

A photograph of a classroom. In the center, a black chalkboard is mounted on a light blue wall. In front of the chalkboard, there are several rows of light-colored wooden desks with orange plastic chairs. The floor is a light grey tile. The text "Student Handbook 24-25" is overlaid on the chalkboard in a yellow box.

**Student Handbook 24-25**

**Middle School/High School**

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## Mission Statement

The Edgemont School District supports the academic, physical, and social development of each student and challenges them to become productive members of a rapidly changing world.

### **The Edgemont School District 23-1 shall endeavor to develop in each student**

- The skills needed for responsible citizenship by promoting strong character and personal well-being.
- A mastery of basic skills in communications and mathematics.
- A knowledge and appreciation of the social sciences, applied sciences, and the arts.
- The knowledge and skills needed for practical application in vocations and avocations.
- Physical and mental well-being.

## Expectations of students

All students are expected to:

- Accept the leadership and authority of teachers, administration, and other staff members.
- Come to class prepared.
- Practice good citizenship.
- Cooperate with all staff members and other students.
- Demonstrate respect toward all people and their property.
- Be regular and punctual in attendance.
- Practice good health habits and cleanliness.
- Dress appropriately and neatly.
- Be honest and courteous at all times.
- Use acceptable language - no profanity or obscenity.
- Obtain authorization from school official before using the telephone.
- Remain on school grounds until dismissal or given permission to leave by school authorities.
- Refrain from displays of affection between couples.
- Report observed accidents to school personnel.
- Walk and speak quietly in the hall.
- Assist in keeping the school and grounds free of litter.
- Refrain from all forms of fighting, menacing, assault, and harassment.
- Represent themselves and their school in a positive manner.
- Read and become familiar with rules, guidelines, and policies.
- Obey and follow all rules, guidelines, and policies established in the student handbook.
- Respect others' rights to learn.

# Academics

## Graduation Requirements

	<b>Advanced Endorsement Requirements (college bound)</b>	<b>Advanced Honors Endorsement Requirements (college bound w/ advanced scholarship opportunities)</b>	<b>Advanced Career Endorsement</b>
<b>Total Credits to Graduate</b>	22	22	22
<b>Language Art</b>	No change from basic diploma requirements	Total 4 units including <ul style="list-style-type: none"> <li>• Writing - 1.5 unit</li> <li>• Literature (must include .5 units of American Literature) - 1.5 units</li> <li>• Speech or Debate - .5 units</li> <li>• Language Arts Elective - .5 units</li> </ul>	No change from basic diploma requirements
<b>Math</b>	Total 3 units including: <ul style="list-style-type: none"> <li>• Algebra I – 1 unit</li> <li>• Algebra II – 1 unit</li> <li>• Geometry – 1 unit</li> </ul>	Total 4 units including: <ul style="list-style-type: none"> <li>• Algebra I – 1 unit</li> <li>• Algebra II – 1 unit</li> <li>• Geometry – 1 unit</li> <li>• Advanced Mathematics – 1 unit</li> </ul>	No change from basic diploma requirements
<b>Lab Science</b>	No change from basic diploma requirements	Total 4 units including: <ul style="list-style-type: none"> <li>• Biology – 1 unit</li> <li>• Any physical science – 1 unit</li> <li>• Chemistry or Physics – 1 unit</li> <li>• Science Elective – 1 unit</li> </ul>	Total 3 units including: <ul style="list-style-type: none"> <li>• Biology – 1 unit</li> <li>• Science Elective – 2 units (one may be a computer science elective)</li> </ul>
<b>Social Studies</b>	No change from basic diploma requirements	Total 3 units including: <ul style="list-style-type: none"> <li>• U.S. History - 1 unit</li> <li>• U.S. Government- .5 unit</li> <li>• World History - .5 unit</li> <li>• Geography - .5 unit</li> <li>• Social Studies Elective – .5 unit</li> </ul>	No change from basic diploma requirements
<b>World Language or Approved Career &amp; Technical Education</b>	Total 1 credit combined *Includes Capstone Experience	Total 2 units combined	Total 2 units from: <ul style="list-style-type: none"> <li>• Approved Career and Technical Education classes from same career cluster OR</li> <li>• Capstone Experience AND Attainment of an industry-recognized credential OR National Career Readiness Certificate of Silver or higher</li> </ul>
<b>Fine Arts</b>	No change from basic diploma requirements	1 unit	No change from basic diploma requirements
<b>Personal Finance or Economics</b>	No change from basic diploma requirements	.5 unit	No change from basic diploma requirements
<b>Physical Education</b>	No change from basic diploma requirements	.5 unit	No change from basic diploma requirements
<b>Health/ Health Integration</b>	No change from basic diploma requirements	.5 unit	No change from basic diploma requirements
<b>Capstone Experience</b>			
<b>Elective</b>	No change from basic diploma requirements	Total 2.5 units	Total 4.5 units

<b>Total Credits Req. to Graduate</b>	22
<b>Language Arts</b>	Total 4 credits including: <ul style="list-style-type: none"> <li>● 1.5 units Writing</li> <li>● 1.5 units Literature (must include .5 credit of American Literature)</li> <li>● .5 unit Speech or Debate</li> <li>● .5 unit Language Arts elective</li> </ul>
<b>Math</b>	Total 3 credits including: <ul style="list-style-type: none"> <li>● Algebra I – 1 unit</li> <li>● Geometry – 1 unit</li> <li>● Math Elective - 1 unit</li> </ul>
<b>Lab Science</b>	Total 3 credits including: <ul style="list-style-type: none"> <li>● Biology – 1 unit</li> <li>● Any Physical Science – 1 unit</li> <li>● Science Elective - 1 unit (may include a computer science elective)</li> </ul>
<b>Social Studies</b>	Total 3 credits including: <ul style="list-style-type: none"> <li>● U.S. History – 1 unit</li> <li>● U.S. Government – .5 unit</li> <li>● Social Studies Electives – 1.5 units</li> </ul>
<b>World Language or Approved Career &amp; Technical Education (CTE)</b>	Total 1 unit combined
<b>Fine Arts</b>	1 unit
<b>Personal Finance or Economics</b>	.5 unit
<b>Physical Education</b>	.5 unit
<b>Health/ Health Integration</b>	.5 unit
<b>Capstone Experience</b>	.5 unit
<b>Elective</b>	Total 5 units

All high school students must enroll in a minimum of six classes each semester.

### Requirements for Course Credit

Credits are issued on a semester basis. Students will receive ½ credit for each semester of successfully completed coursework regardless of which semester it is. The Edgemont School District will grant yearly credit in situations where a student fails the first semester but passes second semester with a grade average high enough that the average of both semesters will give that student a final passing average. Passing first semester grades will not be used to average out failing second semester grades for a passing yearly average.

With administrative approval, students may enroll in dual credit college courses. Students will earn 1 high school credit for successful completion of college coursework of three credits or more. Students will earn ½ high school credit for successful completion of college coursework of two credits or less.

## Class Membership Requirements

In order to be classified at each class level students must meet the minimum credit requirements as outlined.

Freshman	0
Sophomore	5.5
Junior	11
Senior	16.5

## Promotion and Retention

Parents will be informed if retention is being considered. If retention is being considered, a conference will be held before the end of the school year with the parents, the classroom teacher, and the Administration. Other team members may be invited to the conference. The advice of the parents and other special school personnel will be considered by the teacher before recommending retention.

The decision to promote or retain will be made by the administration based on input from parents, the classroom teacher, and other relevant information pertaining to the student. The administration, as a representative of the school, will have final authority to promote or retain a student in grades K-8.

## Grading Policy

Grades 6<sup>th</sup> grade through 12<sup>th</sup> grade

Grade A - Excellent	89.5-100
Grade B - Above Average	79.5-89
Grade C - Average	69.5-79
Grade D - Below Average	59.5-69
Grade F - Failing	59 & Below

I – Incomplete

Weekly, quarterly, semester, and final grades are averaged to the nearest percent.

A - 4.0 B - 3.0 C - 2.0 D - 1.0 F - 0

Honor roll for grades 6<sup>th</sup>-12<sup>th</sup> grade will be published at the end of each nine-week period. Honor roll students are those with a 3.0 to 4.0 average. Students who are on a modified grading scale will not be eligible for the honor roll.

