

August 2017

Dear Parents and Students:

Welcome to the 2017-2018 school year. As the year begins, we are all excited about the opportunity to serve the educational needs of all children.

We hope to continue the partnership between parents and the school personnel. This partnership is most effective when communication occurs on a continual basis among students, parents and the school staff. We invite parents to visit school, talk to the staff, volunteer in school, and generally get involved in the total educational process.

This handbook should be helpful in answering your questions, as well as offering some useful information. Please call anytime if you have questions.

Please sign, complete and return the bottom part of this page stating that you have read this Handbook. Please return by **Wednesday, August 23rd, 2017**, and we will keep them on file for the entire 2017-2018 school year.

Sincerely,

White Lake Elementary Teachers

Yes, we have read through the 2017-2018 Elementary Student Handbook.

Parent's/Guardian's Signature

STUDENT(S) NAME(S):

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White Lake District Parental Involvement Policy

In support of strengthening student academic achievement, the White Lake School District receives Title I, Part A Funds. Title I is a federally funded program designed to improve educational opportunities by providing aide to elementary and secondary education. The intent of Title I is to expand learning opportunities while supplementing basic skills instruction in reading and math. This program serves students who have need of improving their reading and/or math skills. As part of this program, we will jointly develop, agree on with, and distribute to, parents of participating children a written parental involvement policy. This policy establishes the district's expectations for parental involvement and describes activities and opportunities for parents within the district.

The goals of the Title I program are to:

- Develop positive attitudes towards reading/language arts and math*
- Individualize reading/language arts and math instruction according to student needs*
- Increase reading/language arts and math achievement*
- Increase student self-esteem*
- Involve children with parent(s) in reading/language arts and math activities at school and at home*

STATEMENT OF PURPOSE

The White Lake School District is committed to the goal of providing quality education for every student within the district and recognizes that some students may need the extra assistance available through the Title I program. It also recognizes the extremely important role a parent plays in the educational success of a student. As such, this School Parent Involvement Policy has been established to promote parental involvement within the school.

PARENT ADVISORY COMMITTEE (PAC)

The White Lake School District recognizes that one of the best methods to maintain positive communication with parents, and to establish sound public relations, is through temporary Parent Advisory Committees. These committees will be appointed when needed for specific time and purpose, and will be under the supervisory control of the superintendent or designee. Parents will be notified of PAC meetings through phone calls, newsletter, and e-mail communication. The PAC will help with the planning, reviewing, and an improvement of the Title I program. The committee will coordinate and integrate parental involvement strategies with all applicable programs including Head Start, preschool facilities, as well as, transition services.

TYPE OF PARENTAL INVOLVEMENT

Parents can become involved with their child's education in many ways. The White Lake School District values the at-home contributions of families, and those that take place at school. Reading to students at home, helping with homework, and discussing the day's activities over the dinner table are as important as volunteering at school. We believe the education children is a team effort, so the White Lake School District will work to assist parents in understanding the academic standards, help parents work their child(ren) to raise achievement, and plan activities throughout the year for families.

TITLE I PARENT INVOLVEMENT GUIDELINES

The Board of Education believes that activities to increase involvement are a vital part of the Title I Program. Parents will have an opportunity to design, implement, evaluate, and suggest changes to improve the program. They will be provided with a description of current curriculum used at the School, the Content Standards adopted by the South Dakota Department of Education, and explanation of what assessment will be used to measure student progress and what goals and expectations have been set in relation to those assessments. Other major components of the Title I program include parental notification, parental in-service, student program reports, parent-teacher conferences, parent visitation, parent advisory committees, meetings, in-service for teachers, announcements, and policy dissemination.

A copy of the Title I Handbook will be distributed to all families who have a child in the program. The handbook and Title I Consolidated Application are on file in the office.

*Adopted: 5/12/08
Amended: 7/15/13*

WHITE LAKE SCHOOL-PARENT INVOLVMENT POLICY

In relation to Title I programs, the White Lake School District will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing and timely way. The White Lake School District will establish a committee which meets at least two times annually to plan, review, and evaluate the goals of the program.
- Involve parents in the joint development of any Title I School-wide program plan, in an organized, ongoing, and timely way. The parents will be given an opportunity to comment in writing on the Title I School-wide program at each Parent-Teacher Conference. Surveys, which include a comment component, will be distributed at each Parent-Teacher Conference session and information will be gathered and discussed by the Title I Committee.
- Hold an annual meeting to inform parents of the school's participating in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a feasible number of additional parent involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The School will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend. Parents will be notified of these meetings through the school web page, school newsletter and notes sent home with all students in the Title I school.
- Coordinate and integrate parental involvement strategies with all applicable programs in each school including Head Start, day care facilities, preschool services, as well as, transition services. The parents of these children will be given the opportunity to attend events held at the school such as: Kindergarten Roundup and Kindergarten Screenings. Information for these activities will be listed on the school webpage and in the monthly school newsletter.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a descriptive and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet. This information will be disseminated to the parents at P/T conferences by each classroom teacher.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible. The meetings will be posted on the school website, and/or sent out in the monthly newsletter.
- Provide to each parent an individual student report about the performance of their child on the State Assessment in at least math, language arts and reading. This information will be sent home to the parent within two weeks of receiving it at the school. An informational meeting on evaluating and understanding their child's test scores will be held during the fall parent/teacher conferences.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) consecutive weeks by a teacher who is not highly qualified.
- Work with the District to ensure that a copy of the State's written complaint procedures for resolving an issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate provide school officials or representatives.

White Lake School-Parent Compact

School District Responsibilities

The White Lake School District will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: Teachers will utilize textbooks, guided reading strategies in grades PreK-6, the Achievement Series, and supplemental materials to ensure that all students master the South Dakota State Standards for their grade level. Every effort is made to make certain that curriculum is chosen to directly correlate to the SD Content Standards. Teachers and staff will provide an environment conducive to learning, provide meaningful and appropriate homework activities, maintain open lines of communication with the student and his/her parents, and demonstrate professional behavior and a positive attitude.
- **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held two times during the school year. The first conference will be held shortly after the end of the first quarter and the second conference will be held shortly after mid-term of the third quarter.
- **Provide parents with frequent reports of their children's progress.** Specifically, the school will provide reports to parents at the end of each quarter, as well as, providing parents with student deficiency reports when the need arises in grades Pre-K-6. Parents will have continuous access to the DDN Campus Parent Portal which will include their child's daily assignments and grades for each subject area. Those grades will be updated a minimum of once a week.
- **Provide parents reasonable access to staff.** Staff will be available for consultation with parents before and after school. They may be available during their planning time by appointment. Teachers will make every effort to find a time to meet with a parent at the convenience of the parent.
- **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.** Parents are continuously invited to visit their child's classroom.

Parent Responsibilities

As parents, we will support our children's learning in the following ways:

- Seeing that my child attends school regularly and on time.
- Let the teacher know if my child has any problems with learning.
- Work with my child to ensure that all homework assignments are completed.
- Taking an active role in my child's life by talking to him/her about school issues.
- Volunteering in my child's classroom.
- Encouraging my child to read at home and challenge themselves academically.
- Read to my child 20 minutes a day.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time by monitoring TV time, computer time, game system time, etc.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory teams.
- Showing respect and support for my child, the teacher, and the school.

Student's Responsibilities

As a student, I will share the responsibility to improve my academic achievement and achieve the high standards by:

- Always trying to do my best in my school work and in my behavior.
- Completing my homework every day and asking for help when I need to.
- Sharing all notices and information received by me from my school every day.
- Attending school regularly.
- Conforming to rules of student conduct.
- Taking pride in my school.
- Respecting and working cooperatively with my teachers and classmates.

