

Yankton Early Learning and Elementary School Handbook

2026-2027



www.ysd.k12.sd.us

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The Yankton School District #63-3 does not discriminate on the basis of race, national origin, sex, disability, age, or religion in admission or access to or treatment or employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, or the Americans With Disabilities Act (ADA) is directed to contact Jerome Klimisch, Director of Student Services, 2410 West City Limits Road, Yankton, SD 57078, telephone number: (605) 665-3999, who has been designated by the Yankton School District School Board to coordinate the District's efforts to comply with the regulations implementing these sections, or the US Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Ste 320 Kansas City, Missouri 64106, telephone number: (816) 268-0550; TDD number: (800) 877-8339; E-mail: OCR.KansasCity@ed.gov; or fax number: (816) 286-0599.

WELCOME!

Welcome to the 2026-2027 school year! We look forward to another successful year and continue to be proud of the safe school environment that we offer our students. We believe we all do our best by being respectful, honorable, truthful, and caring. Thank you for sharing your child with us as we embark on a brand-new educational year!

Accidents

In case of sickness or injury to a student at school, first aid will be administered if appropriate. When severe injuries necessitate the services of a doctor, the child will be taken to a clinic or the hospital. If possible, the doctor identified on the student's school emergency card will be notified. Parents will be consulted prior to this procedure, if time and circumstances permit.

Activity Tickets

Activity tickets for the school year will be sold at each building in the fall. Activity tickets can be purchased for \$20 in any of the offices. Preschool children need to be with an adult to attend school activities. Preschool and JrK students are not charged admittance to such activities.

Age for Enrollment

JrK and Kindergarten students must be five on or before September 1. First grade students shall be eligible one year thereafter. A certified copy of the child's birth certificate is required of all new children registering.

Attendance

Every person having under his/her control a child who is six years old by the first day of September and who has not exceeded the age of eighteen, shall cause the child to regularly and annually attend some public or nonpublic school for the entire term during which the public school in the District in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless excused as provided in this chapter.

Any child under age six enrolled in any elementary school or kindergarten program is subject to the compulsory attendance statutes of this state. A waiver of the compulsory attendance requirement for children under the age of seven years shall be granted by the school district upon the request of the parents.

Every student should attend school regularly. Parents are to call the school each morning when their child is going to be absent. If the school has not been notified by 9:00 a.m., the secretary will call the parent. If they are unable to reach the parent, the principal or designee may visit the home to check on the child's status.

The purpose of this policy is to establish the attendance policies for students in grades JrK-12 pursuant to SDCL 13-32-4.

Because school lunches are prepared at the high school, a lunch will not be ordered for students arriving after 9:00 AM unless prior notice of late arrival is given. If a child arrives after lunches are ordered, the student should come with a cold lunch for the day.

Your child should remain at home if they are running a fever, vomiting, or have diarrhea. This will ensure the quick recovery of your child and prevent spreading the infection to others. If your child exhibits these symptoms at school, we will notify you immediately.

Tardiness and Leaving Early

The tardy bell will ring five minutes after the first bell. Students who leave before class is dismissed will be counted as having left early. Consequences for excessive tardiness or leaving early shall be as follows:

Total of 5-9 = 15 minutes after school each time

Total of 10-14 = 30 minutes after school each time

Total of more than 15 = after school until 4:00 each time and possible referral to the Department of Social Services

Absenteeism

An absence includes both excused and unexcused absences, but does not include days absent due to short term suspensions, long term suspensions, or expulsions. Consequences for excessive absences are as follows:

Level 1: Total of 10 = Letter sent home notifying parents and possible referral to the State's Attorney.

Level 2: Total of 15 or more = Letter sent home notifying parents, referral to the State's Attorney, and options about the child's placement for the academic year and possible grade level retention will be considered.

A student must attend school for at least two hours before and after noon in order to be counted present for that day.

School is preparation for future life!

