

2022-2023  
Clark Elementary  
School  
Handbook  
For Parents and  
Preschool-5<sup>th</sup> Grade  
Students

**2022-23 Clark Elementary School Handbook for Parents and Preschool-5<sup>th</sup> Grade Students** is published on the Clark School Website at [www.clarkschooldistrict.org](http://www.clarkschooldistrict.org). It has also been handed out to each family (one per family) within the Clark Elementary School.

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## PreK-5th Grade Staff

Superintendent, A/D - Travis Ahrens-----532-3604  
MS/HS Principal/Sped Director- Jennifer Heggelund-----532-3604  
Elementary/Colony Principal, Title I Director – Jon Redmond-----532-3606  
Administration Assistant -- Kari Hurlbut-----532-3606

Preschool ----- Ashley Dandurand  
Kindergarten -----Stephanie Hagstrom / Aleigha Hallberg  
Grade 1 ----- Taylor Wieseler  
Grade 2 ----- Ryan Larsen / Melissa Nesheim  
Grade 3 -----Raegan Karber / Heather Fuhrmann  
Grade 4 ----- Travis Barthel/ Emily Meginness  
Grade 5 -----Carly Woodring  
Physical Education----- Harrison Wookey  
Special Education----- Sara Hoogheem  
PK-12 Guidance Counselor ----- Felicia Reed  
Title I / Computers ----- Amy Sass  
Elementary Music / 5<sup>th</sup> Grade band ----- Alicia Turnquist  
ELL Coordinator-----Wanda Torres  
Technology Coordinator ----- Expectec  
Educational Technicians  
    Library ----- Beth Helkenn  
    Special Education -----Angie Graves / Myra Lewis / Shelby Rosenau  
    Title I ----- Lori Bjerke / Trisha Marx  
    Classroom ----- Sam Larsen  
Kitchen ----- Leela Elsen / Deb McPeek  
Custodians ----- Chad Thomas

### Fordham Hutterian Elementary School

Teachers ----- Amanda Ahrens / Sandra Glanzer / Karla Claussen  
Educational Aide ----- Cassi Hemmingson

### Hillcrest Hutterian Elementary School

Teachers ----- Betsy Kolden / Tammy Rusher / Whitney Falk  
Educational Aide ----- Angie Lamb

### Silver Lake Hutterian Elementary School

Teachers----- Colleen Juntunen / Kay Whalen  
Educational Aide----- Blake Erickson

## Student Placement

Each student is placed in a homeroom randomly unless parent submits a request in writing to the Principal by June 15.

## Student Records

The Clark School District complies with the Federal Educational Rights & Privacy Act of 1976. Students and parents may obtain a copy of this policy from the office upon request.

## Arrival at School

**Door #2 will open at 7:45 AM. Students SHOULD NOT arrive before that time as they will be unsupervised until the doors are unlocked.** All grades will enter through Door #2. All doors will be locked during school hours. Door #2 will have a buzzer system for entry for any student arriving after 8:10 AM.

## Daily Schedule

8:10 AM	Classes begin
3:05 PM	Classes dismissed

### Lunches:

11:35 – 12:05	Preschool through Grade 2
12:05 – 12:40	Grade 3 through Grade 5

## Grading

Kindergarten and Grade 1 Progress Reports will follow Common Core standards of Mastery, Proficient, Approaching, and Below Basic. Grade 2 Progress Reports will use the following symbols:

S+	94-100	Superior
S	86-93	Excellent
S-	77-85	Satisfactory
N	69-76	Improvement Needed
U	0-68	Unsatisfactory
I		Improvement Shown

Grades 3 through 5 are graded with traditional letter grades. Full credit may not be given for work turned in late. The following table is used:

A+	98-100	C+	84-85
A	96-97	C	81-83
A-	94-95	C-	78-80
B+	93-92	D+	76-77
B	89-91	D	73-75
B-	86-88	D-	70-72
		DE	D with effort

Personal issues that include work habits, behavior management, citizenship, health habits, etc., will be part of other information shared with parents.

## Students in Building While School is not in Session

All students must be under the direct supervision of a district employee, team coach or staff member if in the building when school is not in session. District employees will not give school keys to parents, students or anyone else unless they are present to supervise. A team coach must be 21 years old or have completed high school. Team coaches not meeting this criteria must be approved by the superintendent.