## Academic Lettering

1. Lettering will occur yearly. A student can be eligible for lettering each year they are in high school.
2. Students must have a "B" or above in the core curricular areas: Math (Pre-Alg., Algebra I, II, Geometry, Trig.), Science (Physical Sci., Bio. I, II, Anat. & Phys., Chemistry, Physics), English (Eng. I, II, III, IV), and Social Sciences (World History, Geography, Am. History, Government). No other classes will be averaged.
3. A student must maintain a minimum "C" in all other classes.
4. A student must have been in the district at least a semester to be eligible. Only full-time students will be eligible.
5. Grades will be figured after the fourth quarter.

## Advanced Placement (AP) Courses

Any student who is capable of and wishes to do an advanced placement course should be permitted to do so and given assistance in enrolling in an advanced placement course.

Any 11<sup>th</sup> or 12<sup>th</sup> grade student may enroll in an advanced placement course if the time and space is available in the current class schedule. Upon completion of this course the student will be eligible to receive .5 honor points per semester for an A or B in these courses.

Fees associated with college credits will be paid by the student.

## Dual Credit Courses

There may be some high school students who exhibit exceptional academic progress and who can perform college-level work while still in high school. To encourage those students to their fullest capabilities, assistance will be given to these students to enroll in advanced courses.

Any 11<sup>th</sup> or 12<sup>th</sup> grade student whose admission to a college-level course is recommended by the administration may enroll in a course at an accredited university or college for college and (with administrative approval) high school credit. All students must be advised that all college credits may not be accepted by all universities and colleges.

All tuition and fees associated with the college course will be paid for by the student. When a student has achieved an A or a B in an approved college course, the District will reimburse the student the cost of the tuition.

High school credit for dual credit courses will be applied as follows:

- For a post-secondary course of zero (0) to two (2) college credit hours, one-half (1/2) high school credit.
- For a post-secondary course of three (3) or more college credit hours, one (1) high school credit.
- A minimum of ½ high school credit shall be transcribed per semester of instruction.
- If a postsecondary course is aligned to a graduation requirement content area, the district will award credit as a graduation requirement. The district shall transcribe all other postsecondary credit as elective credit.

## Aide (Student)

1. It is recommended that a student may be an aide only one time during the school year.
2. The grading standard for an aide will start at a "B" for all acceptable work. If, in the eyes of the supervising staff member, the aide has performed superior work and has done his/her duties above and beyond the call of duty the standard grade can be raised above a "B." If the aide does inferior work and is irresponsible in his/her work habits, the supervisor can lower the standard grade of "B." The supervising staff member will recommend to the Administration that if a student performs less than a B standard as an aide, the student will be removed from their aide position. The administration will determine whether or not the aide will be removed.
3. Students will receive .25 credit per semester for being an aide.

## Schedule

School Day	7:50 am-3:40pm
MS Lunch	12:15-12:45
HS Lunch	11:45-12:15

Students are not to report to the school grounds prior to 7:40 a.m. Students are not to remain on school grounds after classes are dismissed unless participating in sanctioned school activities or at the request of a teacher.

## Schedule Changes

Changes in students' class schedules will only be allowed the first week of classes (4 days) in each semester. Courses that students have pre-enrolled in and are an added expense to the district cannot be dropped until semester. Exceptions due to special circumstances will be determined by the administration.

## Semester Tests

Semester tests will be administered at the end of each semester for **all** students in grades 9-12. Teachers are responsible for giving an appropriate semester test for each class they teach. It may be in a format that is best suited for the class (paper-pencil, project-based, demonstration, etc.). Semester tests will be completed on the last two days of the semester. Open campus rules are still in effect.

## Mogul Minutes/Study Hour Rules

Mogul Minutes is intended to allow students to demonstrate their learner agency. Students will have the responsibility to control their use of time during the Mogul Minutes period.

1. All students will be assigned a homeroom for attendance purposes.
2. Each student is responsible to properly check in and out with the homeroom teacher before going to a different classroom to learn.
3. Students may work together so long as they are not disrupting other students or unless the teacher asks them not to.
4. If a specific teacher has requested a student, that student must report to that teacher.

If students have not acquired the learner agency skills that it requires to be responsible for their use of Mogul Minutes, then those students will lose some of the autonomy for that time until they can demonstrate they are ready to accept the responsibility again. Some of the actions that may result in a student “being grounded” during Mogul Minutes (having the teachers be responsible for choosing where a student will spend Mogul Minutes) include (but are not limited to):

1. Failing a course
2. Not being on teacher pace for a course
3. Not properly checking in or out with a teacher
4. Not being in the classroom, they had checked out to

### Triple A (Academics, Attendance, Attitude)

- WHO DOES THIS APPLY TO:
  - High School students only.
- WHAT IS THIS ABOUT? STUDENTS THAT:
  - Week to Week GPA equaling 2.50 (Academics)
  - No unexcused absences (Attendance)
  - No write-ups or campus/activity warnings, to include electronic device violations (Attitude)
- WHEN DOES THIS HAPPEN:
  - Monday to Monday every week.
    - If a student qualifies on a Monday and a situation happens on a Wednesday that takes that student out of compliance, then that student is disqualified the rest of that week and the next.
- INCENTIVE:
  - 2 weeks - Homework pass
  - 1 month – Lunch Celebration
  - 1 – Quarter – Choose 4 Mogul Minute days off in the next quarter.)
  - Complete Semester - (choose 1 semester test not to take).

\*\* Caveat: If a student qualifies for triple A, but a teacher requests their time during this period then the student will comply with teachers request.

### Graduation Ceremony

#### Graduation Attire:

Students participating in graduation ceremonies will wear designated, unaltered caps and gowns approved by school officials.

#### Valedictorian and Salutatorian

The following criteria will be utilized to select a class valedictorian and salutatorian:

1. The final grade used for calculation of grade point averages for determination of honor students will be taken at the end of the third quarter grading period of the senior year. This third quarter grade will be prorated as the equivalent of one-half of a semester.
2. Accuracy for determining honors grades will be calculated to the thousandths decimal place.

3. The highest GPA will take the highest honor – Valedictorian. The next highest GPA will take the next highest honor – Salutatorian.
4. Those grades that are identical to the thousandths place will share that specific honor.
5. A minimum cumulative high school grade point average of 3.00 will be necessary before any student will be considered for high honor student status.
6. Other than the valedictorian and salutatorian, Edgemont senior students will not be ranked.

### Application for Early Graduation

1. Students must apply for early graduation prior to the beginning of their junior year. This application must be submitted to the Administration. In addition, the letter must be signed by the student and parent.
2. To be eligible, the student must have a 3.00 accumulated grade point average.
3. The administration will establish a committee to review the request for early graduation. This committee will consist of the administration, the student advisor, and two instructors that are familiar with the student. Within 30 days of the request for early graduation, the committee will make a recommendation to the Board of Education to either support or not support the request for early graduation.
4. The application for early graduation and the committee recommendation will be submitted to the Board of Education at its next regularly scheduled meeting. Graduation prior to the completion of the fourth year of high school must be approved by the Board of Education.
5. The administration will notify the student in writing the day following the regular board meeting whether the Board approved or rejected the student's application to graduate early.

### Attendance

1. An absence is not being in class ten minutes into a class period. Students will be allowed a maximum of four (4) absences per semester, exclusive of the following:
  - a. Medical or dental treatment or examination, illness, or injury, when a written doctor's statement justifying the absence is filed with the school office upon the student's return to school. This must be provided the day a student returns to school or it will count as one of the four (4) days allowed.
  - b. Quarantine (with a doctor's note).
  - c. Funerals.
  - d. Religious holidays or special religious activities.
  - e. Attendance at events of educational value as part of a state or nationally recognized youth program, as per SDCL 13-27-6.1, maximum of five (5) days.
  - f. Two days for college visitation or military recruitment.
  - g. Any absence that falls outside the excused absences listed will be handled on an individual basis by the administration.
2. For all absences, a written or verbal excuse from the parent/guardian must be given to the office upon returning to school.
3. Upon the third absence, parent/guardian will be notified by administration of Edgemont Board of Education attendance policy.
4. Excessive Absences:
  - a. Upon the fourth absence, a school official will meet with parent/guardian to discuss attendance plan. The plan could include, but is not limited to, grade reduction, Friday school, law enforcement referral, State's Attorney referral, suspension from ungraded extra-curricular events such as field trips, dances, senior trip, etc.
  - b. If a meeting is not held within four days after notification the matter will be referred to the State's Attorney's office.
5. Make-up Work
  - a. Students are expected to make up all work missed. Students are responsible for consulting with their teachers regarding make-up work. Students must get a make-up slip from the office for all absences. Students will be given the same number of days to make up the work as the number of days absent, with a maximum of eight days. If a student needs more time to make up missed

work, then those arrangements will be made at the discretion of individual teachers. Students absent from OSS and ISS will have the opportunity to make up for work they missed, but that work is due the day the student returns to the classroom. If the work is not completed at that time, zeros will be given.

