

POLICY FOR COPYRIGHT MATERIAL

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It is the intent of the Board to delineate, enforce and abide by the provisions of current copyright laws as they affect the district and it's employees.

Copyright is defined as federal protection of intellectual property.

Copyrighted materials, print or non-print and including computer software, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been obtained.

Two (2) brochures entitled, Print Material and the Copyright law: An Educator's Responsibilities and Rights and Nonprint Media and the Copyright Law: An Educator's Responsibilities and Rights shall serve as guidelines for District employees and be made available to all employees.

The Board does not sanction illegal duplication in any form. Employees who knowingly disregard the District's copyright policy or federal copyright law are in violation of Board policy; they do so at their own risk and assume all liability and responsibility related thereto.

The law holds that both the person requesting copyrighted materials be copied and the person making those copies are liable under the theory of vicarious or contributory infringement. Statutory damages are not less than \$250 and not more than \$10,000 for infringement.

COMPUTER SOFTWARE

The legal, ethical and practical problems caused by software piracy will be taught where there is computer literacy instructions.

Illegal copies of copyrighted programs may not be made or used on school equipment. The legal and/or insurance protection of the District may not be extended to employees who knowingly violate copyright laws.

The Business Manager or his/her designee is the only individual who may sign license agreements for software and/or copyright materials for schools in the District.

The principal of each school site is responsible for establishing practices which will enforce this policy.

LEGAL REF: PL 94-553, Copyright Law

**SCHOOL ACTIVITIES REQUIRING USE
OF EYE PROTECTIVE DEVICES**

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Every pupil and teacher in any elementary or secondary school within this state, public and non-public, participating in any of the following is required to wear approved eye protective devices at all times while observing or engaging in any such activities.

1. Vocational or industrial art shops or laboratories involving use of or exposure to:
 - a. Hot metals;
 - b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials;
 - c. Heat treating, tempering, or kiln firing of any kind of any metal or other materials;
 - d. Gas or electric welding;
 - e. Repair or serving of any vehicle;
 - f. Caustic or explosive materials;

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2. Chemical or combined chemical physical laboratories involving caustic or explosive chemical or hot liquids or solids.

The district shall provide the approved protective eye devices for use by students, teachers, and visitors to such classrooms or laboratories.

LEGAL REF: SDCL 13-24-18.2; SDCL 13-24-18.3

HOMEWORK POLICY

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The Board of Education acknowledges that it is appropriate for pupils to be assigned homework in addition to the regular classroom learning experiences. When properly utilized, homework constitutes a valuable supplement to the pupils directed study during school hours. The extent and amount of homework should be expected to increase the pupil progresses through the grade levels and high school.

Homework is a teacher-planned learning activity that takes place outside of a student's regular school hours. As such, homework reinforces classroom learning and expands on a student's school experiences and helps to develop independent study habits. Homework is to be a meaningful educational device based on quality, rather than quantity, assignments.

Homework assignments are to be specific and related to classroom objectives. The needs and abilities of the student are to be important considerations in planning assignments. Homework is a learning process that occurs outside of the school in which the children are responsible for the completion of all assignments under the supervision of their parents.

The principal and teacher at the school site are responsible for the coordination of homework assignments and implementation of district regulations on homework.

THE TEACHER

Working with district policies and regulations, teachers judge the amount and kind of homework to assign. They have the responsibility for helping students understand not just what is to be done, but why and how it should be done. Realization that students want to know what teachers think about their homework is also important. Corrections and comments on homework can be a valuable means of communication between teacher and student.

- A. Make sure, when giving assignments, that objectives and the materials to be covered have been fully explained. Printed matter should be clear and easy to read.
- B. Be certain that assignments are reasonable and relevant to the district plan of study.
- C. Use discretion in assigning make-up work after a student's illness or other excused absence.
- D. Suggest study techniques appropriate for the work to be done.
- E. A copy of your individual course syllabus will be given to each student and the secondary principal at the beginning of the school year. If the second semester class is not a continuation of the first semester class, then a copy of your course syllabus must be given to each student and the secondary principal. The syllabus should include your course requirements, plans for homework and other information that you feel is appropriate. (Appendix A shows an example that may be followed.)
- F. Evaluate assignments in order to assist students in the improvement of their work and reinforce the value of assignments.
- G. Use a variety of ways to check homework – students exchange papers, check and correct together in class, checklist for work returned, teacher grading and/or comments.
- H. Develop a record system for returned homework.
- I. Be aware of student obligations to school, home (i.e., illness in the family) and community activities.