## Leaving the School Grounds

For the protection of the children, no student is permitted to leave the school or school grounds at any time during the school hours without permission from the principal. Children will be released only to parents, guardians, or

other authorized persons. If in case there is a question of which parent has custody of the child, the school must have a written document from the court indicating which parent has the lawful custody at the time.

### **Elementary School Lunches**

Breakfast for grades K-5 will be served from 7:45am to 8:05am. Grades K-5 will not be allowed breakfast after 7:55am. Preschool will eat breakfast at 8:10am. If there is a late start, breakfast will not be served.

PK-5th Lunch \$2.45 Second Entree \$0.75 Adult Lunch \$4.87

PK-5. Reduced Lunch \$0.40 Extra Milk \$0.30

PK-5 Breakfast \$1.30 Adult Breakfast \$2.67

PK-5 Reduced Breakfast \$0.30

The Clark School District participates in the Federal Hot Lunch Program. The CSD lunch program is a "pay-ahead" system where the cost of student meals and other additional items are deducted from the student's account balance. Meals are planned and balanced according to federally established student nutritional needs.

Students may bring a sack lunch from home or food may be purchased in the school cafeteria. Due to federal guidelines special lunches (fast food/soft drinks) are not allowed in the dining area during the lunch period.

### **Unpaid Meals-Food Service Policy**

All students are allowed to eat nutritious meals regardless of ability to pay. When a student's meal balance is low, a notice will be sent home. If the family/household has a negative balance exceeding \$50.00, they are not allowed to have any seconds or other add-ons. The student is made aware and a phone call is made to the responsible party. If the balance continues, the student could be offered a sack lunch in place of the hot meal.

### **Sickness during School Hours/Medications (Non-COVID Situations)**

In the event a child becomes ill during school hours, the child will not be sent home without first calling to see if someone is home. If no one is there, the child will be cared for until home contact can be made. Illness includes: vomiting, fever, rash, or other transmittable issues deemed by the school.

In the event that an injury occurs at school, preventive first aid will be administered. If the injury is severe, the parents will be contacted immediately. When appropriate, Clark School staff will assist students with self-administration of medication according to the following requirements:

#### **Definitions**

**1. Assistance with self-administration of medications:** The term "assistance with self-administration of medications" means helping a student with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the student of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. The person should have some informal training to ensure he/she feels comfortable in the role.

**2. Administration of medications:** The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the student for which it is prescribed; and promptly recording the time and dose given.

#### **Administration of Medications**

Clark School staff do not participate in the administration of medications unless appropriate training as required by SDCL 13-33A and Board of Nursing administrative rules has been approved.

## Requirements for Self-Administration of Medication

1. Clark School Administration have been informed of a request for student assistance with medication.
2. The attached letter is distributed to the parent or guardian of each student.
3. The attached form, “Parent/Guardian Authorization for Assistance with Self Administration of Medications”, has been fully completed.
4. The attached “Medication Observation Daily Log” must be maintained by the Clark staff for each student with each medication.
5. All medications must be kept in office and are to be supervised by school personnel in a securely locked area.
6. Parents/guardians may retrieve the medication from the school at any time.
7. No more than a thirty day supply of the medication for a student is to be stored at the school.
8. All unused, discontinued or outdated medications are to be returned to the parent or guardian and appropriately documented. All medications are to be returned to parents or guardians at the end of the school year.
9. Clark staff will notify parents or guardians of any side effects, variations from the plan, or the student’s refusal or failure to take the medication.
10. Medication errors will be documented by Clark staff using the attached “Medication Report Error” form.
11. This policy and outlined procedures all apply concerning over-the-counter medications.
  - a. All procedures included in this policy apply to circumstances involving the administration of medication. In these cases the attached “Parent/Guardian Authorization for Administration of Medication” form is required in place of item three under self-administration.

## Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication (including over-the-counter such as Tylenol) during the school day.

Our school district requires that the following forms must be on file in your child’s health record before we begin to give any medication at school:

1. Signed consent by the parent or guardian to give medicine.
2. Signed Medication Record.

Medications must be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine is to be delivered to the school.

When your child needs medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Thank you for your help.

Sincerely Yours,

\_\_\_\_\_ (School Personnel)

\_\_\_\_\_ (Telephone)

Attachments: Parent/Guardian Authorization; Medication Record  
(Obtain these forms in the principal’s office)

## COVID Situations

- a. Positive cases either reported by DOH or the parent. There will be two options when a positive COVID case is reported, individuals may choose one of the following:
  - i. 10-day isolation from the onset of symptoms and return when symptom free.
  - ii. 5-day isolation, may return to school and activities if symptom free and wears a mask for an additional 5-days in school, at practice, and school activities.
- b. The school will support the need for those students and staff to isolate.