6. Tardy (Defined as not in the classroom when the bell rings.)
  - a. 1<sup>st</sup> offense a warning from teacher and recorded on the daily attendance.
  - b. 2<sup>nd</sup> offense will result in detention and recorded on daily attendance.
  - c. 3<sup>rd</sup> offense will result in an absence for the class for the day and each additional tardy will be recorded as an absence.

## Transfers and Withdrawals

Students wishing to transfer to another school district should contact the administration. Arrangements should be made with the office to transfer student records to the appropriate school. All outstanding obligations to the Edgemont School District must be satisfied before records will be released.

## Campus Procedures

### Busing

School bus drivers have the same authority as classroom teachers. The following rules will be in effect while riding school buses on, activity trips, or field trips:

1. Students will be seated before the bus is placed in motion.
2. Students will not use language that is loud or vulgar.
3. Students will not throw wastepaper or rubbish on the floor or out the windows of the bus.
4. Students will not open or close windows without the permission of the bus driver.
5. Students will not put their hands, arms, or heads out of the bus windows.
6. Students will immediately report to the bus driver any damage to the bus.
7. Students will enter the bus in an orderly fashion and go directly to their seat.
8. Students must stay in their seats while the bus is in motion.
9. Electronic device use will be at discretion of the coach or chaperone.

### Computer usage Fee

Students in grades 9-12 will be assigned an annual \$50.00 usage fee in order to check out a laptop in August. This laptop will be checked in at the end of the year. Once the annual \$50 usage fee has been paid, the student will have the option to take the laptop home. The fee will cover any minor damage to the laptop. Parents will be responsible for the entire price of any major damage to the laptop. Each laptop will have a remote monitoring and management system installed to allow students access to school appropriate content both on and off campus. If there are any concerns about the \$50.00 usage fee, please contact the superintendent.

Students in grades 6-8 will also be assigned a laptop but will only be allowed to use the computer in the school building, under supervision of school staff. As such, they will not be assessed a \$50.00 fee. School devices will only be checked out to go home under special circumstances approved by a teacher or administration (e.g., an extended absence for illness, quarantine, etc.).

### Cafeteria

The privilege of eating in the cafeteria may be lost through improper conduct.

#### Lunch costs:

**k-5-\$3.30      6-12-\$3.50      Staff-\$4.45      Adult Guest-\$5.10      Salad bar w/out meal-\$3.60**  
**Extra Milk-.50    Breakfast-\$2.50**

Student grades 6<sup>th</sup> grade – 11<sup>th</sup> grade must stay on campus during the lunch period. A student may leave with a parent if the parent signs them out in the office. Seniors and 18-year-old students must have a parental permission slip on file in the office to leave campus during lunch.

## Closing of School for Bad Weather

In the case of inclement weather, the closing of school will be announced by 6:30 a.m., on KEVN (FOX TV), Channel in Rapid City, KELO, KNBN (New Center 1), KOTA, and the school messaging system.

## Electronic Devices

**Cellular phones, telecommunication devices, and portable digital media devices are:**

- 1. To remain powered-off and inoperable during the academic school day unless otherwise requested by school personnel; and**
- 2. Not to be visible during the academic day.**

To support students in maintaining an academic space free of personal devices,

- Each student will be issued a pouch to store their personal electronic devices in for the duration of the school day.
- Students will turn off their phone and “lock” their pouch in their first period class and will “unlock” their pouch at the end of the day.
- If a student forgets his or her pouch or is found with an unlocked personal device through the day, that device will be taken to the office and consequences will be applied.
- Damage to the pouches may be treated as vandalism of district property.

Consequences:

1<sup>st</sup> consequence – device will be taken to office till end of day and parent notified.

2<sup>nd</sup> consequence – device will be taken to office and parent notified and parent will have to get device.

3<sup>rd</sup> consequence – device will be held until a conference is held with the student, parents, and administration.

## Fines

Reasonable fines will be assessed to students who damage or deface district property. Fines will be determined by the teacher or principal. Lost books or equipment will be paid for based on the actual value of the article.

## Freshman Initiation

There will be no freshman initiation.

## Fund-raising Projects

Fund-raising must be justified for purpose and need.

Justified fund-raising will be permitted for school classes or groups of students, under the supervision of a faculty member, provided they are approved by the superintendent and benefit all members of the class or group. The faculty member will submit an accounting of money raised to the business manager.

## Hall Passes

Students in grades 7 through 12 must have hall passes or have signed out of their class if they are outside of the classroom during time when class is in session.

## Immunizations

Students will not be permitted to attend classes until health/immunization records are current.

## Legal Age

Students of legal age shall have control over access to their school records in accordance to school board policy, shall be personally and financially responsible for proper care of school buildings, grounds, equipment, and

supplies, and shall be responsible for their personal behavior within the limits of the law. Parents of students who are of legal age also have legal access to school records. Students over 18 may sign their own forms if they have parental permission to do so on file. Administration reserves the right to make a final decision whether an absence is excused or unexcused.

### Lockers and Other District Property Searches

School authorities have the right to inspect district property. Individuals using district-owned property shall have no expectation of privacy when using school property.

Students placing locks on their lockers are required to leave an extra key or combination to the lock with the principal's office prior to placing it on the locker. Failure to do this may result in the lock being cut from the locker.

### Medication

No medications, including aspirin, will be dispensed by the teacher. Parents are to send only enough medication for the doses needed during school hours. All medication that students are required to take must be given to the Administration for disbursement.

### School Grounds

School grounds are not to be used for horseback riding or operation of any motorized vehicles (snowmobiles, motorcycles, etc.) except on roads provided for these purposes. No gum allowed at any point on school grounds.

### Skateboards

Skateboards, rollerblades, or any footwear that contain wheels will not be allowed on the school grounds.

### Social Events

The administration must approve all school-sponsored student functions such as parties, dances, etc. All school-sponsored social functions must be chaperoned by at least one faculty member and at least two qualified adults. All school-sponsored functions must be held in the school buildings or on school grounds unless otherwise approved by the administration. Students not currently in the Edgemont School District and students serving suspensions, expulsions, or who are ineligible shall not be eligible to attend school-sponsored social events without the express written consent of the administration. Students present are liable for the care of the school facilities.

### Telephone

Students must receive permission to use phones. Students will not be called to the phone for personal calls unless they are of an urgent nature.

### Vehicles (use of)

1. All students driving cars to school must have a signed parking registration form from the office. Students must complete the slip and return it to the office. All vehicles the student intends to drive to school must be registered.
2. All traffic laws shall be obeyed.
3. The speed limit in the parking lot is 5 m.p.h.
4. Students shall park in the designated areas of the east parking lot. Do not park in restricted areas. Restricted areas include the business office parking lot; grass areas; fire hydrants; handicapped parking spaces; and the areas in the east area of the parking lot that are painted blue.
5. Students are not to be in the parking lot or vehicles during the school day except for transportation to lunch and back.
6. Any infraction of the above rules will result in the loss of driving privileges at school.

### Work Release

Only employed senior students who are passing all classes and are on good behavior are eligible for work release. These students must obtain a permission form and have all the proper signatures prior to being released.



## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

"In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

"Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

"Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

"To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

"State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



## Activities/Athletics/Extra-Curricular

### Expected Behavior at Extra-Curricular Activities

Students will demonstrate appropriate behavior when attending extra-curricular activities. This includes refraining from making negative comments toward opponents, fans, and officials. Students will also not be allowed in the lobby area or loiter at the entrance of the commons area except during half-time and between activities. Students may be removed from school activities for the remainder of the season or school year for disruptive behavior.

#### Extra-Curricular Activities Eligibility Rules

Extra-curricular are those school activities outside the school's regular curriculum that are voluntarily engaged in by students, have approval of the school administration, and are sponsored by the school. Rules concerning eligibility apply to fine arts and sports as they are considered both curricular and extra-curricular.