2016-2017 Elementary Staff

Robert Schroeder	Superintendent/Principal
Toni Aisenbrey	Business Manager
Lori Peters	Secretary
Karla Steichen	Head Cook
Rebecca Moore	PreSchool
Kim Meier	Jr. Kindergarten/Kindergarten/Afterschool Program
Julie Ehlers	First Grade/Second Grade
Jessica Podzimek	Third Grade/Fourth Grade/Afterschool Program Director
Natia DeGeest	Fifth Grade/Sixth Grade
Jimmy Reed	Vocal Music
Jimmy Reed	Instrumental Music
Teresa Moeller	Title I/Special Education
Sandy Nightingale	Computers
Rebecca Moore	Physical Education
Kerry Fink	Counseling
Jim Miller	Bus Driver
Lance Moeller	Custodian/Bus Driver
Colleen Glissendorf	Teachers Aide/After School Program Snacks
Lindsay Hoffman	Teachers Aide/After School Program
Brenna Clites	Teachers Aide

MISSION STATEMENT

This mission statement of the White Lake School District 1-3 is as follows: "WE ARE HERE TO HELP YOU LEARN AND BE SUCCESSFUL".

--The White Lake Staff

PARENTS HAVE THE RIGHT TO EXPECT:

1. That the school will be operated in a business-like and responsible manner with both requirements and regulations be reasonable.
2. That a reasonable required workload will be established for all students and that progress in studies be given first claim on the sources of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention, and that the school's response to these inquiries or complaints reflects a constructive and helpful attitude.
4. That teachers' grading will be as fair and impartial as possible and the basis for such grading be understood by both students and parents.
5. That assignments be definite with a reasonable amount of assistance given in class. That, on the initiative of the students, as much more individual help be given as resources will permit.

THE SCHOOL HAS THE RIGHT TO EXPECT FROM PARENTS:

1. That parents will assure that their student's attendance be regular and punctual.
2. That a student absent from school will make up work missed.
3. That extra help in a subject, beyond that which can be given during class time, should be on the initiative of the student.
4. The parents who expect their student to earn university entrance grades should demand a regular routine of home study. The total amount of such study should be from one to two hours a day. Its distribution among difference subjects will be an individual matter.
5. That parent complains be first registered with the lowest level so as to provide the school an opportunity to make adjustments.

GOLDEN RULES FOR EASIER LIVING

1. If you open it, close it.
2. If you turn it on, turn it off.
3. If you unlock it, lock it up.
4. If you break it, admit it.
5. If you can't fix it, call in someone who can.
6. If you borrow it, return it.
7. If you value it, take care of it.
8. If you make a mess, clean it up.
9. If you move it, put it back.
10. If it belongs to someone else and you want to use it, get permission.
11. If you don't know how to operate it, leave it alone.
12. If it's none of your business, don't ask questions.
13. If it isn't broken, don't fix it.
14. If it will brighten someone's day, say it!

WHITE LAKE SCHOOL DISTRICT NO. 1-3 PHILOSOPHY

The White Lake School District 1-3 believes that people are our most valuable resources. We further believe in the supreme worth, dignity, and uniqueness of each individual.

The White Lake School District 1-3 believes that the responsibility of the school is the education of children. While the home, the Church, and the community yield important influences, the best education outcomes can be attained through a joint effort of students, school staff, and the community. Our school not only must serve as a force of intellectual stimulation, but should foster social development. It should provide the highest level of academic training consistent with the needs of the community and offer a minimal program of practical skills. The school shall strive to equip its students with the fundamental concepts necessary for life in a democratic society, support and re-enforcing the cultural, political, ethical, and moral values of this community and this nation.

The White Lake School District 1-3 is concerned with the mental, emotional, and physical health of your youth. In accordance with this belief we should strive to cooperate with law and health officials in the eradication of the drug and alcohol problems.

We encourage and support those student activities which will give experience in the democratic process and demonstrate sound educational value. Our school is a community as well as a place of learning, and we strive to keep the various activities in a reasonable balance.

The ultimate purpose of the educational process in the White Lake School District is to prepare each student to accept responsibilities to self, family, community and country, thus becoming a contributing member in our changing global society.

Code Reference

Revised: 6/87

Approved: 8/10/87

WHITE LAKE SCHOOL CRISIS PLAN

GOAL

The White Lake School Crisis Management Plan is meant to provide a guide to maintain order and operation of the school. It is also meant to meet the needs of the students, their families, and the staff in the unlikely event that a crisis or tragic loss might occur.

OBJECTIVES

1. To maintain a safe school environment for the students and staff of the White Lake School.
2. To meet the needs of the students, staff and community members affected by the crisis.
3. To recognize that the possible problems encountered by an affected family take precedence over problems of the school.
4. To effectively communicate with students, staff and parents through the use of the most practical methods.
5. To continue effective instruction and carry out established routines, rules and regulations.
6. To present a unified and predictable plan of action by the school in the event of a crisis.

PROCEDURE

When any individual within the school becomes aware of a crisis situation (death, suicide, fire, tornado, severe weather, school accidents, gas leaks, bus accidents, intruders/weapons), it is the responsibility of that individual to immediately call Mr. Robert Schroeder, Superintendent, and inform him of all the known facts.

If the crisis situation happens when school is not in session, the Staff Calling Tree will be used to notify all school employees of the crisis.

If the crisis situation happens when school is in session, then Mr. Schroeder will notify the staff while they are in school. Miss Toni Aisenbrey, Mr. Randy Hoffman, and Mrs. Kim Meier will be convened to finalize further action.

This administrative team will decide what procedures will be taken.

1. Notify all parents to come for their children.
2. Notify local law officials.
3. Move all of the students to pre-designated areas.
4. Release students and take them home and/or allow them to drive home.
5. Delay or terminate the school day.

ANNOUNCING THE EVENT TO STUDENTS

If the crisis occurs during school hours, all students will be notified after staff members have been briefed of the situation.

If the crisis occurs during non-school hours, all of the student's families will be notified via the calling tree.

If the crisis has the possibility of causing emotional stress for students, then counselors from the surrounding schools and the CORE Educational Cooperative will be asked for assistance.

EVACUATION

Possible times of evacuation will be fire, bomb threat or a gas leak. The fire alarm system will be utilized in the unlikely event of a fire or bomb threat, but if a gas leak should occur, verbal communication will be used to notify the school inhabitants. It is necessary for all staff members to stay calm; adult attitude and actions will be mirrored by the students.

Staff should account for 100% of the students. Take the class roster when evacuating the building. The administrative team should account for all staff members.

If ordered to evacuate, close but do not lock the classroom doors.

If ordered to evacuate, do not touch any unidentified packages.

LOCKDOWN

Bring students from outside and hallways to classrooms.

Close and lock all doors and windows immediately. Close blinds.

Sit students out of sight of windows and doors.

Allow no one to leave the room until school administrators notify you.

If adults in the room have cell phones, use them to notify the parents and any other outside assistance.

Stay calm; attitudes and actions will be mirrored by the students.

FEDERAL PROGRAMS POLICY PROHIBITING DISCRIMINATION AND GRIEVANCE POLICY

POLICY: The White Lake School District will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability and will not violate any of the provisions of applicable federal programs, statutes or regulations (e.g., Title IX, Title I, Rehabilitation Act Section 504, Americans with Disabilities Act).

In compliance with applicable federal laws and regulations, the White Lake School District has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The Superintendent can be reached at PO Box 246, White Lake, South Dakota 57383 or by calling (605) 249-2251.

GRIEVANCE POLICY:

DEFINITIONS:

- A. A grievance is a complaint by a student, parent or other patron of the District, employee, employee representatives or other concerned groups or advisory organizations based upon or concerning an alleged violation, misinterpretation or inequitable application of any existing policy, rule, regulation or program of the school district, state or federal statutes/regulations, regarding discrimination or concerning violations relating to federal programs.
- B. An employee is considered to apply for all persons employed by the school district.
- C. A student is considered to apply for all persons enrolled in the school district.
- D. An aggrieved person is the individual making the claim.
- E. The board means the Board of Education of the White Lake School District.
- F. Days shall mean calendar days. Time frames may be extended upon written mutual agreement.