- c. Excused absences and remote work would be offered to students.

### **After School Program**

All students may participate in this program. It begins immediately after dismissal and will carry a charge of \$2.00 each day for each child plus a snack charge of 60¢ per child. Students must be picked up by 5:00 PM. If a student is not picked up by 5:15, an additional charge of \$5.00 for every 15 minutes will be charged to the family.

**The After School Room has been moved to the Library, therefore students will be picked up at Door #2 (by the flagpole). The north door will no longer be open.**

### **Student Behavior for the After-School Program**

In view of the fact that the after-school program is an extension of the classroom, the Clark School Board will require children to conduct themselves during the after-school program in a manner consistent with the established standards for classroom behavior.

Any student not conducting themselves of the standard of classroom behavior, may receive consequences similar to that they would receive at school such as detention. Continued offenses, may result in the child no longer being able to attend the after-school program or being temporarily suspended from the after-school program.

### **Head Lice**

To prevent the spread of head lice, the school will screen students when we have been notified of an occurrence or staff notice signs or symptoms {ex: excessive scratching}. Referral will be made to the county health nurse if nits or lice are found. Any student with live lice will be sent home. Students may return once they have been treated with a pediculicide such as Nix, Rid, etc.

### **Absence**

Students are excused from school for illness, emergencies in the immediate family, bad weather or roads, and dental and medical appointments. Parents desiring early dismissal for children for medical or dental appointments should send a note requesting release prior to dismissal.

In all cases of student absence, parents are asked to verify such absence by means of a written note or phone call. If parents do not notify the school by 8:30 AM on the day of an absence, we will contact parents to verify absence for safety reasons. Parents may also request to have their children excused for personal or family reasons. Such requests are to be made to the office. If any excuse is granted, all classwork assignments are to be completed before the absence occurs. A student will have two days for every one day missed to complete his/her work in relation to the number of days absent. After this period, incomplete work becomes a zero. Absences should be kept to a minimum as excessive absences affect a student's performance in school.

A student is considered tardy if gone for 1 to 30 minutes. A student is considered absent for 1/4 day if absent from 1/2 to 2 hours, 1/2 day if absent for 2-3 1/2 hours, 3/4 day if absent from 3 1/2 to 5 hours, and if absent more than 5 hours, the student will be absent for 1 day. If a student leaves at the end of the day before 2:40 PM, it will be counted as a 1/4 day absence. Extended absences will be dealt with individually by the administration.

### **Excessive Absences**

If excessive absences result where no acceptable excuse, such as illness, is confirmed (a) the principal shall call the parent expressing the importance of regular attendance; (b) if the absence persists without an appropriate reason, the principal shall notify the Truancy Officer.

### **Activity Participation**

Any student who is absent from school on the day of an activity or contest shall be ineligible to participate in that activity and/or contest unless approved by the administration. Any student who comes to school while legitimately ill in order to circumvent the above rule shall be dealt with at the discretion of the faculty member in charge.

## **Make Up Work**

A student is encouraged to make up work as soon as possible. If the work is not completed, an incomplete will be recorded for the quarter. Retentions may be necessary if incomplete grades are carried beyond the end of the school year.

## **Tardiness**

Tardiness of students seriously interrupts classroom work. Not only does the student who is tardy miss class time, but the work of the teachers and other students is impaired by the interruption. Excessive tardiness will result in a parent conference and subsequent tardiness may result in further disciplinary action. **When a student has more than one tardy in a semester he/she cannot receive perfect attendance.**

## **Closing Schools**

If the cancellation is before the start of the school day, notice of that cancellation will be issued and relayed to KWAT, KDLO, KIXX, KELO, KSFY, and KDLT. Please listen to radio and television stations for announcements concerning school dismissal because of inclement weather. The announcement will also be posted on the district's Facebook page: <https://www.facebook.com/ClarkSchoolDistrict>. The school will also call each individual home using School Messenger, an automated calling system. Please do not phone the school or school personnel for this information.

