

Elk Point-Jefferson Middle School

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Student & Parent Handbook

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District Mission Statement:

The mission of the Elk Point-Jefferson School District is to provide a safe environment where students are empowered with the knowledge and skills to successfully navigate life's transitions and challenges.

Middle School Vision Statement:

The Elk Point-Jefferson Middle School's vision is to prepare responsible and respectful students using a challenging curriculum in a safe environment.

Showing Pride...Taking Action!

Student Handbook

Showing Pride...Taking Action!

AdvancED Goals

Goal 1: All students will improve their reading comprehension and writing skills across the curriculum. (Reading and Writing Across the Curriculum).

Goal 2: All students will improve their problem solving and application skills. (Mathematics)

Defining Principles

RESPECT: We believe RESPECT is a lifelong skill. We will treat ourselves, treat others, and treat all property with pride and dignity.

ACCOUNTABLE: We believe to be accountable we must accept and be responsible for our actions and the resulting consequences.

CITIZENSHIP: We believe in being an active and productive member of our community. We support this by having high expectations through our education and community involvement.

ENTHUSIASTIC: We believe in approaching our peers and learning experiences with a positive outlook.

A Message To Students & Parents:

Welcome to Elk Point-Jefferson Middle School. We are excited to have you be a part of our culture and a partner in enhancing the education for all of our students. We are proud of our students, staff and the atmosphere we have created in meeting the needs of our students. That atmosphere is dependent upon all members of the educational community encouraging students to recognize and develop the potential they have by having high expectations of themselves and each other in the classroom, in behavior, in future goals, and in their relationships with others. Our main goal is to develop young people of intellect, compassion, and who have a strong enthusiasm for life.

Students attending our school are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on

the individual and on the school, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

Because it is not possible to list all misbehavior which may occur, the administration and staff reserve the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, lunch room staff, classroom teachers, coaches, counselors, administrators, and other appropriate district personnel. This handbook attempts to make the middle school experience both enjoyable and educational by summarizing basic information and guidelines. You are encouraged to read this handbook carefully and refer to it for direction to aid in those goals. (A copy of this handbook may be found at www.epj.k12.sd.us.)

Mr. Travis A. Aslesen M.S. Principal Elk Point-Jefferson School District 61-7

Table of Contents (Choose a link below to move directly to that section of the handbook.)

Absences / Attendance Policy		Physicals
Academic Eligibility Policy		Pictures
Accidents		Progress Reports
Activity Tickets		Psychological Services
Assault on School Employee/Student		Public Complaints About School Personnel
Athletic Training Rules		Public Use of School Buildings
Birth Certificate Law		Release To Parents After School Activity
Book Fines		Retention
Building Hours/School Starting Time		Rules of Conduct and Discipline
Bullying and Harassment Policy		Saturday Support Services
Busing		Schedule (Daily)
Cancellation of School		SDHSAA Eligibility Requirements
Candy Pop Food in School		Search and Seizure
Church Nights (School Activities)		Semester Grades
Closed Campus		Sexual Harassment Policy
Co-Curricular Drug and Alcohol Abuse Policy		Sign Out
Computer / Computer Server / Internet Misuse		Smoke Free School/No Smoking Policy
Conduct at School Activities		Special Education
Defacement of School Property		Speech and Hearing Services
Detention		Student Grievance/Procedure (Title IX)
Discipline		Student Records
Disruption of School		Student Relationships

Dress Code		Student Rights and Responsibilities
Dropping/Adding Band/Vocal		Study Hall Regulations
Due Process		Suspension or Expulsion
Eighth Grade / Algebra I		Tardiness
Electronic Devices		Theft
Excursions / Field Trips		Transferring In
Federal Programs Complaint Policy		Transferring Out or Withdrawing
Fire / Disaster Drills		Transportation
Forgery		Truancy
Fund Raising and Distribution of Materials		Use of Vehicles
General School Regulations		Visitation
General School Requirements		Weapons and Dangerous Instruments
Grade Point Average Procedure		
Grading Scale		
Guardianship		
Guidance K-12		
Hallway Passes		
Health / Student Communicable Diseases		
Honor Graduates		
Honors and Awards		
Immunizations		
Instrumental Rental		
Insurance		
Interrogations of Students		
Lockers		
Lockers Search and Seizure Policy		
Lunch Program (Charging, Free-Reduced Meals)		
Make-Up Work		
Medications – Administration of		
Notice of Rights Under FERPA		
Open Enrollment		
Parking Lot/Student Use of Vehicles		
Parental Involvement Policy		
Parent- Teacher Conferences		
Participation of Home School Students		
Permanent Records		

ABSENCES / ATTENDANCE POLICY

When a student is absent, a phone call from a parent or guardian must be received at the school, or a written statement signed by the parent or guardian must be delivered to the principal's office before the absence occurs or immediately upon return to school.

- The school must be notified of a student's absence by the parent (or guardian). This pertains to all students regardless of age. A **student must be in classes all day prior to an extra-curricular or co-curricular activity to participate in the activity unless the student has been pre-excused by the principal.**
- If students are absent from school in the morning, the parent or guardian must call the principal's office between 7:30 a.m. and 9:00 a.m. The phone number is 605 356-5900. A note must be given to the principal's office when they return.
- Any student who has been absent for any part of the day is asked to report to the principal's office when he/she returns to school to acquire an admit slip.
- A student who has been in school any part of the day but plans to be absent from school later, must bring written permission, be accompanied by parent or guardian, or telephone call, followed by an excuse slip. The student must sign out at the principal's office before leaving.
- If a student has become ill, he/she must get permission from the principal's office to go home. Parents will be contacted and students must sign out before they are allowed to leave.
- Pre-excused absences are permitted for certain occasions, such as out-of-town appointments. To obtain such an excuse, the student must bring written permission from parents in advance of the planned absence.

In the case of **pre-arranged/pre-excused absence** (vacation, advanced notice medical appointments, school activities, etc.), the parent and/or student shall report the anticipated absence to the office and to each of his/her teachers. As according to the direction of his/her teachers, the student shall complete the work prior to the absence or make arrangements with his/her teachers to complete the work upon return. The student shall initiate contact with his/her teachers prior to the absence making arrangements for the work to be completed in a timely manner. If a student fails to contact his/her teachers prior to the date of the pre-arranged/pre-excused absence to make arrangements for work completion for said absence, the student may be docked credit for the work in question by his/her teachers as according to their classroom procedures for late work inclusive of quizzes, tests, projects, etc.

MAKE-UP WORK

Students who have been absent from school for any reason should report to the high school office immediately upon arrival at school. It is the student's responsibility to contact his/her teachers regarding class work he/she has missed. Students will be allowed two days to make up each day of work missed only in the case of emergency situations or sickness. If make-up work is not turned into the teacher by the due date, the instructor may record zeroes for the incomplete work.

*If a student is absent from school for any part of the day inclusive of arriving late, we do not expect him/her to participate or attend extra-curricular activities that night. Exceptions would be previously scheduled appointments and emergency situations. [Table of Contents](#)

UNEXCUSED ABSENCES

Students absent from school without prior knowledge or approval of the parent/legal guardian or school personnel will be subject to penalty as outlined in the discipline matrix. Students may earn 50% maximum credit for any coursework due or assigned on the date of the absence. [Table of Contents](#)

ATTENDANCE POLICY

Students (K-12) may not miss more than seven days each semester. These seven days will include both excused and unexcused absences. Loss of credit for the semester may result if a student is in violation of this policy. An extended illness may be counted as one absence. As according to state law, students are required to attend school until the age of eighteen (18). [Table of Contents](#)

SDCL 13-27-1. Every person having control of a child, who is six years old by the first day of September and who has not exceeded the age of 18, shall cause the child to regularly and annually attend some public or nonpublic

school for the entire term during which the public school is the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter.”

APPEAL BOARD FOR ABSENTEEISM

Absences over seven days per semester may be appealed by a student and his/her parents. *A student cannot request an appeal until the seventh absence has occurred.

The Appeal Board shall consist of an instructor, a guidance counselor, and an administrator. The administrator is the convening authority of the Appeal Board.

Appeal Board Guidelines to determine the validity of an appeal:

- The student requests an appeal from office of principal.
- A written appeal is returned to the principal by the specified date.
- The parent(s) are required to be part of the appeal process and will meet with the Appeal Board with son/daughter.
- The student's written appeal is reviewed by the Appeal Board.
- The board will examine the reasons/excuses the parents have supplied for the seventh absences indicating that the absences were the results of justifiable or extraordinary circumstances.
- The Appeal Board may request medical documentation (all written documentation will be kept in the board's confidence).
- The Appeal Board will then render its decision; the Appeal Board's decision may include agreements, contracts, or arrangements allowing the student to continue his/her education at EPJHS; the board may render a "Loss of Credit" status for the student.

Guidelines which prevent assembling the Appeal Board:

- If prior arrangements have been made and approved by the principal for said absences (extended family vacation)
- Class absences have occurred as a result of approved school sponsored activities, which do not count in the seventh day limit per semester.

ACADEMIC ELIGIBILITY POLICY

The Elk Point-Jefferson School has very high expectations of our students. We believe that it is a privilege to participate in our extra-curricular and co-curricular activities. If the student participant does not maintain a minimum level of academic standing he/she will not be able to participate in these activities.