Informal Procedure

Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication involving the teacher, administrator or board in an attempt to seek clarification of areas of concern and resolve the problem. It is of utmost importance that students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible prior to filing a grievance.

Formal Procedure

A. Level One.

1. A grievance must be filed in writing within 90 days after the grievance knew, or should have known, of the act or condition on which the grievance is based and the specific remedy requested. The grievance shall be complete and specific as it relates to the facts from which the grievance arises.
2. The grievant shall file the formal grievance in writing with the designate federal programs coordinator.
3. Such coordinator or his designee shall respond in writing to said grievance within 15 days. If the grievant is not satisfied with this disposition of the complaint at this level, the grievant may proceed to Level II.

B. Level Two.

1. If the aggrieved is not satisfied with the disposition of Level 1, he or she may appeal that decision by filing in writing with the business manager an appeal within 10 days of the receipt of the decision at Level I.
2. The notice of appeal shall include a copy of the Level I decision and with specific statement(s) or reason(s) why the Level I decision is being appealed (i.e., how or why the Level I decision is wrong).
3. At its regular meeting, the board or its designated agent shall consider the grievance and may (A) schedule a time for a hearing before the Board, or (B) may designate an individual or committee (1) to investigate the grievance and to report to the Board, (2) to hold a hearing on the grievance and recommend to the Board and for the Board's approval the appropriate disposition of the grievance.
4. At any hearing before the Board or the Board's designee, the complainant shall have the opportunity to present evidence, including an opportunity to question parties involved. The Standards of Due Process shall be adhered to and the Rules of Evidence shall be applicable to the degree necessary and appropriate for an orderly hearing and production of facts and evidence necessary for the Board to make informed decision.
5. The board shall make a final decision thereon at the following regular or special board meeting, and the decision shall be in writing with a copy of the same provided to the complainant.
6. If the aggrieved is not satisfied with the disposition of the grievance by the Board, he/she may appeal the decision of the board as provided for in law.

First Reading: April 9th, 2007

Adoption:

SCHOOL HOURS

School hours are 8:00 am to 3:21 pm. Students should NOT be at school before 7:45 am. School dismisses at 3:21 pm. Students need to be picked up from school no later than 3:25 unless they are part of an after school group or other arrangements have been made. Students will not be allowed to stay on school property unsupervised after this time.

STUDENT BEHAVIOR

We believe children choose how they are going to behave. We can teach and children can choose appropriate behavior while they are at school. Very seldom should student behavior require attention other than that given by the classroom teacher. If additional help is required, the principal is notified. The situation will be discussed with the child and teacher. Parents will be notified when behavior is extreme or when poor behavior is repeated by a student. The White Lake School Board Policy on discipline will be followed.

MONITORING PROGRESS OF STUDENTS

Report cards are issued four times on a 9-week basis. Report cards are the no-return type and sent home at the end of each 9-week period.

Parent/teacher conferences are scheduled twice a year. If, however, the parents wish to meet with a teacher, they may contact the school and we will arrange a time convenient for both parties.

GRADING SYSTEM

The following system will be used in determining grades:

100%	A+
99-94%	A
93-92%	A-
91-90%	B+
89-87%	B
86-85%	B-
84-83%	C+
82-77%	C
76-75%	C-
74-73%	D+
72-67%	D
66-65%	D-
64% & Below	F

Effort marks will be used as the following information indicates:

1. Grade "S" (Satisfactory): The student is working up to his/her ability.
2. Grade "I" (Shows Improvement): Work is improving.
3. Grade "X" (Acceptable): Improvement is possible and desired.
4. Grade "U" (Unsatisfactory): Effort does not even meet minimum requirements. Improvement is necessary.

STUDENT ABSENCES AND EXCUSES

A student's contribution to and achievement in class is directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

While it is true that written work can be completed for make-up, class instruction, presentations, discussions and student-teacher interaction can never be made up.

Certain absences of students will be excused by the Principal upon receipt of a written, signed explanation from the parent or guardian. These excused absences will include:

1. Personal illness of such seriousness as to make attendance at school unsafe, impractical, or harmful either to the student or to others; or for quarantine.
2. Bereavement or serious illness in the student's immediate family.
3. Weather so inclement as to endanger the health or safety of the student.
4. Observance of a major religious holiday.

A student may also be excused for other exceptional reasons with approval of the Principal. Also, with such approval, a student may be excused from school attendance for up to five (5) days for attendance at a state or nationally recognized youth program of educational value, including the State Fair. Credit will not be given for work missed for any absence that is not excused.

In instances of chronic or irregular absence reportedly due to illness, the Principal may request a physician's statement certifying such absences to be justifiable. Any absences other than an excused absence is considered truancy.

Should your child be ill and unable to attend school, parents are asked to please call or notify the school that your child will be absent. This is the only way we have of knowing whether your child made it to school after he/she has left home.

All absences require a written statement from the parent or guardian explaining the absence. Included in the explanation should be the date the student was absent from school, and whether it was a full day or part of a day. The reason the student was absent should also be included. Absence for any reason other than the four above must be excused by the Principal before the absence occurs. In this case a written excuse must be presented, or the parent or guardian must call the Principal before the absence.

NOTE: All doctor's appointments should be made as late in the afternoon as possible.

EXTENDED SCHOOL DAY

A teacher who believes that a student is not working up to his/her potential may place the student on an extended school day. Parents will be notified by the teacher and the student will be required to stay after school the day of notification.

MAKE-UP WORK

Absence from class seriously interferes with the progress of the student and the class as a whole. A student who is absent, even for an occasional half day, naturally misses some

points in the class discussions which can never be “made up”. The student is deprived of discussion that has a direct bearing on lessons that are to follow. The students who have learned the virtues of regular attendance and punctuality have accomplished much.

Schoolwork missed by a student must be made up before a grade or credit can be given in the course. This make-up work is assigned by the individual teachers and normally must be made up in a length of time equal to twice the time missed unless otherwise directed by the individual teacher. If a student knows in advance that he/she is going to be absent, the make-up work must be done before the absence. This applies to students going to school activity trips as well as to others.

COURSE OF STUDY

The elementary school curriculum encompasses the areas of language arts, mathematics, health, science, social studies, art, physical education, and music. The Content Standards in Mathematics, Science, and Language Arts may be found with each Teacher. The curriculum provides a special approach to each subject area.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

The White Lake School District will accept credits of students transferring from non-accredited schools subject to the following conditions or guidelines:

1. A standardized achievement test shall be administered and evaluated by the building principal and staff of the school.
2. The student will be placed in English and Mathematics courses at the level of achievement demonstrated by the tests, as evaluated by the Principal and appropriate staff. The student’s placement may not be in a grade level higher than warranted by the student’s chronological age, assuming entry into the first grade at age 6 and annual grade advancement thereafter. After initial placement, the child may be advanced according to the student’s demonstrated performance.
3. In all other subjects the student shall be interviewed and shall take a departmental examination in each course for which the granting of credit is being considered. After the examination and interview with the student, the department chairperson and staff will recommend to the building principal whether or not credit be granted for the course.
4. No credit will be granted for any science course which is normally a laboratory course, unless clear documentation is provided demonstrating experience which are parallel or are consistent with those required in this district’s science courses.
5. Any parent or guardian who is dissatisfied with the secondary placement of a student may appeal it to the Superintendent of Schools. Final appeal, after the appeal at district level, may be made to the State Secretary of Education.