There is always the possibility of an unscheduled closing of school. The weather or a breakdown in equipment may cause such a closing. Such cancellation and dismissal time will be announced to the building principals by the Superintendent of Schools. The school buses will run their routes at the time of the early dismissal. Parents that have special instruction regarding their children in case of early dismissal due to inclement weather or other emergencies should so specify on the enrollment forms. **Each parent should be sure his or her child knows where to go if such an emergency arises and the parents are absent from the home. It is suggested that each student have a house key or access to a key in case of an emergency.**

## **Emergency In-Town Housing**

All out of town students should have emergency in-town housing available in case of bad weather.

## **Telephone Calls and Messages**

Students are not to be called from class to answer the telephone except in emergencies. Messages to students must be given to the secretary for delivery. No student will be permitted to use the telephone without permission of the teacher or principal, and only for business of school related purposes.

Please call the school office (532-3606) for changes to your child's day.

## **Cell Phone Policy**

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day. For the purpose of this policy, the instructional day will be defined to be the time the students arrive on campus in the morning until the time they are officially dismissed in the afternoon. No cell phones in lockers and restrooms.

## **Change of Address or Telephone Number**

If there is a change of address or telephone number during the school year, please report the change to the principal's office immediately. The office number is 532-3606.

## **Change of Work Status of Parent**

Please notify the school if your work status or work schedule changes. In case of emergency, it will be necessary to contact you by telephone as quickly as possible. Notify the school where you may be reached.

## **Visitors**

All visitors must be cleared through the principal.



## **Bicycles**

Bicycles are to be parked in the rack on the northeast side upon arrival at school. Students are not permitted to loiter around the bicycle racks during school hours.

## **Bus Service and Conduct**

Please notify school personnel if your child is not riding the bus on a certain day. Call the bus driver, the bus garage, or the principal's office and give this information. Students are expected to follow the rules for safety and proper conduct established by the school district while riding the bus on regular routes or special trips.

## **Student Behavior on Buses**

In view of the fact that a bus is an extension of the classroom, Duenwald Transportation and the Clark School Board will require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior. Remember, it is a privilege to ride the school bus. Therefore, students are expected to cooperate with the following regulations:

1. Pupils are not to hang on the sides of the bus and are not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
2. Pupils are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination, school in the morning and bus debarkation station in the afternoon.
3. Loud talking and other noises are not permitted on the bus.
4. Pupils are not to harass other pupils while waiting for a school bus, and the same rule applies while riding on the bus.
5. Vulgar language and the use of tobacco are prohibited on the school bus.
6. Students will be held financially responsible for damage to the interior of the bus, including torn seats.
7. Students will board the bus and leave the bus according to the instructions of the driver.
8. Students are to obey all orders of the drivers and to show proper respect to the drivers.
9. Students may not leave the bus on its way to and from the school except to ride with parents. In such cases, parents should inform the school bus drivers.
10. Students are not to throw objects while on the school bus.
11. Students must sit in seats assigned by the driver.
12. Each passenger is expected to help in keeping the bus clean, pick up paper and other objects from the floor. Shoes and boots should be free of mud as conditions allow, before entering the bus.
13. Beverages may be brought into the bus at the bus driver's discretion.

**Any bus passenger that cannot abide by accepted rules and regulations of bus transportation will be denied that privilege.** With a "First Offense" a telephone call will be made to parents informing them of the discipline problem and the actions that will be taken if the discipline problem continues. A "Second Offense" will deny bus transportation for a period of one week. A "Third Offense" will deny bus transportation for the remainder of that given school year. Serious misconduct may result in immediate suspension.

## **Books and Supplies**

The school provides all textbooks, workbooks, and related instructional materials. Notebooks and other items are to be purchased by students. If any other specific items are needed, the teacher will provide the student with a list.

## **Damage to Books or Other Property**

Students are expected to take good care of textbooks, library books, or any other materials or equipment which they use. Students are not to write in books. A charge will be made for damages to books or equipment, for lost books, and for any damage to school property.

## **Recess and Suitable Clothing**

Students should come to school appropriately dressed. Please have your children leave home wearing apparel suitable for the weather. Boots or overshoes should be worn during rainy or snowy weather. If boots are worn without shoes, please have shoes available for classroom use. The staff attempts to see that students are properly dressed for the weather, and students spend some time outside daily unless the weather is extremely bad, so it is important that they are properly clothed.

## **Dress Code**

Students should only wear shorts when the weather is appropriate. When standing with arms at their sides, students' shorts must not be shorter than the end of their fingertips. Girls will be permitted to wear clothing that does not completely cover the shoulder; however spaghetti straps will not be allowed. In addition, all shirts must cover the midriff section. Clothing with profane lettering or alcoholic beverages printed on them are considered inappropriate school apparel.

