for school improvement, and attending specials events (track and field, science fair, music concerts, family literacy night, family S.T.E.A.M. night, etc.). Should a parent wish to volunteer at the school, he or she is asked to contact the elementary principal at the office (605-374-3784) or the classroom teacher of the intention to do so. Upon arrival at the school to volunteer, parents are asked to check in at the office before proceeding to the classroom. The same check-in is requested when a parent visits the school. The elementary office is located in the northeast corner of the elementary building and is just right of the main doors into the building. When visiting or volunteering in the classroom, the teacher will tell the parent(s) about seating and expectations regarding interaction with the child. To protect the learning process, parents are asked to refrain from moving about the classroom and/or visiting with students (including their own) while the teacher is presenting. Regardless of parent visitation, the teacher will carry out classroom instruction according to the class schedule.

TITLE I PARENT INVOLVEMENT POLICIES

District-Level:

Policy KMB: TITLE I PARENT INVOLVEMENT	Lemmon School District 52-4
Original Adopted Date: 07/13/2009 Last Revised Date: 07/14/2020 Last Reviewed Date: 07/14/2020	Status: ADOPTED

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program. Additionally, parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. To do so, parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least two (2) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and the Lemmon School District will use local media for advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and,
3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Policy Reference: Legal references indicate the basis or authority for the board to enact this policy, and policy cross-references identify additional policies related to the subject matter of the above policy.

Federal Reference

Public Law 103-382

Description

[Improving America's Schools Act of 1994](#)

Policy ABAA: PARENT INVOLVEMENT IN TITLE I	Lemmon School District 52-4
Original Adopted Date: 07/14/2020 Last Reviewed Date: 07/14/2020	Status: ADOPTED

The Board recognizes the importance of parental involvement with the Title I program and operations of the public school. By working together, the quality of the educational programs will improve. To foster mutual respect and confidence between parents and the board, an atmosphere of openness and honesty will prevail. The Board will encourage parents and representatives to express ideas, concerns and judgments about the schools to the school administration, to staff appointed advisory bodies and to the Board. It will be the Board's responsibility to provide the public with accurate and complete information on the schools and Boards activities.

PARENTS ADVISORY COMMITTEES

The Board recognizes that one of the best methods to maintain good communications with the community, and to establish sound public relations, is through temporary parent advisory committees.

These committees will be appointed when needed for a specific time and purpose, and will be under the supervisory control of the Superintendent. The Superintendent will report to the Board on its membership, function, progress and final report.

Policy Reference: Legal references indicate the basis or authority for the board to enact this policy, and policy cross-references identify additional policies related to the subject matter of the above policy.

State Reference	Description
SD Constitution Article 22	<u>Compact with the United States</u>

Federal Reference	Description
CFR Title 34 Part 75	<u>Direct Grant Programs</u>

Regulation

Descriptor Code: ABAA-R(1)

PARENT INVOLVEMENT IN TITLE I - Guidelines (Regulation)

The Board believes that activities to increase parental involvement are a vital part of the Title I Program. Parents will have an opportunity to design, implement, evaluate and suggest changes to improve the program.

The director of Title I shall implement the district's Title I services in collaboration with parents, the Superintendent, and the building principal. The director of Title I in coordination with a parent advisory committee will conduct a comprehensive needs assessment every five (5) years to meet ESSA requirements and to address local implementation needs based using data and evidence.

GUIDELINES

1. **Parental Notification.** Parents of Title I students will be notified within two weeks of a child's selection to receive targeted Title I services, and for what academic skills and instructional objectives the student has been selected.
2. **Parent/Family Engagement Opportunities.** Family engagement activities will be held each year to involve parents in the learning process of their students and share specific materials, activities, and suggestions to assist in the education of their children at home. Suggestions for promoting educational activities at home will also be provided.
3. **Student Program Report.** Parents will be provided with student program reports at the end of each reporting period. If necessary, periodic written reports will be mailed to parents.
4. **District Activities Calendar.** A pocket school calendar will be distributed to district patrons and an online activities calendar will be updated regularly for district patrons.
5. **Parent-Teacher Conferences.** Regular scheduled conference will be held each year to keep parents informed on the progress of their child. Other conferences may be held on request of the parent or teacher.
6. **Parent Visitation.** After checking at the administrative office, parents are welcome to observe classes, volunteer in classrooms, and participate in school activities at any time.
7. **Parent Advisory Committees.** Parent Advisory Committees may be established at each school to review the overall program and to suggest changes.