1. Grade averages for eligibility purposes will be figured on an accumulative basis from Monday to Thursday each week.
2. Students can become ineligible with a failing grade in any subject they are taking. A student is ineligible if they fail one class two grading periods in a row at the high school level and if a student fails two classes two grading periods in a row at the junior high school level.
3. Grade averages will start over every nine weeks.
4. Students on a warning list have a one-week grace period to bring up their grades.
5. Students who are still failing in the same subject the second week will be placed on the ineligibility list and will not be permitted to participate in extra-curricular activities that week. Students will be ineligible from Monday to Monday including Saturday.
6. Eligibility status will not be carried over from fall semester to spring semester or from spring semester to fall semester, except as required by the South Dakota High School Activities Association.
7. Students carrying incompletes for a semester will be ineligible until work is made up.

### Extra-Curricular Participants Code of Conduct

Each school year every student must be certified as to the adequacy of his/her health by a fully licensed Doctor of Medicine, on an official SDHSAA form, before being allowed to participate in interschool athletics.

1. All participants must ride to extra-curricular events/activities in school provided transportation. All participants must ride home from extra-curricular events/activities in school provided transportation or with their parent or guardian. If a participant is going to ride home with his/her parent/guardian, the parent/guardian must provide the coach/advisor with written permission.
2. Participants will not be granted special privileges during the school day and are expected to attend all classes.
3. Any violation of this code of conduct, training rules which occur outside the school day or problems occurring during the school day may result in disciplinary action in an extra-curricular activity.
4. Participants will be held responsible for school equipment issued to them. Participants will pay for lost equipment issued to them. Equipment is to be used during practice and game situations only. No private use of school equipment is permitted. Participants will not receive their awards or be allowed to go out for another activity until all obligations are met.
5. Participants are expected to attend award events.
6. Participants must attend all practices, games, and events unless excused by the coach/advisor.
7. Participants who are absent any part of a school day (which includes ISS and OSS) will not be allowed to participate in an event that day or evening, which includes practice. Prearranged absences may be excused.
8. There will be no initiation of participants.
9. Coaches/advisors may establish training rules and guidelines in addition to those listed in this handbook.
10. During the extra-curricular school year, a participant shall not:
  - a. Use or have in their possession beverage containing alcohol.
  - b. Use or have in their possession any form of tobacco.
  - c. Use, have in their possession, buy, sell, or give away any controlled or illegal substance.

**Violation of a. or b. listed above will result in the following penalties:**

1. First Violation during the extra-curricular school year:
  - a. The student shall be suspended from participation in all extra-curricular events for the next four weeks.
  - b. The student will still be required to attend all regular scheduled practices during the time suspended.
  - c. If, after the first violation, the student of his/her own volition becomes a participant in a program with a licensed professional counselor, the student may be certified for reinstatement in Edgemont School activities after a minimum of two weeks and (2) football games, (4) volleyball games, (4) basketball games, and (2) track meets.
  - d. If a student comes forward and reports his/her violation, the penalty will be reduced to two weeks and (2) football games, (4) volleyball games, (4) basketball games, and (2) track meets. With no counseling required. Repeat offenders do not receive this privilege.
  
2. Second and Subsequent Violations of rules a. and b. listed above.
  - a. The student shall be suspended from participation in all extra-curricular activities for the next twelve (12) months.
  - b. If after the second or subsequent violations, the students on his/her own volition becomes a participant in a counseling program involving a licensed professional counselor, the student may be certified for reinstatement in Edgemont School District activities after a minimum period of eight (8) weeks.

**Violation of c. listed above:**

1. For the first violation, the student will be suspended for one year.
  - a. The one-year suspension may be reduced to 30 calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities, as per SD Codified Law 13-32-9.
2. Second Violation of c. listed above the student will be suspended for one year.
  - a. The one-year suspension may be reduced to 30 calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. (As per SD Codified Law 13-32-9)
3. A third violation of c. listed above:
  - a. that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. (As per SD Codified Law 13-32-9)

### Participation of Jr. High Students in High School Extra-Curricular Activities

JV and Varsity participants will be determined by the coaches, student, and his/her parents if the individual is not in high school. A mutual agreement must exist between the athletic director, coaches, student, and parents of an athlete if there is an interest for the student to play at a higher level. The mutual agreement should include, but not be limited to, the following:

- At which level will the student participate and when?
- Which practice sessions will the student be required to attend?
- Is the student athlete ready for the higher level of competition?

### Concussion Policy

Any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from the contest and shall not return until a medical release is issued and signed by a medical doctor.

An annual Concussion Course is required for all coaches (faculty and non-faculty).

Adopted: October 11, 2010

## Admission to Athletic Events

Students currently enrolled in the Edgemont School will be admitted free to all athletic events except tournaments. Those students who are in ISS or OSS will not be allowed to attend athletic events.

## Busing (student activity trips)

1. All school district bus rules will be in effect.
2. For athletic contests: (spectator bus)
  - a. There will be a charge varying by distance, collected before the student boards the bus, to cover the cost of transportation.
  - b. A minimum of 16 paid riders will be necessary before arrangements will be made for a spectator bus.
  - c. Only students in grades seven through twelve are permitted to take the bus for "away" games.
  - d. The bus leaves for home immediately after the game.
  - e. No spectator bus will be offered if another varsity event is scheduled at home.
  - f. Students who are in ISS/OSS will not be able to attend.

## Dances

Once at the dance, a student may not leave and return to the building. Ticket prices for dances are to be determined by the sponsoring organization. Middle school dances may be attended only by Edgemont students in grades 6 through 8. High school dances will be attended only by Edgemont students in grades 9-12, with the exceptions of homecoming and prom. Participants who are absent for any part of a school day (which includes ISS and OSS) will not be allowed to participate in an event that day or evening, unless prior arrangements are approved by the administration.

Guests who are not Edgemont students must be the age of 19 or under and registered with the principal by completing a consent form in advance. If an Edgemont student registers a guest, that student will be expected to accompany that guest to the activity and remain with that guest during the activity. The behavior of the guest is the Edgemont student's responsibility. All guests must abide by the rules/policy of the Edgemont School.

## Discipline

Please also refer to the expectations of students.

## Due Process

Discipline in schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with disruptive students and student misconduct. The Board also recognizes the importance of safeguarding a student's constitutional rights to due process.

Due process procedures shall be fair and apply equally to all. Fairly enforcing due process procedures involves:

- Administration will give oral or written notice of the incident to the student as soon as possible after the incident
- An interview with the student to hear his/her defense
- Administration will render a decision as soon as possible after the meeting and inform the student and parent/guardian.

Special Education Students:

Students who attend public school on an individualized education program (IEP) are subject to due process procedures established by the South Dakota Board of Education under administrative rules for special education. The administration shall consult with a student's IEP team to balance disciplinary actions with the provision of a free and appropriate public education for students with disabilities.

## Grievance

DEFINITION: A grievance is defined as a complaint lodged by a complainant against a staff member or administrator alleging one or more of the following unfair practices.

1. That a school policy discriminates between students based on sex, age, race, color, religion, national origin, handicap, or homelessness.
2. That an unfair procedure was used to arrive at a punishment.
3. That there was a lack of due process.

A grievance must be filed within 30 days after the alleged violation. The burden of proof is upon the complainant to show that a policy discriminates, a procedure was unfair, or there was a lack of due process.

## GRIEVANCE PROCEDURE:

If a complainant has a grievance (s) he should:

1. Obtain a "Grievance Form" from the office. (See Appendix A of handbook)
2. Complete the form in writing and present it to the administration. Upon receipt of the completed form, the administration will schedule a time and date for an informal conference and discussion of said grievance. Following the conference, the administration has five working days to respond to the allegations and make a ruling.
3. If the complainant is not satisfied with the resolution made by the administration, (s) he may appeal, in writing, to the superintendent for an informal conference and discussion of said grievance. Upon receipt of the completed form, the superintendent has five working days to respond to allegations and make a ruling.
4. If the complainant is not satisfied with the resolution made by the superintendent, (s) he may appeal, in writing, to the Edgemont Board of Education.
5. An informal conference will be held, in executive session, at the next scheduled board meeting. The board's decision will be final.