## **Alcohol, Tobacco, Narcotics**

Student use or possession of tobacco, alcohol or narcotics on school premises, at school activities, or on school buses is unlawful and wrong and will not be permitted.

Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parent or guardian by appointment, or to the legal authorities, if proper under the circumstances, and are subject to disciplinary actions.

## **Dangerous Weapons in the School**

State and federal laws forbid bringing 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 will be reported to law enforcement. Appropriate disciplinary or legal action or both shall be pursued by the building principal. A dangerous weapon is defined as any fire-arm, or 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 dangerous weapon to school, except as provided by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The 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.

## **Display Items**

Occasionally students may want to bring a special item from home to show to the class. These items often are of sentimental and monetary value and should be taken home the same day that they are shared with the class. Special permission must be obtained from the teacher to bring animals to school.

## **Lost and Found**

A lost and found section is located by the playground entrance. Please mark your child's personal belongings such as coats, jackets, overshoes, caps, etc., with his/her name or initials so that they can be identified. All items not identified will be taken to the ICAP Center at the end of the school year.

## **School Pictures**

Individual pictures of students are taken at the beginning of the school term. All students will be photographed, but parents are not obligated to purchase student pictures. Package purchase plans will be made available for those who wish to purchase pictures.

## **Solicitations**

Outside solicitations for private gain are not permitted at school. Other types of contacts, such as those made by Girls Scouts, or distribution of any literature or materials, must be approved by the principal.

## **Privacy Privilege**

Federal law does permit students over the age of 18, or the parents of other students, to prevent the publishing of their own name, or the names of their children, or the publishing of their own picture in the media. Students of parents desiring this option should notify the principal in writing within two weeks following registration.

## **Audience Courtesy**

During an assembly, concert, play, sporting event, etc., the following courtesies should be observed:

1. Show the participants the same respect you would want if you were presenting the activity.
2. Applause is adequate in all cases.
3. Always be courteous to those performing and to others watching a program and remain seated until intermission.
4. K-5 students should be accompanied by an adult.
5. No student should be in the lobby or running around during times the games are in session.

## **Conduct**

The education and safety of every child in our elementary school is our primary concern; therefore, corrective measures will be taken whenever any student interrupts the education of another student or behaves in a manner which may cause harm to another person or any property. Attention and respect for authority are expected not only during the school day, but also at all school functions.

The way a child behaves in all areas of school:

- Respects school property
- Follows school rules
- Courteous and cooperative
- Respects the rights of others

## **Field Trips**

Students in Grades Pre-5 have an opportunity to take part in a class field trip. The school provides transportation for these educational trips; however, the school is not responsible for attendance fees or other costs. At the discretion of the teacher, students who do not follow the school's conduct rules (see above) may or may not take part in the field trip. Due to transportation costs, a limited number of parents may ride the class-provided transportation.

## **Behavior at Sporting Events**

1. Students are encouraged to enter the game with an adult
2. Pre-5th grade students **MUST** sit with their parents or sit in the designated student section of the gym.
3. Pre-12 grade students must be seated during the game.
4. Concessions are available in the commons area during quarter / halftime breaks.
5. Always exhibit good sportsmanship
  - Be respectful during the National Anthem
  - Never boo or yell at officials or opposing players
  - Cheer for the Clark/Willow Lake players
  - Represent Clark/Willow Lake in a positive manner
  - Be respectful of other students and adults attending the game
6. Remember, you should be going to the games to watch the games

## **Discipline in the Elementary School**

We believe that all students have a right as well as a responsibility to learn. Non-compliant behavior will be managed consistently.

Detention may be served for such things as: choosing to fight and/or abuse of other students, using disrespectful and/or abusive language and/or gestures, or destroying or stealing others property or other issues as determined by the principal.

Detention times will be assigned after school Monday-Thursday for up to one hour. Parents will be notified by phone before detention is served. Bus students will have one day to make arrangements for after school detention. Students will not be excused from school detention for piano lessons, 4-H, scouts, birthdays or sporting practices. Students are responsible for reporting to detention when assigned and bringing school related work to accomplish during the period.

Students may also be assigned a lunch detention. The student will grab their food and eat in an assigned area by the principal during their lunch period. Parents will be notified by phone if their child has received a lunch detention.

Reflection and correction of behavior will play a key role in all consequences due to student behavior.