Bike Safety

Students must walk their bike on school property. Students will park their bikes in assigned areas, and they are encouraged to wear a helmet. Violations of these rules may cause the loss of the bike riding privilege.

Birth Certificate

Children entering JrK-5th grade will need to submit a certified birth certificate for enrollment.

Section 1. Any person who is required pursuant to § 13-27-1 to cause any child to attend any public or nonpublic school or alternative instruction program pursuant to § 13-27-3 in this state shall, either at the time of enrollment in any school in this state or upon being excused from school attendance pursuant to § 13-27-3 or within thirty days of initial enrollment or excuse, provide the school with a certified copy of such child's birth certificate or affidavit in lieu of birth certificate as issued by the department of health in such cases where the original birth certificate is deemed unattainable. A violation of this section is a Class 2 misdemeanor.

Section 2. Any copy of any certified birth certificate provided pursuant to section 1 of this act shall be maintained by the school and shall become a part of the child's permanent school record.

Section 3. The superintendent of any public or nonpublic school in this state shall regularly report to the state's attorney the name and address of any child for whom the school does not have a copy of a certified birth certificate in violation of section 1 of this act.

Section 4. Notwithstanding § 34-25-52, the department of health or the local registrar of vital records shall provide a certified copy of any child's birth certificate at no cost if the person requesting the certificate pursuant to section 1 of this act is eligible to receive aid to dependent children under chapter 28-7, food stamps under chapter 28-12, or county poor relief under chapter 28-13.

Breakfast

Students in JrK-5th grade have the option of eating breakfast at school each morning. This does not have to be ordered in advance. All elementary schools begin serving breakfast at 7:45 AM. Please check with your building for the specific ending times.

Bullying

“Bullying” is a repeated act of aggression that is intended to hurt a person's body, feelings, or things. Bullying in any form will not be tolerated by students or employees of the District. Any person engaging in an act of bullying is subject to disciplinary action up to and including expulsion or job termination.

Smart Devices

If students have cell phones, smart watches, or other smart devices they are not allowed to be used while on the playground or in the building. Students bringing these devices to school will be expected to have them shut off and stored in their bags until leaving the school grounds after school.

Complaint Policy

From the Yankton School District Policy Handbook – page 401

1. The school board recognizes that situations may arise in the operation of the school system which are of concern to parents or the public. The school board believes strongly that all concerns should be resolved as close to the problem/concern or at the lowest level of decision making as possible. Concerns and complaints are best resolved through communication with appropriate staff members. The board, superintendent and principal will initially refer complaints to the appropriate level if the parent/patron has not made a good faith effort to resolve the complaint at the preceding level starting with the conference with the staff member (Step 1).

Exceptions to this procedure will be made when the complaint involves special education concerns, unlawful or harassing behavior by employees or students. In such circumstances the policies and laws in these areas take precedent. Specific policies are found elsewhere in the School Board Policy Handbook.

Therefore, while certain types of complaints may require different procedures, typical complaints will be addressed as follows:

Step 1. Complaints shall be presented to the staff member directly involved in the situation if possible. Staff members welcome inquiries and communications regarding complaints. Most complaints can be resolved at this level with an exchange of information regarding the issue. Staff members, like parents, have a high degree of concern for their students and will work hard to resolve complaints that are raised. Parents are sometimes concerned that staff members will retaliate against students whose parents raise questions. The school board and staff members are conscious of this concern and will not permit retaliation.

Step 2. If the complaint cannot be resolved after a good faith, informal effort in step 1, a formal letter by the complainant should be registered with the principal, director of student services or appropriate supervisor. The principal or director of student services will document the complaint and will then become involved in an attempt to resolve the complaint.

Step 3. If the complaint is not resolved in step 2, the complaint, along with other pertinent information, should be submitted to the superintendent in a further attempt to resolve the complaint.