## Offense Definitions

**Administration reserves the right to adjust consequences and develop behavior contracts as necessary. School service is an alternative consequence in lieu of detention time. Discipline is NOT AN EXACTING SCIENCE. Each situation is dealt with on the specific merits of the case.**

The following listed behaviors are prohibited. The consequences specified in this document are for offenses resulting in referral to the principal's office. The consequences listed are minimums. The building administration has latitude to enforce other reasonable disciplinary actions warranted by the situation.

Because it is not possible to list every behavior that might occur, the administration and staff reserves the right to respond to other misbehaviors not included in this document.

Prohibited conduct that is attempted but not completed may subject the student to the same consequence and to the same extent as if the action was completed.

Parent/guardian notification will be made on all offenses that result in detention or suspension.

FREQUENT REFERRALS When a student has reached five, seven and eleven cumulative office referrals, the following actions may be taken:

- 5 - Behavior Contract
- 7 – Refer to outside agency for Counseling Intake

If a student "skips" an assigned detention, he or she will serve one day of ISS. Parents will be notified.

Students serving ISS or OSS will not be allowed to attend extra-curricular activities, including as an audience member.

Assault (Aggravated assault, Assault and Battery of Staff):

1. Up to 10 days OSS, parent/guardian contact, law enforcement may be contacted.
2. Up to 10 days OSS, parent/guardian contact, law enforcement may be contacted, possible expulsion.

Arson:

1. Up to 10 days OSS (depending on severity and developmental understanding). Parent/guardian contact, law enforcement may be contacted.
2. Up to 10 days OSS, parent/guardian contact, law enforcement contact, possible expulsion.

Contraband, Prohibited Items, Cell Phones

1. Teacher or staff member will confiscate item and turn it into the office. Students may pick items up at the office at the end of the day. Parent/guardian notified. School is not responsible for lost/stolen/damaged items.
2. Teacher or staff member will confiscate item and turn it into the office. Parent/guardian picks up items. School is not responsible for lost/stolen/damaged items.
3. Teacher or staff member will confiscate item and turn it into the office. Item will be held until a conference is held with the student, parent/guardian, and administration. School is not responsible for lost/stolen/damaged items.

Disorderly Conduct: Defiance, Insubordination, Disruption, Non-Compliance, Disrespectful language or behavior, disturbance of school, or school sponsored event (please refer to SDCL 13-32-6)

1. Parent/guardian contact by teacher or staff. After School Detention.
2. Parent/guardian contact by teacher or staff. 2 days ASD or 2 lunch detentions
3. Parent/guardian conference with principal/teacher. 1- 2 days ISS. Possible referral for counseling sessions. Possible referral to law enforcement.
4. Parent/guardian contact by principal. 2-4 days ISS, Behavior Contract. Possible referral to law enforcement.
5. Parent/guardian contact by principal. 1-3 days OSS. Possible parent/guardian shadow. Possible referral to law enforcement.

Dress Code

1. Every time-Parent/guardian contacted to bring change of clothing if offending clothing cannot be changed or removed, followed by ASD

Alcohol and other Drug Use by Students: A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, give, exchange, or be under the influence of alcohol and/or other illegal drugs (Board Policy JFCH)

1. Parent/guardian and administrator conference, 4 days ISS, student suspended from participation in any school-sanctioned events until the completion of a drug/alcohol assessment.
2. Parent/guardian and administrator conference, law enforcement contact, 4 days OSS, student suspended from participation in any school-sanctioned events until the completion of a drug/alcohol assessment.
3. Parent/guardian and administrator conference, law enforcement contact, 8 days OSS, possible long-term suspension or expulsion.

Tobacco Use and/or possession, including e-Cigarette. Note: The use, possession or sale of nicotine products of any kind is prohibited on school property or during a school-sponsored activity or event.

1. Contact Parent/guardian/Guardian. 2 Day ISS
2. Contact Parent/guardian/Guardian. 3 Days ISS
3. Contact Parent/guardian/Guardian. 2 Days OSS

#### Fighting

1. Parent/guardian Contacted 2 days OSS
2. Parent/guardian Contacted 4 days OSS
3. Parent/guardian Contacted 5 days OSS, possible expulsion.

#### Harassment (non-sexual), Threats, Intimidation, Hazing, Verbal Provocation

1. Removal from classroom for the remainder of the day. Teacher-Parent/guardian Contact.
2. 1 day ISS Parent/guardian contacted by Administration.
3. 2 days ISS Parent/guardian Contacted principal/parent/guardian conference. Possible Law enforcement contact.
4. Parent/guardian and administrator conference. Up to 10 days OSS, possible expulsion. Law enforcement referral.

#### Harassment (sexual): (Board Policy ACAA)

1. Any student found to more likely than not to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a Respondent until the conclusion of the grievance process.

Bullying and Cyber Bullying: Persistent physical, verbal, written, or electronic conduct directed toward a student or staff member that is so severe, pervasive and objectively offensive that it creates an intimidating or hostile academic environment or has the effect of interfering with and depriving a student of access to educational opportunities. (Board Policy JFCE)

1. Parent/guardian contacted. ISS or OSS. Possible referral to law enforcement.
2. Parent/guardian and administrator conference. Up to 10 days OSS. Possible referral to law enforcement.
3. Parent/guardian and administrator conference. Up to 10 days OSS, possible expulsion. Referral to law enforcement.

#### Physical Aggression, Combative Behavior, Severe Hitting, Kicking, Biting, Scratching, Throwing items

1. Parent/guardian contact by Administration 1 day of Lunch/Recess detention. Possible law enforcement referral
2. Parent/guardian contact by administration. Behavior contract. 2 days of ASD or L/R detention. Possible Law Enforcement referral
3. Parent/guardian contact by principal 1 day of ISS (Refer to Behavior Contract) possible Law Enforcement referral
4. Parent/guardian contact by principal 1-3 days OSS (refer to behavior contract), possible law enforcement referral
5. Parent/guardian contact by principal, 5 -10 days OSS (refer to behavior contract) possible law enforcement referral

#### PDA (Public Display of Affection)

1. Administrative Conference. Verbal warning. Parent/guardian Contact 2 days of ASD or L/R detention.
2. 2 days of ASD or L/R detention. Parent/guardian Contact
3. 3 days ASD or L/R detention. Parent/guardian contact.
4. Administrative Discretion
5. Administrative Discretion

#### Pulling Fire Alarm

1. Notify law enforcement officials Contact parent/guardian/guardian 1 day L/R detention.
2. Notify law enforcement officials and will refer matter to their discretion Contact parent/guardian/guardian 3 days L/R Or ASD, possible suspension
3. Administrative Discretion

#### Theft (possible law enforcement referral)

1. Parent/guardian contact by teacher Loss of L/R Written/verbal apology Restitution
2. Parent/guardian contact by principal Loss of 2 days of recess with ASD Restitution

3. Parent/guardian contact by principal 1-2 days ISS Restitution
4. Parent/guardian contact by principal 2-4 days ISS Restitution
5. Parent/guardian contact by principal. 1-4 days of OSS. Law enforcement contacted. Restitution

Truancy, Unexcused Absences, skipping class

1. Skipping class—2 or fewer class periods: Parent/guardian notification, 1 day ISS
2. Skipping class—3 or more class periods: parent/guardian notification, 1-4 days ISS

Attendance:

3. After 3 absences, parent/guardian will be notified of district attendance policy
4. Upon the fourth absence, a school official will meet with the parent/guardian to discuss attendance plan. The plan could include, but is not limited to, grade reduction, Friday school, law enforcement referral, State's Attorney referral, suspension from ungraded extra-curricular events. If a meeting is not held within four days after notification, the matter will be referred to the State's Attorney office.
5. Additional absences will be referred to the appropriate local authorities.