### **School Rules**

**Playground Rules:** Hard balls and metal bats are not allowed due to the greater risk of injury to students. All students line up promptly and quietly on the bell or whistle. When entering the building, students are expected to conduct themselves in a respectful and appropriate manner. Loss of outside play may occur because of continued non-compliant behavior.

**Hall Behavior:** Be respectful of fellow students, teachers and school property. Be quiet. Walk in all areas inside the school building. Proper behavior is expected in the bathrooms.

**Lunchroom Behavior:** Keep voice in a natural tone. Being careless or thoughtless with the use of food is prohibited. Remain seated and talk only to students at their table. Students are to be courteous and polite to each other and to the lunch supervisor.

### **In-School Suspension**

If students are disrespectful to staff or do not follow school rules, in-school suspension can be used at the discretion of the principal.

### **Suspension or Expulsion**

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by the South Dakota statutes. Under the provisions of the law, students may be suspended or expelled from school for any of the following:

1. Willful violation of any school board policy.
2. Willful conduct which materially and substantially disrupts the right of others to an education.
3. Willful conduct which endangers or injures the student, other students, school staff or school property.

Students may be suspended for one to three days by the principal, following a brief hearing.

In the event that it becomes necessary for a child to be suspended for a period of more than three days, or expelled, the principal will recommend to the school board the child's dismissal according to SDCL 13-32-4.

### **Title IX**

"The Clark schools shall not unlawfully discriminate on the basis of sex, race, creed, color, or national origin in the educational program or activities which it operates and is required by Title IX of the Education Amendment of 1972 and the legally adopted regulations pursuant thereto." Anyone who has a complaint regarding discrimination should contact the office at 220 N. Clinton, Clark, SD 57225 or call 532-3605.

### **Student/Parent Complaints and Grievances**

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his/her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which they consider unjust or unfair.
2. If the incident remains unresolved, the student or his/her parents or guardian or the teacher, may bring the matter to the **principal's** attention for consideration and action. At this time, parents may request to begin the grievance procedure if the issue is not satisfactorily addressed.

### **Sexual Harassment Policy**

**Policy** – It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

**Definition** – Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

**Responsibility** – School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

**Complaints** – Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

### **Student Discipline-Bully Prevention**

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

**Physical**-involves harmful actions against another person's body

**Verbal**-involves speaking to a person or about a person in an unkind or hurtful way

**Emotional**-involves behaviors that upset, exclude, or embarrass a person

**Sexual**-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

**Racial**-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

**The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.**

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

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

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with students and staff. The school district will incorporate information regarding this policy in each school handbook.

## **Cyber Bullying**

Cyber bullying is a form 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 cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social 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 victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. **A copy of the material should be brought to the attention of a principal or teacher.**

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 educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats 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 change 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 officials.

## **Separated/Divorce Family Policy**

### **I. School Neutrality/Parent Responsibility**

The Clark School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the district to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by court order. It is the responsibility of the parent wishing to restrict a parental right to notify the district of any court order affecting student contact/student visitation and/or student records by submitting a certified copy of the court order to the Superintendent of Schools and a copy to the child's school building principal.

### **II. Student Contact/Student Visitation during School Hours**

Unless a parent gives notification pursuant to paragraph I above, the district will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the court order restricting any right of contact and/or visitation needs to specifically restrict the right and a general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and /or visit the child while the child is at school.

### **III. Release of Student to Noncustodial Parent**

The district will not authorize a student enrolled in the district to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the district with a copy of the court order granting custody pursuant to paragraph I.

### **IV. Release of Student Records**

Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a court order specifically restricting this right of access. Any court order restricting the release of confidential student records to a parent is to be submitted to the district pursuant to paragraph I.

### **V. Scheduled Parent/Teacher Conferences**

Scheduled Parent/Teacher Conferences will involve both parents conferencing in one time slot unless court order restricts parents from meeting at the same time.

## **Student Interview Policy**

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to authorities such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency, criminal matters and matters of child abuse and neglect. It is therefore the policy of the district that:

1. Should a law enforcement officer wish to talk with a student under the age of 18\* while the student is at school and interview the students for a reason other than investigating suspected child abuse or neglect, the district will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present should the parents grant permission to the law enforcement officer to talk with the student.

2. Should the Department of Social Services or a law enforcement office be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18\* While the student is at school, the request to talk with a student shall be in writing and given to the school. The written request shall include the name of the person making the request, date of the request, date of the interview, and the request is made for the reason of investigation suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore the school will not notify parents of a request by the Department of Social Service or law enforcement to talk with a student in such instances.

