

West/Mountain View Elementary Schools

Student/Parent Handbook 2017-2018

**Spearfish School District
525 East Illinois
Spearfish, SD 57783**

***Empowering All Students To Succeed
In A Changing World***

SPEARFISH SCHOOL BOARD

Jeff Sleep

Mistie Caldwell

Amy Cermak

Cody Lawson

Scott Odenbach

SPEARFISH SCHOOL DISTRICT (717-1201)

Superintendent: Kirk Easton

Business Manager: Craig Crosswait

Special Education Director: Sara Heilman

Title I Coordinator: Dan Olson

WEST ELEMENTARY AND MOUNTAIN VIEW SCHOOLS (717-1205/717-1209)

Certified Staff Positions:

Principal: Nick Gottlob; Carole Schaffan

Kindergarten: Summer Brock, Kristi Delahoyde, Danya Foote, Laurie Johnson, Monique Keck, Jennifer McBurnett, Jill Reede, Natasha Robbins, Tammie Wood

1st Grade: Dacia Fischer, Luke Connally, Nadene Harr, Amber Keller, Alex Larsons, Michelle Meirose, Elizabeth Mentele, Brandy Vavruska, Laura West

2nd Grade: Michelle Abbott, Darcey Fleming, Jodi Fox, Tricia Gainey, Debbie Neiman, Brianna Schmidt, Diane Wendt, Ashleigh Hoff

Art: Julianne Zoller

Computer: Brooke McLellan

Counselor: Mandi Scott, Erin Stephan

Library: Rena Case, Tina Wolterstorff

Music: Tara Hahn

Physical Education: Joel Martin

Special Education: Roxanne Gray-Hartl, Betsy Koistinen, Betty Lenners, Amy Olness, Patti Schladweiler, Reva Sigle, Ashley Custis

Speech and Hearing: Kara Evans, Vanessa Hamaker, Julie Peldo, Londa DeRouchey

OT/PT: Kim Crosswait, Heather Munro

Title I: Beth Bentley, Cyndee Bosworth, Carol Coburn, Danita Klinkel

ESL: Cecilia Estes

Class Size Reduction: Kris Hayes, Kristy Harrington, DeLynn Tollefsrud

Classified Staff Positions:

Copy Clerk: Rena Case

Custodial Personnel: Clint Colvell, Brady Rhodes, June Lallak

Educational Support Personnel: Ben Cerwinski, Kristin Cooney, Sandy Eixenberger, Shannon Ellingsen, Lindsay Fiorello, Mandi Gould, Holly Hanson, Nicole Harris, Michele Hazledine, Chelsea Hotchkiss, Mary Kilber-Flesner, Megan LaFayette, Jennifer Larson, Julie Lingscheit, Loann Oyen, Amber Schweigert,

School Nurses: Karen Moyer, Barb Graslie

Secretarial Personnel: Calley Davis, Debra Parsons, Samantha Kling

WELCOME PARENTS AND STUDENTS,

It is my pleasure to serve you in what is sure to be another great year in the Spearfish School District. I am looking forward to an exciting and successful year with you and your child. We believe that parents/guardians are partners with us in the education of our children, and that through open communication and shared beliefs we can “empower all students to succeed in a changing world.” Please take time to read the information in this handbook thoroughly and share important points with your child.

On behalf of the faculty and staff, I invite you to visit our school, partner with our teachers, attend your child's programs, and be an active participant in your child’s education. I am very happy to have you and your child join us at West and Mountain View Elementary Schools this school year.

Sincerely,

Nick Gottlob
Principal

Carole Schaffan
Assistant Principal/District Curriculum Director

ACCIDENTS AND ILLNESSES

If your child is seriously injured or becomes sick at school, we will make every effort to call you immediately. If you cannot be reached, we will attempt to contact the emergency number that you listed on the registration form. If the information on the registration forms changes, please be sure to notify the office.

ACTIVITY TICKETS

An activity card is a student's identification as a member of the student body. It entitles the holder to free admission to all home high school athletic events, certain plays/concerts. Activity tickets are offered for sale at the beginning of the school year at the High School only. Ticket Prices are:

Students	(Grades K-12)	\$25 for the year
	Adults	\$75 for the year
	Adults (2)	\$125 for the year
	Family	\$175 for the year
	Senior Citizens	\$5 for the year

ANIMALS AT SCHOOL

For student protection, please keep animals at home. No dogs, cats, nor other pets will be permitted in the West/Mt. View schools because of allergy/safety concerns for our young children. Also no animals (leashed or not) are allowed on West/Mt. View’s playgrounds, parking areas, etc.

ARRIVAL-DISMISSAL

Building schedules are:

West.....Grades 1-2.....8:10 a.m. (1st Bell) 8:20 (tardy bell) to 2:55 p.m.

Mt. View.....Grade K.....8:10 a.m. (1st Bell) 8:20 (tardy bell) to 2:45 p.m.

For those students who ride with parents, we ask that they arrive at school no earlier than 7:50 a.m. Students should not be in the building prior to the beginning of school unless attending an authorized activity. Breakfast is served between 7:45 A.M. and 8:10 A.M. Adult outside supervision begins at 7:50 A.M. Once students have arrived on school grounds in the morning, they are not to leave.

We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the main office first to check your child out. If someone other than a family member is going to pick your child up, please inform the school.

ATTENDANCE

Regular attendance is essential to success in school. Frequent absences disrupt the instructional process. Therefore, it is very important that students attend on a regular basis. A written note or a phone call explaining the absence is required within 24 hours when a student is absent. A student will be considered 'Absent Unexcused' without proper notification. If you know in advance that your child will be absent from school, please notify the teacher and office. We work with parents to have students make up the missed work; however, make-up work is no substitute for classroom instruction. Parents may pick up make up work at the end of the school day.