Step 4. If the complaint is not resolved in step 3, a conference with the school board may be requested. If the complaint involves a staff member, the staff member has the right to attend the conference. If appropriate, the conference may be conducted in executive session.

Anonymous complaints may be very difficult to act on and resolve for the following reasons:

- Anonymous complainants seldom know all the facts related to the complaint.
- After investigating the complaint, no source exists to clarify the situation or confirm the accuracy of the complaint with the complainant.
- Due process may not be afforded to the party against whom the complaint has been made.

As a result, anonymous complaints will be given appropriate weight, depending on the matter complained of and the specific details involved.

The Yankton School District wants to answer concerns and encourages patrons to bring concerns to the proper level so that complaints can be resolved in a timely manner. Board members will direct patrons to the person best able to solve the problem and may follow up by requesting information from the superintendent on the disposition of a particular problem. Individual board members cannot act in their official capacity outside an official board meeting. The school board will not act until all avenues of appeal have been exhausted.

*Adopted July 12, 1999, Action #2000-123
Amended April 16, 2007, Action #2007-203*

Discipline

Our schools are committed to providing safe and drug free environments, where expectations are clear and consistent. Our students, staff, parents and administration do not accept violence as the norm for student behavior. Violence is any word, look, sign, or action that hurts a person's body, feelings or possessions.

Children are taught the Boys Town Social Skills and review appropriate skills from Preschool-5th grade. These skills are reinforced daily and may be practiced when inappropriate behaviors arise. The social skills follow appropriate steps to solving problems and have children take responsibility for their behaviors.

While the faculty is very much concerned about the students' behavior at all times, the school will not become involved in behavioral issues while children are off the school grounds.

Dress Code

Students will dress and groom themselves in a manner that does not disrupt the educational process of the school. If there is a disruption that occurs at school, the school will contact the parent to make arrangements to remedy the problem.

Electronic Readers

If approved by the classroom teacher, students are allowed to bring e-readers to school at their own risk. The school is not responsible if the devices are lost, stolen, or broken. The students are only allowed to use the e-readers for reading literature and school appropriate materials.

Emergencies

Fire, Lockdown, and severe weather drills are practiced periodically throughout the school year. This is to prepare all students and staff in the event of an emergency.

Field Trips

Field trips are planned by the teacher with the approval of the principal. Parents must contact the office if they do not give permission for their child to attend school supervised excursions and fieldtrips.

Health

Children who are sick should not be sent to school. All students will go outside for recess and participate in PE activities unless a doctor's note is presented to the office or teacher.

Homework

The Yankton School District 63-3 views homework as part of the educational process.

Some elementary students have band or orchestra lessons during the school day while the remaining students have a study period to work on specific assignments. Consequently, these students may have more homework than those who are not in activities.

Homework that is late due to absence or illness shall be completed in accordance to school board policy.

Immunizations

Any pupil entering school in this state shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she has received a test for tuberculosis and is free from a contagious form of tuberculosis and he/she has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, and tetanus according to recommendations provided by the department of health.

Children entering Jr. Kindergarten or Kindergarten will, prior to school entry, need to show either documentation of receipt of the varicella vaccine or a reliable history of chickenpox disease. This law went into effect July 1, 2000.

The department of health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the pupil may present:

1. Certification from a licensed physician stating the physical condition of the child would be such that a test or immunization would endanger his/her life or health; or
2. A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such test and immunization; or
3. A written statement signed by one parent or guardian requesting that the local health department give the test and immunization because the parents or guardians lack the means to pay for such tests and immunizations. SDCL 13-28-7.1.

Transfer students enrolling at any time during the school term may be granted up to thirty calendar days of conditional enrollment pending the arrival of school and health records. If the medical records are not complete, the parent will be responsible for initiating immediate action for compliance.

FAILURE TO COMPLY WITH THE IMMUNIZATION LAW IS JUSTIFICATION FOR STUDENT SUSPENSION.