8. **Annual Meeting.** An annual meeting will be held where administrators, staff members, parents of participants, parent advisory committees and other interested parents may be present. Agenda items at this meeting will include:

- a) Information concerning the views of parents and students about educational needs of Title I students and the priorities of student needs;
- b) Review Title I applications and make recommendations for improving program activities for ensuing projects;
- c) Review annual funding allocations and carry-over funds;
- d) Represent and express ideas and opinions of the parents and students of each school attendance area;
- e) Assist the school district in the dissemination of Title I information to parents and the general public through the local media and a school newsletter; and
- f) Emphasis on supplemental instructional activities appropriate for achieving program goals and objectives.

8. **In-service for Teachers.** Materials and information will be provided to teachers and other instructional staff involved in the program to assist them to work more effectively with the parents of participating students.

9. **Announcements.** All parents and students are invited by newsletter, the school district's website and social media pages, or through the local media to the annual meetings or other scheduled meetings. Information will be disseminated at these meetings advising involvement requirements. Reasonable support for parental activities will be handled in a timely manner.

10. **Policy Dissemination.** Policies, regulations, and other Title I information will be made available to parents at each of the scheduled meetings and at parents' request anytime during the school year. Parents will be given an opportunity to be involved in the policy development process.

Original Date Issued: July 14, 2020

School-Level:

**Policy KMB-A Title I School-level Parent Involvement Policy
Lemmon Elementary School**

In compliance with federal rules and regulations for Title I programs, the Lemmon Elementary School will comply with the laws regarding parent involvement in the following ways:

- All elementary parents will be informed that their children are included in our Title I Schoolwide Program at the beginning of the school year and have access to this Parent Involvement Policy and the Parent-School Compact through the Elementary Parent Student Handbook distributed each year to every family in the district.
- An annual Title I meeting will be held to inform parents of the Title I Schoolwide Plan, the performance of students in meeting goals of the plan and AY P, to obtain suggestions for improvement of the plan, to revise the Parent Involvement Policy as well as the Parent/Teacher Compact. To accommodate parents and community members, the meeting will be held in the evening. Notice of this meeting will be given in notes sent home with all elementary

students as well as announced through local media outlets and on the school district's website and social media platforms. Child care and transportation will be offered to accommodate parents upon request.

- A standing parent-teacher Title I committee will be created with the purpose of analyzing and updating curriculum and policy related to Title I including the current parent involvement policies. This committee will meet at least twice per school year. Changes suggested by this committee will be incorporated into all Parent Involvement Policy.
- Parents will be given written information about Title I, the Schoolwide Plan, school curriculum, student assessment, and proficiency goals. This information will be provided as part of the school monthly education newsletter three (3) times per year following district-wide assessments.
- The school's curriculum, proficiency level expectations, and state report card are available for parental viewing in the school offices at all times and available on the school website.
- All district parents are notified through this policy that they have a right to request information about the professional qualifications of classroom teachers instructing their children.
- All elementary parents will receive written notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.
- Parent/Family engagement opportunities will be held annually to actively involve parents in the learning process of their students and provide parents with resources to help them promote learning for their children at home. To accommodate parents and community members, these activities will be held in the evening.
- Title I funds, if sufficient, may be used to provide transportation or childcare in relationship to parent involvement activities.
- The Lemmon Schoolwide Plan is written and revised annually with input from parents. If parents are displeased with the plan, those written comments will accompany plan revisions when sent to the LEA.
- The Lemmon School District will involve a representative from Head Start on the Schoolwide Plan committee. Transition from Head Start to kindergarten in the district is addressed in a memorandum of understanding reviewed annually by a coordination/transition team composed of members of the school Title I committee and a representative from Badlands Head Start. Lemmon Elementary School will also attempt to solicit the involvement of additional daycare service providers from the community and parents by inviting them through local media outlets.
- All communications regarding Title I will be presented in a language that parents can understand. This may involve translating all materials into appropriate languages to accommodate the parent.
- The Lemmon School District will, through professional development, educate staff on how to successfully work and communicate with parents.
- The Lemmon School District will offer information and training to parents regarding school curriculum, technology, parent resources, student assessment, and state content standards.
- Parents will be invited to complete an annual survey with questions regarding school climate factors, curriculum instruction and learning, and family involvement and communication. Results will be used to update this policy

Adoption Date: July 13, 2009

Revision Date: July 14, 2020

PARENTS' RIGHT TO KNOW

Child's and School's Achievement: At the beginning of every school year, the school district must notify each parent of a child attending a Title I school the achievement level of the child on the state's tests. This information must be an individual, descriptive and diagnostic report that allows parents to understand and address the specific needs of the student.

Personnel Qualifications: At the beginning of every school year, the school district must notify all parents of children attending Title I schools that they may request information about their child's teachers. That information must be provided "in a timely manner." At a minimum, parents must be told

- Whether the teacher has met state qualifications for the grade and subject taught

- Whether the teacher is teaching under emergency or provisional credentials because the state has waived normal qualifications
- The teacher's college major and any graduate certification or degree and the discipline in which it was taken; and
- Whether paraprofessionals provide services to the child, and if so, their qualifications.