Students arriving to the classroom after the school day begins will be considered tardy. We realize that there will be times when your child may be tardy, but please avoid these times whenever possible. Tardiness interrupts your child's instructional time. If a student is tardy, he/she must stop at the main office with a parent before reporting to the classroom to be signed in. The principal may send a letter home if your child is excessively tardy and involve the SRO if necessary. Students tardy 10 or more times during the school term will require a meeting between the parent and principal.

Students arriving to school more than 90 minutes late, after 9:45am, will be considered 'Absent' for the attendance period.

The South Dakota Department of Education expects that all students attend school at a minimum rate of 94%, which translates to 163 days on the Spearfish School District calendar. Parents can expect frequent communication via phone call or letter updating parents with attendance records when there is concern regarding the academic impact of absenteeism or excessive days absent.

State law requires consistent school attendance. If a student misses 20 or more school days per year, grade level promotion may be jeopardized. A student with frequent absences may be reported to our School Resource Officer or other legal authorities including the State's Attorney and the Department of Social Services.

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, SHOES WITH WHEELS, ETC.

All bikes ridden to school should be stored immediately upon arrival at school in the designated bicycle racks on school grounds. Always walk your bike while on school grounds. We recommend that bikes be locked while at school. The school does not assume liability for bicycles or other personal items brought from home.

Skateboards, roller blades, scooters, shoes with wheels, etc. are not to be ridden or used on school grounds at any time. Student motorized transportation is not permitted at school.

BUS TRANSPORTATION

Discipline issues for students riding the school bus will be addressed by the building principal. Violation of these rules and regulations may result in temporary or permanent suspension of busing privileges. Students riding buses to school or students being dropped off by parents **MUST** remain on the school grounds. Students waiting for buses after school must remain behind the fences, white lines, etc. until they are given permission to board the bus by either a supervisor or the bus driver. If a student who rides the bus is held after school by a teacher, 24 hour notice will be given to the parent, so transportation arrangements can be made.

If there are questions about the rules and regulations, bus stops, and time schedules, the parent can call Dakota Bus Service (642-2353); Prairie Hills Transit (642-6668); or Spearfish School District (717-1201).

CANDY, GUM, ETC.

Although permitted at school, students are encouraged to limit candy and gum use to classrooms (with teacher permission) and not the lunchroom, hallways, playgrounds, etc.

CARE OF TEXTBOOKS AND EQUIPMENT

Students are responsible for all books, materials, and equipment issued to them during the school year. All lost or damaged books and equipment must be paid for by the family. Report cards will be issued when all fines are paid. If the lost school item is found, any money paid to the school will be refunded.

COMMUNICATION WITH SCHOOL

We are very interested in your ideas and suggestions to improve our schools. Concerns involving your child's education should first be discussed with your child's teacher, then the principal. The Parent Advisory Committee (PAC) will provide parents an opportunity to discuss ways to enhance educational opportunities for children at West and Mt. View.

CONFIDENTIAL FILES

Throughout the school year, we have the opportunity to host student teachers/interns in the Spearfish School District. The majority of these prospective teachers are current students at Black Hills State University here in Spearfish. The purpose of the student teaching/internship experience is to provide authentic classroom teaching experience to these students who are required, as part of earning a teaching degree, to work alongside a certified, supervising teacher for a specific number of weeks. Included in this experience is being able to access a child's cumulative records file with parent/guardian permission (see Signature Page).

CHURCH NIGHT

There are no scheduled school activities on Wednesday night in the School District for West or Mountain View students. This allows the students to participate in the youth activity programs in their church.

DRESS CODE

We live in an area that typically has cold weather and weather conditions that can change quickly. Students are expected to be outside before school and during recesses and need to be dressed for the daily weather conditions. **The guideline for outdoor play is 0 degrees; please consider your child's safety, health, and comfort when dressing them for school.**

Students need to dress appropriately for the weather and activities in school. Clothes that do not fit the child or create a distraction from the education of our students will not be allowed. Examples of inappropriate dress or grooming include: underwear that is visible, see-through clothing or clothing that is not in good taste, extremely short skirts or shorts, bare feet, chains, pants that don't fit and are not worn at the waist, and clothes that display drug, alcohol, tobacco, gang affiliation/symbols, or inappropriate language. Hats/bandanas are not to be worn in the building.

EMERGENCY EVACUATION--CRISIS PROCEDURE

In the event that students are evacuated from the building and moved to an alternate site, parents will be notified via the School Reach phone system and through the media.

Students will remain at those locations until they can safely return to school, their parents pick them up, or they are dismissed at the regular time.

ENROLLMENT (IMMUNIZATIONS, BIRTH CERTIFICATES, ETC.)

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state shall be required to present to school authorities certification from a licensed physician that they have received adequate immunization according to the recommendations of the State Department of Health.

In addition, South Dakota State Law (SDCL 13-27-3.1) requires that parents/guardians provide the school with a certified copy of the child's birth certificate. You will have 30 days to provide this to the school office.

Children entering kindergarten must be five (5) years of age on or before September 1 of the year in which they shall enter school. Kindergarten is mandatory in South Dakota.

FIELD TRIPS

From time to time your student will participate in a class field trip. His/her classroom teacher or the school will provide you with all necessary information. Parent permission must be granted prior to a student traveling in a vehicle in or out of town (see Signature Page).

FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, and safety drills are held every year. Emergency information for these drills is posted and/or reviewed with students in each classroom throughout the school year.

FOOD SERVICE

The goal of our food service is to provide a nutritious breakfast and lunch program for students. Breakfast is served between 7:45 A.M. and 8:10 A.M. If a child is going to eat lunch at home, please notify the classroom teacher and check-out in the office.

Breakfast and lunch money is turned into the homeroom teacher at the beginning of the school day. We ask that money be deposited in the child's account in increments of 10 day blocks (NO individual lunches will be sold). The school will send payment reminders to parents when meal account balances are low or in arrears.