\*Upon the student reaching the age 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or Department of Social Services.

## **Support Services**

### **School Nurse Services**

The county nurse visits the school on a regular basis to make routine health checks and provide basic services. Vision and hearing screening is conducted for all students entering school and for transfer students.

### **Speech Therapy Program**

The school employs a qualified speech clinician who screens all students who are referred to her. Students entering Kindergarten are also screened. Students needing speech therapy are scheduled for assistance with the permission of parents.

### **Psychological Services**

Students with apparent emotional or psychological problems are referred to the principal. Contact will be made with the parents to arrange a conference to discuss the referral. If parental consent is given, arrangements will be made for a psychological evaluation of the child by qualified personnel.

### **Title I Parent Involvement Policy**

Students are assigned to reading and math programs on the basis of informal needs assessment, teacher recommendation, and classroom performance. Parental permission is required before a student may participate. Students are scheduled for instruction on the basis of greatest need.

The following steps are followed by Title I staff in accordance with Section 1118 of Public Law 103-382, regarding consultation with parents and teachers. These are dealt with at an annual meeting each year and are ongoing as part of the educational process in Title I programs.

#### **Policy Involvement:**

Each school served under this part shall:

1. Convene an annual meeting to inform and explain to parents their school's participation in Title I, and their right to be involved.
2. Offer a flexible number of meetings.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part.
4. Provide parents of participating children with:
  - timely information about the Title I program
  - school performance profiles and their child's individual student assessment results
  - a description and explanation of the curriculum used in the school, the forms of assessment used, and the proficiency levels students are expected to meet
  - opportunities for regular meetings to formulate suggestions and participate in decisions relating to the education of their children

#### **Shared Responsibility for High Student Performance:**

The school-parent compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the State's student performance standards, and the ways in which each parent will be responsible



for supporting their children's learning, such as monitoring attendance, participating in decisions relating to the education of their children and positive use of extra-curricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through:
  - Annual parent-teacher conference in elementary schools
  - Frequent student progress reports
  - Reasonable access to staff, opportunities to volunteer, participate, observe in classroom activities.

## **PARENTS RIGHT TO KNOW**

In accordance with Title I Part A, Section 1111 (h)(6), this is to notify you that, as a parent of a student attending a Title I school, you may request information regarding the professional qualifications of your child's classroom teachers. The WIS will provide a response to the parent's request in a timely manner.

The information provided to parents will include the following:

1. Whether any teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
2. Whether any teacher is teaching under an "Authority to Act" status,
3. The baccalaureate degree or major of the degree held by the teacher, and the field of discipline of the certification or degree, and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request information on the level of achievement of their child in each of the state academic assessments. The Watertown School District will give parents timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Any parent wishing to obtain information regarding the qualifications of their child's teacher may direct inquiries to the building principal.

### **Special Education Classes**

Separate special education classes are provided for those children in need of special or prolonged assistance. These children often need special curricula and teaching methods directed toward their needs. Children are referred for special education by either the teacher or parent, through the principal, and must be certified by a Placement Committee.

### **Reporting and Grading Procedures Reporting to Parents**

Student growth in academic and other areas will be reported to parents by means of report cards issued at the close of each quarter. The report cards will be mailed to parents after the end of each quarter. Parents are notified by telephone or mail at mid-term of each quarter if a student is at risk of failing. All staff will work to promote a positive self-image.

### **Retention**

Retaining students at a given grade is a procedure practiced when the students are functioning at a level significantly below grade level expectancies. Criteria used to determine retention are: (a) basic skills mastered in reading and math, (b) physical, emotional, and mental maturity, and (c) work habits and attitude. No child will be retained until a conference with the parents, teacher, and the principal has been held. Retaining students is viewed as a

way of helping students who need additional time to master basic skills. Notification to parents will occur by the end of the third quarter if retention is being considered by school staff.

### **Homework**

The amount of homework a child will have will vary with the grade level and the work habits of the student in school. Efforts will be made to avoid heavy assignments during holidays and when special activities involving the students are taking place.

### **Keeping Students after School**

Teachers may occasionally keep students after school to give them special help, to complete assignments, or for disciplinary reasons. Notification will be done by the appropriate staff person.

### **Curriculum**

All students receive instruction in the following areas: reading, language, math, spelling, social studies, health, penmanship, art, music, and physical education.

