

Changes to the CAC Student handbook include the following:

The student handbook has been reformatted to clean it up and make the text more consistent throughout. In addition, the font sizes have also changed to be consistent throughout, thus requiring numbering changes in the table of content.

In the section of the handbook relevant to Technology (previously on page 6), language has been updated to reflect the new Technology/Internet Acceptable Use Policy:

Technology

~~Technology, either directly or indirectly, affects everyone. Therefore, all students in USD 434 are provided the opportunity to become familiar with various forms and uses of technology, as identified in the District Technology Standards.~~

Santa Fe Trail USD 434 is committed to providing meaningful learning activities for all students. We view the use of electronic devices as central to the delivery of our educational programs and an essential part of our students' learning experiences.

In the section of the handbook relevant to BUS RULES AND ROCEDURES (previously on page 12), the former rules have been deleted and replaced by the following statement, "Please refer to the USD 434 Transportation Handbook for guidance regarding transportation." *(These policies we still being updated when final edits were mad to the handbook and when this document was prepared for the BOE meeting.)*

BUS RULES AND PROCEDURES

~~The school's major concern while transporting students to and from school is safety. To ensure safety, good behavior on the bus is required. The bus is an extension of the classroom, and the driver and/or para educator in charge has the same authority as a teacher. The driver and/or para educator may assign seats to students, contact parents, and discipline students. The following rules are in effect:-~~

- ~~1. Students will be on time, show respect for others, and conduct themselves in a safe and orderly manner.-~~
- ~~2. Students will sit in assigned seats (if seats are assigned) and remain seated at all times while the bus is in motion.-~~
- ~~3. Students will keep hands and feet to themselves while on the bus, stay out of the aisle unless entering or exiting, and refrain from throwing things on the bus.-~~
- ~~4. Students will not possess or use alcohol, illegal drugs, or tobacco on the bus.-~~
- ~~5. Students will talk in a normal conversation voice, refrain from backtalk to the driver or others, and be quiet at all railroad crossings.-~~
- ~~6. Students will refrain from deliberate defiance; obscene and unacceptable language, remarks, or signs; and fighting or scuffling.-~~
- ~~7. Students will not tamper with or vandalize the bus or equipment.-~~
- ~~8. Students will not extend hands, arms, or any part of their body outside the window of the bus. Windows will only be opened with driver approval.-~~
- ~~9. Students should face the front while on the bus.-~~

~~The following are consequences which may be enacted for violation of the above rules:-~~

- ~~1. Offense— Phone call from bus driver-~~
- ~~2. Offense— Meeting with driver, principal, parent and student-~~

~~3rd Offense— 5 day suspension from the bus~~

~~4th Offense— 10 day suspension from the bus or through the end of the semester, whichever is longer.~~

~~The bus driver and/or para-educator will enforce rules, prepare Incident Reports, and contact parents. The principal will administer consequences and serve as the appeal authority. Busses are equipped with camera systems to monitor student behavior. The recordings document both audio and video which can be referred to when needed.~~

~~Students requesting to ride a bus other than their regular route must bring a note signed by their parent or guardian and present it to the bus driver prior to riding that bus.~~

In the section of the handbook relevant to DISCIPLINE – Consequences (previously on page 14), we recommend removing language stating “students will not receive credit for work assigned while serving an out of school suspension,” highlighted below. This statement will be deleted. We believe this statement is problematic and could lead to legal consequences (if challenged) by denying a student access to education / opportunity to learn during out of school suspension, compounding a behavioral consequence with an academic consequence. No other change is needed. Students will be required to do the work assigned while they are out on suspension and the students will be given credit for their work. The following statement relevant to in-school suspension will remain the same.

DISCIPLINE - Consequences

~~Students serving an out of school suspension will not receive credit for work assigned while serving an out of school suspension, but work is expected to be completed.~~

Students serving in-school suspension shall be required to do all regular assignments and will be denied usual privileges. They will not be allowed to participate in or attend extracurricular activities during school time.