Application forms and information regarding our **free and reduced** breakfast and lunch programs will be included in the "Back to School" packet and in the office throughout the school year. If a family qualifies for free or reduced lunch/breakfast prices, they need to reapply every year during the 1st month of school. Failure to reapply will place the child on full-pay status for both breakfast and lunch. Both breakfast and lunch are included if a child qualifies for free or reduced price meals.

(Updated August 1, 2016)

Child Breakfast Full - \$1.10/10 meals for \$11.00

Reduced - \$.30/10 meals for \$3.00

Adult breakfast - \$1.60

Child Lunch full - \$2.65/10 meals for \$26.50

Reduced - \$.40/10 meals for \$4.00

Adult Lunch - \$3.60

Extra Milk .45

LUNCHROOM RULES

1. Our lunchroom will be a pleasant place if everyone is polite to cooks, supervisors, students and visitors.
2. Messes will be kept to a minimum if food is handled carefully. Inappropriate behavior is never allowed.
3. It will be a healthy meal for everyone if you eat only the lunch you brought or purchased - not someone else's (exchanging food passes germs).
4. Soda and energy drinks are **prohibited** in the lunchroom.
5. Food may not be taken out of the lunchroom.
6. Lunchroom procedures may be modified as needed.

ILLNESS

If a student feels ill, the student needs to notify his/her teacher. Students can call their parents with the permission of the teacher. If a child is sent to school, he/she needs to be prepared to go to recess

outside. If a child is too sick to be outside, they are probably too sick to be in school. **Notes excusing a child from going outside for recess need to be from a medical practitioner.**

A student with head lice will be sent home for treatment. Upon returning to school, the student will be examined and cleared for school re-entry by the school nurse. Information on head lice, etc. can be obtained at school.

INSURANCE

School accident insurance policy is available at a minimum cost. More information is available at www.sas-mn.com and in the school office. Student dental insurance is also available; more information is available at www.deltadentalsd.com and in the school office.

INTERNET USAGE

In order for our students to access the Internet, the parent/guardian and student must agree to the district's "Technology Use Agreement." Parents and community members are invited to visit our school district web site at <http://www.spearfish.k12.sd.us>, where there is information about our school programs and classrooms.

LIBRARY/MEDIA CENTER

Our library/media program ensures that students and staff are effective users of ideas and information. The primary objective of the school library is to implement, enrich, and support the educational program of the school.

Books may be checked out for two weeks, plus one renewal of two weeks (exceptions may be made by the librarian). Kindergarten students may have one book checked out at a time; 1st grade students may have two books checked out; and 2nd grade students may all have three books checked out at one time. Special arrangements may be made for checkout of older issues of periodicals. Reference materials, such as encyclopedias, dictionaries, atlases, etc. are not to be checked out. Special permission may be obtained for their use in the classroom.

The replacement amount for lost or damaged items will be charged. Students may be deprived of library privileges because of undesirable conduct in the library or abuse of library materials.

LOCKERS/HALLWAY "CUBBIES"

Lockers and hallway cubicles belong to Spearfish School District and may be inspected by school officials at any time. Students may be assigned a hall locker for coats, boots, and personal items. Spearfish Schools are not responsible for lost or stolen items. No locks are permitted on any student lockers.

LOST AND FOUND

Have your child check the lost and found box regularly if he/she has lost an item. Please mark your child's personal belongings (coats, jackets, boots, overshoes, caps, etc.) with his/her name or initials so the items can be identified. Parents are encouraged to check the "Lost and Found" box frequently throughout the year as it will be emptied periodically.

MEDICATION

All medications (prescription or non-prescription) must be brought to the office by a parent or guardian and a district medication form completed (District Policy 5320.2 FM). All medications need to be stored in the office, unless prior arrangements have been made between the doctor, parents and school. If the student is to carry an inhaler, we strongly suggest that a second inhaler be kept in the office. "Carry" is defined as keeping the inhaler on the child's person, not in their backpack, locker, desk, etc.

Prescription medications must be in a pharmacist-labeled container that specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use, if you ask for it.)

Non-prescription medications should be in an original bottle or container labeled with the student's name. **(This includes cough drops, cough syrup, aspirin, and so on).**

If your child needs medication at school, please come to the office to fill out the proper forms. No medications will be dispensed without the proper forms being filled out (District Policy 5320.2 FM).

Again, all medications will be kept and administered in the office.

NEWS AND INFORMATION

The school maintains multiple measures to communicate with families – teacher/classroom newsletters, a website, School Reach parent messaging system, and regular school-wide newsletters can be expected. Important dates, monthly lunch menus, news from the Principal, teachers and staff, and student work are all examples of updates and information you may receive. In addition, parents should expect regular communication from their classroom teacher.

NUISANCE ITEMS

Items such as fidget spinners, laser flashlights/pointers, matches, incendiary devices, etc. are not permitted at school and will be confiscated. Possession, use, or intent to use any of these items may result in suspension.

PARENTAL ENGAGEMENT

Our schools are a reflection of our community. We also believe that a child's first teacher is their parent; therefore, parental engagement is critical to the success of our students and school system. To that end, there are multiple opportunities for parental engagement ranging from classroom volunteer to crossing guard, or serving on one of our formal committees. Two prominent committees help drive change and communication in our schools; they are:

PARENT ADVISORY COMMITTEE

The focus of the group is to help parents be informed about our school and provide parent input on ways that we might improve. We will be looking for classroom parent representatives to serve on this committee. If you are interested in coming to our meetings, please contact your child's teacher or the office. Notices about the meeting time and location will be in our school newsletters and posted on our school marquee outside. Any parent is invited to attend; we hope you will be able to find the time to come to our meetings.

PROJECT ADVISORY COMMITTEE (PAC)

The Project Advisory Committee (PAC) meets quarterly during the school year. Comprised of parents and teachers, the PAC identifies projects outside the regular school day or curriculum that support the success of students. The focus of parental engagement, increased academic achievement, and teacher support drive the decisions of the PAC. Fundraisers and correlating projects to support the school are the work of the PAC; parents who are willing to help identify need and opportunity, in addition to organization events and projects are encouraged to participate.