Inclement Weather Procedures

A general policy of the Yankton School District 63-3 regarding attendance of all children because of adverse weather conditions will be as follows:

1. All decisions regarding school closing or early dismissal will be based upon the personal safety of the students and employees.
2. The superintendent, or designee, shall be responsible for dismissing school.
3. Parents or guardians have the ultimate authority to make the decision of sending their children to school or of keeping them at home during adverse weather conditions.
4. If a child is kept at home due to adverse weather conditions, a telephone call to the principal will allow an excused absence for the missed day of school.
5. Parents should discuss early dismissal procedures with their child, so they are aware of how they will get home. This helps to alleviate confusions and extra phone calls between the school and parents on the day of the early dismissal.
6. All inclement weather announcements concerning school closings, late starts, or early dismissals will be made through the following media: WNAX-570 AM, KYNT-1450 AM, KVHT-106.3 FM and KELO-TV. A message will be sent to parents/guardians regarding any school closings through the Infinite Campus messaging system.

Insurance

A student accident insurance policy, distributed through the school district, may be purchased for all students by the parents. Each homeroom teacher will supply the students with the general information and application forms for this program. The parents are cautioned to study the policy and retain the information for future reference. The school district assumes no responsibility or liability for the insurance policy.

Dental insurance is also available. Please go to www.deltadentalsd.com for information.

Lunch

All students have the option of eating a school lunch. Students may also bring their lunch from home. Students getting picked up for lunch must have a note from their parent or a phone call must be made to the school in advance.

If your child will be late for school but would like a lunch, please call the office by 9:00 AM to order a meal. If students arrive after 9:00 AM without previous arrangements, there will not be a lunch available to them, as all lunches are prepared at the high school.

Technology Acceptable Use Policy

1. Purpose
 - a. The Children's Internet Protection Act (CIPA), 47 USC §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.
 - b. The Yankton School District is pleased to offer access to technology resources for education and instructional activities. The purpose of the Yankton School District's technology resources is to provide additional education resources and communication tools for students and staff. Access to technology allows

users to explore an unlimited amount of information on a global electronic highway. This policy is designed to define acceptable use of any technology infrastructure established by the school district.

2. Definition of Technology Resources

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

3. Regulations

- a. The use of the Yankton School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Yankton School District is not transferable to people or groups outside the District and terminates when a user is no longer enrolled in the Yankton School District.
- b. Each employee, student and/or parent will be required to follow the guidelines outlined in this document. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.
- c. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

4. Responsibility

- a. Users are responsible for their ethical and educational use of technology resources of the Yankton School District. The user in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the Technology Acceptable Use Policy will result in disciplinary action and/or repairs at the expense of the user.
- b. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Yankton School District along with State and Federal regulations.
- c. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the users in the school environment.
- d. Electronic mail, network usage, and all stored files shall not be considered

confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

5. Technology Service

- a. Yankton School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any guarantee as to the results obtained from use of the service or the accuracy or quality of the information obtained on or by the network.
- b. Access to the network is provided as available without guarantees of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

6. Equipment Identification

- a. Equipment will be labeled in the manner specified by the school. Equipment can be identified by the serial number and/or asset tag. School district tags should not be altered or removed, and should remain visible.
- b. Please notify the Tech Department if these tags need to be replaced. Machines must remain free of any writing, drawing, stickers, or labels that are not the property of the Yankton School District.

7. Taking Care of the Equipment

- a. All district employees and students are responsible for the general care of the equipment they have. Machines that are broken or fail to work properly must be reported to the Technology Department. Lost or stolen equipment should be reported immediately to the Principal's Office.

8. Repairing or Replacing the Laptop Computer or Device

- a. Computers or devices that malfunction or are damaged must be reported to the technology staff immediately. Vendors warrant the laptops and devices from defects in materials and workmanship for a limited time.
- b. This limited warranty covers normal use, mechanical breakdown or faulty construction and may provide replacement parts necessary to repair the laptop or a laptop replacement. The warranty does not protect against damage caused by misuse, neglect, or abuse.
- c. Faculty and Students may be entirely responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence.