MEDICAL RELEASE FORM

A pupil information sheet is sent home each year with the Kindergarten class that asks for medical information about your child. Please complete this information about your child carefully. This information will be helpful for any medical emergencies that may arise. In case of emergency, when the parent cannot be reached, the doctor indicated on the

information sheet will be contacted. If any changes need to be made on your child's medical form, please contact the school.

MUSIC AND BAND

Grades 1-6 have vocal music twice each week for one-half hour. Kindergarten has music class twice each week for approximately 20 minutes. Music classes include basic music theory, as well as rhythm and singing. Instrumental music is available to students in grades 4-6.

PHYSICAL EDUCATION

Students in grades K-6 will have scheduled physical education classes weekly. Students are excused from physical education classes only with a written note/ telephone call from their parents or a written note from their physician. P.E. shoes are required for all students in grades K-6. These shoes are to be left at school. They do not need to be new shoes, but they need to be washed before they are brought to school.

TITLE I PROGRAM

Title I is a federally funded program that was set up to provide a more individualized approach to problem areas that a student may be having in math and reading. The program is designed to supplement the skills taught in the classroom, which gives the student a greater opportunity to succeed in the classroom.

SPECIAL EDUCATION/SPEECH THERAPY

The White Lake School belongs to an educational co-op consisting of many schools pooling resources to provide for a comprehensive program of services in the area of special education, speech therapy and other programs for children with special needs. White Lake School District also has their own Special Education teacher on staff.

GUIDANCE PROGRAM

The White Lake School District offers a K-12 Guidance/Counseling program to meet the needs of its students. Many activities are presented at a group level as well as the opportunity for further one on one or small group counseling, if desired.

CLASS PARTIES

Each year we do conduct class parties. Parties occur at Halloween, Christmas, and Valentine's Day. Most classroom teachers utilize some form of student participation for the parties. If you are interested in assisting, please contact your child's teacher.

Throughout the school year, the classroom teachers may have reward parties or parties for reaching a class goal, as a means of recognizing a class accomplishment.

Students may bring treats to school for birthdays, as well. We would ask, however, that no party invitations be sent to school.

ELIGIBILITY FOR ACTIVITIES

For all extra-curricular activities, no student shall be permitted to participate in a practice or event if he/she is not present at least one-half day of school on the day of the practice, meet, or contest, or without the permission of the Principal and Athletic Director.

STUDENTS IN THE BUILDING AFTER HOURS

All students are required to be out of the school buildings by 3:25 p.m. unless under the direct supervision of a faculty or staff person. Only those students directly involved in an after-school activity will remain after 3:25 p.m.

TARDY POLICY

If a student receives tardies during a nine-week period, he/she will receive:

- 3 tardies equals one-half (1/2) hour detention after school.
- 4 tardies equals one (1) hour detention after school.
- 5 or more tardies equals a day of in school suspension per tardy.

The classroom teacher will notify parents if the situation arises. Students will not be allowed to participate in after school program or any activities on the date detention or suspension is served. Parents will need to make arrangements accordingly. Each quarter is a new slate for tardies.

ABSENCE FROM SCHOOL FOR AN ACTIVITY

Participation in, or attendance at, any school activity is not listed as an absence even though it takes the student away from school. Attendance at the event must be approved by the Principal and make-up work must be done ahead of time.

A sincere effort for regular attendance is continued with each child as long as he/she can profit from attendance and his/her conduct is compatible with the welfare of the group. Once a student has missed 8 times during a semester, then each absence thereafter will require a medical slip to explain the student's absence or the principal's approval.

STUDENT DRESS POLICY

Students may wear shorts during the fall semester until November 1st and during the spring semester from April 1st until the end of the year. **Tank tops with wide straps are acceptable, NO tube tops, no bare mid-riffs, etc.** will be permitted. Shirts or tops with logos advertising tobacco or alcohol or with profanity and unseemly wording will not be permitted. All clothing should exhibit good taste. Shorts must be no shorter than an arm length. Caps or hats will not be worn inside the buildings at any time other than special events----special days such as Western Day, etc. during homecoming week. On the field

trips, activity trips, etc. appropriate dress will be established by the supervisor in charge, but cannot include levis or blue jeans.

All visiting students must abide by the dress codes of the White Lake Students.

PARENT-TEACHER CONFERENCES

There will be a conference session between parents and teachers during the first and at conclusion of third marking periods.

SCHOOL MEALS

Breakfast will be served for \$1.50 and noon lunches will cost \$2.60 for Grades K-6 and \$2.85 for Grades 7-12. Afterschool snacks are \$.80. Extra Milk is \$.50.

School meals should be paid for in advance. Breakfast and Hot Lunch Accounts with no credit balance will have 3 school days "grace period" in which a slice of toast with water (breakfast) and a cheese sandwich with water (lunch) will be substituted for menu. After the 3-day grace period, breakfast and lunch will not be served unless payment is received or arrangements are made with administration.

SCHOOL BUSES

The driver is in full charge of the pupils and the bus. The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom. Bus transportation for pupils is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver to report to the school administrator the names of any pupils who violated the rules and regulations. The administrator may find it necessary to withhold the privilege of riding on the bus from those pupils who fail to cooperate accordingly.

SCHOOL BUS RULES FOR STUDENTS

1. Students must be on time; the bus cannot wait for those who are tardy.
2. Unnecessary conversation with the driver is prohibited.
3. Outside of ordinary conversation, classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections on the driver or upon other students forfeits the privilege to ride on the bus.
4. Students must not throw waste paper or other rubbish on the floor of the bus.
5. No student will, at any time, extend arms or head out of bus windows.
6. Students must not get on or off or move about the bus while it is in motion.
7. Students must await the signal from the driver to cross a road or highway, the cross promptly. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver.
8. Any damage to the bus is to be reported at once to the driver.
9. Students not riding the bus for any reason must notify the bus driver in advance so he/she may take the necessary time allotments in his/her route.

BUS SERVICE (INCLEMENT WEATHER/POOR ROAD CONDITIONS, ETC.)

When we are in a season of inclement weather that creates poor road conditions, the school bus will travel only on roads that the bus driver determines will not jeopardize the health and safety of the students and driver.

School buses will only travel on roads that are maintained and appear to be free of obstacles that may impede safe passage. The bus drivers are very concerned about the conditions of roads such as soft roadbeds, flooding, soft shoulders on narrow roads, sinking culverts, etc.

We cannot always guess what “Mother Nature” has in store for us. We attempt to keep the health and safety of our students and drivers as first priority. You as a parent/guardian may choose to keep your child or children at home during periods of inclement weather in which you do not feel comfortable sending them or you may elect to transport them yourself.

TELEPHONE

Students will not be called to the telephone unless an emergency exists. Call-back numbers will be written down and the student notified. He/she may call during free time. Students need written permission from a teacher to use the telephone when it is absolutely necessary to call.

Student use of cell phones is strictly prohibited. The privacy issues created by camera phones and the disruption caused by all cell phones and text messages cannot be tolerated. Nor will students be allowed to leave the school building between 8:00 a.m. to 3:21 p.m. to use their cell phones.

STUDENT INSURANCE

The school makes insurance available to all grade and high school students at a nominal fee. It is recommended for all students, particularly for children not covered by family policies, and for children who ride in cars to and from school each day.

ASSEMBLIES

General assemblies will be held on occasion for all grade school students throughout the school year. These assemblies will be held in the gym unless otherwise notified

“NO SCHOOL” ANNOUNCEMENTS

“No school” announcements will be made over radio station KORN, Q107FM, KPLO, and KELO-TV.

STUDENT ERRANDS

Students will not be sent on errands by anyone which involves leaving the school grounds without first getting permission from the Principal or Superintendent. In their absence, please follow the chain of command.