PROMOTION, RETENTION, GRADE SKIPPING

A student's grade placement is based on a number of factors including academic progress, age and maturity. If retention or grade skipping is considered, the parents and school staff will meet to determine the proper course of action. If the parents and school cannot agree on the best grade placement for the child, the school principal will determine grade placement. Parents may appeal the principal's decision to the Superintendent and the Board of Education.

PUPIL TRANSPORTATION – PRIVATE VEHICLES

The use of passenger vehicles to transport students to and from school-sponsored and approved activities will only be permitted if the driver (employee or other) is qualified and that adequate insurance coverage is in force. See form in Appendix A.

REPORT CARDS (PROGRESS REPORTS)

West and Mt. View use a progress report card that is based on the South Dakota State Standards. Many schools in South Dakota currently use this type of report card. Teachers will thoroughly explain this report card to you during Parent/Teacher Conferences in October.

RESPECT FOR PROPERTY

Damage to school/personal property through carelessness or malicious acts will be considered a serious offense, and the offenders shall be called upon to bear the expense of repairs and replacements.

STORM POLICY

In the event of inclement weather when buses cannot run, school closure information will be given by the following radio stations: KBFS (1450 AM, 103.1 FM); KBHB (810 AM); KDSJ (980 AM); KBHU (FM) and television stations: KOTA and KEVN. Also the School District's School Reach automated phone message system will notify all households within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

Use your judgment about sending your child to school on these days. If the buses do not run, the children will be allowed excused absences. In the event that school is called off for the day or that there will be a school dismissal prior to normal time, information will be available on the aforementioned radio and TV stations.

When school is in session and the weather is inclement, teachers may shorten or eliminate recess time. When the weather is harsh (heavy rain, lightning, wind chill of 0 degrees or lower, etc.), children will remain inside the building during recesses. Since South Dakota has such variable weather, please dress your child accordingly.

STUDENT BEHAVIOR EXPECTATIONS

CHARACTER COUNTS

Character Counts is a program to strengthen the character of today's young people. It is built on the consensus that no matter how diverse our opinions, personalities and backgrounds, there are ethical principles that clearly define us at our best. These principles are important because they are the very foundation of a free, democratic society. The fundamental principles in Character Counts are called the Pillars of Character:

TRUSTWORTHINESS	(Honesty, Integrity, Reliability, Loyalty)
RESPECT	(Golden Rule, Tolerance, Nonviolence, Courtesy)
RESPONSIBILITY	(Duty, Accountability, Pursue Excellence, Self Control)
FAIRNESS	(Justice, Openness)
CARING	(Concern for Others, Charity)
CITIZENSHIP	(Do Your Share, Respect Authority and the Law)

The 3 B's

West and Mt. View Elementary Schools focus on the “**3 B's**” (**Be Respectful, Be Responsible, Be Safe**). Please go over the following Expectations with your child at the beginning of the school year and as necessary throughout the year.

- Hall/Locker Expectations
 1. **Be Respectful:** Use a whisper voice. Keep hands and feet to self.
 2. **Be Responsible:** Keep hallways/lockers clean. Close lockers quietly.
 3. **Be Safe:** Use Spartan Walk.
- Lunchroom Expectations
 1. **Be Respectful:** Use whisper voice. Keep hands and feet to self.
 2. **Be Responsible:** Keep tables and floor clean.
 3. **Be Safe:** Walk to and from lunchroom. Stay in seats and raise hand for help.
- Restroom Expectations
 1. **Be Respectful:** Use a whisper voice. Respect privacy of others. Keep hands and feet to self.
 2. **Be Responsible:** Flush toilets. Wash hands. Keep area clean.
 3. **Be Safe:** Use equipment properly.
- Assembly Expectations
 1. **Be Respectful:** Participate properly. Keep hands and feet to self.
 2. **Be Responsible:** Listen to speaker(s).
 3. **Be Safe:** Wait to be dismissed.
- Playground Expectations
 1. **Be Respectful:** Respect supervisors and other students.
 2. **Be Responsible:** Use equipment properly. Line up when bell rings or whistle blows.
 3. **Be Safe:** Stay on playground. Play games that will not hurt others.

BULLYING

Bullying is any ***repeated*** mean word, look, sign, or act that hurts another person's body or feelings. No one is entitled to bully. Bullying is ***not*** tolerated in our schools.

Not all negative behavior from one student towards another student are bullying. The principal and counselor can provide strategies to assist with students who are either the aggressor or victim of bullying.

RECESS DETENTION

The purpose of keeping children in during recess is to address minor behavior concerns. Students will do school work during this time.

IN-SCHOOL SUSPENSION

ISS allows the student to remain in school, work on their schoolwork in a supervised environment, receive credit for their work, and demonstrate that they are ready to follow the rules. The Principal will decide when ISS is necessary for major rule violations and will inform the student and teacher of his decision. The parent will be contacted by the teacher and/or office.

OUT-OF-SCHOOL SUSPENSION

OSS is appropriate only in extreme major rules violations and when the school does not have the resources to control the behavior of a student. The Principal has the authority to suspend a student from school for up to 10 days. He will inform the student, teacher, and parent of his decision. A long term suspension requires Board approval and may be up to 12 months in length. See Board Policy 5210 for more information.

Here are some examples of major rule infractions:

1. Flagrant disregard for teacher authority; disrespectful attitude/actions
2. Marring or destruction of school property
3. Possession or use of a weapon
4. Violation of any school rule regarding use of alcohol, tobacco products, or illegal drugs
5. Continued willful disobedience or continued violation of school rules
6. Offensive language
7. Stealing
8. Fighting or other physical altercation
9. Any other major offense.

DISCIPLINE DECISIONS

Since student discipline situations vary in details, the Principal will have flexibility and latitude in determining the most appropriate consequences for the student(s) involved.