- J. Encourage students and parents to seek teacher assistance before school, during conference periods and after school.
- K. Never give homework assignments as a means of punishment.
- L. Make parents aware that classroom assignments and homework are extremely important for academic purposes.
- M. Consider unfinished assignments for homework.
- N. Collect all homework and use it to diagnose learning difficulties.
- O. Kids need time to be kids. Do not let over emphasis on mental discipline blow homework out of proportion.

**DEUBROOK AREA SCHOOLS
ACCEPTABLE USE POLICY**

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Objectives of Internet Access/E-Mail-Acceptable Use Policy

INTERNET ACCESS INFORMATION for Parents, Students, Faculty and Patrons of Deubrook Area Schools.

Please read the following Terms and Conditions for the use of the Internet/E-Mail carefully before signing this document. This document is intended to be binding upon those signing.

Internet access/E-Mail is now available to students and teachers within the Deubrook Area Schools District. We are very pleased to bring this access to the district and believe the Internet/E-Mail offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication
2. Information and news
3. Resources that enhance curricular content

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting. We ask the user to police his/her own activities. We further believe that the valuable information and interaction on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access/E-Mail is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guideline. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Deubrook Area Schools user violates any of these provisions, his or her

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access will be terminated and future access could possibly be denied. The enforcement will be determined by CEO/Supt., building principal, and tech. coordinator. The signature(s) at the end of this document is (are) legally binding and indicates the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Terms and Conditions-Acceptable Use Policy (Part 2)

1. **Acceptable User:** The purpose of NSFNET, which is the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources, and education in, and opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network and computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any U.S. or state regulation are prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
2. **Privilege:** The use of the Internet/E-Mail is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who wishes to access the Internet will participate in training pertaining to the proper use of the network prior to receiving access. The system administrator and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.
3. **Netiquette:** Users are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Users messages should not be abusive to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
 - c. Do not reveal users personal address or phone number. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.
 - d. Illegal activities are strictly forbidden.
 - e. Note that electronic mail (e-Mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in any way that would disrupt network services for other users.
 - g. All communications and information accessible via the network should be assumed to be private property.
4. **Non-Liability:** Deubrook Area Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Deubrook Area School will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Deubrook Area Schools is at the user's own risk. Deubrook Area Schools is not responsible for the accuracy or quality of information obtained.
5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not use another individual's account. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a

security risk or having a history of problems with other computer systems may be denied access to Internet.

6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Deubrook Area Schools, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

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POLICY HANDBOOK

Application - Acceptable Use Policy (Part 3)

DEUBROOK AREA SCHOOLS DISTRICT INTERNET USER APPLICATION

User's Full Name _____

Home Address _____

Home Phone _____

I am a(n) _____ Administrator _____ Teacher _____ Staff _____ Patron

 _____ Deubrook Area School student I will graduate in _____

I understand and will abide by the terms and conditions for Internet/E-Mail access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature _____ Date ____/____/____

Parent or Guardian (If the user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As a parent or guardian of this student, I have read the terms and condition for Internet/E-Mail access. I understand that this access is designed for educational purposes and that the DAS has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the DAS to restrict access to all controversial materials and I will not hold the DAS responsible for materials acquired on the network. Further, I accept full responsibility if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information on this form is correct.

Parent or Guardian (please print): _____

Signature _____ Date ____/____/____

FOR OFFICE USE:
Training _____ Signed _____ Date ____/____/____

**504 POLICY
HANDICAPPED STUDENT ASSISTANCE POLICY**

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The Deubrook Area Schools will make all educational programs and facilities accessible to the handicapped. Where architectural barriers exist, aides, fellow students, or teachers if available, will assist handicapped to get to any classroom or other area within the building that the students need to use.

This policy shall in no way be construed to include the severely handicapped who, in addition to needing help to get around or over architectural barriers, need constant assistance with other physical functions. An alternative educational program will be provided to them.

All students of legal school age are covered by this policy.

LEGAL REF.: Section 504 of Rehabilitation Act of 1973.

**NONDISCRIMINATION ON THE BASIS
OF HANDICAP/DISABILITY**

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It will be the policy of the district to adhere to the concept of nondiscrimination on the basis of handicapping conditions. The Board will support section 504 of the Rehabilitation Act of 1973. In doing so the Board will:

Not discriminate against qualified handicapped persons in any aspect of school division employment solely on the basis of handicap.