Every participant shall have all passing grades during each four and one-half reporting period, a passing grade consisting of a D-. If he/she does not, he/she will be ineligible to participate for at least one full week in all school activities that are considered co-curricular or extra-curricular. A week is from Monday until the following Monday when the grade is checked. If they are not passing after one week they will be ineligible for an additional week. They will only be eligible when they have a passing grade. The students are responsible for reporting a passing grade to the Activities Director in the form of a note from the teacher. If the affected students do not get their grade checked by Monday then they will become automatically ineligible for another week. The Activities Director will in turn report the status of the eligibility to the director of the activity. The students will be eligible the Monday that the grade has been reported as passing. The period of ineligibility will begin the Monday following the report of the failing grade. There are no exceptions to this policy.

The principal will be responsible for providing the Activities Director with a list of the students failing courses and notifying the students of their ineligibility. The Activities Director will provide an updated list weekly on the status of the students' eligibility that will be distributed to the teachers and directors of the activities.

At the semester break, eligibility will be based on the second nine weeks grade, not the semester grade. If a student is failing a course after the second nine weeks, he/she will not be eligible until the first day of the second semester. If a student fails a course after the fourth nine weeks, the student will sit out one contest after the school year ends. This contest may be in the spring (golf or track post season) or it could carry over into the fall sports season.

ACCIDENTS

The school district provides, through student payment, for accident insurance for students who desire it. The school assumes no responsibility for injuries incurred by any student. When a child is injured, injury is reported immediately to the principal's office. Registration information requires the name of the family physician that may be called in case a parent cannot be reached. [Table of Contents](#)

ACTIVITY TICKETS

Activity tickets for grades K-12 will be priced at \$25.00. Tickets may be purchased in the high school office. Tickets are good for all home events except tournaments.

There will be no passes to leave the building after once entering. Students will have to pay to enter again if they leave.

The price of admission to all athletic events will be \$5.00 for adults and \$3.00 for K-12 students. Adults may also buy activity tickets through the school for \$45.00. Prior to the first athletic event of the school year, adult and student activity tickets may be purchased in the principal's office.

Senior citizens (62 and older and residents of the Elk Point-Jefferson District) may pick up activity tickets at the school that will allow them free admittance to all school events (except tournaments). [Table of Contents](#)

ASSAULT ON A SCHOOL EMPLOYEE OR STUDENT

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee, another student or other persons not employed by the school.

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any time when the school is being used by a school group, or;
- Off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule. [Table of Contents](#)

ATHLETIC TRAINING RULES

***See Activities Handbook <http://www.epj.k12.sd.us/activities/11.12-Activities/HANDBOOK.Activities.11.12.pdf>

BIRTH CERTIFICATE LAW

It is a requirement that schools have on file a copy of a certified copy of a birth certificate for each newly enrolled student. This law affects students who move into the district, as well as all incoming kindergartners. A certified copy of a birth record may be obtained from the South Dakota Department of Health, Vital Records Office, 523 E. Capitol, Pierre, SD 57501. Birth records may also be obtained from any county in the State of South Dakota. (Records for adopted children are available only at the state office). Birth records of children born out-of-state must be obtained from that state. The address of the appropriate office in any state may be obtained from the Vital Records Office, (605) 773-4961. To receive a certified copy of a birth record, send the child's name, date of birth, and a \$7.00 fee to the appropriate county or state office. **The certified copy of the birth record must be presented on or before the date of enrollment in school.** [Table of Contents](#)

BOOK FINES

The district furnishes library books and magazines. Book fines will be levied against those students who purposely mutilate or lose their books. The school librarian will determine these fines. [Table of Contents](#)

BUILDING HOURS

Regular building hours are 8:00 a.m. - 4:00 p.m. Classes begin at 8:15 a.m. and conclude at 3:07 p.m. It is not possible for us to provide supervision for students whose parents begin work earlier. In the case of one who should

arrive earlier and it is inclement weather, the lunchroom area and commons will be open at 7:45 a.m. for use as study areas. [Table of Contents](#)

BULLYING & HARASSMENT POLICY

The Elk Point-Jefferson School District 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.

Persistent bullying can severely inhibit a student’s ability to learn effectively or a member of the staff’s ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict.

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 or intrude upon the rights of others.

The forms of bullying:

- Physical – involves harmful actions against another person’s body
- Verbal – involves speaking to a person or about a person in an unkind or hurtful way
- Emotional – involves behaviors that upset, exclude, or embarrass a person
- Sexual – involves singling out a person because of gender/gender identity and demonstrates unwarranted or unwelcome sexual advances
- Race or Ethnicity – involves rejection or isolation of a person because of ethnicity

This policy is in effect while students are on property within the jurisdiction of the school district; while students are in school-owned or school operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

The Elk Point-Jefferson School District expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The Elk Point-Jefferson School District believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Elk Point-Jefferson School District will develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. Students and staff will be instructed on what constitutes bullying and how serious the district is on keeping our schools a safe place to learn.

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 building principal or from the district office. At the time a 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.

- Designated Personnel. The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. Upon receipt of a written report, the building principal 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 building principal, the complaint shall be filed directly with the superintendent.
- District wide. The School Board hereby designates the superintendent to receive reports of bullying from the building principal as outlined above. The superintendent shall designate an individual to receive reports in such cases that a report alleges bullying performed by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the Board Chair.
- 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.
- 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 is not 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.
- Required Reporting. If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

INVESTIGATION

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

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

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

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.

The school district will incorporate information regarding this policy in each school handbook. [Table of Contents](#)

BUSING

The bus companies and the school officials want the students' safety and convenience to be of the utmost concern. Students and parents should be aware of the following guidelines:

- Be on time. The bus cannot wait and be expected to maintain its schedule.
- Take a seat immediately after boarding and remain seated throughout the trip until the bus has come to a complete stop in front of the school.
- Keep feet, books and bags out of the aisle.
- Keep your head, hands and feet inside the bus at all times. Do not holler out the bus windows at any time.
- Keep the bus clean. No gum, food or drinks on the bus.
- Do not damage the bus equipment. When damage is noted, report it to the driver so it can be fixed.
- Talk quietly to bus friends. Loud talking and laughter cause the driver to be distracted. Pushing, screaming, and scuffling is very dangerous; it can cause the driver's attention to be suddenly diverted from the road.
- Do not talk to the driver while he/she is driving except in case of an emergency. One should be especially quiet at railroad crossings in order to help the driver listen for trains.
- Transportation of animals except service dogs accompanying the disabled are prohibited.
- If parents want their children to ride on a different bus, or bring a friend on the bus, the child must have a signed permission slip from parents.
- If you do not want to ride the bus on a particular day or days, please phone either your bus driver or 605.356.5950 or the stop before yours on the bus route and have them tell the driver.
- If a student is kept after school for any reason, the bus will not wait for him/her.
- Firearms, knives, explosive, or other dangerous objects are prohibited.

Don't lose your riding privilege by failing to comply with the above rules. [Table of Contents](#)

CANCELLATION OF SCHOOL

In the case of school being called off because of emergencies - such as inclement weather or other such emergencies, the announcement will be given over local TV, radio stations, school website, and SnowCap notification system. If you wish to make provisions for early dismissal during the day due to emergency school closing please make special arrangements with your child's teacher. **Do not call the school, as school telephones are needed for emergency calls. Listen to your local TV, radio stations, and school webpage at www.epj.k12.sd.us.**

CANDY, POP AND FOOD IN SCHOOL

Students are directed to refrain from bringing pop, food, and candy into the school building either before or during the school day. Pop, food, and candy of this nature which is not part of a sack lunch will result in immediate confiscation. Confiscated items will be held in the school office and returned to the student at the end of the school day. Failure to pick up confiscated items will result in said items being thrown away.

In addition pop, food, and candy is not to be stored in lockers. Students found in violation will have these items confiscated. Any student found to be eating or drinking any unauthorized item will be issued a detention. Continued abuse can result in further disciplinary action including but not limited to detention or possible in school suspension.

CHURCH NIGHTS - WEDNESDAY / SUNDAY

There will be no school activities scheduled on Wednesday evening after 6:30. There is no organized school sponsored student activity of any kind in the building on Sunday. [Table of Contents](#)

CLOSED CAMPUS

Elk Point-Jefferson High School has a closed campus. No student will be allowed to leave the school without the permission of the principal. Permission will not be given unless there is a verbal or written statement from the parent to the principal's office requesting that the student be given permission to leave the school or the school grounds.

Permission shall be granted only for emergencies. Students must sign out of the principal's office when leaving school. Students must sign in when they return to school. [Table of Contents](#)

CO-CURRICULAR DRUG / ALCOHOL ABUSE POLICY

***See Activities Handbook <http://www.epj.k12.sd.us/activities/11.12-Activities/HANDBOOK.Activities.11.12.pdf>

COMPUTER AND/OR COMPUTER SERVER AND/OR INTERNET MISUSE

***See Laptop Policy Handbook <http://www.epj.k12.sd.us/Technology/Epj-Laptop-Policy.pdf>

CONDUCT AT SCHOOL ACTIVITIES

Students are encouraged to attend and support all school-sponsored functions. The following rules apply:

School Parties, Mixers or Dances: All administration approved school parties, mixers or dances may continue until 12:00. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance or party after once having left. Doors may be closed or locked one-half hour after the start of the dance or party. Proper conduct must be observed. Chaperones may immediately remove any student misbehaving. Any student ejected for misbehavior may be excluded from future mixers and/or activities for the rest of the school year. Middle school students are not permitted at senior high parties, mixers and dances. High school students are not permitted at middle school parties, mixers and dances. No out-of-district students are permitted at Middle School events.

Assembly Programs, Play, Concerts, Etc.: Students are expected to attend, listen and be courteous.