STUDENT PLACEMENT

Class lists are developed in the Spring for student placement in the Fall. The classroom teachers and counselor work closely together to group children in classrooms to insure the success of the children and teachers. Philosophically the school believes that student needs can best be met in a classroom where there is a balance of student abilities, personalities and learning styles.

As a result **we are not able to honor parent requests** for students to be placed with specific teachers and maintain the classroom balance we strive for. If a parent has a concern about their child's upcoming placement, they may submit a "Request for a Specific Learning Environment" form in the spring to the office. Learning environment request forms are due April 15th for the following school year. If a parent requests that a child not be placed with a specific teacher, we will work with the parent to honor that request.

Students who enroll during the summer or during the school year will be placed by the building Principal and counselor.

TELEPHONE AND CELL PHONE USE

Students must have permission from their teacher to make calls from school. Students and teachers will not be called to the telephone during class time unless it is absolutely necessary. The secretary will get a message to your child or the teacher. If a parent wishes their child to have a cell phone at school, permission must be granted by the Principal. Student cell phones must be turned off during the school day.

TESTING

West and Mt. View administer reading and math assessments throughout the school year to measure student progress and to guide instruction. Please consult your classroom teacher for an explanation of the different tests, timelines, and how data is collected and analyzed to monitor progress meeting the needs of your child.

TRIMESTERS

Trimesters are used at the elementary level. Our school year is divided into 3 twelve week progress reporting periods. **They will end on November 22, March 2, and May 25.** The Trimester system allows our teachers more time to get to know your children, gives them more time to assess their needs, and matches our Fall, Winter, and Spring assessment schedule.

VALUABLES

Students are NOT to bring inappropriate or valuable items or large amounts of money to school. Students are allowed to bring marbles, balls and jump ropes (labeled with their name) to be used on the playground, but students are not allowed to trade or sell items at school without the permission of the principal. We discourage the use of Walkmans, video arcade games, Ipods, or other valuable items, but they may be allowed by the classroom teacher. The school will not be responsible for any lost, stolen, or damaged items.

VIDEOS, DVD'S, ETC.

These media may be shown to students throughout the school year. A maximum of 4 “reward or fun” movies may be shown during a school year. Teachers will inform parents prior to the showing of any PG-Rated movies or films.

VISITING CLASSROOMS

We encourage parent participation in our schools. We ask that parents prearrange their visits with individual classroom teachers and that they come through the front doors of the school, check in at the office, and obtain a Visitor’s Badge. If parents wish to visit the playground areas, for other than dropping off a child, they must also obtain a Visitor’s Badge from the office. Students are asked not to bring school-aged visitors to school with them. Although it may be interesting for visitors to see another school besides their own, it is a distraction for the students and the teacher in the classroom.

As a classroom guest, we appreciate your refrain from taking pictures of students other than your child and advise that posting photos/names via social media or other means of distribution is not permitted. Thank you for your understanding.

VOLUNTEERS

We welcome and encourage persons to join our staff to help in the education, supervision, and recreation of our students. Please check with the Principal if you would like to lend a helping hand. A volunteer request form will be completed by all volunteers; in some circumstances, a background check is required before you can become a volunteer.

As a volunteer, we appreciate your refrain from taking pictures of students other than your child and advise that posting photos/names via social media or other means of distribution is not permitted. Thank you for your understanding.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please notify the school by stopping in or phoning as soon in advance as possible. This will give ample time to complete the student check-out sheet. Your cooperation is always greatly appreciated.

PROGRAMS PROVIDED AT ELEMENTARY SCHOOLS

ACCELERATED READING PROGRAM and STAR are online reading software to make reading practice more effective for students and to build a lifelong love of reading and learning.

ART promotes creative thinking skills and problem solving abilities. Elementary students are introduced to art history, drawing, painting, print-making and sculpture for 18 weeks at each elementary school during the school year.

CHARACTER COUNTS consists of the Pillars of Character that are stressed at school: Trustworthiness, Respect, Responsibility, Fairness, Caring, Decision-Making, Citizenship, etc.

COMPUTER lab time is scheduled for each classroom during the week. Students have the opportunity to learn skills related to the use of computer technology such as: keyboarding; research skills; communication skills; internet usage for classroom projects; and a variety of other applications supporting all areas of our curriculum.

COUNSELING: The school counselor works with children individually, in small groups, and in the classroom. The counselor is interested in helping with any student problems or concerns involving school, peers and/or family. The goal is to be a supportive resource to help families through the various stages of their children's lives.

LIBRARY: The primary objective of the school library is to implement, enrich, and support the educational program of the school.

MUSIC provides an opportunity for all students to explore and experience many facets of music and how to utilize its intellectual and emotional benefits.

PHYSICAL EDUCATION is an integral part of the total educational process; provides movement-centered and knowledge-based activities that focus on the intellectual, social, emotional and physical needs of students; and enables them to realize their full potential.

REFOCUS PROGRAM is a student behavioral support program that helps students to be successful at school through interventions like: Check-in/Checkout procedures; Sensory Room access; and a Social Skills curriculum.

SCHOOL NURSES: The District has one full-time and one part-time nurse on staff. If you have any special health concerns or questions regarding your child, our nurses can be contacted through the office or the classroom teacher.

SPECIAL EDUCATION: A full continuum of special education services is available to students who have special needs. For more information, parents should contact their child's classroom teacher.

TITLE I provides supplemental help to students in the areas of reading and math for children who qualify for the program. Services are provided in and out of the classroom, depending on the needs of the student. Parent permission is required for student participation.