Make facilities, programs and activities accessible, usable, and open to qualified handicapped persons.

Provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities, to qualified handicapped persons.

Not exclude any qualified handicapped person solely on the basis of handicap from participation in any preschool education or day care program or activity or any adult education or vocational program or activity.

Provide each qualified handicapped person with the same health, welfare, and other social services as are provided other persons.

Since this division receives federal financial assistance, it must comply with the above requirements. The Board holds the general view that:

Discrimination against a qualified handicapped person solely on the basis of handicap is unfair.

To the extent reasonably possible, qualified handicapped persons should be in the mainstream of life in a school community.

Accordingly, employees of the division will comply with the above requirements of the law and any regulations approved by the Board or its administration for ensuring a policy of nondiscrimination on the sole basis of handicap. The Board designates the superintendent or his designee as the individual to act as the division's compliance officer for employees, and the building principal as the individual to act as the division's compliance officer for students.

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No person in the district will, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities.

Declaration of Intent

The Board by virtue of this policy agrees to comply with the section 504 regulations issued May 4, 1977, which will cause no discrimination on the basis of handicap in educational programs or activities that the district operates.

Designation of Responsible Employee

The Board authorizes the superintendent to designate an employee who will have the responsibility to coordinate the district's efforts under section 504 regulations and to give overall direction in adhering to the regulations.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent of eligible student believes are inaccurate or misleading.

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

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue
S.W., Washington DC 20202-4605.

Family Educational Rights and Privacy Act (FERPA) for Directory Information

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

- * A playbill, showing the student's role in a drama production;
- * The annual yearbook;
- * Honor roll or other recognition lists;
- * Graduation programs; and
- * Sports activity sheets showing height and weight of the athletes.

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

If parents/legal guardians do not want Deubrook Area School District to disclose directory information from their child's education records without their prior written consent, they must notify the District in writing by the first week of each school year. Deubrook Area School District has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic Mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level -Participation in officially recognized activities and sports
- Weight and height as members of athletic teams
- Degrees, honors, and awards received

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Approved: 2-9-04

Retention and promotion of a student, kindergarten through grade 8, shall be determined by a multi-disciplinary team consisting of the building principal, the classroom teacher or teachers, and the parent or guardian. Retention shall be recommended on information provided to the team members by members of the team and by the parent or guardian. Criteria for a retention decision shall be based upon a wide variety of information about the student in order to assist the team in a decision that is educationally and emotionally best for the student.

If conflicts concerning promotion and retention cannot be resolved, the Administration has the authority to make the final determination.

REGULATIONS: STUDENT RETENTION AND PROMOTION

Retention of a student in any grade, kindergarten through grade 8, shall be determined by a multi-disciplinary team consisting of the building principal, classroom teacher or teachers, and the parent or guardian.

A retention decision shall be recommended by a team only after careful consideration of a wide variety of information about the student designed to help the team make a decision that is educationally and emotionally best for the student.

Light's Retention Scale may be helpful to teams in making sound decisions about student retention.

If Light's Retention Scale is not used, committees may find it useful to consider the following criteria:

- student's sex
- student's age
- knowledge of the English language
- physical size
- present grade placement
- previous retention
- brothers and sisters
- parents' school participation
- child's life experiences
- family moves
- school attendance
- intelligence
- history of learning disabilities
- present level of academic achievement
- student's attitude about retention
- student's interest in school work
- immature behavior
- emotional problems
- history of serious behavioral problems
- or other pertinent information deemed helpful by the team.

Specific information regarding the parent's/guardian's support of the team's decision should be recorded on the form and placed in the student's cumulative record.

In instances where a parent requests a child to be retained and the multi-disciplinary team does not support the parent's request, such information should also be placed in the student's cumulative record.

**STUDENT RETENTION AND PROMOTION
WAIVER OF RETENTION**

I, the undersigned, have been informed that _____
(Name of Student)
has failed to complete the course of studies for Grade _____. I understand that the
Deubrook Area School District 5-6 recommends retention. As his/her parent or guardian, I negate the
recommendation and ask that _____ progress to
(Name of Student)
Grade _____, for the following reasons:

Parent/Guardian Comments:

Signature of Parent/Guardian

Date

Signature of Witness

Date

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**STUDENT RETENTION AND PROMOTION
PARENTAL RETENTION ACKNOWLEDGMENT**

As the parent/guardian of _____, I agree / do not agree (circle one)
(student name)

with the decision to retain for the next academic year in grade _____.