Continuous reports of damage will be logged and dealt with on an individual basis.

9. Negligence or Intentional Damage

- a. Attempting to repair, remove, or install hardware and software components is prohibited. Vandalizing or damaging the machine is prohibited, including but not limited to pencil marks, stickers, graffiti, carving, burning or other markings, broken screens, broken hinges, damaged cases or cords, or exposure to extreme temperatures. Disassembling machine in any form or fashion is prohibited.
- b. The cost of repairs due to negligence or intentional damage will be the responsibility of the student, faculty, or employee. Examples of negligence could include but are not limited to: liquid spills on the keyboard, broken hinges or screen damage due to closing the computer with paper or objects inside, pulling the machine off a desk by catching the cord, dropping the computer, or disassembling any technology resources.

10. Content Filter

- a. A content filter is in place to filter Internet content while laptops and devices are in use at school or off-campus. The content filter will block inappropriate web sites and record web sites that are visited from school or home. There are various other filter options used to restrict student access as needed assigned by school personnel.

11. Inspection

- a. All machines and accounts may be inspected periodically. Remote software may be used for inspections of a computer usage while on the school's network. User accounts are considered the property of the school district.
- b. The Tech Department may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private. Refer to policy under section *School, MM*.

12. General Precautions

- a. No food or drink is allowed near the equipment.
- b. Cords, cables, and removable storage devices should be inserted carefully and removed properly from the laptop or device.
- c. Equipment should never be left in a car or any unsupervised area.

- d. Equipment should never be exposed or subjected to extreme temperatures, hot or cold.
- e. Laptops should always be carried closed.
- f. Close the lid when not in use to preserve battery life.

13. Screen Care

- a. Clean the screen regularly with a soft, dry, antistatic or microfiber cloth. The screens can be damaged if subjected to rough treatment.
- b. Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper, or disks).
- c. Do not lift or carry the laptop by the screen.
- d. Leaning on the top of the laptop when it is closed is not allowed.
- e. Excessive pressure on or contact with the screen can cause damage to the screen.

14. Equipment Left in Unsupervised Areas

- a. Under no circumstances should equipment be left in unsupervised areas. Unsupervised areas include but are not limited to outside the school, the cafeteria, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any machine left unattended is in danger of being stolen and will be collected and taken to the Tech Department.

15. Password & Account Security

- a. Passwords are the first line of defense to all technology systems. A secure password is important to ensure that systems are only accessed by the assigned user. Each user is assigned a unique username and password for accessing computers, devices and accounts.
- b. Users needing help with password issues should contact the Tech Department. Users are responsible for securely storing their passwords. Passwords should never be shared. If a user's password is compromised it is the user's responsibility to notify the Tech Department right away.

16. Software on District Equipment

- a. District equipment will contain software and applications pertinent to the curriculum of the Yankton School District. Any resources originally installed by the District must remain on the machines in usable condition and be easily accessible at all times.
- b. Upgraded versions of licensed software will be automatically upgraded through the network. From time to time, the school may add software applications for a particular purpose. The licenses for this software may require that the software be deleted from equipment at a future time.
- c. Periodic checks of equipment may be made to ensure that the school has not exceeded its licenses. The Tech Department cannot support software that is not purchased by the District. Software found to be interfering with district software will be removed.
- d. Software used to circumvent copy protection will be removed.

17. Managing Files and Saving Work

- a. Students, Faculty and Staff may log onto the school network in order to back up their work. All users will have their own user account and folder on the network with space to back up ONLY school-related work.
- b. It is suggested that all users also backup all of their work at least once each week using removable file storage: USB drives, CDs, DVDs, or external hard drives. There are also a variety of low-cost web-based storage solutions available, at users' expense, that provides secure backup solutions. It is the users' responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion.