In the section of the handbook relevant to TECHNOLOGY/INTERNET ACCEPTABLE USE (previously on page 39) we have replaced former language with new language in policy being presented at BOE Meeting on June 10, 2020, as follows:

TECHNOLOGY/INTERNET ACCEPTABLE USE

~~Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail must be district issued and messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.~~

~~—Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.~~

~~—Access to network services is provided to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks, just as they are in any school environment. Therefore, general school rules will apply.~~

- It is expected that students will comply with the following rules:
 - Students will not give out personal information, such as name, address or phone number.
 - Students will not agree to meet with someone they have met online without parental approval.
 - Students will promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
 - Students are responsible for their individual logon passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Students will not share passwords.
 - Students will not trespass in other folders or files.
 - Students will not use, view, download, copy, send, post, or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence or discrimination towards others. Restrictions against inappropriate language, images, or video apply to public messages, private messages, materials posted on Web pages, and files stored or created on technology resources.
 - Students shall not plagiarize works or violate copyright on the Internet or any other electronic resource.
 - Students shall not use school resources to engage in “hacking” or attempts to otherwise compromise system security.
 - Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly accesses inappropriate information.
 - K-8 students will not have personal information posted on Twitter, the district web or Facebook pages. However, group pictures as well as individual pictures without identifying names, taken at district activities, may be posted.
 - Only e-mail accounts assigned and approved by the staff will be authorized for publication on a website.
 - Students will not damage computers or networks or intentionally waste technology resources.
 - Students will not use the network for commercial purposes.
 - Cyber bullying by students is strictly prohibited.
- Violation of these rules and expectations will subject the individual to revocation of privileges and potential disciplinary action.
- All students and a parent will receive and must sign a copy of the District Technology and Chromebook Policy at the beginning of each school year.

Technology/Internet Acceptable Use Policy – BOE Approved 6/4/2020

Santa Fe Trail USD 434 is committed to providing meaningful learning activities for all students. We view the use of electronic devices as central to the delivery of our educational programs and an essential part of our students’ learning experiences. To that end, students in Kindergarten will be assigned an iPad and grades 1-12 will be assigned a Chromebook for the school year. Students will be required to review the Acceptable Use Policy for all district technology, and they and their parent/guardian must sign the Acceptable Use Policy form prior to receiving their device. All devices will be returned in satisfactory condition at the end of each school year for maintenance and summer storage.

The district has strict policies regarding Internet and Email usage, Cyberbullying, the Network, and Security. This information is contained below and can be found on the district website. In the student handbook of each building, information regarding the care and maintenance,

building expectations, policy on damage, repair, missing or stolen devices, and the usage fee will be published. Again, the signature page of this document must be completed and on file with the office before students will receive their device.

Internet and Email Rules

Students shall have no expectation of privacy when using district e-mail or computer systems. Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom and hallways. Communications online are often public in nature. General school rules for behavior and communications apply.

The following is NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving out personal information, such as name, address or phone number.
- Agree to meet with someone they have met online without parental approval.
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files

Network

The purpose of the Santa Fe Trail computer network is to promote the exchange of information to further education and research and is consistent with the mission of USD 434.

- The network is not for private or for commercial business use, political or religious purposes.
- Any use of the network for illegal activity is prohibited.
- Use of the network to access obscene, pornographic or dangerous material is prohibited.
- Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly accesses inappropriate information.
- Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
- Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
- Users will make the most efficient use of network resources to minimize interference with others.

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices to harass or stalk others. The District's computers, computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purposes of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of the Acceptable Use Policy. Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Violations may result in the loss of access as well as other disciplinary or legal action.

Security

- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.

- Users may not share their account with anyone or leave the account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.

Repair Fees / Replacement Cost

- Santa Fe Trail students will be charged a \$40 fee for:
 - minor damages to device requiring replacement parts / repair
 - damage or loss of charger
 - damage or loss of case
- Students will be charged the full replacement cost for:
 - intentional damage to the device
 - loss of the device

There are no additional charges.