APPENDIX A

Pupil Transportation – Private Vehicles

ESEA Parent Rights Forms

PUPIL TRANSPORTATION - PRIVATE VEHICLES

School Policy: *The use of passenger vehicles to transport students to and from school sponsored and approved activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver (employee or other) qualified and reasonably competent, and that adequate insurance coverage is in force.*



- No vehicle may be used that is designed to carry less than three or more than nine passengers.
- Insurance coverage: The vehicle must be insured to at least the minimum level required by law. **Please attach a copy of the insurance certificate/card to this form.**
- Private passenger vehicles are covered primarily by the owner's insurance, and secondarily by the school's insurance. School coverage is for liability only and does not cover damage to private vehicles.
- The school Principal (or designee) will determine that each driver of a private vehicle to be used for pupil transportation is properly licensed to drive (**attach a copy of the Driver License to this application**), that the vehicle to be used is insured as described previously, and that the passenger vehicles have a seat and seat belt inside the vehicle for each rider.
- The driver provides the following assurances: driver will not participate in distracted driving practices, including texting and driving; the driver will follow all rules and laws of safe vehicle operation; the driver will not use a cell phone while actively operating a motor vehicle transporting children.

By signing and dating below, the driver certifies that all conditions have been met as described.

Driver Signature

Date

Please complete the following information:

Date of Trip: _____

Time(s): _____

(Approximate)

Departure

Return

Location: _____

Teacher Name: _____

Administrator Approval

Spearfish School District 40-2
Annual Parent Notice
Right to Request Teacher Qualifications

School: West Elementary

Date: August 1, 2017

Dear Parent or Guardian:

Our school system receives federal funds for Title I programs that are part of the ESEA (No Child Left Behind) legislation of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

Thank you for your interest and involvement in your child's education.

Sincerely,

Nick Gottlob, Principal

Phone: 605-717-1205

Email: ngottlob@spearfish.k12.sd.us

Protection of Pupil Rights (PPRA) Annual Notice to Parents

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - ∗ Political affiliations or beliefs of the student or student's parent;
 - ∗ Mental or psychological problems of the student or student's family;
 - ∗ Sex behavior or attitudes;
 - ∗ Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
 - ∗ Critical appraisals of others with whom respondents have close family relationships;
 - ∗ Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - ∗ Religious practices, affiliations or beliefs of the student or parents; or
 - ∗ Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
 - ∗ Any other protected information survey, regardless of funding;
 - ∗ Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
 - ∗ Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
 - ∗ Protected information surveys of students;
 - ∗ Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - ∗ Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- ∗ collection, release or use of personal information for marketing, sales or other distribution;
- ∗ administration of any protected information survey not funded by the U.S. Department of Education; and
- ∗ any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

**Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information**

Federal law requires that the school district, with certain exceptions, obtain written consent from a student’s parent or guardian prior to the disclosure of personally identifiable information from a student’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless a student’s parent or guardian have advised the district to the contrary in accordance with district procedures. Examples include:

1. A playbill showing your student’s role in a production or program.
2. The annual yearbook.
3. Honor roll or other recognition lists including newsletters.
4. Graduation programs.
5. Sports activity programs, such as football showing weight and height of team members.

Directory information, information that is generally not considered harmful or an invasion of privacy if released can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or guardians have advised LEA that they do not want their student’s information disclosed without their prior written consent. South Dakota statute mandates release of the same information to the South Dakota University system.

If a student’s parent or guardian **does not want the Spearfish School District to disclose directory information from his or her child’s education records without prior written consent, he or she **must notify the District in writing by the last Friday in September.****

The district has designated the following information as directory information:

Student’s Name	Grade Level
Participation in officially recognized activities and sports	Participation in officially recognized school activities
Official school photograph	Weight and height of members of athletic teams

If you have any questions, concerns, or DO NOT want directory information published, please

contact your school principal.

Mountain View Elementary – 717-1209

West Elementary – 717-1205

Creekside Elementary – 717-1210

Middle School – 717-1215

High School – 717-1212

Adopted May 12, 2008
Revised October 13, 2009

APPENDIX B

Pertinent School Board Policies

Reporting Child Abuse – Board Policy 4050

Anti-Harassment - Board Policy 4101/5130

Dangerous Weapons in the School Staff and Students – Board Policy 4250/5115

Student Alcohol, Tobacco, and Other Drug Abuse Policy – Board Policy 5105

Search and Seizure – Board Policy 5110

Bullying – Board Policy 5133/6248

Cyber Bullying Policy – Board Policy 5132/6246

Suspension and Expulsion – Board Policy 5210

Date_____

NOTICE OF SUSPENSION

Dear_____

As we discussed on _____, _____ has been suspended
from school for _____ school days.

Beginning Date_____

The grounds for suspension and a summary of the situation are outlined below:

I thank you for your support in this matter. Should you have any questions regarding this matter, please feel free to call me at _____.

Sincerely,

cc: cumulative folder

BEFORE THE BOARD OF EDUCATION
OF SPEARFISH SCHOOL DISTRICT 40-2
LAWRENCE COUNTY, SOUTH DAKOTA

IN THE MATTER OF:

BY REGISTERED MAIL,
RETURN RECEIPT REQUESTED

NOTICE OF HEARING



TO: _____

Spearfish, SD 57783

PLEASE TAKE NOTICE that on _____, the _____ day of _____,

2____, at _____ o'clock ____, at _____,
Spearfish, South Dakota, a hearing will be held before the Spearfish Board of Education, Spearfish School District 40-2,
Spearfish, South Dakota, for the following purpose:

The act, transaction or occurrence which is the basis of the action being proposed before the Board is as follows:

The District Policy allegedly violated by the act, transaction or occurrence described above is as follows:

In the hearing, you will have the following rights:

1. An opportunity to be heard in opposition to the proposed action and to present any evidence or testimony in opposition thereto; and
2. To have counsel or representative present, at your expense, to examine witnesses and to present evidence and testimony; and
3. To present witness(es) to testify on your behalf;
4. The opportunity to confront the witness(es) who propose or support the action to be taken; and
5. A written decision by the Board within a reasonable period of time after the conclusion of the hearing; and
6. The decision of the Board to be based solely upon the evidence presented at the hearing, to include a summary of the evidence and the reason(s) for the decision.