ACCIDENTS

Serious accidents that happen on the school grounds or during school activities should be reported immediately to the person in charge of the activity or event and also to the Principal or Superintendent. The parents should also be notified as soon as possible.

FIRST AID

The Elementary Principal's Office has on hand basic first aid supplies such as band-aids, and if needed, the student may request from the office.

Aspirin are classified as a drug, therefore, the office will not hand out aspirin to any student. If a student is taking a medical prescription and the parent feels the office should be aware of this for the student's safety, please contact the Principal. If parents wish the teachers to administer medication, they must complete and sign the medical forms at the end of this handbook.

FIELD TRIPS

All field trips, except those within walking distance, will be taken in a school bus unless the number of students would require one or two cars. All field trips will be supervised by the teacher organizing the trip. If the group is large enough to require more supervision, the teacher may call on parents or other responsible adults to help. The school will not assume liability for students attending these trips by means other than those cited above. All field trips shall be first approved by the Principal.

When students leave during school hours on a school bus, one permission form signed by parents will be used for ALL trips. It is the parent's responsibility to notify the school if they do not want their child attending a particular trip.

MONIES AND VALUABLES

Monies and valuables left in the building are not the school's responsibility but are the personal responsibility of the individual concerned.

CANDY, ETC.

The eating of candy, gum, sunflower seeds, etc. will not be permitted.

DRINKING OR USE OF TOBACCO

Smoking, use of tobacco, or drinking of alcoholic drinks by students is prohibited in the building, or on the school grounds, and at all school sponsored activities.

PLAYGROUND RULES

Snowballing and King of the Mountain are not permitted on the school grounds. Tackle football is also prohibited. Even if students who are dropped off before school begins or while waiting for rides during school hours may not play tackle football.

Between the hours of 8:00 AM – 4:00 PM, no scooters, skateboards and rollerblades on school grounds.

CLASSES OUTDOORS

Classes held outdoors shall first be approved by the Principal.

CHEATING

Students caught cheating during a test, quiz, or daily work will be given zeros and disciplined by the home room teacher. Notification to the parents and Principal must occur each time. Grades can be affected and detention can be assigned.

TEXTBOOKS

Most classes require the use of a textbook. Textbooks have become very expensive which meant we must take special care of keeping them in good condition. Books that are turned in with excessive wear will require an assessment to the person who has been using the book. The assessment will be charged according to the damage done to the book beyond normal wear.

FIRE AND DISASTER DRILLS

Drills are held so the children are aware of the procedures to follow. Pupils are to walk in silence during the entire drill from the time they leave their classroom until they return to their classroom.

FIRE EXITS

Preschool-Exit through the walkway that leads to the kitchen and then out the north door.

Kindergarten-Exit through south elementary entrance

Grade 1/Grade 2-Exit through west elementary fire door.

Grade 3/Grade 4-Exit through west elementary fire door.

Grade 5/Grade 6-Exit through south elementary entrance

DISCIPLINE

Discipline must be based on judgment if it is to be effective. The purpose of school discipline is not to have the offender pay his/her debt to society. Discipline should be designed to help the student. This does not mean that discipline need to soft. Discipline will be documented and copies will be sent to the student's parent(s), placed in his/her permanent file, and filed by the administration.

The students at White Lake are promised four things by their principal:

1. You will be treated with decency and respect.
2. You will be allowed to tell your side of the issue.
3. If you have been wronged, you will be defended.
4. If you have violated the rules, you will be disciplined.

WEAPONS POLICY

All individuals who possess, handle, or transit any object or material that could inflict bodily harm or is considered a weapon by the appropriate administrator may be grounds for suspension and/or expulsion. In addition, a report of the incident will be made to the local law enforcement agency for proper disposition of the incident.

ACTS REQUIRING EXTREME DISCIPLINE

1. Drinking, smoking and use or possession of drugs on the school ground or during any school related activity at home or away.
2. Unexcused absence.
3. Habitual class disruption.
4. Insubordination.
5. Vandalism and theft.

The first violation: Students will be warned and a copy of the violations will be on file. Parents will be notified. ½ hour of detention will be assigned.

The second violation: Students will be counseled, a copy of the violations will be on file. Parents will be notified. One (1) hour of detention will be assigned.

The third offense will result in a one (1) day in-school suspension and parents/guardians will be notified.

The fourth offense will result in a three (3) day out-of-school suspension or expulsion from school will be given, a copy of the violation will be on file, and parents/guardians will be notified. When students are expelled from school, it will require a meeting with the Principal, student and parents/guardians prior to re-admitting the student to school.

We feel you, the parents, should know of this policy and ask for your support and cooperation in these matters.

The above procedures shall be considered minimal penalties and more severe penalties may be administered depending upon the degree of violation.

STUDENT DUE PROCESS

Section 24:07 ARSD Definition of terms. Terms used in this article, unless the context plainly requires otherwise, mean:

- (1) "Expulsion" - The act of the School Board to terminate a pupil's membership in school for a period of time not to extend beyond the end of the school year;
- (2) "Long term suspension" - The expulsion by the School Board of a pupil from a class or classes for more than five school days;
- (3) "Parent" - A parent, guardian, or person in charge of a pupil;
- (4) "Policy" - A rule, regulation, or standard enacted by a School District Board;
- (5) "Short-Term Suspension" - The exclusion of a pupil, by a Principal or the Superintendent, from a class or from school for not more than five (5) school days.

SHORT-TERM SUSPENSION PROCEDURE

Section 24:07:02:01

If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of a rule, regulation or policy, the Principal shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent.

LONG-TERM SUSPENSION PROCEDURE

Section 24:07:03:01

Written report required. If a long-term suspension or expulsion is anticipated because of a pupil's violation of a rule, regulation, or policy, the Principal shall file a written report with the Superintendent by the end of the school day following the day of discovery of the alleged violation.

Section 24:07:03:02

Notice of Hearing. If the Superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the Superintendent may exclude the pupil from class or classes before the hearing by using the short-term suspension procedure in Section 24:07:02:01. The Superintendent shall give notice of the necessity for the hearing in writing to each School Board Member. A written notice shall be given to the pupil's parents. The parent's notice shall contain the following minimum information:

1. The rule, regulation, or policy allegedly violated;
2. The date, time, and place for the hearing;
3. A description of the hearing procedure;
4. The reason for the disciplinary proceedings;
5. A statement that the pupil's records are available at the school for examination by the pupil's parents, or their authorized representative; and
6. A statement that the pupil may present witness

Section 24:07:03:03

Right of waiver. The pupil, if of the age of majority or emancipated, or the pupil's parent, may waive the right to a hearing in writing to the Superintendent. If the hearing is not waived, the hearing shall be held on the date, time and place set in the notice unless a different date, time, and place are agreed to by the parties.

Section 24:07:03:04

Hearing procedure. The School Board shall constitute the hearing board and shall conduct the hearing in the following manner:

1. A School Board member or a School Board designee who is not an employee of the school district shall be appointed as presiding officer;
2. Each party may make an opening statement;
3. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
4. Each party may be represented by an attorney;
5. The administration shall present its case first;
6. The hearing shall be closed to the public and there shall be no verbatim record by mechanical or electronic means;
7. Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the School Board President or Business Manager;
8. Each party may raise objections; however, objections shall be limited to relevancy and scope of the question;
9. All relevant evidence shall be admitted, however, unproductive or repetitious evidence may be limited by the presiding officer;
10. The presiding officer may ask questions of witnesses and may allow other School Board members to interrogate witnesses;
11. Each party may make a closing statement;
12. After the hearing, the School Board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the school Board during deliberation. The School Board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the pupil is present;
13. The decision of the School Board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the Board's action. The pupil and pupil's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

Section 24:07:03:06

Right of Appeal. An adverse decision to the student by the School Board may be appealed to a court of law.