Athletic Events: School Spirit and Conduct: At athletic events, spectators must conduct themselves with behavior consistent with good sportsmanship. Citizens of Elk Point-Jefferson School District must share the responsibility, individually and as a group, for making our school the best school. A school is made up of people, of whom students are the majority. School spirit is the result of all school citizens working and playing together to develop mutual courtesy, cooperation and pride. Disruptive behavior by students at an extra-curricular event will result in the student being sent home. [Table of Contents](#)

Acceptable Student Behavior at home sponsored and away activities

- You are encouraged to arrive and be at the game with an adult.
- Remember, you should be going to the game to watch the game and support our Husky teams.
- No footballs, soccer balls, kick balls, etc. are allowed in the football stadium or anywhere else. They will be confiscated by game supervisors. There is no ball playing, tag games, etc. allowed near or on the field behind the stadium.
- Students may sit in the bleachers at a designated location or they may sit with their parents.
- Students must be seated during the game. You are not allowed to wander aimlessly, mill around roughhousing or run around the area.
- Concessions are available at the concession stand for you to enjoy. Students should refrain from using bottles or other concession items to strike or throw at others. Students should return to their seat after going to the concession stand and dispose of your trash items appropriately.

- Always exhibit good sportsmanship.
 - Be respectful during the National Anthem, school songs, and player introductions.
 - Never boo or yell at officials or opposing players or people from the other town.
 - Cheer for our Husky teams.
 - Represent EPJ in a positive manner.
 - Be respectful of all other students and adults attending the game.

Anyone misbehaving may be asked to leave and be subject to further disciplinary actions.

Once you leave you may not come back in.

DEFACEMENT OF SCHOOL PROPERTY

Chapter II, Section 19, School Law Act of 1955, reads as follows: "Any pupil who cuts, defaces, or otherwise injures any school house, apparatus, or outbuilding thereof is liable to suspension, expulsion, and, on the complaint of the teacher, parents, or guardians of such pupils shall be liable for all damages."

This act is supported by the Elk Point-Jefferson School Board of Education. [Table of Contents](#)

Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school. [Table of Contents](#)

Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or the theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school. [Table of Contents](#)

DETENTION

Elk Point-Jefferson School does use a detention system in which students are given an opportunity to make up work, spend time as assigned by various instructors, or serve a penalty for failure to adhere to school and/or classroom rules. Efforts will be made to provide each student with the opportunity to arrange for transportation or other pre-arranged needs. However, some detentions will require the student to stay the same afternoon of the day that said student is assigned to detention.

All detentions, regardless of the infringement, will constitute a fifty minute penalty. Students who arrive at 3:10 will be released at 4:00. Students failing to appear for the initial detention will be subject to Saturday School Services as according to the discipline matrix. If students have needs which arise that conflict with the detention penalty, they are to contact the cooperating teacher or principal and request, before the date and time of the detention, a reschedule. Detentions will be rescheduled if sufficient claim and supporting information is available. Calls will be placed to verify said supporting information.

The principal reserves the right to administer detentions before school if the situation merits. [Table of Contents](#)

DISCIPLINE

Board Policy Regarding Students and Student Discipline

The board recognized the right of due process in cases of discipline and punishment. A good discipline can be enforced or established in a school system based on rules alone and not any means of physical force or corporal punishment. The students must learn to respect the law and its punishment and not certain people and their

punishment. If a teacher or administrator uses physical force, that action or practice only teaches by example to fear the physical punishment and that person as an end, not to fear law as an end.

In this system, the teacher is the first step in maintaining a discipline where teaching and learning can be an uninterrupted process for a time period of optimum efficiency. If a student is a continual problem in a certain classroom environment and he/she is hindering the learning process of other students, the next authority the problem-student reckons with is the principal. Then, based on the outcome of the meeting with the principal, the student either returns to class or he/she is sent up the line of authority, to the superintendent. If there is no satisfactory resolution at that level, the student can have a hearing with the board. In most cases, when a student has a hearing with the board because of a discipline problem, the case before the board will be dealing with the expulsion of the problem student.

Hence, the due process procedure is entrenched in the Elk Point-Jefferson School District and the students have the opportunity to use it and to understand the law and the penalties for breaking the law. The administration reserves the right to issue a penalty/discipline that is proportionate to the violation incurred. Proportionality will be based upon situational circumstances, attitude/cooperation of the individual(s), and prior disciplinary events. [Table of Contents](#)

DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption of any lawful mission, process, or function of the school if a substantial material disruption or obstruction of any lawful mission, process, or function of the school illustrates the kinds of offenses encompassed here:

- Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use;
- Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- Setting fire to or substantially damaging any school building or property;
- Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school class, or activity of any lawful meeting of a class or school activity;
- Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus;
- Continuously and intentionally making noise or acting in a manner of as to interfere seriously with the teacher's ability to conduct his/her class.

South Dakota 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. [Table of Contents](#)

DRESS CODE

There are certain restrictions necessary on the student's dress and grooming when such dress and grooming create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the administration to determine violations of the intent to this policy and take necessary corrective action. Students will be responsible to adhere to the dress code throughout the school day.

- Caps, hats, sunglasses, bandanas, and headgear are to be removed upon entering the school building and placed in lockers during the school day. Hoods must be lowered. Headbands may be used to hold back hair.
- All outdoor jackets, parkas, and trench coats will not be allowed in classrooms and must be placed in a school locker or other designated area.
- No apparel or articles that promote or suggest alcohol, tobacco, or drugs are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that convey profane or vulgar meanings or may relate to sex, race, gangs, or cults will not be tolerated if worn in school. Clothing/Items Not Allowed:
 1. Advertisement/references to alcohol, tobacco, nicotine delivery device or drugs.
 2. Advertisements for establishments that do not allow minors.
 3. References to prison or gang affiliation.
 4. Markings, pictures, or lettering that convey profane, obscene, or sexual innuendo will not be permitted. Examples include, but are not limited to, Playboy, Hooters, Big Johnson, etc.
 5. Chains on clothing or chains connected to student wallets.
 6. Spiked necklaces or hazardous jewelry.
- Footwear is to be worn in the building at all times throughout the school day. (No wheel is allowed in the sole of shoes.)
- All pants, shorts, skirts, etc. must be worn at the natural waistline and be held up if needed by a belt. Shorts and skirts should be no shorter than mid-thigh. Pants, shorts, and skirts with holes above mid-thigh violate the dress code.
- Shirts, pants, shorts, skirts, etc. must conceal all undergarments.
- Clothing must not be brief or revealing. Garments that are cut low and expose visible cleavage, expose one's midriff, expose undergarments, or sit off the shoulder are not allowed. Halter tops, exposed midriffs, strapless and/or low cut tops, exposed backs, spaghetti straps, and see through clothing are not permitted. For young ladies, shoulder straps are to be "two fingers" wide. (See through tops may only be worn if the clothing underneath meets the dress code requirements.) Wearing a jacket over a short shirt, halter top, etc. is not an acceptable solution. For young men, all shirts must have sleeves. Tank tops and sleeveless shirts are not acceptable.
- In the interest of a safe and orderly classroom environment, students are to leave their book bags and purses in their lockers.

Exemptions to the dress code may be made by the building principal or activities director, in cooperation with the sponsor, coach, or other individuals, when technical violations occur through a school uniform, costume, or other extra/co-curricular activities and events.

Violation of the Dress Code: Students in violation of the dress code will be given three choices for correction of the violation.

- Modify their dress into an acceptable change of clothing presently at school.
- Change into acceptable clothing provided by the administration.
- Be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.

Repeated dress code offenses will result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the disciplinary procedures outlined in the student handbook under Class Two Offenses. [Table of Contents](#)

DROPPING OR ADDING BAND/VOCAL

Students in middle school have the option to drop band or vocal at the end or beginning of a quarter. Students must obtain the drop form from the band or vocal instructor and then follow the procedure collecting the appropriate

signatures to document parental approval before the add/drop is verified by the director, the MS principal and guidance counselor. Students will not be allowed to drop band or vocal during the middle of any given term.

DUE PROCESS

Rules of Department of Education and Cultural Affairs, Division of Elementary and Secondary Education, School Supervision: Student due process law passed on August 9, 1974 amended in 1981, pursuant to the authority of SDCL 13:37;1, the following rules are adopted by the State Board of Education.

Minimum Hearing Procedure for Short-Term Suspension

The following shall constitute the minimum procedure to be followed prior to short-term suspension of a student:

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

(Notes as to Procedure)

- A. The suspension is from school in total or an individual class or classes.
- B. The principal only is required to give oral or written notice to the student prior to the informal hearing, not to the parent, and the student is only given the opportunity to answer the charges.
- C. If the decision to suspend the pupil results from the informal hearing, the parent must then be given oral notice if possible, and must be sent a written notice, even if the parents were orally notified.
- D. The written notice to the parent should advise what the student did wrong, the rule or policy it violated, the student's side of the story, and the punishment or suspension to be given.
- E. Particular attention should be paid to the fact that no student can be removed from the school premises until the end of the normal school day without contacting, not attempting, but actually contacting the parent.