18. Recovering Data and Files

- a. If technical difficulties occur, the Tech Department will work to recover school-related files. Users' are responsible for any non-school items. It is the individual responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion, and prior to scheduled maintenance. Yankton School District cannot guarantee file recovery.

19. Printing

- a. Yankton School District provides access to printers from select school-owned devices. Please print responsibly.

20. Virus Protection

- a. School machines have antivirus protection software. This software will scan the hard drive and removable devices for known viruses. The virus software will be

upgraded from the network.

21. Use of School Resources

- a. Avoid intentionally hindering school resources, including but not limited to the use of Internet bandwidth, internal network bandwidth or printing resources. Non-educational subscriptions to mailing lists, mass e-mail messages, games, chat rooms, instant messaging, proxy list serves or mailing lists, or other services that can slow the system or waste others' time and access are prohibited.

22. Responsible Internet Use

- a. Avoid sites unrelated to instruction during the school day. Any videos for non-educational purposes are strictly prohibited unless assigned by a teacher. Downloading or transmitting games, music, or video files is prohibited unless approved for educational purposes.
- b. Never reveal your full name, phone number, home address, social security number, credit card numbers, or passwords online.
- c. Sending, accessing, uploading, downloading, creating, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify the Tech Department immediately so that such sites can be blocked from further access.
- d. Using the network or Internet for commercial, political campaign or financial gain purposes is prohibited, such as shopping or auction sites. Promoting or soliciting for illegal activities is prohibited. Inappropriate use will result in disciplinary action.

23. Google Applications & Tools

- a. Yankton School District utilizes Google Apps for Education a set of free customizable web applications that enable teachers, students, and faculty to enhance education in an effective learning environment. Each user is setup with a school Google account which is managed by the Yankton School District technology department. This allows any user both school and offsite access (with an internet connection) to the Google Apps suite of tools that are enabled by the Yankton School District.
- b. All YSD Google Apps users may have access to the following apps but are not limited: E-mail, Calendar, Drive, which includes Documents, Spreadsheets, Presentations, Forms and Drawing, Blogger, Earth and Maps, and any other application deemed educationally necessary to enhance education. To learn more about Google Apps for Education please visit: <http://www.google.com/enterprise/apps/education>

24. Parent Access

- a. Parents are encouraged to monitor their student's use of technology. If at any time you would like to access your student's account, please ask them to provide the username and password. If you have questions or concerns regarding your student's technology use at school, please contact the building principal.

25. eReaders

- a. Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. Please refer to the e-Reader Acceptable Use Agreement for the policies and procedures for these devices in the Yankton School District.

26. Personal Mobile Devices

- a. Personally owned mobile devices such as Smartphones, e-readers, tablets and laptops are allowed on the YSD network but only with the prior approval from District/building Administration and IT Department.
- b. The District is not responsible for lost, stolen or broken devices. The User takes full responsibility for their mobile device. The District has the right to disallow or turn off access to District network at any time. Your device may be open to inspection.

27. Hot Spots

- a. Hotspots are not to be used unless approved by District administration. The IT department must be informed of any and all Hotspots approval as this can affect YSD wireless.

28. E-mail Use

- a. E-mail users should maintain high integrity with regard to e-mail content. Always use appropriate language; do not transmit language or material that is profane, obscene, abusive, or offensive to others.
- b. School district e-mail is subject to inspection by school personnel. Sending or forwarding mass e-mails, chain letters, or spam is prohibited. Private chatting or instant messaging during class without permission is prohibited.

29. Copyright and Fair Use

- a. Staff and students are expected to comply with trademark, copyright laws and license agreements. Violating copyright or other protected materials laws for print, audio and video components is prohibited. Please use the following links for information:
 - <http://www.riaa.com>
 - <http://www.mpaa.org>
 - <http://www.creativecommons.org>

30. Recordings

- a. It is important to obtain consent before sharing audio or video recordings of others. Recording audio or video without consent of the teacher in the classroom is prohibited.