Section 24:07:03:07

Attendance Policies. No attendance policy may exclude a pupil from a class or from school for more than five days without providing due process procedures pursuant to this Chapter.

Section 24:07:03:08

Referral to placement committee of expelled or long-term suspended pupils. Whenever a pupil identified as in need of special assistance or prolonged assistance pursuant to SDCL 13-27-1 is expelled or subjected to a long-term suspension, a referral shall be made by the Superintendent to the district's placement committee. The placement committee shall determine whether the action, behavior, or activity which resulted in the long-term suspension or expulsion is the result of the pupil's handicapping condition. If the placement committee determines that the long-term suspension or expulsion of a pupil is based upon action, behavior, or activity by the pupil arising from the pupil's handicapping condition, the placement committee shall immediately prepare a revised individual education plan to provide educational services to the pupil. The pupil's long-term suspension or expulsion shall terminate upon implementation of the pupil's revised individual educational plan.

INTERNET SAFETY POLICY
ADOPTED TO COMPLY WITH
THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)
AND
SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55

I. Introduction:

The Children's Internet Protection Act (CIPA) 47 U.S.C. &254 (h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school owned computers. This policy is adopted to implement these state and federal requirements.

II. Internet Safety

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network users who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- A. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- B. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, e-mail, social networking web sites.
- C. All network users are prohibited from hacking and engaging in any unlawful online activity.
- D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- E. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

III. Implementation of Technology Protection Measure

- A. All school owned computers (used on campus) must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

IV. Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

V. Monitoring of Online Activities

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

VI. Cyberbullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

The curriculum shall consist of at a minimum:

Parent/Community meetings presented by Technology Coordinator
Teacher Instruction

*Students in grades 3-12 will sign a verification form indicating they have been educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response.

*Students in grades PreK-2 will not be required to sign off; but the presenter will list the names of those who complete the K-2 instruction.

VII. Definitions Used In This Policy:

- A. *Minor*: The term "Minor" means any individual who has not attained the age of 17 years.
- B. *Obscene*: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. *Child Pornography*: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- D. *Harmful to minors*: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that – (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (ii) depicts, describes or represents, in a patently offensive way with respect to what is suitable

for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- E. *Technology protection measure*: The term ‘technology protection measure’ means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
- F. *Computer*: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

ADOPTION:

The Board of Education advertised and held a public meeting to discuss CIPA and the White Lake School’s Safety Policy on June 18th, 2012. *This Safety Policy was adopted by the Board of Education on July 9, 2012.*

ACCEPTABLE NETWORK AND INTERNET USE POLICY
White Lake School District 1-3
June 7th, 2012

I. Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C 254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware and software, the District's local area network, wireless access points, the Internet, Internet 2, the District Intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

II. Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use for not for any commercial or business use; however, such personal use may not violate an applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District to confirm that the staff person has read and understands the policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

III. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (Netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the network should be considered private property that you cannot appropriately use without attribution and consent.

IV. Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of e-mail addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;

- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, e-mail, social networking web sites.
- I. Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, bullying, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, e-mails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue 'hacking', internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting, or downloading large files, including 'chain letters' or any type of 'pyramid schemes'.
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotions, or financial gain; or
 3. Conducting for non-profit business activities and/or engaging in non-government relating fundraising or public relations activities such as solicitation for religious, lobbying for personal political purposes.

V. Off Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with the AUP.

VI. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

VII. Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation and said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

I have read, understand, and agree to comply with the Acceptable Network and Internet Use Policy.

Date: _____ School: White Lake School District 1-3

Names of Students in Grades PreK-6 _____

Parent/Legal Guardian Name _____
(for Faculty Name)

Parent/Legal Guardian Signature _____
(Or Faculty Name)

Internet Safety Policy (CIPA)

Verification of Instruction Sign-Off (Grades PreK-6)

I, Sandy Nightingale, have educated the following students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Signature of Computer Teacher

Date

Names of Students:

Internet Safety Policy (CIPA)

Verification of Instruction Sign-Off (Grades 7-12)

I, _____, have been educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Student Signature

Date

ADMINISTERING MEDICINES TO STUDENTS

The White Lake School District strongly discourages the administering of prescription and non-prescription medication to students. The Board of Education recognizes that students may need to take medications at one time or another. We encourage parents to set up student medications during non-school hours. If it is impossible to avoid school hours, we encourage parent(s)/guardian(s) to close relatives to come to the school and administer the medication.

Students in Grades Pre-Kindergarten through Six will not be permitted to take medication while at school unless such medicine is given to them by school personnel acting under specific written request by the parent/guardian and under the written instructions of the student's physician.

When such a request is made by a parent/guardian, a full release from the responsibilities relating to the administration and consequences of such medications must also be presented to the Principal by the student's parent/guardian.

The above policy covers all prescription and other drugs, including aspirin, Bufferin, and Tylenol.

Services such as medication dispensing will be provided at school when the principal has determined that it is a necessary and appropriate service for the district to provide such. The following rules apply:

1. Diagnosis and treatment of illness are not the responsibility of the district and shall not be practiced by school personnel.
2. School personnel shall not provide aspirin or any other medication to students.
3. "Over the counter" drugs shall not be supervised or kept in the school office unless directed by a physician.
4. Students requiring medications at school shall be identified by the parent/guardian to authorized school personnel.
 - A. A completed "Request and Authorization for Medication" form (706A) shall be submitted to the school official.
 - B. Medication shall be brought to the school by the parent/guardian in a bottle, labeled by the pharmacy, including the student's name, medication name, physician, and dosage of the drug to be taken.
 - C. The medication shall be supervised and recorded immediately on the "Log Of Medication Supervised" form (706B) after the supervision by school personnel is delegated by the Principal.
 - D. In specific situations, students in Grades Seven through 12 may be responsible for their own medication and self administration. Parents/guardians shall send only the medication needed for the day with the student.
5. The need for other physician prescribed services shall be reported to the Principal.
6. Recording forms for physician prescribed services shall be retained in the school office in a Health Services working file for a year and then destroyed.

Reviewed: 3/11/96

Adopted: 4/8/96

REQUEST AND AUTHORIZATION FOR MEDICATION

Student's Name _____ Birthdate: _____

Address: _____ Telephone: _____

Parent's Name: _____ School: _____

We encourage medication hours to be arranged outside of school hours, if possible!

- 1. Diagnosis: _____
- 2. Name of Medication: _____
- 3. Total daily dosage: _____
- 4. Amount of times to be administered at school: _____
- 5. Method of Administration: _____
- 6. Duration (week, month, etc.): _____
- 7. Precautions & Reaction to observe & report: _____

Physicians Signature (required for Option I below) Telephone Date

Parent's Statement (Circle One Option)

Option I: I request and authorize personnel at the White Lake School District to supervise and/or administer the medication prescribed on this form to my child. I understand the medication must be provided in a bottle, identifying the name and telephone number of the pharmacy, the student's name, physician's name and dosage of the drug to be taken. I understand that the school district will not be held liable for any adverse affects of the medication.

Option II: I authorize my child to take his/her own medication while at school and relieve the School District and personnel of all responsibility. Physician's signature is not required.

Option III: EPL pens and inhalers only. I authorize my child to self-administer his/her prescription medication for asthma and/or anaphylaxis while at school and relieve the school district and personnel of all responsibility. Physician order and statement that student is capable of self-administration is required.

Parent/Guardian Signature Date

Date Number Received by School Verifying Signature Verifying Signature

SPECIAL DIET FORM

* Keep a copy of the completed form for your records.