You are further notified that you also have the following rights:

1. The records of the student in question are available at the Business Office of Spearfish School District 40-2 for examination by the you or your authorized representative.
2. You may waive the right to a hearing.

IN CASE OF YOUR FAILURE TO APPEAR OR ANSWER it will be presumed that you consent to the action proposed to be taken.

DATED this _____ day of _____, 2_____.

SPEARFISH SCHOOL DISTRICT 40-2
SPEARFISH, SOUTH DAKOTA

By: _____
Superintendent of Schools

Copy to:

STUDENT SUSPENSION/EXPULSION WAIVER

I hereby waive my right to a hearing in the matter of potential suspension or expulsion from school for the alleged misconduct of _____.

Said hearing was set for the _____ day of _____, 2____.

Dated this _____ day of _____, 2____.

Student

Parent, Guardian or other Responsible Person

Acceptable and Ethical Use of Technology Resources
Spearfish School District Network and Computer Systems

Definitions: The "District's Computer Systems" and the "District's Networks" are defined as any configuration of hardware and software, including all of the computer hardware, operating system software, application software, stored text, and data files. This also includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and any and all new technologies as they become available.

Policy: The use of the District's Network, inclusive of the Wide Area Network (WAN) and the Local Area Network (LAN) is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with educational, efficient, ethical, and lawful use of network resources. If a person violates any of these provisions, privileges may be terminated, access to the District Network may be denied, and the appropriate disciplinary action shall be applied. The District's discipline policy shall be applied to student infractions.

In compliance with applicable laws, including SDCL 22-24-55, the District shall operate a technology protection measure that blocks or filters Internet access. The technology protection measure is intended to protect against access by adults and minors to content that is harmful to minors, abusive, obscene, profane, sexually explicit, threatening, illegal or pertaining to pornography, including child pornography. The District shall make reasonable efforts to restrict access to inappropriate materials and shall take reasonable measures to monitor the online activities of the end users; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District, or for access by a minor user to obscene materials under SDCL 22-24-57. Teachers may file a request with the Technology Coordinator to unblock websites that they believe have significant educational value. If the website is determined to be appropriate, the site will be unblocked.

Disciplinary action may be taken against students whose on-site communication causes a substantial disruption to the education environment or interferes with another student's rights. Disciplinary action may also be taken against students for non-communication violations affecting the District's Computer Systems and District's Networks. Criminal action by law enforcement authorities may be taken against students if their on-site communication constitutes a threat or otherwise constitutes illegal conduct.

The parent/guardian shall notify building administrators each year if the parent/guardian does not want his or her child to independently use the District's Computer Systems to access the Internet. Unless the District receives a proper authorization from the student and parent/guardian, students will not be permitted Internet access (See Code 6245). If a parent/guardian denies Internet access, this does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the

students are using computers and being supervised by District staff in the directed use of specific Internet sites as part of the class curriculum. Teachers should be prepared to provide alternate activities for students who have lost privileges through disciplinary action.

User accounts are considered the property of the District. The District expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons using the District's Computer Systems or District's Networks shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent, received, or stored on the District's Computer Systems or District's Network.

The District does not guarantee that the District's Computer Systems or District's Networks will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by them. **Access to the District's Computer Systems or District's Network is provided on an "as is" basis without warranties of any kind, express or implied, and all implied warranties including those of merchantability or fitness for a particular purpose are excluded. Neither the District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the District's Computer Systems or District's Network or out of any breach of any warranty, express or implied.**

Security of all networks connected to the District is a high priority. Anyone observing a security problem on the District's Computer Systems or District's Network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District's Computer Systems or District's Network.

The District's Network may not be used for personal gain, which includes District email and/or web pages, to solicit sales or conduct business.

Proper Use of District Network and Computer Systems

Proper use of the District's Computer Systems and the District's Network requires that District staff and students abide by the following guidelines. District staff and students shall:

- (a) be responsible for all use of the network under their accounts, regardless of whether access is gained with or without the person's knowledge and/or consent;
- (b) immediately notify the District if the person suspects any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the District is notified of the suspected unauthorized use and the District has a reasonable opportunity to act upon such notice;
- (c) be responsible for any costs, fees, charges, or expenses incurred under the person's account number in connection with the use of the the District's Computer Systems and the District's Network except such costs, fees, charges, and expenses as the District explicitly agrees to pay;

- (d) avoid anonymity when communicating through electronic resources, unless authorized by the District or completing professionally-related surveys;
- (e) ensure that student information shared electronically complies with the Family Educational Rights and Privacy Act;
- (f) delete non-District authorized or adopted software if disk-space or system conflict issues arise;
- (g) abide by all District policies and regulations when accessing personal email accounts, chat rooms, social networking sites or other forms of direct electronic communications via the District's Network;
- (h) not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material;
- (i) not transmit copyrighted material without the express consent or authorization of the owner of the copyrights;
- (j) not disclose passwords;
- (k) not intentionally damage the District's Computer Systems, equipment or software or intentionally attempt to harm or destroy data of another person. This includes, but is not limited to, "hacking" and the loading or creation of computer viruses. The persons responsible for such actions or their parents/guardians shall be responsible for damages or the cost of correcting the problem;
- (l) not install equipment on or make modifications to the District's Computer Systems or District's Network without pre-authorization from the District Technology Coordinator;
- (m) not utilize proxy sites or other means to circumvent the District's filter;
- (n) not include in student folders executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys), media player files (*.mp3), or network files unless the file(s) directly relate(s) to a classroom assignment;

Educational Use of District Technology Resources

Online communication and network resources are an important part of 21st Century teaching and learning. The network and technology resources are considered an extension of the classroom. An educator's role includes fostering development of students who are reasonably equipped to communicate effectively, ethically and safely through appropriate guidance to students using telecommunications and electronic information resources related to the District curriculum. Teachers may allow students to use forms of online collaboration such as email, wikis and blogs, etc. for educational purposes only and with proper supervision. Proper supervision shall include the teacher having documentation of the identities of participating students and being able to monitor the account.