Minimum Hearing Procedure for Long-Term Suspension or Expulsion

The following shall constitute the minimum hearing procedure to be followed prior to a long-term suspension or expulsion of a student:

- A. Written report required if a long-term suspension or expulsion is anticipated because of a pupil's violation of a rule, regulation or policy, the principal shall file a written report with the superintendent by the end of the school day following the day of discovery of the alleged violation.
- B. Notice of hearing if the superintendent deems that there are grounds for long-term suspension from a class, classes, or for expulsion from school, the superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure. The superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the pupil's parents. The notice will contain the following information:
 - 1. The rule, regulation or policy allegedly violated and the acts of the student thought to have violated the rule;
 - 2. A tentative time, date, and place for the hearing;
 - 3. A description of the hearing procedure to be used;
 - 4. A summary of current evidence and a list of proposed witnesses to support the alleged misconduct, and the reason for the disciplinary proceedings;
 - 5. A statement that the pupil's records are available at the school for examination by the pupil's parents or their authorized representative;
 - 6. A statement that the pupil may present witnesses and evidence should be submitted to the superintendent at least one school day prior to the time set for the hearing;

A statement that before long-term suspension or expulsion can be evoked, the student has a right to a hearing which may be waived by the student, if of the age of majority or emancipated, or the pupil's parents if they agree to forego the hearing by furnishing the superintendent or his designee within 24 hours after receipt of notice as to whether they will waive the hearing. If no notification is received, the hearing schedule will be observed, except that at anytime during the procedure, the hearing may be waived by the student or parent, as applicable.

7. superintendent or his designee within 24 hours after receipt of notice as to whether they will waive the hearing. If no notification is received, the hearing schedule will be observed, except that at anytime during the procedure, the hearing may be waived by the student or parent, as applicable.
- C. Group hearing when more than one student is charged with violating the same rule and it is known that they have acted in concert, and the facts are basically the same for each of the students, a single hearing may be conducted for all of them if the board believes that the following conditions exist:
1. Single hearing will probably not result in confusion, and destroy the fact-finding procedure; and
No student will have his/her interest substantially prejudiced by a group hearing. If, during
 2. the hearing, the board finds that the group hearing will substantially prejudice a student's interest, it may order a separate hearing for that student.
- D. Hearing procedure - The school board shall constitute the hearing board. A school board member or a school board designee who is not an employee of the school district shall be appointed as presiding officer.
1. The presiding officer shall have authority and discretion to limit unproductively long, immaterial, repetitious questioning; however, all relevant evidence shall be admitted, and each party shall have the opportunity and privilege of raising objections;
 2. The hearing shall be closed to the public, even if requested by the student or parent to be open, and there shall be no verbatim record by mechanical or electronic means;
 3. Witnesses for both sides may only be present when testifying, and all witnesses shall take an oath or affirmation to be administered by the school board president or business manager or school attorney;
 4. Each party may be given the opportunity to make an opening statement and a closing statement at the conclusion of all presentations. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses about any matters logically relevant to the charge against the student and the proper disposition of the matter at hand. Further, the presiding officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
 5. Each party may be represented by an attorney, and the administration shall present its case first, which presentation should at least contain evidence of the rule, regulation of policy violated, and evidence and testimony relative to conduct which demonstrates the student's violation of said rule, regulation or policy;
 6. The student shall have the right to speak in his own defense, present witnesses and other relevant evidence. The student and all witnesses so presented may be questioned on their testimony, or the student may choose not to testify, in which case he/she shall not be threatened with punishment or later punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt;
 7. The parent should be present at the hearing and should have an opportunity to make a statement to the board on their feelings about the proper disposition of the case and to answer questions in the same manner as other witnesses;
 8. If any person to whom notice is to be given cannot be notified or cannot be present at the hearing because of extenuating circumstances, the school board shall postpone the hearing until notification of such person is possible;
 9. If the student, his parent, or representative, do not waive their right to the hearing or request of postponement for a good and sufficient cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them.

Decision

After the hearing, the school board shall continue to meet in executive sessions for deliberation. No one other than the presiding officer of the hearing shall meet with the school board during deliberation. Consultation with any other persons during deliberation shall occur only if a representative of the pupil is present.

The decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by motion made in open meeting. The monitor shall omit the name of the pupil and shall state the reason for the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of suspension or expulsion.

Majority Vote Required

On question of whether the student violated a reasonable rule on misconduct, the board shall reach its decision by a majority vote. If no misconduct is found, the matter is terminated and no further action may be taken against the student.

Appeal

An adverse decision to the student by the school board may be appealed pursuant of law.

Review of Expulsion During First Semester

If a student is expelled from school during the first semester of any given school year, his/her expulsion may be reviewed by the school board before the beginning of the second semester. This review may lead to a recommendation that the student shall be reinstated for the second semester.

[Table of Contents](#)

EIGHTH GRADE/ALGEBRA I

The Elk Point – Jefferson School District offers Algebra I in the eighth grade. Eighth Grade Algebra I is a high school equivalent class. Standards examined will be in parallel to those contained within the current high school Algebra I class. Placement into Eighth Grade Algebra I is determined using the following criteria: algebra prognosis examination, Dakota Smarter Balanced exam scores, scholastic grades from grades six and seven, attendance records, and teacher recommendation from middle school staff on the basis of ability, work ethic, cooperation, and attitude.

High school credit will be granted for Algebra I in the eighth grade due to successful completion of the course. The grade for the class will be recorded on the high school transcript, calculated into the cumulative high school grade point average, and will count toward the twenty-two (22) required credits for graduation under the mathematics subsection. The grading scale used for the class will be the high school grading scale.

At the completion of the first semester, any student who has earned less than a 78% C- for the first semester will have his/her grades reviewed and a conference will be conducted. The conference will include the student, parent, teacher, and administrator to discuss the grade and resolution necessary. Possible resolution could include the student being reassigned to the eighth grade mathematics class if it is determined to be in the student's best present and future interests.

Upon completion of Eighth Grade Algebra I, the student will advance to Accelerated Algebra II. It should be recognized that any student may select to take Algebra I during his/her freshmen year due to poor performance, teacher recommendation or other. The student may only exercise this right for the freshmen year. The grade received for Eight Grade Algebra I will be struck from the transcript and replaced by the score received in the freshmen Algebra I class regardless of which is the higher score.

As according to established school policy, all students must take three years of mathematics during their four year high school career, i.e. grades nine through twelve. Students earning credit for Eighth Grade Algebra I are required

to take three additional years of mathematics during their ninth through twelfth grade years as according to this policy. [Table of Contents](#)

Authority:

24:43:08:12. Adding waived course credits to high school transcripts. If the department has approved a waiver that allows a school district to teach a high school-level course to students below grade nine, credit for the course shall appear on each student's high school transcript with the unit of credit and a letter grade upon meeting the criteria for passage applied to the high school level. The unit of credit must be included in the credits required for high school graduation and the letter grade must be calculated in the high school cumulative grade point average.

Source: 32 SDR 196, effective May 28, 2006; 33 SDR 236, effective July 5, 2007.

General Authority: SDCL 1-45-13, 13-3-47, 13-5-34.

Law Implemented: SDCL 13-5-34.

<http://www.doe.sd.gov/board/documents/111615rul.pdf>

ELECTRONIC DEVICES

Cell phones may not be used in the building during the school day (8:15 – 3:07) and they must be turned off and left in student lockers. If a student is in violation of this rule, the cell phone will be considered a nuisance object and will be taken by staff and subject to detention or further disciplinary action. All other electronic devices, such as iPods, MP3 players, CD/DVD players, cameras, pagers, etc. are prohibited unless used at the permission of school staff. [Table of Contents](#)

EXCURSIONS / FIELD TRIPS

Excursions or field trips are conducted during school time as planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided unless there is written permission from a parent or guardian stating otherwise. Students on field trips should view themselves as ambassadors of the school and behave in an orderly manner. Students are also encouraged to keep parents informed about excursions.

Field trips are to be cleared with the building principals. Excursions out of state are to be approved by the building principals and the superintendent. [Table of Contents](#)

FEDERAL PROGRAMS COMPLAINT POLICY

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. Disputes addressing the enrollment, transportation, 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 Elk Point-Jefferson School 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.)

FIRE / DISASTER DRILLS

Disaster Drills

Our school is interested in providing a safe environment for your child's education. Disaster drills approved by the Local Department of Civil Defense are held at regular intervals. Two disaster drills are conducted annually.

Fire Drills

Fire drills are held according to the regulations suggested by the State Department of Public Safety. Two fire drills are conducted each semester. [Table of Contents](#)

FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to penalty. The penalties could range from being detained in study hall and homerooms to detention and suspension. Parents may be notified. [Table of Contents](#)

FUND RAISING AND DISTRIBUTION OF MATERIALS

The following school fund raising projects will be allowed on an annual basis:

Junior magazine drives to raise funds for prom activities. The "**Lift-A-Thon**" to help with the costs involved in the football program.

All other fund-raising activities must be cleared through the superintendent's office. This includes door- to- door sales of any kind. The following criteria will be considered in the decision to give permission:

- The date of the project in order not to conflict with other fund-raising activities;
- The particular organization seeking to use the students of the school in a fund-raising activity;
- The age level of the students involved in the activity, and;
- The purpose of the fund-raising activity.

Distribution of Materials to Students: Individuals, groups, or organizations will not be allowed to distribute informational materials to students, or solicit students for fund raising or memberships at any grade level, either in the classroom or on the school grounds without the explicit permission of the superintendent. [Table of Contents](#)

GENERAL SCHOOL REGULATIONS

Every individual is entitled to courtesy and consideration in his or her relationship with fellow students and teachers. Students must earn this courtesy and respect by extending the same consideration to fellow students and teachers. Actions, which injure others, damage private property, or obstruct the learning process or the operation of the school will not be tolerated. School rules are in effect at school, on school property, on busses or other transportation provided the school, and at school sponsored activities. [Table of Contents](#)

GRADE POINT AVERAGE PROCEDURE

Grade point averages will be calculated using the values listed within the grading scale. [Table of Contents](#)

GRADING SCALE

A uniform grading scale is a sound academic tool. It provides consistency and allows the teachers and students to know what the expectations of the class are prior to admittance in the class. The subjectivity of grading is still in control of the teacher. [Table of Contents](#)

Grading Scale

A	100-93	4.00	C	76-73	2.00
A-	92-90	3.67	C-	72-70	1.67
B+	89-87	3.33	D+	69-67	1.33
B	86-83	3.00	D	66-63	1.00

B-	82-80	2.67	D-	62-60	.067
C+	79-77	2.33	F	59 - 0	0

I = Incomplete. This becomes an "F" two weeks after the last day of the nine weeks, unless arrangements have been made with the teacher and/or principal.