Tardiness – (not in the classroom when the bell rings)

1. Warning from teacher and recorded on the daily attendance
2. ASD and recorded on the daily attendance
3. 3<sup>rd</sup> (and additional) tardy results in an absence for the class for the day and each additional tardy will be recorded as an absence, ASD

Vandalism, Criminal Damage, Graffiti, Tagging, Littering

1. Parent/guardian contact by teacher 1 day ASD, restitution, possible law enforcement referral
2. Parent/guardian contact by teacher 1 day ISS Cleanup/ restitution, possible law enforcement referral
3. Parent/guardian conference with principal/teacher/student 3 days ASD Cleanup/restitution, possible law enforcement referral
4. Parent/guardian contact by principal 1-2 days ISS/OSS Cleanup/ restitution, possible law enforcement referral
5. Parent/guardian contact by principal 2-3 days ISS/OSS Cleanup/restitution, possible law enforcement referral

Weapons - bringing weapons or potentially harmful items onto school property or school buildings. Reference: Weapons Policy-Gun Free School Zone

1. Parent/guardian contact by principal, Superintendent contacted, law enforcement referral 5 days OSS, possible expulsion
2. Parent/guardian contact by principal, Superintendent contacted, law enforcement referral, up to 10 days OSS, Expulsion proceedings

Inappropriate Use of Technology (Board Policy IIBG)

1. Denial of computer privileges, up to two weeks, and parent/guardian contact. Denial of computer privileges could be temporary to long-term based on the nature of the misuse. Restitution could be required.
2. Misuse may result in the restriction or cancellation of the school account and use of school devices.
3. Legal action, suspension expulsion and/or criminal prosecution may be pursued relating to the severity of the violation.

Academic Dishonesty, Cheating, Forgery, Plagiarism, Lying (This includes the use of Artificial Intelligence in a way that undermines the authenticity or individuality of student's work, or using it on a way not specifically instructed by a teacher.)

1. No credit for cheating (teacher consequence). Administrative conference for forgery along with parent/guardian contact. 1 day ASD.
2. Parent/guardian contact, loss of credit for cheating, 1-2 days ISS
3. Parent/Guardian contact, loss of credit for cheating, 2-4 days ISS or OSS

## Dress Code

Appropriate Dress will include the following:

1. Caps, hats, beanies, and other head coverings may not be worn in the high school building or other buildings on campus unless under special circumstance or privilege
2. Pants should be of appropriate size and NOT expose boxer shorts, underwear or otherwise preventing modesty.
3. Shorts must be no shorter than the mid-thigh.
4. Skirts and dresses must be no shorter than mid-thigh.
5. All shirts and blouses must cover the mid-section (abdomen and lower back). Shirts with low cut necklines or spaghetti straps are not permitted in school. Shirts (tops) must have 1" wide straps and the underarm must be cut tightly under the arm.
6. Footwear is to be worn in the building at all times. No slippers.
7. Students are not allowed to wear clothing, jewelry, buttons, or other items or markings which are offensive, suggestive, or indecent; associated with gangs; encourage use of drugs, tobacco, alcohol or violence; or support discrimination based on age, color, disability, national origin, marital status, race, religion, gender, or sexual orientation.
8. Remember, dress for success for school. Appropriate dress will not disrupt the school day for any of our learners.

Consequences for violation of this policy:

Every time-Parent/guardian contacted to bring change of clothing if offending clothing cannot be changed or removed, followed by ASD

## Campus Policy Notifications

### Alcohol and Other Drug Use by Students

The following document outlines Edgemont School District policy related to the student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased, or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property. Students and parents/guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

#### **POLICY**

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, give, exchange, or be under the influence of alcohol and/or other illegal drugs, including, but not limited to illicit drugs, narcotics, dangerous or illegal chemical substances. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs.

Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

#### **DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES**

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

*First Offense:*

1. The administration will notify the parent(s)/guardians(s) and schedule a conference.
2. The administration shall in-school suspend the student for four (4) school days in compliance with student due process procedures.

3. The student will not be allowed to attend any school-sanctioned event in which they are not a participant for the remainder of the school year. These events may include, but are not limited to, dances, athletic events, prom, class trips, and drama productions. If this infraction occurs in the spring semester, the suspension from activities will be carried over until the first semester of the next school year.

This suspension from school-sanctioned events will be lifted when the student completes a drug/alcohol assessment from a certified or licensed addiction counselor, or a licensed physician trained in chemical dependency and recommended program. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

4. The administration shall notify available law enforcement authorities.

*Second Offense:*

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall out-of-school suspend the student for four (4) school days in compliance with student due process procedures.
4. The student will not be allowed to attend any school-sanctioned event in which they are not a participant for the remainder of the school year. These events may include, but are not limited to, dances, athletic events, prom, class trips, and drama productions. If this infraction occurs in the spring semester, the suspension from activities will be carried over until the first semester of the next school year.

This suspension from school-sanctioned events will be lifted when the student completes a drug/alcohol assessment from a certified or licensed addiction counselor, or a licensed physician trained in chemical dependency and recommended program. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

*Subsequent Offenses:*

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
  2. The administration shall notify available law enforcement authorities.
  3. The administration shall out-of-school suspend the student for eight (8) school days in compliance with student due process procedures.
  4. The administration may recommend a long-term suspension or expulsion on a case-by-case basis. The student/guardian may request a hearing in the case of a recommendation for long-term suspension, as allowed by state administrative code. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.
- B. Distributing (supplying free or selling) Other Drugs or Material Represented to be a Controlled Substance (all occurrences). State and federal regulations regarding special education students will be followed.
1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
  2. The administration shall notify available law enforcement authorities.
  3. The administration shall suspend for ten (10) school days in compliance with student due process procedures.
  4. The administration may recommend a long-term suspension or expulsion on a case-by-case basis. The

student/guardian may request a hearing in the case of a recommendation for long-term suspension, as allowed by state administrative code. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

5. A second offense for distributing, supplying for free or selling drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one (1) year.

### **USE OF ALCOHOL SENSORS**

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board authorizes the Superintendent, Principals, and designee(s), to use a portable breath test (PBT) and passive breath alcohol sensor device (PBASD) to screen for evidence of breath alcohol.

The purpose for using a PBT and PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff, and community members attending school events and to deter the use of alcohol by pupils. As PBT and PBASD implementation is intended primarily as a deterrent to student and youth alcohol use, nothing set forth in this policy precludes school district personnel from using the power of observation and professional judgment when there is reasonable suspicion of youth alcohol consumption.

The Board authorizes PBT and PBASD screening of students during the school day upon reasonable suspicion that a student may have consumed alcohol, and of attendees before, during and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies.

Procedurally, district personnel will not vary from the normal course of action outlined in ASBSD's Reference Policy JGD: Student Suspension and Expulsion when evidence of alcohol consumption is derived from a PBT, PBASD reading or personal observation.

If the PBT or PBASD screening indicates the presence of alcohol on a District student, the matter shall be reported to the Principal or designee and law enforcement. District students violating this policy will be disciplined according to the discipline procedures outlined in this policy and other relevant policies. School age persons from other districts attending school and District-sponsored events who are suspected of alcohol consumption will be reported to the Principal or designee and law enforcement.

The Board shall provide notices to students, staff, parents, and guardians of this policy.

Reference: Board Policy JFCH

### **Asbestos Notification**

In 1986, the United States Government passed a law relating to asbestos in school buildings. This law, called AHERA, required that every school building be inspected for asbestos by an EPA certified inspector, that each school building have an "Asbestos Control Plan," and that annual notifications be provided regarding asbestos in the district's buildings and the availability of the "Asbestos Management Plan." It is the intention of the Edgemont School District to keep all building occupants informed as to the exact nature of this health hazard as it relates to our school district.

At the present time, the following areas of the Edgemont School District contain asbestos materials:

#### **Jr. High Addition-vinyl flooring**

In general, asbestos-containing building materials that are hard (such as sheetrock and floor tile) are not dangerous. Therefore, the floor tiles are of little concern as long as these materials are maintained. All asbestos containing materials in the Edgemont School District have been placed on an operations and maintenance program

ensuring proper maintenance, inspection, and periodic monitoring to prevent exposure to asbestos, wherever it may occur.

The purpose of the “Asbestos Management Plan” is to assure building occupants that any asbestos containing materials that may be present in the buildings are kept in a “safe, undamaged” condition. The public is advised that this plan is available for viewing during normal office hours at the Edgemont School District’s administration office. It is also possible to receive a copy of this plan for the cost of printing.

### Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Edgemont School District 23-1 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. The superintendent has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination. The superintendent can be contacted for inquiries concerning the school’s compliance with discrimination regulations at Edgemont School District 23-1, Box 29, Edgemont, SD 57735.

Complaints may be filed with: U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, Missouri 64153-1367, Telephone: (816)880-4200, TDD: (816)891-0582, Fax: (816)891-0644.

Reference: Board Policy AD/AE

### Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

The Edgemont School District 23-1 acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Complaints may be filed with: U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, Missouri 64153-1367, Telephone: (816)-880-4200; Fax: (816)-891-0644; TDD: (816)-891-0582.