Students who need speech therapy or assistance in reading, math, and language arts, will be referred to the speech therapist and/or the Title I teachers.

### **Physical Education**

All students participate in physical education classes. This is required unless a student is excused by a doctor for health reasons. If your child has been ill or has an injury, please send a note to school explaining why the student cannot participate. The physical education instructor will inform parents if any special wearing apparel is needed. Tennis shoes are required for P.E. (If this requirement creates a financial burden, the school will help make arrangements.)

### **Computer/Network/Internet Policy - District Acceptable Use Guidelines**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

### **Expectations**

- A. All users are expected to follow existing copyright laws.
- B. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, or threatening.
- C. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- D. Student records will be maintained confidential through password protection. Students feeling that their records are at risk may contact network administrators for interventions.

### **E-Mail**

Students will be issued a school affiliated email account for educational or administrative purposes.

- Students should maintain high integrity with regard to email content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- No private chatting or instant messaging during class.

- E-mail transmissions, stored data, transmitted data, or any other use of the on-line services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All email and all contents are property of the District.

**Unacceptable conduct includes, but is not limited to the following:**

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., printing, storage.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing E-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization or identification documents.
- Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.**

**Acceptable Use Policy**

**Purpose**

The Clark School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Clark School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Clark School District.

**Definition – Technology Resources**

The Clark School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

**Regulations**

The use of the Clark School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CLARK SCHOOL DISTRICT is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Clark School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and

lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Clark School District's Uniform Code of Behavior shall be applied to student infractions.

### **User Terms and Conditions**

The use of Clark School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Clark School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology activities include, but are not limited to, the following:

#### **Computer Violations:**

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Sharing personal information:
  - i. Releasing another individual's files, home address, personal phone numbers, passwords, or other vital accessing information to others.
  - ii. Releasing personal files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.
- l. Using proxy servers or other software to gain access to sites that are blocked through filtering software.

#### **Computer Network Violations:**

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.

- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security (including circumventing firewall, filter, or other software intended to limit student access to websites or software).

**Consequences:** Suspension of computer privileges, referral to law enforcement authorities, and possible long term suspension or recommended expulsion.

4. Clark School District does not guarantee that its technology resources 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 the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school 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 network or Internet.
5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal’s Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

### **FERPA Annual Notice 2022-2023**

The Clark School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Travis Ahrens, Superintendent  
220 North Clinton Street; Clark, SD 57225  
(605)532-3604 EXT 1

For further information on notice of non-discrimination, please contact the Office for Civil Rights:

Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106  
Telephone: 816-268-0550  
FAX: 816-268-0599  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **CHILD FIND**

The Clark School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through Travis Ahrens, Superintendent of the Clark School District needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform

parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the Clark School District and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the Clark School District, at (605) 532-3604.

### **PUBLIC INFORMATION**

The Clark School District has the following documents available for review by parents of children with disabilities and to the general public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications, evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

### **SPED COMPREHENSIVE PLAN**

The school district will make available to parents of children with disabilities and to the general public all documents relating to the district's eligibility under Part B of the Individuals with Disabilities Education Act.

#### Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Clark School District receives a request for access.

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **NOTICE FOR DIRECTORY INFORMATION**

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

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

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

If you do not want Clark School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Clark School

District, in writing by **September 16, 2022**. Clark School District, has designated the following information as directory information:

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

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*—
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use —
  1. Protected information surveys of students;



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

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

Clark School District policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Clark School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Clark School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Clark School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

### **PPRA Notice and Consent/Opt-Out for Specific Activities**

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

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

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of

attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Clark School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days after the day the Clark School District receives a request for access.

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **PPRA Model Notice and Consent/Opt-Out for Specific Activities**

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

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

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Clark School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

## **CITIZEN CONCERNS ABOUT FEDERAL PROGRAM**

A parent, student, employee, or District stakeholder who has a complaint regarding the use of federal funds or alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program may address the complaint in writing to the District's Superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the District or District's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision.

Students should be provided with all services for which they are eligible while disputes are resolved.

- The Superintendent will investigate, within one week, the circumstances of the complaint and render a decision within two weeks, after receipt of the complaint.
- The Superintendent will notify the complainant of the decision in writing.
- The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the District's Superintendent.
- If the issue is not resolved with the Superintendent, the complaint will be forwarded to the District's School Board 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).

\*Handbook Revised August 8th, 2022

Clark Elementary School - 2022-2023