GUARDIANSHIP

Any student who resides with a person who is not the student’s parent, shall present (1) a Court Order appointing the person with whom the student resides as a legal guardian; or (2) other proper documentation from a state or federal agency placing the student with the person with whom they reside.

If a Court Order or other proper documentation has not been issued at the time of enrollment, the person with whom the student resides shall present a notarized statement to the superintendent of intent to seek such Court Order or other proper documentation. The person with whom the student resides shall then provide such Court Order or other proper documentation to the superintendent within thirty (30) days of the student’s enrollment. Failure to present a Court Order or other proper documentation to the superintendent may require the automatic withdrawal of the student. [Table of Contents](#)

GUIDANCE K-12 <http://www.epj.k12.sd.us/guidance/index.htm>

Guidance and counseling services are provided K-12 in the Elk Point-Jefferson system to help students develop to their greatest potential. With increased awareness we have come to understand the importance of social and emotional development are of critical importance, if students are to receive maximum benefit from their school experience. The developmental guidance program is an integral part of the total school program. The curriculum consists of structured developmental exercises presented through classroom and group settings.

Future planning activities are generally initiated in the classroom and in-group settings, but eventually becomes the focus of individual sessions. They consist of activities to help student’s plan, monitor, and manage personal, social, educational and career development.

Counseling services consists of activities that meet immediate needs and concerns of students. While counselors have special training and skills to respond to those needs, it takes the cooperation and support of the entire faculty and staff. [Table of Contents](#)

HALLWAY PASSES FROM CLASSES

When a student is in a regularly scheduled class, passes to the restroom, locker, etc., will not be issued except in case of emergency. Plan ahead. Be sure you have all necessary books, papers, project parts, etc., before you go to class. [Table of Contents](#)

HEALTH SERVICES

A. Health Services Include:

1. First aid assistance.
2. Emergency care of the sick at school.
3. Immunization follow -up to ensure students immunizations meet state requirements.
4. Annual height and weight screening for K-8.
5. Annual speech and hearing screenings for grades 1, 3, 5, and 7.
6. Annual vision screening for JrK, K, and even grades.
7. Communicable disease monitoring and management.
8. Follow up work with parents.
9. Serve as resource person for teaching staff.

B. Giving Medication at School

- Medication should be given only by order of a physician. Parents/guardians should make every effort to give routinely scheduled medications outside of school hours. If this is not possible and medication must be given at school, the procedure is as follows:
 1. “Parent/Guardian Authorization for Administration of Medications” and “Authorization to Release Information” forms must be filled out and turned in to be kept on file. This allows the school nurse to verify the medication order with the prescribing physician.
 2. Medication must be brought to school by parent/guardian in the pharmacy bottle labeled with students name, medication, dose, frequency, and prescribing physician. No more than 30 days supply will be kept at school. Upon receipt, medication will be counted and amount documented.
 3. Medication administration, storage, and documentation will be done according to the districts Medication Administration Policy.
- If temporary medications such as antibiotics or cold medicine sent from home need to be taken during school hours, they must be accompanied by a note from parent/guardian. Antibiotics must be in pharmacy labeled bottle. Other medicine must be sent in original manufacturers’ bottle.
- It may be determined that a student would benefit from school stocked medication to treat headache, earache, or cold symptoms. A signed “Authorization for Administration of Unscheduled Medication at School” form gives trained staff authorization to administer agreed upon medications. Parent/guardian will be contacted prior to administration if this form is not on file.
- Medications such as Epi-pens for emergency use will be kept secured in the health office.

C. All communicable and chronic conditions should be reported to health services.

D. Student Communicable Disease Guidelines

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

DISEASE AND INCUBATION PERIOD* RELATED TO RULES FOR ATTENDANCE

*Incubation period is the time interval between initial contact with infectious agent and the first sign or symptom of the disease(Adopted by the Board of Education 2/28/88).

Acquired Immune Deficiency Syndrome(AIDS): 6 months-5 years. School attendance will be determined according to the students ability to participate in classroom activities.

Chicken Pox: 14-21 days. The student may return to school after all pox are dry and scabbed.

Cytomegalovirus(CMV)/Salivary Gland Virus: The student may attend school. This virus often has no symptoms, but if a CMV case is confirmed, those who have a compromised immune system and those who are pregnant should take precautions. Good hand washing in all cases should eliminate risk of transmission.

Fifth disease: 4-14 days. The student may attend school. Contagious period is prior to rash or illness.

Fungal Infections of the skin (Scalp, Body, Athlete’s foot, Ringworm): The student may attend school. The area should be treated and covered. Restrict known cases of athlete’s foot from showers until under treatment.

Gastrointestinal infections (stomach flu): The student may attend school when he or she can keep food down without vomiting and can practice independent hygiene.

Herpes Simplex: 2-12 days. The student may attend school during an active case if the student has the ability and practices personal hygiene precautions.

Impetigo: varies, 4-14 days. Impetigo is a skin infection caused by various organisms, including **streptococcus, staphylococcus, and methicillin-resistant staphylococcus (MRSA)**. These infections often have draining wounds. The student may attend school if treatment is verified and wound is covered until dried. It is recommended that any break in skin be covered.

Infectious Hepatitis: 15-40 days. This is hepatitis A. The student may attend school 7 days after onset of symptoms if able to take appropriate personal hygiene precautions.

Influenza and Influenza-like illness: 1-4 days. The student may return to school when temperature is under 100 degrees Fahrenheit without the use of fever reducing medicine.

Measles: 8-14 days. The student may return to school 4 days after appearance of rash.

Infectious Mononucleosis(Mono): 2-6 weeks. The student may attend school with physicians permission. May need to have adjusted school days and activities.

Mumps: 12-21 days. The student may return to school one week after diagnosis.

Pediculosis(Lice, Crabs): A student who has been identified with pediculosis may attend school after being treated. The student will be re-examined 6-10 days later to determine if pediculosis continues to exist. If still present, parents will be called to pick the student up to treat a second time. The student will be re-examined 6-10 days after second treatment, and there will be ongoing follow-up with student and parents until pediculosis is eliminated.

Pertussis(Whooping Cough): 5-21 days. The student may return to school 5 full days after antibiotics have been started.

Pink Eye (conjunctivitis): 1-2 days. Conjunctivitis will be dealt with on a case by case basis according to severity of symptoms and students ability to practice appropriate personal hygiene precautions.

Plantar Wart: The student may attend school. Students should not be permitted to walk barefoot.

Rubella(German Measles): 14-21 days. Rare. Mild. Confirmed cases would be dealt with on a case by case basis. Prevent exposure to those who are pregnant.

Scabies(mites): The student may attend school after treatment.

Shingles(Herpes zoster): Shingles is contagious during the blistering stage. A person who has not had chicken pox may contract it by direct contact with shingles lesions. The student may attend school if lesions can be covered. If not able to cover lesions, student may return to school once they have crusted over.

Strep Throat and Streptococcal skin infections: 1-3 days. The student may return to school 24 hours after starting antibiotic therapy.

E. Immunizations-New Students

South Dakota State Law (SDCL 13-28-7.1) requires that any student entering school in this state, shall, prior to admission, be required to present to school authorities certification from a licensed physician that he/she has received or is in the process of receiving adequate immunizations according to the recommendations of the state Department of Health. (Adopted by Board of Education May 2011)

HONORS AND AWARDS

Honor Roll: An honor roll is published at the close of each nine weeks. In order for students to have their name placed on the "A" Honor Roll, they must have earned at least a 3.5 grade point average with no grade lower than a

"B". Students who earn a 3.0 grade point average with no grade lower than a "C", will be listed on the "B" honor roll. All academic subjects are included when determining the honor roll.

HOMEWORK COMPLETION - A.C.T.S. Policy (Assignment Completion and Tutor Session)

Any student who fails to turn in a completed assignment on the due date at the beginning of the required class time will be held responsible to complete the assignment during third period ACTS structured study hall. The philosophy of ACTS is to provide the student tutorial or structural help in finishing the assignment in question. Once the assignment is completed, the student will be required to stay in the ACTS study hall for the remainder of the period.

If a student comes to class without his/her assignment, the student will be given the opportunity to go to his/her locker during the last few minutes of the class period. If the student finds the completed assignment, the assignment will be counted as a late assignment. Late assignments can receive no more than an 85% which is a grade of B. If the student does not find the assignment in question or the assignment is not acceptable due to quality or failure to fully complete, the student will be allowed to use his/her OOPS pass, or be assigned to ACTS. If the student chooses to use the OOPS pass, the student will not be required to attend the ACTS environment. Use of the pass will be at the direction and discretion of the classroom teacher. Use of the OOPS pass does not exempt the student from completing the assignment in question, he/she is still required to complete the work by the start of the scheduled period of the class for which the assignment is due for full credit. If the assignment is not completed by this time the student will automatically earn an ACTS referral.

ACTS will be assigned for the entirety of third period. Students will be required to attend ACTS the following day of an incomplete or missing assignment.