Part A – Participant, Parent/Guardian, and School/Agency Contact Information – To be completed by a parent/guardian or school/agency contact person –		
1. School/Agency Name	2. Site Name (if applicable)	3. School/Agency Telephone
4. Name of Participant		5. Date of Birth
6. Name of Parent or Guardian		7. Parent/Guardian Telephone
Part B – Special Diet – To be completed by a medical authority as defined above.		
7. Check One:		
<input type="checkbox"/> a. Participant has a <u>disability</u> .		
<input type="checkbox"/> b. Participant has a food allergy/intolerance or other medical condition that does not rise to the level of a disability.		
8. Specify the disability, food allergy/intolerance, or medical condition requiring a special meal or accommodation (use extra pages if needed):		
9. If participant has a disability (see definition on instructions page), provide a brief description of participant's major life activity (see list on instructions page) affected by the disability (e.g. allergy to peanuts affects ability to breathe):		
<input type="checkbox"/> Check if not applicable		
10. Describe the TYPE OF SPECIAL DIET REQUIRED (e.g. low sodium, gluten-free, diabetic, etc.) Use extra pages if needed:		
<input type="checkbox"/> Check if not applicable		
11. Modified Texture:	12. Modified Thickness:	
<input type="checkbox"/> Not Applicable <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Nectar <input type="checkbox"/> Honey <input type="checkbox"/> Spoon or Pudding Thick	
13. Special Feeding Equipment (large handled spoon, sippy cup, etc.):		
<input type="checkbox"/> Check if not applicable		

14. Foods to be omitted and substituted: (List specific foods to be omitted and suggested substitutions. You may sign and attach a sheet with additional information as needed.)

Check if not applicable

A. Foods To Be Omitted

B. Suggested Substitutions

_____	_____
_____	_____
_____	_____
_____	_____

IMPORTANT: For a participant who does not have a recognized disability, the only fluid milk substitutions allowed by USDA are: (1) lactose-free fluid cow's milk or (2) a non-dairy beverage with a nutrition profile equivalent to cow's milk as specified in federal regulations. Currently the only beverages meeting these specifications are certain brands of soy milk.

15. Signature of Preparer	16. Printed Name	17. Telephone Number	18. Date
19. Signature of Medical Authority	20. Printed Name	21. Title	

Part C – Parent/Guardian Permission – To be completed by a parent/guardian

I give permission for school/agency personnel responsible for implementing my child's special diet to discuss my child's special dietary accommodations with any appropriate school/agency staff and to follow the special diet for my child's school/agency meals. I also give permission for my child's medical authority to further clarify the special diet on this form if requested to do so by school/agency personnel.

22. Parent/Guardian Signature:	23. Date:
---------------------------------------	------------------

Part D – Request Substitution for Fluid Cow's Milk due to Lactose Intolerance, Allergy, Vegan Diet, Religious, Cultural, or Ethical Reasons – To be completed by parent/guardian.

24. Instead of fluid cow's milk, please provide the individual named in Part A of this form with the following substitute (check ONE):

- Lactose-free cow's milk
- Non-dairy beverage with a nutrient profile equivalent to fluid cow's milk per federal regulations

25. Parent/Guardian Signature:	26. Date:
---------------------------------------	------------------

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs, the *first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

WHITE LAKE SCHOOL DISTRICT DRUG POLICY

Student Standards of Conduct. The White Lake School District recognizes the responsibility for health, welfare, and safety of the students who attend the district schools. The school is concerned about the problems of alcohol, drugs, and tobacco use and abuse.

The White Lake School will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol, drugs, or controlled substances while the student is at any school facility, while on school transportation, or any school sponsored activity that the White Lake School is involved. Facilities include: School buildings, school grounds, school athletic fields, or any other site that is used for school sponsored activities. School transportation includes school cars, school buses, or other means of transportation to transport student for school sponsored activities. School sponsored activities are those activities that are under the sponsorship of the White Lake School.

Disciplinary Sanctions. The White Lake School has adopted a “no use” policy which notifies the parents and students that compliance with the standards of conduct are mandatory. Any student of the White Lake School who violates the standards of conduct will have disciplinary sanctions imposed upon them that are constant with federal, state, and local laws. These disciplinary sanctions may include expulsion or referral for prosecution. A disciplinary sanction may include the completion of any appropriate rehabilitation program. The school will do whatever is appropriate to help the student rehabilitate him/her self.

The school’s control of the disciplinary sanction imposed upon a violator may be overridden by local, state or federal authority if the violation includes breaking the law.

Disciplinary sanctions will be imposed on any student who violates the standards of conduct.

SEXUAL HARRASSMENT POLICY OF THE WHITE LAKE SCHOOL DISTRICT

POLICY. It is the district's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated; that 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 intimidation, 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/she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his/her immediate supervisor. If the immediate supervisor is involved in this activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the immediate administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If any employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize any applicable grievance procedure.

LEGAL REFERENCE

South Dakota Executive Order 81-08
Federal – Title IX (1974 Education Amendments)

Adopted: 12/14/87

Reviewed: 8/12/96

Revised: 9/3/96

WHITE LAKE SCHOOL DISTRICT
502 E. DIVISION PO BOX 246
WHITE LAKE SD 57383

Policy On Children and Youth In Transition
 White Lake School District #1-3

Homelessness exists or has the potential to exist in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and others. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. This school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act.

It is the policy of our district to view children as individuals. Therefore, this policy will not refer to children as *homeless*; it will instead use the term *children and youth in transition*. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from school, and posted in every school in the district,

WHITE LAKE SCHOOL DISTRICT
502 EAST DIVISION ST PO BOX 246
WHITE LAKE SD 57383
PHONE: (605) 249-2251 FAX (605) 249-2725

COMPLAINT PROCESSING FORM
Education of Homeless Children and Youth

Date Call Received:	Time Call Received:
Name of Caller:	Phone Number where caller can be reached:
Name of Student(s) Involved:	Birthdate(s) Grade Level(s):
Where is the student currently living? (name of Shelter/relative/friend/other)?	What School is the student attending or trying to enroll in? In what District is the school located?
What is the nature of the Complaint?	
Who has the complainant talked with to get the problem resolved?	
Name:	Position:
Name:	Position:
Follow Up Information (to be completed by Homeless Coordinator)	
Date and time of follow-up calls:	Action requested by complainant
Phone Contact with School Official Date: Time:	Action agreed to be taken by the school:
Final Disposition Of Case:	

BULLYING POLICY

Bullying is 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 persons can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a person who has difficulty defending himself or herself.

FORMS:

Physical: Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair, any form of violence intimidation.

Verbal: Verbal bullying involves speaking to a person or about a person in an unkind or harmful way. Examples include: sarcasm, teasing, put-downs, name calling, phone calls, spreading rumors, or hurtful gossip.

Emotional: Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include: nasty notes, saying mean things using technology, intentional exclusion from games or activities, tormenting, threatening, humiliation or social embarrassment.

Sexual: Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, unwanted physical contact.

Racial: racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name calling, make fun of customs/skin color/accent/food choices.

Cyberbullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyberbullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.

Bullying will be monitored and/or handled by the White Lake School District staff, administration, and board of education on a case by case system. Bullying will not be tolerated and can lead to strict discipline including suspension. Families will be notified as timely as possible.

1st Reading: July 13, 2009
Approved: August 10, 2009

In 2004 the U. S. Congress established a requirement for all schools with federally assisted lunch programs to establish a wellness policy that addresses nutrition and physical activity. The South Dakota Department of Education personnel established a set of guidelines that would meet all of the requirements of the federal mandate, and the State Board of Education adopted these guidelines. The White Lake Board of Education created a team of local educators and community members to develop a White Lake School District Wellness Policy utilizing the state guidelines as a pattern.

**WHITE LAKE SCHOOL DISTRICT #1-3
WELLNESS POLICY
(Adopted July 10, 2017)**

The White Lake School District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social successes, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. Good *nutrition* and adequate *physical activity* are essential components of positive student outcomes.

The White Lake School District will utilize a wellness committee to establish and promote positive nutrition and physical activity guidelines and opportunities.