31. Hacking

- a. Any malicious attempt to alter data, the configuration of a computer or device, or the files of another user (student or staff) without consent may be considered an act of vandalism and subject to disciplinary action. Note that instructors may need to access student materials for educational purposes.
- b. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources is prohibited. Do not attempt to log on to the network with a device other than the school assigned laptop. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

32. Consequences

- a. Users who violate the Technology Acceptable Use Guidelines are subject to consequences. Consequences are determined based on the severity of the violation. These may include, but are not limited to suspension of technology privileges, referral to law enforcement authorities and possible long-term suspension, recommended expulsion from school or termination of employment.
- b. Users shall be responsible for any outside costs, fees, charges, or expenses incurred under the person's account in connection with the use of the Yankton School District's network or Internet connection(s).
- c. Individual school machines and accessories must be returned at the end of each school year.
- d. Upon leaving the District, users must return equipment and accessories to the District in satisfactory condition. The individual will be charged a fee for any needed repairs or replacement of the computer, device, cords, sleeves or equipment that are deemed negligent or intentional. Failure to return the equipment when requested will result in a theft report being filed with the Yankton Police Department.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year and other conferences may be scheduled by the parent or teacher as needed. The conferences will be held after the completion of the 1st quarter and in between 2nd and 3rd quarters.

Parties

Classroom parties will be scheduled for the following special occasions: Halloween, Christmas and Valentine's Day. Please do not send treats unless contacted.

Physical Education/Music

All students from JrK-5th grade will have two supervised PE classes and two-three music classes during the school week.

Progress Reports

Progress Reports will be distributed at Parent-Teacher conferences for the 1st and 2nd quarter. They will be sent home with students following the 3rd quarter. All end-of-the-year progress reports will be mailed home following the completion of the school year. The following tables outline the grading scales for JrK-5th grade.

Jr. Kindergarten	
3	Demonstrating Skill
2	Skill is Emerging
1	Not Demonstrating Skill
	Not Assessed at this Time

Grades K-3

4	The student consistently demonstrates deep understanding and independent mastery of the portions of the grade level standard taught this quarter. The student applies and/or extends processes and skills for that grade level.
3	The student demonstrates an understanding of the portions of the grade level standard taught this quarter and can apply concepts in a variety of contexts much of the time.
2	The student is beginning to demonstrate an understanding of the portions of the grade level standard taught this quarter, but needs some assistance.
1	The student is not yet meeting the portions of the grade level standard taught this quarter, even with assistance.

Grades 4-5	
A+	100
A	96-99
A-	94-95
B+	92-93
B	89-91
B-	87-88
C+	85-86
C	81-84
C-	78-80
D+	76-77
D	72-75
D-	70-71
F	Below 70
+	Acceptable
	Needs Improvement

Recess

Children are provided with regularly scheduled, supervised recess periods. Please dress your child accordingly for the winter months with warm coats, hats, gloves, and boots. When possible we get outside with the children to have the opportunity to play and follow these temperature guidelines (with wind chill):

Above 0 degrees = regular recess
0 to -15 degrees = shortened recess
Below -15 degrees = no recess

Retention Policy

The teacher and principal will have sole jurisdiction concerning student promotion; however, the parent will be consulted and properly informed if a student is experiencing classroom difficulty and is being considered for retention. Students may be retained based upon the information and documented data gathered by the classroom teacher that such retention will allow for success.

Sexual Harassment

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, solicitation, and sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal and/or written sexist remarks, or physical sexual assaults.

Sexual Harassment Policy

School district officers, employees, and students are responsible for maintaining a working and learning environment free of sexual harassment. The District will promptly and thoroughly investigate all allegations of sexual harassment. Malicious and unsubstantiated complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant. A student who believes that he/she has been a subject of sexual harassment should report incidents to a teacher, guidance counselor, principal or the director of student services. The director of student services may be reached by calling (605) 665-3999 or by writing to the Director of Student Services, PO Box 738, Yankton, SD 57078. Complaints received by a teacher or counselor must be reported to a school administrator.