Ethical Use of District, Public, or Private Technology Resources

Ethical behavior requires that District staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When

Spearfish School District 40-2
5000 Students

Board Policy

Code:5131/6242/4030
Page 4 of 4

interacting with each other, District staff and students shall:

- (a) not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication;
- (b) not disclose, use, or disseminate unauthorized personal information of another person;
- (c) distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current District students, except for the staff person's relatives, into any personal social networking sites; and
- (d) evaluate all information for its accuracy, reliability, and authority.

Disciplinary action may be taken against staff or students whose off-site communication causes a substantial disruption to the education environment or substantially interferes with another's rights. Criminal action by law enforcement authorities may be taken if the off-site communication constitutes a threat or otherwise constitutes illegal conduct.

Adopted January 10, 2011

SPEARFISH SCHOOL DISTRICT TECHNOLOGY USE AGREEMENT- STUDENTS

Internet access is available to authorized users through the Spearfish School District. Internet is a global electronic information infrastructure; a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing. Therefore, it is impossible to predict with certainty what information users might locate. This networking environment requires that the user be responsible for the appropriate use of this service. Availability of some materials on the Internet does not indicate endorsement of their content by the Spearfish School District. All users are required to sign this agreement before they may access this service. To access the Internet services users must agree to the following:

- ✓ Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit, or threatening language will not be tolerated. Access is a privilege, not a right.
- ✓ Never reveal your password or anyone else's password.
- ✓ Recognize that electronic mail is not guaranteed to be private and may be accessed by the school officials.
- ✓ Use only your own account. You cannot access any other person's materials, information or files without their permission.
- ✓ Use the network in ways that do not disrupt the use of the network for other users.
- ✓ Do not harm or destroy in any way the data of another user, including the uploading of, or the creation of computer viruses to any computer.
- ✓ Do not send "chain letters" or "broadcast" messages to lists of individuals that would result in congestion of the network or otherwise interfere with the work of others.
- ✓ Do not place unlawful information on the network.
- ✓ Abide by all copyright and license agreements, including obtaining the approval for the use of another person's intellectual property.
- ✓ You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene or sexually explicit material or language.
- ✓ You, not the District, are responsible for possession of any and all materials and for your actions with the use of the account.
- ✓ You must abide by any and all local, state and federal rules and regulations.
- ✓ No personal financial transactions of any kind will be allowed.
- ✓ Any violation of District policy or rules may result in loss of District provided access to the Internet. Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved.
- ✓ Internet use will be monitored by the Spearfish School District.

The Spearfish School District makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

I have read this agreement and agree to adhere to the principles and procedures detailed within.

SIGNATURE PAGE

2017 – 2018 School Year

Yes___ No___ My child may attend field trips planned and supervised by the school during the school year. I understand that private automobiles with parent drivers may sometimes be used.

Yes___ No___ While at school my child may use the internet in accordance with the rules outlined in the Acceptable and Ethical Use of Technology Resources (<http://www.spearfish.k12.sd.us/District/Policies/5000/po5131~6242~4030.pdf>).

Yes___ No___ I understand the school may publish examples of student projects, photographs of students, and other work on the School District website. This will include the newsletter, teacher websites, and other possible media which may be displayed on the Mountain View or West website(s). Full student names will never be used; first name only will be utilized on published information.

- a. My child's work may be published on the School District web site.
- b. My child's photo may be published on the School District web site.
- c. My child's first name may be published on the School District web site.

Yes___ No___ I understand the news media will sometimes be at school to cover school activities and that they place their information on the internet. I give permission for my child's photo and full name to be included in these news media publications/broadcasts.

Yes___ No___ My child's full name and picture may be included in the class photo.

Yes___ No___ Each year the staff conduct specific individual academic assessments to assist in selecting children for Title I services and programming helping to identify appropriate programs of support for students. I understand for my child to participate in these targeted assistance programs, I will be notified if my child is identified for the Title I program.

Yes___ No___ Student teachers/interns have my permission to access my child's cumulative educational records file for educational purposes.

Yes___ No___ My child may view PG rated (parental guidance) videos, DVD's, etc. for classroom events.

Yes___ No___ Throughout the school year, my child may be asked to participate in a variety of educational surveys. I give permission for my child to participate in these surveys and understand that the surveys are given anonymously and the data will not be used for any purpose other than education.

Yes___ No___ I understand that School Board Policies are updated regularly; in addition, the handbooks do not contain all situations that may be addressed at the school level. I have read and/or have access to the pertinent School Board policies and the handbook that may affect my child.

Yes___ No___ I have read the FERPA and NCLB forms in the "Back to School Packet" and understand that I may complete any of these forms and submit them to the school.

Yes___ No___ I have read, or can access the following Spearfish School District policies online at www.spearfish.k12.sd.us and understand that the following policies are stressed due to their importance:

- 5105 Student Alcohol, Tobacco, and Other Drug Abuse
- 5115 Dangerous Weapons in the School
- 5310 Administering Medicine to Students
- 5132 Cyberbullying
- 5133 Bullying

Yes___ No___ I understand that in the case of an emergency, only authorized and identified adults listed on the student information form in the school's student information system will be allowed to pickup and/or act in the best interest of my child.

Yes___ No___ As parent/guardian, I have read and understand all of the guidelines, procedures, and policies set forth in the 2017-2018 Mountain View and West Elementary School Student/Parent Handbook. I have also reviewed the handbook with my child. The handbook can be found on the Mountain View and West Elementary website; a copy can also be requested from your child's office for those preferring a paper copy.

Yes___ No___ I wish to receive notification electronically. Spearfish School District uses School Messenger to communicate via email, phone, and text message to communicate with parent/guardian(s) in the case of weather related closure, emergency, and important information including newsletters.

Email: _____

Phone: _____

No - Please provide paper copies of newsletters and other information