### Sexual Harassment

The Edgemont School District (“District”) does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District’s Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District’s Title IX Coordinator:

BARRY SCOTT  
PO BOX 29, EDGEMONT SD 57735  
605-662-7254  
BARRY.SCOTT@K12.SD.US

The District will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the Title IX grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v),
4. "Sexual offenses" as defined in 20 USC 1092(f)(6)(A)(v), including offenses classified as a forcible or nonforcible sex offenses under the uniform crime reporting system of the Federal Bureau of Investigation, such as rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
5. "Dating violence" as defined in 34 USC 12291(a)(10),
6. "Domestic violence" as defined in 34 USC 12291(a)(8) or
7. "Stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

### **Retaliation Prohibited**

The District prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

### **Confidentiality**

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

### **Notice Requirements**

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment, and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

### **Training Requirements**

The District ensures that the Title IX Coordinator, Investigator(s), Decision-Makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District also ensures that Decision-Makers and Investigator(s) receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

### **Conflict of Interest and Bias**

The District ensures that Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

### **Determination of Responsibility**

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for the alleged conduct. A determination regarding responsibility will be made by the Decision-Maker at the conclusion of the investigation in accordance with the process outlined in the accompanying sexual harassment procedure and federal regulations. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

### **Extent of Policy**

This Sexual Harassment Policy is intended to comply with Title IX of the Education Amendments of 1972 and federal regulations related thereto. Therefore, nothing in this policy or the related Sexual Harassment Grievance Process shall be construed to be more demanding or more constraining upon the District than the requirements of those federal statutes and corresponding federal regulations. Any complaint or report received that may constitute sexual harassment under Title IX will be addressed pursuant to District policy and procedures, as well as federal law and regulations. Reference: Board Policy ACAA

## **Bullying and Cyber Bullying**

### **Student Bullying**

The school board is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity. Bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or a third party is strictly prohibited and shall not be tolerated.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process upon the rights of others.

Bullying is a pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

### **Reporting Procedure**

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content.

The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed, or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

Revised: July 8, 2024, Board Policy JFCD

## **Student Cyber Bullying**

### **A. Definitions**

1. **Bullying:** For the purpose of this policy, "bullying" means the persistent physical, verbal, written, or electronic conduct directed toward a student or staff member that is so severe, pervasive, and objectively offensive that it:
  - a. Has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
  - b. Has the purpose or effect of substantially or unreasonable interfering with a student's academic performance which deprives the student access to educational opportunities.

- c. Also, students and parents should also be advised of SD Codified Law 13-32-6. Disturbance of school as misdemeanor. A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

Bullying may include, but is not limited to, the following behaviors and circumstances:

- a. Verbal, nonverbal, physical, or written harassment, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - c. Implied or explicit threats concerning grades, achievement, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - d. Demeaning jokes, stories, rumors, or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - e. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
2. **Electronic:** For the purpose of this policy, "electronic" means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable, or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, paper service, cell phones, electronic text messaging, or similar technologies.
  3. **Third Parties:** For the purpose of this policy, "third parties" includes, but is not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to the district control at inter-district and intra-district school events.

## **B. Reporting**

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff, or third parties shall report the alleged acts immediately. The report shall be on a form available from the district office in school board policy –JFCD-E (1). At the time the report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures, or electronic communication devices.

1. **Designated Personnel.** Personnel will be designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by administration. Upon receipt of a written report, designated personnel shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. Failure to forward any report as provided herein will result in disciplinary action. If the complaint involves the designated personnel, the complaint shall be filed directly with the superintendent.
2. **District wide.** The school board hereby designates the superintendent to receive reports of bullying from the designated personnel as outlined above. The superintendent shall designate an individual to receive reports in such case that a report alleges bullying by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the board chair.
3. **Confidentiality.** The district will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations, and the

necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.

4. **Procedure.** Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but not be limited to: the individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. **Required Reporting.** If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

**C. Investigation**

Upon receipt of a written report, the designated personnel shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the designated personnel's discretion, an investigation may be conducted by an alternate investigator as designated by the superintendent. After completion of the investigation, the investigating party shall provide written conclusion and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party

In addition, the district may take immediate steps, at its discretion, to protect students and employees pending completion of the investigation.

**D. Prohibition Against Retaliation**

The district prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or testified, assisted, or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for the truth is subject to disciplinary action consistent to district policy.

**E. Consequences**

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The district will take action it deems necessary and appropriate, up to and including expulsion, dismissal, or appropriate sanction determined and imposed by the administration or the board. Individuals may also be referred to law enforcement.

**F. Notification**

The district's bullying prevention efforts shall be annually discussed with students and staff and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students, and parents.

1<sup>st</sup> Consequence – ISS or OSS

2<sup>nd</sup> Consequence – OSS

3<sup>rd</sup> Consequence – OSS or possible expulsion

## Weapons

No person, other than a law enforcement officer, is permitted to intentionally carry, have in his or her possession, store, keep, leave, place, or put into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noise-making purposes at a school activity or on school property which includes buildings, grounds, parking lot, and school buses and vehicles. Weapons are defined as any firearm, knife, device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict serious bodily harm or death, or by the manner in which it is used is likely to inflict serious bodily harm or death.

This policy does not apply to starting guns while in use at athletic events, supervised educational purposes, supervised firing ranges, gun shows, or supervised gun safety training sessions.

Students who violate this policy will have the weapon(s) confiscated and their parent/guardian notified. A report may also be filed with the appropriate law enforcement personnel. Violation of this policy will subject student(s) to disciplinary action which may result in suspension or expulsion.

## Appendices

### Appendix A: GRIEVANCE FORM (form can be obtained in the office)

I, \_\_\_\_\_ (student's name) hereby file a grievance to \_\_\_\_\_ (Administrator's Name) concerning an incident which occurred on \_\_\_\_\_ (date). I am basing this grievance on one or more of the following:

- \_\_\_\_\_ that a school policy discriminates between students based on sex, age, race, color, religion, national origin, handicap, or homelessness.
- \_\_\_\_\_ that an unfair procedure was used to arrive at a punishment.
- \_\_\_\_\_ that there was a lack of due process.

Explain what occurred that caused you to file this grievance. Another student, the student's parent, and/or staff member may attend the meeting if agreed upon by both parties. The student must be present at the scheduled time and place. Failure to appear at the scheduled time and place effectively waives the student's rights in the grievance process.

### Appendix B: Edgemont District 23-1 Internet Policy

The Edgemont District's Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA).

As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer (P2P), and other forms of direct electronic communications or equipment provided by the district (the network). It also covers any outside equipment that uses the district's network to access the Internet.

#### **Only current students or employees are authorized to use the network.**

The Edgemont District will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. There shall be no physical tampering or destruction of computers, keyboards, printers, etc. Students and staff must keep their passwords private. Students and staff are responsible for all files in their directory. The Edgemont District reserves the right to monitor users' online activities and to access, review, copy, store, or delete any electronic communication or files and disclose them as it deems necessary by the administration. The district will remove any files or e-mail accounts, by a student or staff, after leaving the district within three working days. Any user

identified as a security risk for having a history of problems with other computer systems may be denied access to the network or Internet by the district. Users should have no expectation of privacy regarding their use of district property, network and/or Internet access or files, including email.

### **Acceptable Uses of the District's Computer Network or the Internet**

Usage of the computer network and Internet access at the beginning of each school year will be documented with a signed AUP. Students who are under 18 must have their parents or guardians sign the AUP and the signed document page will be kept on file in the administrative office. (See last page). Once signed, the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of the policy or is no longer a student of this district.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. A state provided Internet filter, on and off site, has been installed so that all Internet use is monitored, filtered and reported. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Edgemont Public School user violates any of these provisions, his or her current access will be terminated, and future access may be denied.

The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Edgemont Public School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, obscene, lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Edgemont Public School District may limit the use of student electronic mail (K-12 State E-mail) to one source, determined by the administration.

### **Staff Internet Use**

Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network, e-mail, or Internet to a teacher, supervisor, or other appropriate district personnel. Access is provided primarily for education and district business. Staff may use the Internet, for personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor, or other appropriate district personnel.

### **Unacceptable Uses of the Computer Network, E-mail, or Internet**

The following are examples of inappropriate activity, but the district reserves the right to take immediate action regarding activities that create security and/or safety issues for the district, students, employees, schools, network, or computer resources. The Edgemont District will develop resources on content, in its individual discretion to determine if it lacks legitimate educational content/purpose or other activities as determined by the district as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programs or games are desired, they must be submitted to the administration. If these are allowed, they will be entered into the system by the technology coordinator.