If the student completes the assignment in a study hall or other study period before the end of the school day, the student shall turn the assignment into the ACTS supervisor. Completing the assignment during the school day does not disqualify the student from ACTS. The assignment in question will receive no more than a 60% D- upon completion.

Every third ACTS in a semester will ~~may~~ result in one (1) assigned detention to be arranged with the middle school principal. Missing extracurricular activities inclusive of practices or games due to this detention is a potential part of the consequence of not completing work.

After five ACTS, a conference may be held which would include the student, their parent(s), the principal, and a team of teachers to discuss possible solutions for a successful completion of assignments. [Table of Contents](#)

IMMUNIZATIONS - NEW STUDENTS

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state, shall prior to admission, be required to present to school authorities certification from a licensed physician that he/she has received a test for tuberculosis and adequate immunization according to the recommendations of the state department of health. [Table of Contents](#)

INSTRUMENTAL RENTAL POLICY

- Students who use a school-owned brass or woodwind band instrument, will pay a \$50.00 rental fee.
- Percussionist will pay a \$25.00 rental fee.
- A student who uses a second school-owned band instrument will pay an extra \$10.00 fee (Example: French Horn and Mellophone)
- These rental fees will be used for the care and maintenance of the instruments.
- Students will be responsible for all repair charges to their horn over the course of the school year.
- Band instruments will be rented upon a first come, first serve basis.
- Any family/student who needs to set up a payment plan or cannot pay should contact the principal.

[Table of Contents](#)

INSURANCE

The pupil insurance program is optional and is offered as a service to all our students. Parents are given the opportunity of obtaining pupil insurance at fall registration. [Table of Contents](#)

INTERROGATIONS OF STUDENTS

It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

- When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or the principal's designee will cooperate. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
- Parents or guardians will not be contacted in child abuse cases if the law enforcement official requests confidentiality.
- If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

Revised: (ASBSD Policy Reference Manual, September 2007)

As a general guideline all students should have a same gender staff member present when gender sensitive interrogations are conducted. (Sexual harassment, etc.) [Table of Contents](#)

LOCKERS

Each student is issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Students should not exchange lockers and are also advised against leaving money or other valuables in lockers. Lockers are expected to be locked at all times. See also SEARCH AND SEIZURE. [Table of Contents](#)

LUNCH PROGRAM

The hot lunch program is available for all children, grade kindergarten through twelfth grades, who wish to participate. Cost of meals will be published in the local newspaper before the new school year begins.

Charging School Meals:

Three meals may be charged per student for grades K-12. After the third meal, the students will be denied lunch until the account balance is paid in full. The student may purchase meals on a daily basis. Notices will be given to the student after one, two and three meals have been charged.

Free-Reduced Lunches:

Elk Point-Jefferson has a policy for free and reduced price meals for children unable to pay the school price of meals under the National School Lunch Program.

Application forms are sent to all homes along with a letter, which provides information of the income criteria. The information provided on the application is strictly confidential and will be limited only to the certifying officials. Applications may be submitted at any time during the year. [Table of Contents](#)

MAKE-UP WORK

Students who have been absent from school for any reason should report to the middle school office immediately upon arrival at school. It is the student's responsibility to contact the teachers regarding homework he/she has missed. Students will be allowed two days to make up each day of work missed only in the case of emergency situations or sickness.

In the case of pre-arranged/pre-excused absence (vacation, advanced notice medical appointments, school activities, etc.), the parent and/or student shall report the anticipated absence to the office and to each of his/her teachers. As according to the direction of his/her teachers, the student shall complete the work prior to the absence or make arrangements with his/her teachers to complete the work upon return. The student shall initiate contact with his/her teachers prior to the absence making arrangements for the work to be completed in a timely manner. If a student fails to contact his/her teachers prior to the date of the pre-arranged/pre-excused absence to make arrangements for work completion for said absence, the student may be docked credit for the work in question by his/her teachers as according to their classroom procedures for late work inclusive of quizzes, tests, projects, etc.

If make-up work is not turned into the teacher by the due date, the instructor may record zeroes for the incomplete work. [Table of Contents](#)

MEDICATIONS – ADMINISTRATION OF

Definitions

- **Definition of assistance with self-administration of medications:** The term “assistance with self-administration of medications” means helping a client with one or more steps in the process of taking medications, but not actual administration of medications. Assistance of self-administration of medications may include opening the medication container, reminding the client of the proper time to take the medication, helping to remove the medication from the container and returning the medication container to proper storage.
- **Administration of medications:** The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician’s order; giving the individual dose to the client for which it is prescribed; and promptly recording the time and dose given.

The licensed nurse may delegate the following tasks:

- Administration of scheduled medications by oral, rectal, topical, vaginal or inhalation route;
- Measuring of a prescribed amount of liquid medication or crushing a tablet for administration if the licensed nurse has calculated the dose; and
- Administration of schedule II controlled substances listed in SDCL [34-20B-16](#) and [34-20B-17](#) which have been prescribed and labeled in a container for a specific client.
- Medication administration may be delegated only to those individuals who have successfully completed a training program approved by the board pursuant to 20:48:04.01:14. Approval of the training program must be renewed every two years.

The training curriculum must include 16 hours of classroom instruction. The training instructor must be a Registered Nurse with at least 2 years of clinical experience. The training may include alternative methods such as videos, self-study modules, computerized learning, etc. An additional 4 hours of clinical or laboratory instruction must be included in the curriculum. Tests are developed for each unit in the curriculum, including final test. A skills performance evaluation must be conducted.

After training, supervision of medication administration must be provided by a licensed nurse as outlined in 20:48:04.01:02.

ASSISTANCE WITH SELF-ADMINISTRATION

A student may be responsible for taking his/her own medication with or without assistance after school personnel have determined that the following requirements are met:

- The student, school personnel and parent/guardian enter into an agreement which specified the conditions under which medication may be taken.

- The student is able to identify the appropriate medication, knows the frequency and time of day for which medication should be taken.
- School personnel follow a procedure for documentation of self administration of medication.
- School personnel establish a procedure for the safe storage of self administered medication, while providing accessibility if the student’s health needs require it. This information should be included on the medication authorization form. In the case of an inhaler or other preventative or emergency medication, whenever possible, a backup supply of medication should be readily available.
- School personnel will establish procedures for reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was or was not taken.
- With parental/guardian and student permission, as appropriate, school personnel may inform appropriate teachers and administrators that the student is taking a medication.

SCHOOL ADMINISTRATION OF MEDICATIONS

A parent/guardian or designated responsible adult will deliver to the school all medications to be administered by school personnel or to be taken by self medicating students.

- The medication must be in a pharmacy or manufacturer labeled container, with student’s name, dosage and frequency noted on the container.
- School personnel receiving the medication will document the quantity of medication delivered.
- In extenuating circumstances, the medication may be delivered by another person; provided, that school personnel are notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

All medications must be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates should be checked.

All medications to be supervised by school personnel will be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. Medications requiring refrigeration will be stored in a refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.

Access to stored medications will be limited to persons authorized to supervise medications. Access to keys and knowledge of the location of keys will be restricted to the maximum extent possible.

Parent/guardians may retrieve the medication from school at any time.

No more than a thirty (30) school day supply of the medication for a student will be stored at the school.

Where possible, all unused, discontinued or outdated medication will be returned to the parent or guardian and appropriately documented. All medications will be returned at the end of the school year.

DOCUMENTATION AND RECORD-KEEPING

The school will maintain a medication record for each student.

- At a minimum, the record will include a daily log and a signed “Parent/Guardian Administration of Medications” form Authorization form.
- The daily log will contain:
 - The dose or amount of medication that was taken, or omitted, including reason for omission.
 - The date and time that medication was taken, or omitted, including reason for omission.
 - The full signature of the school personnel administering/assisting with self administration. The personnel must initial the record on the day given.

- All documentation will be recorded in ink and should not be altered.
- With the consent of the parent, guardian, or student, the completed medication record and records pertinent to all medication administration will be filed in the student’s cumulative health record.

REPORTING AND DOCUMENTATION OF MEDICATION ERRORS

A medication error includes any failure for a particular student to take a medication as noted on the parent/guardian authorization form. This includes failure to take:

- the correct medication;
- Within the appropriate time frames;
- In the correct dosage;
- by the correct student;
- by the correct route.

In the event of a medication error, school personnel will notify the parent or guardian immediately, and will document the effort to reach the parent or guardian. The parent or guardian will be responsible for contacting the physician, if necessary.

Medication errors will be documented by school personnel on the medication error report. These reports will be maintained in a designated location or in the student’s health record.

School personnel will review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

Over-the-counter (OTC) medications, like any other medications, are potentially hazardous to the health of students, based on the quantity given, potential side effects, interactions with other medications, and untoward reaction. Studies linking aspirin to Reye’s syndrome in the young child have shown the potential danger, demonstrating that there are areas of drug reactions in children for which we have little information. OTCs do have their place, but they should not be taken casually. Furthermore, society is increasingly relying on OTC medications for conditions that, if investigated, might have a simple resolution of a problem (e.g., if the child does not eat and gets hypoglycemia, a headache may result). Mere dispensing of an OTC medication will not help the underlying cause.

Over-the-counter medications will be handled in the same manner as prescription medications. If taken regularly, over-the-counter medications, such as Tylenol, should be provided by the parent and accompany the appropriate authorization form.

Medications that are kept in the nurse’s office to treat unexpected minor symptoms are: Tylenol, ibuprofen, Tums, Benadryl, and loratidine. Parents will be contacted prior to administration if a “Parent Authorization for Administration of Unscheduled Medications at School” is not on record. Parents will be contacted for permission at all times prior to administering loratidine to any student due to it being a 24 hour medication.