Wellness Committee

The White Lake Wellness Committee will include the following representation: School Administrator, Physical Education Teacher, Food Service Director, Head Cook, School District Patron, and Student.

The Superintendent will coordinate meetings and facilitate development of and updates to the wellness policy, and ensure district’s compliance with the policy.

Wellness Committee Members			
Name	Title/Relationship to the District	Email Address	Role on Committee
Robert Schroeder	Superintendent	robert.schroeder@k12.sd.us	Facilitator
Rebecca Moore	Physical Education Teacher	rebecca.moore@k12.sd.us	Implementation / evaluation
Lori Peters	Food Service Director	lori.peters@k12.sd.us	Implementation / evaluation
Karla Steichen	Head Cook	karla.steichen@k12.sd.us	Implementation / evaluation
Kim Ehlers	Patron	Ehlerskim@gmail.com	Implementation / evaluation
Student Council President	Student		Implementation / evaluation

Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

The White Lake School Wellness Policy will be made available on the school website: www.whitelake.k12.sd.us. The wellness committee will meet yearly to update, modify, and assess the effectiveness using the Healthy Schools Program online assessment tool located at <https://schools.healthiergeneration.org/dashboard/>.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy in the Superintendent's office for the past 3 years. Documentation will include but will not be limited to:

- * The written wellness policy
- * Documentation of efforts to review and update the School Wellness Policy including date, time, and members in attendance at yearly meeting.
- * Documentation that policy has been made available to public
- * The most recent assessment of wellness policy
- * Documentation that most recent assessment of policy is made available to public.

Annual Notification of Policy

The District will inform families and the public each year of the basic information about the policy, including any updates to the policy and implementation status. This information will be available to our community via the District website and through a monthly newsletter mailing.

Nutrition

School Meals

The White Lake School District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams of trans fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. Our school meal program aims to improve the diet and health of our children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Our District participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Fresh Fruit and Vegetable Program (FFVP). Our District is committed to offering school meals through these programs that:

- * Are accessible to all students;
- * Are appealing and attractive to children;
- * Are served in clean and pleasant settings;
- * Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards);
- * Promote healthy food and beverage choices, such as one or more of the following:
 - Whole fruit options are displayed in attractive bowls or baskets
 - Sliced or cut fruit is available daily
 - Daily fruit options are displayed in a location in the line of sight and reach of the students

- All available vegetable options have been given creative or descriptive names
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- Student surveys and taste testing opportunities are used to inform menu development
- Student artwork is displayed in the service and/or drinking areas.
- Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors and staff will meet or exceed hiring and annual continuing education/training requirements. These school nutrition personnel will refer to the CANS website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day.

Competitive Foods and Beverages

Currently the White Lake School District does not provide food or beverage opportunities to students, outside of our school meal programs, during the school day.

Fundraising

Fundraising during school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. These fundraisers may include but are not limited to: cookie dough, candy, pizza and frozen food sales.

Concessions

Concessions will be available during home game nights after school hours. Our concession stand will incorporate healthy food options into its offerings including fresh fruits and/or vegetables.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence based techniques and nutrition messages, and by creating food environments that encourages healthy nutrition choices and participation in school meal programs. Students and staff will receive consistent nutrition messages throughout hallways, classrooms, and cafeteria.

Nutrition Education

The White Lake School District will teach, model, encourage, and support healthy eating by all students. Our school will provide nutrition education and engage in nutrition promotion that includes but is not limited to:

- * Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- * Is part of not only health education classes, but also integrated into other classroom instruction through various subjects;
- * Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- * Promotes physical activity/exercise;

Food and Beverage Marketing in Schools

The White Lake School District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. It is the intent to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus during the school day in areas that are highly visible to students. All other advertising and marketing strategies will be minimized over time.

Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. White Lake School will provide various daily opportunities for its students to be physically active.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. Alternative ways to discipline students will be utilized.

The white Lake School District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. Necessary inspections and repairs will be conducted.

Physical Education

The White Lake School District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to all for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Students in grades K-6 will each receive physical education for at least 60 minutes per week throughout the school year. All secondary students are required to take the equivalent of one academic semester of physical education and one academic semester of health education, and

meeting the state PE/Health Education requirements. Curriculum will cover a broad range of topics including, but not limited to:

- * The physical, psychological, or social benefits of physical activity;
- * How physical activity can contribute to the academic learning process
- * Phases of an exercise session including warm-up, workout, and cool-down
- * Preventing injury during physical activity
- * Monitoring progress toward reaching activity goals;
- * How to influence, support, or advocate for others to engage in physical activity

Recess

All elementary students will be engaged in at least 45 minutes of recess on all days during the school year.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever possible.

Other Activities that Promote Student Wellness

The White Lake School District will integrate wellness activities across the entire school setting. The District/ along with community collaboration will help coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same goals and objectives promoting student/adult well-being, optimal development and strong educational outcomes. Some of these activities include:

- * Jump rope for Hearts
- * White Lake Community Fitness Challenge
- * Ikidarod
- * White Lake Elementary Track and Field Day
- * Open gym activities
- * After School Program

White Lake School District
502 E Division St PO Box 246
White Lake SD 57383
Phone (605) 249-2251 Fax (605) 249-2725

COMPLAINT FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal No Child Left Behind funds should address their complaint by submitting the following information to the district superintendent.

Please complete all information as thoroughly as possible.

Name (Complainant):

Mailing Address:

Phone Number:

Nature of Complaint

Agency complaint is being filed against:

Description of complaint:

List the names and telephone numbers of those individuals that can provide additional information:

Please attach or enclose any applicable documents that support your position:

Signature of Complainant

Date:

Mail this completed form to:

White Lake School
Office of the Superintendent
PO Box 246
White Lake, SD 57383

COMPLAINT POLICY FOR FEDERAL PROGRAMS

POLICY:

The White Lake School District will use Federal Funds in compliance with the guidelines under NCLB as they pertain to Title I and related Federal programs.

The superintendent can be reached at PO Box 246, White Lake, South Dakota 57383 or by calling (605) 249-2251. This policy will be placed in the August Newsletter which is mailed to all stakeholders in the District.

GRIEVANCE PROCEDURE:

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

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they 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.

1. Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication involving the teacher, administrator or Board of Education in an attempt to seek clarification of areas of concern and resolve in the problem.
2. If the said grievance cannot be resolved in such manner, then the aggrieved person should complete the attached Complaint Form for Federal Programs and submit to the Superintendent's Office.
3. The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
4. The superintendent will notify the complainant of the decision in writing.
5. The complainant will be allowed one week to react to the decision before it becomes final.
6. The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.
7. If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
8. Unresolved complaints may be forwarded to the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure).

**Parent Permission for Online Publication of a
Student's Image and Work-2016**

Today's students are growing up in a digital environment. 21st century curriculum must be infused with skills necessary for living and working in an ever-changing society. We must utilize the ability to share with a global audience and use this opportunity to teach our students proper on-line communication.

Please check one of the following choices and sign below:

_____ I give the White Lake School permission to post my child(ren)'s picture, information concerning school activities, and projects/assignments onto the school website/Internet. I also give permission for my child to be televised on the Midstate Sports channel for various sport activities.

_____ I *DO NOT* give the White Lake School permission to post my child(ren)'s picture, information concerning school activities, and projects/assignments onto the school website/Internet. I also *DO NOT* give permission for my child to be televised on the Midstate Sports channel for various sport activities.

*Examples: pictures of sporting events, Math and Reading Nights, classroom activities, band and chorus activities, oral interp, class officers, class pictures, student council representatives, homecoming activities, individual winners of Science Fair, Academic Festival or other competitions. This also includes assignments such as personal writings, voice narrations, videos, and other projects or assignments.

Student(s) Name _____

Parent/Guardian Signature

Date