**Causing Harm to Others or Damage to Their Property, such as:**

- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others; accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Using any Edgemont District computer or device to pursue "hacking," internal or external to the district, attempting to access information protected by privacy laws; or accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."

### **Bullying Prohibited**

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as, "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district, and is prohibited.

### **Cyberbullying is prohibited**

Cyberbullying is a form of bullying and defined as bullying through: Instant messaging, email, a chat room, social networking, or cell phone messaging.

- Students who engage in any activity of cyberbullying are subject to disciplinary action, up to and including suspension or expulsion. Cyberbullying can take place anywhere and will be dealt with according to this bullying policy.
- Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.
- The superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention
- Any person who wishes to report bullying/harassment will file a complaint with the superintendent.

### **Engaging in uses that jeopardize access or lead to unauthorized access into others' account or other computer networks, or e-mail account such as:**

- Using another's account password(s) or identifier(s).
- Interfering with other users' ability to access their account(s).
- Disclosing anyone's password to others or allowing them to use another's account(s).

### **Using the network, E-mail or Internet for Commercial purposes:**

- Using it for personal financial gain.
- Using it for personal advertising, promotion, or financial gain.
- Conducting for-profit business activities and/or engaging in non-government related fundraising.

### **Student Internet Safety**

- Students under the age of 18 should only access district accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use

- Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others.
- Students shall not meet in person anyone they have met only on the Internet.
- Students must abide by this District's Acceptable Use Policy.

### **Internet Storage**

The Edgemont School District recognizes the availability and advantages of Internet-based storage options (I.E. Dropbox, One Drive, One Drive for Business, etc.).

Data that may be stored in an Internet-based storage include staff and student classwork and course material (provided copyrights are followed).

Sensitive material such as student records, grades, personal information and confidential documents shall not be stored in any Internet-based storage. Any information stored must comply with the district's Acceptable Use Policy.

Accounts may be created by staff and teachers using their K12 credentials only. No personal accounts (I.E. Hotmail.com, Outlook.com, etc.) shall be used for district use. Students may create Internet-based storage accounts only with teacher approval and only using their K12 credentials.

District Internet-based storage accounts may be shared between teachers and students within a classroom setting. District accounts will not be shared with other users or accounts including personal accounts.

When a staff member or student leaves the district, the K12 user account will be locked, the password will be changed, and any district information will be removed prior to the account being transferred to the new district or being deleted as applicable.

Internet-based storage will not be backed up by the district and the district is not responsible for lost data.

### **Penalties for Improper Use**

The use of a district account is a privilege, not a right. Misuse will lead to disciplinary actions: warning, two weeks' suspension (as determined by administration). Misuse can result in the restriction or cancellation of the account. For both students and employees, this may include legal action, suspension, expulsion, dismissal from District employment, and/or criminal prosecution by government authorities. The district will attempt to tailor any disciplinary action of a specific issue or issues, on a case-by-case basis, relating to each violation.

Board Policy IIBG Revised: August 14, 2017

### **Disclaimer**

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

### **Appendix C: Authorization to Administer Medication (if applicable form is in the office)**

1. The decision to administer medication during school hours and to leave our child in attendance during this period is solely our own. We have been informed that arrangements could be made to have the medication administered by other than school personnel, but it is not our wish to do so.
2. We state that we realize and have informed our child that it will be the child's responsibility to notify the appropriate school personnel should there be an immediate change of the child's condition which makes medication necessary.

3. We state that it is our responsibility to personally notify, in writing, the school personnel designated to administer the medication if there is any change in the above-mentioned medication schedule.
4. We agree to instruct the necessary school officials as to the method of administering the medication to our child and will hold them harmless for the administering of such medication. On behalf of the above designated person who shall administer the medication, and the Edgemont School District.

## Appendix D: Parental Involvement Policy

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. School districts and schools, in collaboration with the parents, shall establish and develop programs and practices that enhance parent involvement and reflect the specific needs of students and families.

To this end, the Board will support the development, implementation, and regular evaluation of a parent involvement program, which will involve parents at all grade levels in a variety of roles. The parent involvement program will be comprehensive and coordinated in nature and will include, but not be limited to, the following:

1. Support to parents as leaders and decision-makers in advisory roles.
2. Promotion of two-way communication between the school and family as to school programs and children's progress.
3. Assistance to parents and/or guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.
4. Involvement of parents, with appropriate training, in instructional and support roles at the school.
5. Provision of access to and coordination of community and support services for children and families.

These forms of involvement are not mutually exclusive and require a coordinated school-wide effort.

Adopted: August 10, 2020

## Appendix E: School-Parent Compact

Dear Parent/Guardian: We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

### **School's Responsibility:**

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
  - Annual parent-teacher conferences.
  - Frequent reports regarding your child's progress.
  - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

### **Parent's Responsibility:**

- Encourage your child to attend school regularly.
- Encourage your child to show positive school behavior.
- Review your child's homework.
- Monitor electronic device usage and encourage positive use of your child's extracurricular time.
- Volunteer in your child's school and classroom if time or schedule permits.

- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress. Thank you for your support and involvement in your child's education. Please contact the person listed below for more information.

Name: Amy Ferley Title: Title I Coordinator Phone: 662-7254 email: [Amy.Ferley@k12.sd.us](mailto:Amy.Ferley@k12.sd.us)

## Appendix F: Complaint Policy for Federal Programs

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal ESSA funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

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

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

## Appendix G: FERPA Annual Notice

Family Educational Rights and Privacy Act (FERPA) Annual Notice of Student Education Record Privacy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:  
Name of Staff: Barry Scott Telephone: 605-662-7254 Email Address: [barry.scott@k12.sd.us](mailto:barry.scott@k12.sd.us)  
You will be notified of the place and time the record(s) may be available for review.
2. To request that a school correct record believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate

or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record: Name of Staff: Barry Scott Telephone: 605-662-7254 Email: barry.scott@k12.sd.us

3. To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests such as a person employed by the district; 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, or therapist); or a parent or student serving on an official committee (such as a grievance or disciplinary committee) or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA, contact the following address: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington DC 20202-4605.

## Appendix H: FERPA

### STUDENT DIRECTORY INFORMATION NOTICE

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

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, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal and state laws require the District to provide military recruiters and institutions of higher education, upon request, with the names, addresses and telephone listings of the students, and to provide the executive director of the SD Board of Regents and each technical college located in the state with the names and mailing addresses of the students in grades 7-12. This information will be provided unless parents or guardians have provided written documentation which advises the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment. The District has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing;

4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended

Appendix I: All forms can be found in the office and will be included in the first of the year packets.

Appendix J: [Edgemont School District Meal Charge Policy](#) School Board Policy DL: Revised 8/14/2017

#### **I. Federal Requirement**

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

#### **II. PURPOSE OF POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent district policy regarding charges and collection of charges.

#### **III. SCOPE OF RESPONSIBILITY:**

- The food service cashier, business manager, administrative assistant: responsible for maintaining charge records and notifying the student's parent/guardian.
- The parent/guardian: Immediate payment.

#### **IV. ADMINISTRATION**

1. Families are encouraged to apply for free and reduced-price meal benefits. Applications are available in the business office or on the school website under the Lunch tab, [www.edgemont.k12.sd.us](http://www.edgemont.k12.sd.us). Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced-price meal benefits.
2. Families are required to pre-pay for meals and money is accepted in the school office daily for payments on the day of service, at the point of sale at the end of the lunch line, or can be mailed to P.O. Box 29 Edgemont, SD 57735. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the Edgemont school website, and is included in the student handbook.
3. Families will be notified by the school of the Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the Edgemont School Website and in the student handbook.

4. Pre-Kindergarten through 12<sup>th</sup> grade students: The business office sends out statements each month indicating the lunch balance of each family or will send a collection letter. The school will make a telephone call to the parents if the account is delinquent. They will also let the parents know that because of the balance, the student(s) will have to bring cash to pay for lunch or bring a lunch from home.
  - a. Reminders are sent home to parents twice a week via Messenger with Voice once their child's balance falls below \$10.00.
  - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
  - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
5. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This will allow local officials to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt will be reclassified as "bad debt."