All reported incidents of sexual harassment will be thoroughly investigated and the harassing party is subject to disciplinary action. Confidentiality consistent with due process will be maintained. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize any applicable grievance procedure. This policy shall be published in the student handbooks and the elementary informational policies for parents.

Yankton School District Title IX Nondiscrimination Policies and Procedures: Full policy is located at www.ysd.k12.sd.us

Tardiness

Students will be counted as tardy if they are not in their classroom by the second bell. If bus students are tardy due to the bus, the students WILL NOT be counted as tardy.

Textbooks and Library Books

Textbooks and library books are furnished to all students in the Yankton School District. Children are granted permission to take certain books home. The life expectancy of a book is seven years; consequently, great care must be taken of all books. No writing is permitted in any book. Any damage to a book will result in the student paying a fine. If a textbook or library book is lost or damaged beyond repair, a prorated fee will be charged.

Time Schedule

The breakfast programs begin at 7:45 AM at each building. Students who are not eating breakfast are encouraged to arrive at school once a supervisor is on playground duty. Outside supervisors are on duty 15 – 20 minutes prior to the first bell ringing. The first bell rings at the following times: 8:30 a.m. for Lincoln School and Trailhead Learning Center, and 8:35 a.m. at Beadle and Stewart schools.

All children are urged to go home directly from school. There may be circumstances that require a later student dismissal. Children will not be kept in school after 4:00 p.m. Further, all bus students shall always be dismissed in time to ride the bus, unless special arrangements have been made with the parents.

Title 1 Building Policy (for Title 1 Schools)

1. District and school attendance center policies under Title 1 will be the same.
2. Title 1 policies are distributed to all students and families at the beginning of the school year as part of a packet of information that is distributed annually.
3. The Director of Student Services shall plan, design, and implement the District's Title 1 project in consultation with parents, by
 - a. Conducting, on an annual basis, a written needs assessment of parents of project students on parental involvement and the planning, review, and improvement of programs under Title 1;
 - b. Convening an annual meeting, to which all parents of eligible students will be invited, to explain the program and activities provided with funds available under Title 1.
4. The building principal shall:
 - a. Distribute a school/parent compact at the time a student is enrolled in Title 1. The parent signature on the compact serves as parent permission for the student to receive Title 1 services;
 - b. Conduct a Title 1 Parent Night for each Title 1 activity subject area, as in-service for parents of Title 1 participants;
 - c. Provide parents of participating children with reports of their children's progress at the end of the first, second, and third nine weeks reporting periods;
 - d. Schedule parent-teacher conferences at the end of the first and second nine weeks reporting periods, with the parents of each participating child to discuss the child's progress, placement, and methods that parents can use to complement the child's instruction;
 - e. Arrange for Title 1 personnel to be readily accessible to parents upon parent request;
 - f. Permit parents of participating children to observe Title 1 activities with reasonable frequency;
 - g. Give a copy of these policies to parents of participating children who were not enrolled in school at the time of district-wide distribution of these policies.
5. Comparability Assurances:
 - a. This District has established a district-wide salary schedule. This salary schedule is implemented without regard to Title 1 staffing in eligible attendance areas.
 - b. It is the policy of this District that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title 1 staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state

and local funds in schools receiving Title 1 services are at least comparable to services provided among schools of the District which are not receiving Title 1 funds.

- c. It is the policy of this District that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title 1 funding.

Visitors to Schools Policy

Parents and visitors may visit the elementary schools with prior permission from the principal. At the same time, the schools try to avoid disruption to the educational process. Limitations may be placed on visitors to avoid such disruptions. School principals have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. All visitors should stop in the office to sign in.