The decision was made during a conference held on _____.

The recommendation of retention was made after school personnel had considered the criteria outlined in the retention policy.

Parent/Guardian comments:

Signature of Parent/Guardian

Date

Signature of Teacher

Date

Signature of Principal

Date

Approved: Feb. 9, 2004

EXTRA CURRICULAR ACTIVITIES POLICY – SPORTS

(Football, Cross Country, Volleyball, Basketball, Track, Golf)

Coaches of all Deubrook athletic activities will adhere to the following policy . This policy will insure that all participants are evaluated based upon fair, objective criteria and that student performance will be evaluated and communicated to the student at regular intervals throughout the season. The Activities Director will be responsible for the implementation of this policy.

Each head coach is required to hold an orientation meeting prior to the first practice of the sport in which they will be the head coach.

COMMUNICATION:

It will be the responsibility of the head coach in each sport to communicate to the players and parents attending the orientation meeting, information about the following and how it will affect the sport in which they are the head coach.

- a. Training Rules
- b. Medical Consent Form
- c. Practices at the beginning of the season
 - i. Practice schedule put together with the athletic director
- d. Practices during the season
- e. Selection of Captains (based on or not limited to)
 - i. Leadership ability
 - ii. Attitude
 - iii. Work Ethic
 - iv. Ability to communicate
 - v. Captains are chosen at the beginning of the sports season to coincide with the first game or the selection of varsity and junior varsity teams.
 - vi. Not all sports may need to select team captains (cross country, track, golf).
- f. Meeting with captains
 - i. Coaches will meet with captains at least once every two weeks or more often if necessary to discuss any issues, problems, situations, and feelings of the team as a whole
 - ii. Coaches will meet with the team as a whole periodically to discuss any issues, problems, situations, and feelings.
- g. Meeting with individual players
 - i. Players are encouraged to talk to the coaching staff at any point during the season to discuss issues (open door policy).
- h. Selection of varsity and junior varsity teams (based upon but not limited to)
 - i. Fundamentals in the sport that they are participating
 - ii. Attitude (ex. Does the participant have an open mind? Does the participant complain about doing drills and activities?)
 - iii. Work Ethic
 - iv. Game knowledge
 - v. Enthusiasm (ex. Participant is excited to be at practice/game. First to be in line for drills and activities that are not always fun.)
 - vi. Dedication
 - vii. Coachability (ex. Listens to coach. Willingness to put in extra time to become better.)
 - viii. Defense
 - ix. Aggressiveness
 - x. Ability
 - xi. Team concept
 - xii. Confidence

i. Coaches must evaluate and communicate with individual players at regular intervals throughout the season. The coach will develop a set of evaluation criteria (see above) to be used for (1) defining areas in need of improvement and (2) defining personalized goals to improve performance. These criteria and

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the evaluation process should be communicated to players and parents during the orientation meeting at the beginning of the season. Individual player evaluations should be conducted using these criteria at regular intervals throughout the season and results should be communicated to each player. Individual evaluations will be used to direct individual player improvement and evaluate performance in response to the following issues:

- i. Selection of starters
- ii. Promotion of players from a starting status
- iii. Demotion of players from a starting status
- iv. Promotion of players from junior varsity to varsity
- v. Demotion of players from varsity to junior varsity
- vi. Rotation/sharing of players on varsity
- vii. Players on a varsity team (cross country, volleyball, basketball, golf)
- viii. What will a coach do if losing by a large amount or winning by a large amount in regards to players.

j. Deubrook has a no cut policy in place. It states that seniors may not be cut from a sport team but may not receive a varsity uniform. Seniors with low individual evaluations (see above) may continue to practice and keep trying to earn a spot on that varsity team. Not all sports may be affected by this rule.

There are no absolutes in any sport. Coaches are dealt a hand of players and try to develop that hand into something that is functional. Situations and circumstances change during a game and from one game to another. Coaches are hired to make adjustments. Sometimes it involves instinct or gut feelings. Communication is the one tool that can eliminate some uncertainty as the season progresses.

Winning at the varsity level is what is expected. The decisions that are made by varsity coaches need to be done so that the team is put in a situation where this is a possible outcome. When it comes to post season play in the various sports; we want to give ourselves that opportunity to host an activity if it arises. This is based on win-loss records.

First Reading: 8-9-04

Second Reading for adoption: 9-13-04