OUT OF SCHOOL ACTIVITIES

All attempts will be made to assist a student in taking an authorized medication prior to a planned field trip or activity outside of the school. If a medication must be taken while a student is outside of the school, the same procedures will be followed, as though the student is in the school. A designated adult will be responsible for safe storage, handling and administration of the medication, in accordance with the parent/guardian authorization form.

RESPONSE TO MEDICATION EMERGENCIES

Response to an emergency is exempt under the Nurse Practice Act. (i.e., administration of glucagon for an insulin reaction or administration of epinephrine in a severe allergic reaction.)

1. Administer the emergency medication

2. Call 911
3. Contact parent/guardian as listed in Infinite Campus
4. Event will be recorded in Infinite Campus in "Health Office Visit" tab.
5. EPJ School district will have staff maintain CPR certification.
6. Health education will also be provided at scheduled in-services: (i.e. Epi pen, Heimlich maneuver; signs and symptoms of hypo or hyperglycemia, AED review.)
7. EPJ School District will ensure emergency equipment is in serviceable condition and that all components are within recommended dates of service.

(Adopted by Board of Education May 2011)

Table of Contents

NOTICE OF RIGHTS UNDER FERPA

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

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the rights to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the School discloses education records with consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elk Point-Jefferson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

(Adopted by the Board of Education: January 9, 2006) [Table of Contents](#)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Examples include:

- A playbill, showing student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a student's parent or guardian does not want the school district to disclose directory information from his or her child's education records without prior written consent, he or she must notify the District in writing.

The District has designated the following information as directory information: **Student's name, Address, and Telephone listing** [Table of Contents](#)

OPEN ENROLLMENT POLICY

The Elk Point-Jefferson School Board believes in providing parents and students the opportunity to choose the school environment that best meets the need of the individual student. However, the Board also recognizes that certain restrictions may need to be enforced to preserve educational opportunities for students.

Students will be assigned to district schools in accordance with provisions set forth in South Dakota Codified Law, Department of Education Administrative Rule and School Board policy. The superintendent may submit to the board additional regulations to address assignment of students to schools according to the residence of a student's parent or legal guardian, transfers resulting from change to residence and open enrollment.

Definitions:

"Resident district" means the district in which a student has legal residence as determined by South Dakota Law.

"Non-resident district" means any district in which a non-resident seeks to enroll.

"Assigned school" means the attendance center within the district to which a resident student is assigned.

"Non-assigned school" means an attendance center within a resident student's district to which the student has not been assigned.

General Principles:

The following principles apply to all open enrollment requests, including requests to transfer to another school with the district.

A student who is a legal resident of another South Dakota school district seeking to transfer to the District must make application on forms provided by the Department of Education. The application must be made by the student's parent or guardian or by the emancipated student. The application to transfer from a non-resident district must be notified of the decision with five days of the decision. Applications will be reviewed in the order received.

Any application to transfer from a non-resident district may be withdrawn by the applicant prior to the approval of the request and upon notification of the district to which the student applied.

Transfer from a non-resident district must be prior to the last Friday in September for the first semester, and must be prior to the last Friday in January for the second semester. Approval for transfer after these dates will take effect at the beginning of the subsequent semester. These deadlines do not apply if any of the following circumstances exist.

- a) The transfer is to an alternative school or a specialized nonpublic educational program.
- b) A student becomes a resident of the district
- c) The Board determines that special circumstances exist. When determining special circumstances school boards should consider avoiding a substantial disruption of the child's education.

Once approved by the non-resident district, the applicant's intent to enroll obligates the student to attend school in the receiving non-resident district or non-assigned school for the next school year unless the parent, guardian, or student changes residence to another district. Students may continue enrollment for subsequent years without reapplication.

A non-resident district will accept credits granted for any course successfully completed in another accredited district. The non-resident district may award a diploma to a non-resident only if the student satisfactorily meets the non-resident district's graduation requirements. If, upon review of an application and the student's transcript, it appears that the student seeking transfer could not satisfy graduation requirements in the non-resident district in the same time frame as the student's peers, the applicant should be notified that additional school attendance will be required in order to receive a diploma.

Special Education Students:

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education for students in need of special education and related services. All applications for transfer of a special education student will first be considered by a placement committee, and the placement committee will include representatives of both the resident and non-resident districts. In addition, the following considerations will apply:

An individualized education program team consisting of representatives from both the resident and non-resident districts will determine if the nonresident district can provide an appropriate instructional program and facilities, including transportation, to meet the student's needs. If the request to transfer is granted, the non-resident district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services.

The individualized education program team shall also determine whether the student in need of special education requires transportation as a related service. If so, the non-resident district shall provide or ensure the provision of transportation with the boundaries of the attendance center to which the student is assigned.

If a parent or guardian of a student in need of special education or special education and related services requests to transfer the student back to the resident district, the individualized education program team shall consider the request.

Criteria for Making Transfer Determinations:

To ensure that the transfer of students does not result in an inability to provide a quality educational program for all students, the superintendent shall develop and implement regulations establishing the criteria the district will use in evaluating transfer requests, including any criteria that may be used to deny a request. The criteria may include, but is not limited to:

The establishment of average student-to-teacher ratios that must be maintained at various grade levels;

Junior Kindergarten – 3rd Grade classes not to exceed 18

Grades 4-8 classes shall not exceed 25

Grades 9-12 shall not exceed 60 per grade

The establishment of a maximum capacity that must be maintained for a school building;

Elementary (Grades JrK-5) 384 students

Middle School (Grades 6-8) 180 students

High School (Grades 9-12) 260 students

Criteria for making transfer determinations will be provided to any individual requesting the information. Discrimination based upon race, gender, religious affiliation, or disability is prohibited. All members of the same family residing in the same household will be treated the same.

Transportation:

Transportation of non-resident students to school is the responsibility of the applicant. Both the resident and non-resident districts may provide transportation to non-resident students, provided both districts annually approve pick up locations. The receiving district may charge a reasonable fee if the student elects to use the transportation services offered by the receiving district.

Adopted by the Board of Education: August 2012 [Table of Contents](#)

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 limited to, the following:

- Support to parents as leaders and decision-makers in advisory roles.
- Promotion of clear two-way communication between the school and the family as to school programs and children's progress.
- 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.
- Involvement of parents, with appropriate training, in instructional and support roles in the school.
- Provision of access to and coordination of community and support services for children and families.
- Notify parents through newsletters and school website that the faculty and staff are highly qualified and meet required standards.

These forms of involvement are not mutually exclusive and require a coordinated school wide effort. [Table of Contents](#)

PARENT-TEACHER CONFERENCES

Parents are encouraged to confer regularly with their children's teachers. It is important that frequent communication be made in order to provide the best education for the children.

Parent-Teacher conferences are scheduled at the end of the first and third quarters. [Table of Contents](#)

PARKING LOT/STUDENT USE OF VEHICLES

Students must recognize the importance of appropriate use of personal vehicles on school property. Students must also recognize that by having this privilege of parking on school property or other premises under the authority of the school district, they are deemed to have given prior consent to have their motor vehicle searched when reasonable suspicion exists that restricted items are contained within the motor vehicle. Students are advised to adhere to the following parking lot regulations. Students in violation of the following will be subject to disciplinary consequences not limited to the loss of use of school parking lots.

- NO warnings are given for parking violations. Please park and drive carefully.

- Students may park in the high school or administrative parking lots. Students are not allowed to park in the southeast staff parking lot adjacent to the art room.
- Students shall assume full responsibility for the security and contents of their motor vehicles. Students are encouraged to keep their vehicles locked at all times.
- Students are to park in marked, designated parking spots. Students are to refrain from parking in “visitor parking” spots, “library” parking spots, “no parking” areas, fire lanes, bus loading zones, or handicap areas without an appropriate permit.
- All traffic laws shall be obeyed. Parking lot speed limit is 10 miles an hour
- Exhibition and reckless driving are prohibited.
- Students are to refrain from depositing their garbage in the parking lot. Receptacles are provided immediately outside the entrance of the high school entrance.
- Students are not to be in the parking lot or vehicles during school hours without permission. A violation will constitute truancy.
- Students involved in a vehicular accident of any magnitude on school property must immediately report the accident to administration. Students shall not leave the accident scene without first reporting in person to administration.
- In accordance with the Gun-Free Schools Act (GFSA), students may not store any firearm, any explosive, including firecrackers, any knife, or any other dangerous object of no reasonable use to the pupil at school in their vehicles. Students bringing these objects on school grounds risk expulsion and referral to law enforcement officials. The superintendent will handle violations of these matters on a case-by-case basis.

[Table of Contents](#)

PARTICIPATION OF ALTERNATIVE INSTRUCTION STUDENTS (HOME SCHOOL STUDENT PARTICIPATION)

The Elk Point-Jefferson School District will permit alternative instruction students in grades 9-12 to participate in interscholastic activities.

Nothing in this policy confers any vested right in any alternative instruction students wishing to participate in an interscholastic activity to be selected for competition in such activity.

As a condition of participation, the alternative instruction student in grade 9-12 must be enrolled in, and attend a minimum of three (3) academic class periods per day at Elk Point-Jefferson School, and maintain passing grades in all classes. The classes attended by the alternative instruction student must be classes that grant academic credit. On the day of participation in any interscholastic competition, the alternative instruction student must have attended all three-class periods that day in order to be eligible to compete in the contest.