In addition, and without request, the Title I school must give parents “timely” notice when their child has been assigned to and has been taught by a teacher who has not met the state’s highest qualifications for four or more consecutive weeks.

Policy KMC: ANNUAL NOTIFICATION TO PARENTS

**Lemmon School District
52-4**

Original Adopted Date: 07/14/2020 | **Last Reviewed Date:** 07/14/2020

Status: ADOPTED

The School Board seeks to keep students, parents and the public informed of their rights and responsibilities. The district will comply with federal law to ensure that annual notices on the following topics are given as required by federal law:

- All notices as required under Every Student Succeeds Act
- All notices as required under the Family Educational Rights and Privacy Act
- All notices as required under the Protection of Pupil Rights Amendment
- All notices as required by Child Nutrition Programs
- All notices as required by the Asbestos Hazard Emergency Response Act
- All notices as required by the McKinney Vento Act
- All notices as required under Non-Discrimination under Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act
- All notices as required by the Individuals with Disabilities Education Act

METHOD OF NOTICE

The district shall give the notices in the manner required by federal and state law. Should federal or state law not specify the manner in which notice is to be given, the district may publish the notice in the legal newspaper, post the notice on the district's website, include the notice within the student handbook provided to parents, or mail the notice through the U.S. Postal Service. The parent or guardian of any student, or an emancipated student enrolled in the district may opt to receive any notifications or correspondence from the district by electronic mail in lieu of regular mail if the parent, guardian or emancipated student provides to the school an electronic mail address to which the notifications or correspondence are to be sent.

Policy Reference: Legal references indicate the basis or authority for the board to enact this policy, and policy cross-references identify additional policies related to the subject matter of the above policy.

State Reference

SDCL 13-1-56

Description

[Electronic mail to parent or guardian](#)

Federal Reference

*2017 Annual Notices

Description

[Annual Notices Required by Federal Law](#)

Notification of Rights Under FERPA for Lemmon School District 52-4
905 5th Ave West
Lemmon, South Dakota 57638

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit a written request to Mrs. Shawnda Carmichael, Elementary Principal, which identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Lemmon School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

For your information, 99.37 is printed on the next page.

99.37 What conditions apply to disclosing directory information?

- (a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of—

- (1) The types of personally identifiable information that the agency or Institution has designated as directory information.
- (2) A parent’s or eligible student’s right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
- (3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

- (b) An educational agency or institution may disclose directory about former students without meeting the conditions in paragraph (a) of this section.

[Authority: 20 U.S.C. 1232g(a)(5) (A) and (B)]

Directory Information:

Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the offices of the High School Principal/Superintendent, Mr. Steve Bucks, of the Lemmon School District. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Lemmon School District, for the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

COMPLAINT POLICY FOR FEDERAL PROGRAMS

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 superintendent, Mr. Steve Bucks.

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 choose, as well as at the district or district's homeless liaison's office (elementary 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 the receipts 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 acknowledgement in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's 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 parent, guardian, or youth to appeal the decision.

Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure) Adapted: October 13, 2008

ELEMENTARY COMPUTER USE POLICY

Students are given a unique profile for their computer use. This profile is each student's responsibility. If a student's profile is inappropriately used, that student will be disciplined accordingly.

Students shall abide by the following rules:

1. Students will be allowed to check their e-mail under teacher supervision.
2. Computers in the library may be used for research.
3. Inappropriate language or subject matter, including e-mail messages and certain areas of the Internet are not allowed.
4. Students will not be allowed to use the Internet in class unless the classroom teacher has given them permission.
5. Students who receive e-mail with inappropriate or abusive language or dealing with questionable subject matter are asked to print a copy and turn it in to their teacher.
6. Students must log off of each computer after using it. If a student does not log off, any e-mail or Internet activity under that student's name will be that student's responsibility.
5. Spam mail (mass mailing) is not allowed. You may send individual or small group messages but class mailings, etc. are not allowed.

If a student violates any part of the above policy, he/she could be removed from all computers use (including Internet and e-mail) for a time period to be determined by the IT person and/or administration. Discipline consequences may vary depending on the severity of the offense.

ELEMENTARY LAPTOP CARE

Students will be held responsible for keeping their computers in good working order.

- Computer batteries must be charged and ready for school use each day.
- Only labels or stickers approved by the Lemmon School District may be applied to the computer.
- Computers that malfunction or are damaged must be reported to the IT person. The school district will be responsible for repairing computers that malfunction. Laptops that have been damaged from normal use or are accidentally damaged will be repaired by the school. **Students will be entirely responsible for the cost of repairs up to \$150.00(not exceeding \$150.00) to laptops that are damaged intentionally, due to neglect, or out of school.**
- **Students who have recorded three or more instances of laptop damage may be asked to turn in their laptop to the IT person. Future laptop privileges will be determined by the IT person and the administration.**

CYBERBULLYING

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the Districts' acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law official

DISTRICT SOFTWARE MANAGEMENT

The district will respect the copyright rights of students and staff.

- Students own the copyright to their creative works, including works created using district resources.
- District Staff own the copyright to works created outside the scope of their employment responsibilities and without the use of district resources.
- The district shall own the copyright on any works created by district staff within the scope of their employment responsibilities.
- Only school owned software will be installed on district computers.

CONFIDENTIALITY OF RECORDS

All student records are protected by passwords and all confidentiality regulations are followed.

If a student violates any part of the above policy, he/she will be removed from all computer use (including the Internet and email) for the remainder of the quarter or two (2) months whichever is longer. *Senior students will also lose their senior privileges during this same period. During this time, if a student needs to do research on the computer, he/she must have a pass from that class's teacher stating the research topic. The student will then be allowed to do research under direct staff supervision.

For second and subsequent offenses or for excessive abuse of e-mail privileges, additional disciplinary action may be taken.

Discipline consequences may vary depending on the severity of the offense.

Computers owned by the Lemmon School District are for Educational purposes ONLY.

**LEMMON SCHOOL DISTRICT #52-4
ACCEPTABLE TERMS AND CONDITIONS
FOR USE OF THE INTERNET & DISTRICT NETWORK**

Please read the following carefully before signing this document.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Lemmon student violates any of these provisions, his or her use may be terminated, future access could be denied, and the school district's discipline policy may be applied. The signature(s) at the end of this document is legally binding and indicates that the parties who have signed have read and agreed to the terms and conditions and understand its significance.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Lemmon School District has taken some precautions to restrict access to objectionable materials. However, on a global network, it is impossible to control all materials and an industrious user may discover objectionable information.

INTERNET—TERMS AND CONDITIONS

- 1) **Acceptable Use**—Internet use must be in support of education and research and consistent with the educational objectives of the Lemmon School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret, etc. Use for commercial activities by Lemmon School District users is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- 2) **Privileges**—The use of Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district administration will deem what is inappropriate use and its decision is final. The administrators may cancel privileges at any time as required. The administration, faculty, and staff of Lemmon School District may request the administrator to deny, revoke, or suspend specific user privileges. Staff and student use is subject to review by district personnel and is not considered private or confidential.
- 3) **Etiquette**—Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - A) Be polite. Use appropriate language. Do not use abusive, vulgar communications with others. No swearing or cursing may be used.
 - B) Do not give your home address or phone number to others nor share your password with anyone.
 - C) Electronic mail is not guaranteed to be private. Anonymous messages may not be sent.
 - D) Do not use the network in a way that would disrupt the network nor interfere with others' use of the building's or district's networks.
 - E) All communications are the property of the author and can be used only with permission.
 - F) The network may not be used for any illegal activity nor may it be used for private financial gain.
 - G) No one may gain unauthorized access to resources or entries on the network for which they are not authorized. The Lemmon schools' network may not be used to invade any other networks.
 - H) Home pages may be created when authorized by the building network administrator. Location for storage of home pages shall be set by network policy.
- 4) **Warranties**—The Lemmon School District makes no warranties of any kind, whether expressed or

Implied, for the service it is providing. The Lemmon School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or users' errors or emissions. Use of any information obtained via the Internet is at one's own risk. The Lemmon School District specifically denies any responsibility for the accuracy or quality of information obtained through Internet or network services.

- 5) **Security**—Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on Internet or any district network, he/she must notify a network administrator. Do not share or demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a network administrator may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other district networks.
- 6) **Vandalism**—Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the district's networks, the Internet, or other networks that are connected to the district's or Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses and programs designed to gain access to networks via illegal means. Intentional damage to equipment or software or other forms of vandalism may result in the cancellation of computer privileges and the district's discipline policy shall be invoked. Cost of damages will be billed to the user.
- 7) **Updating User Information**—Internet may occasionally require new registration and account information from a user to continue the service. A user must notify the building or network administrator of any changes in his/her account information (address, etc.). Currently, there are no user fees for this service.
- 8) **Unauthorized Charges**—Lemmon School District assumes no responsibility or liability for any unauthorized charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user. Any disputes or problems regarding phone services are strictly between user and his or her local phone company and/or long distance service provider.
- 9) **Exception of Terms and Conditions**—All terms and conditions as stated in this document are applicable to the Lemmon School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of South Dakota and the United States of America.
- 10) **Students must comply with the enclosed computer use and Internet use policies. Please sign agreement to comply on the Signature Page of the Handbook.**