A student in middle school may be considered at the high school level and as a condition of participation, the alternative instruction student enrolled in grades 6-8, who wishes to compete or is invited to compete in an individual interscholastic activity at the high school level must attend a minimum of three (3) academic class periods per day at Elk Point-Jefferson School, and maintain passing grades in all three classes. The classes attended by the alternative instruction student must be classes that are graded. On the day of participation in any interscholastic competition, the alternative instruction student must have attended all three class periods that day to be eligible to compete in the contest.

Further, as a condition of participation, the alternative instruction student must fulfill the following conditions:

- Demonstrate compliance with CHAPTER 1, PART IV – *Student Eligibility* and CHAPTER II, PART I – *Further Eligibility for Athletic Contests* – of the SDHSAA *Eligibility Checklist for Alternative Instruction Students*. Compliance with this provision must be demonstrated annually.

- Provide documentation for the *Application for Public School Exemption Certificate Request* (SDCL 13-27-3) and nationally standardized achievements tests in grades tested under the state testing program (Grades 7, 8, & 11). Compliance with this provision must be demonstrated annually.
- Comply with all of the school district's eligibility requirements for participation in interscholastic activities, including all academic requirements.
- Any student, who was unable to maintain academic eligibility in an accredited school, shall be ineligible to participate as an alternative instruction student for a period of one (1) year. After one year, the student may regain eligibility per the school district's eligibility policy.
- Satisfy the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity, including but not limited to:

All school district training rules and codes of conduct will be applicable.

In order to be eligible to audition for and participate in Region Music Contest, All-State Chorus, All-State Orchestra or All-State Band, the student must currently be enrolled and attending the school district's musical organization, i.e., vocal music and band. This rule is identical to the rule that applies to all students attending a SDHSAA member school.

A student who is a member of a high school team may not participate in games, practice tryouts, etc., in that particular sport during the same season on an independent or non-high school team or as a member of any "all star" team, or completely unattached on an individual basis. This rule is identical to the rule that applies to all students attending a SDHSAA member school.

All references to calendar shall refer to the school district's calendar.

A student who leaves an accredited school for any reason to enter an alternative instruction program shall be ineligible for interscholastic competition for a period of one (1) year beginning on the date the student enters the alternative instruction program. [Table of Contents](#)

PERMANENT RECORDS

A detailed record of you and your school history is kept in a cumulative record. Reports from your teachers, test results, discipline complaints, your contributions and services rendered to the school, records of offices held, the activities in which you participated, your picture, your scholastic record and any other material which contributes to your story as a citizen in this school, are a part of this record.

Your record is, of course, your own affair. Whether it speaks well for you is entirely in your hands. Make a record of which you, your parents, and the school will be proud. Your recommendations to future employees, colleges, etc. after you leave school can only be based on this permanent record. [Table of Contents](#)

PHYSICALS

Students in seventh through twelfth grade who participate in sports are required to have physicals each year. Forms are available in the high school/middle school office. They have to be signed by a physician or physician's assistant. Any physical taken after April 1 is good for the next school year. Students and their parents are expected to schedule the physical and pay the full cost of the physical. [Table of Contents](#)

PICTURES

Student pictures are taken early in the school year. Students have an opportunity to purchase packets of these pictures at a special price if they so desire. [Table of Contents](#)

PROGRESS REPORTS/MIDTERMS

Progress reports are mailed home in the middle of each quarter to parents or guardians of all students. Parents are encouraged to contact the school with any questions or concerns. [Table of Contents](#)

PSYCHOLOGICAL SERVICES

The services of a psychologist are available from the Southeast Area Co-op upon request. The primary function of this service is to aid in evaluating various students in an effort to determine the specific instructional techniques teachers and parents might utilize in improving the educational process in the classroom and at home. [Table of Contents](#)

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of the schools is welcomed by the Elk Point-Jefferson School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

The board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as he/she sees them.

The board recognized that situations might arise in the operation of the school system which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members, the principals, the superintendent, and the board.

The following guidelines are the proper procedures to be followed by persons with questions or complaints:

- Matters concerning a student should first be addressed to the teacher.
- Unsettled matters from (a) above or problems and questions concerning individual schools should be directed to the principal of the school.
- Unsettled matters from (b) above or problems and questions concerning the system should be directed to the superintendent.
- The board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the board must be in writing and should be specific in terms of the complaints that have not been explored at the appropriate administration level.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the board for the purpose of further study and decision by this body. Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The board shall conduct such meetings in as fair and just a manner as possible. The board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution. [Table of Contents](#)

PUBLIC USE OF SCHOOL BUILDINGS

No individual or group shall have access to any building for any activities unless first approved by the superintendent or designee. No keys shall be let by any school personnel to any non-school individuals or groups. [Table of Contents](#)

RELEASE TO PARENTS AFTER SCHOOL ACTIVITY

Students can only be released to parents after an activity and it is expected that they will ride home with the parent after an event. It is the school district's philosophy that unless there are some special circumstances the student will travel with the team or group as this is part of the experience. There are times that a student can be released in case of an emergency, extreme inconvenience, or some unforeseen circumstance. Students will not be released to parents at an overnight event unless the parents and student are going to travel home after the event. There are no exceptions to this rule. [Table of Contents](#)

RETENTION AND PROMOTION (MIDDLE SCHOOL)

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities. To this goal, students will normally progress annually from sixth grade to eighth grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Students must meet the following minimum qualifications to be promoted to the subsequent grade level to make certain that the student is prepared for the rigors of said grade level.

- Using the semester score from both first and second semester, earn a 60% average score for the school year in three of the five classes as listed in any combination: English, Literature, Mathematics, Science, and Social Studies.
- Have fewer than twenty (20) days of out-of-school suspension for the school year.

Retention will not be used until other possibilities have been exhausted, including special help, remedial work, and summer school opportunity. Successful completion of summer school for any class for which a 60% was not earned during the school year may result in promotion to the next grade level. Summer school is not guaranteed to be provided following each school year.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, the advice and help of the guidance and other special school personnel will be used by staff.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principal. Teachers, in recommending retentions and the principal in assigning them, will give the reasons why they feel the student should repeat. The school system shall have final authority in the promotion or retention of a student in grades six through eight.

The administration will take particular care in assigning more than one retention during a child's elementary and middle school career. The Superintendent must approve a second retention assigned during a child's elementary and middle school career. (Approved March 2015)

RULES OF CONDUCT AND DISCIPLINE

Students attending our school are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual and on the school, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

[Table of Contents](#)

APPLYING THE DISTRICT-WIDE RULES

- The consequences for misbehavior described in this regulation are for misbehavior resulting in a referral to the principal's office. Consequences are designed to be fair, firm, and consistent for all students in District 61-7. They apply to all students in any school or other district building, on district property, in district vehicles or school buses, and at school or district events. Consequences listed are minimum. The building administrator has the latitude to modify penalties. Building administrators will consider all extenuating circumstances before implementation of any punishment; further, the superintendent or chief administering officer may increase or decrease the length of weapon expulsion on a case-by-case basis. Additionally the administrator will have the authority to enforce other reasonable disciplinary action found warranted by the situation. The administration reserves the right to issue a penalty/discipline that is proportionate to the violation incurred. Proportionality will be based upon situational circumstances, attitude/cooperation of the individual(s), and prior disciplinary events.
- Because it is not possible to list every misbehavior that occurs, the administration and staff reserve the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, coaches, counselors, administrators, and other appropriate district staff.

- Progressive discipline will be used in conjunction with existing district policy. Complete copies of the district suspension and expulsion policy are available from all principals' offices. Rights and responsibilities of the district personnel, parents or guardians, and students are described in this policy.
- Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior, include but are not limited to: student conference, parent or guardian notification, parent or guardian conference, fine restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, and recommendation to alternative community services.
- Each building may develop a discipline handbook with rules and regulations specific to their unique needs. A copy of the handbook will be available in the respective principal's office.
- Our district recognizes that students sometimes carry a pocketknife. We also feel they have no place in the school. A student who uses a pocketknife in a threatening/hostile manner will be dealt with as a Class Six offense: weapon.
- A part of the GFSA (Gun Free Schools Act) is a definition of weapons that are a part of the Act. A complete listing of weapons as defined by Section 921, Title 18 of the US code for the purposes of FSA. (Note that the EP-J School District further defines a class six weapons offense to include others).

RULES OF CONDUCT -- DEFINITIONS

Activity (Participation) Rules: Any student who violates Class Five, and who is involved in co-and extracurricular activities, shall be removed from the activity(ies) as specified in the activity rules which students and parents or guardians sign for each activity. Students who are currently serving an "in-school" or "out-of-school" suspension will not be allowed to participate, nor attend any extracurricular or co-curricular event as an active participant. They will be required to attend and participate in all practices.

Bus Behavior: While on district provided buses, students shall adhere to the same behavior expectations, standards and consequences as at school.

Closed Lunch and Campus: Leaving school without the permission of administration.

Destruction or Stealing of Property: Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer program system.

Disrespectful/Obscene Language: Use of obscene or disrespectful language or communication.

Engaging in Illegal Activities: Breaking any law, the consequences of which pose a threat to the student or others and are not in the best interest of the school.

Exhibition/Reckless Driving: City and state traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to the authorities.

Expulsion: Denial of a student's membership in school for a period of time not to extend beyond the maximum allowable under State and Federal Statute.

In-School Suspension (ISS): temporary denial to a student by a principal of participation in a class or extracurricular activity (ies). Suspension will be served in school. Credit for completed class work.

Insubordination/Habitual/Disobedience: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

Long-Term Suspension: Temporary denial to a student by the superintendent or school board of participation in school for more than ten days and not more than ninety days.

Mood Altering Chemicals, Substances, and Tobacco: Using, possessing, selling dispensing or being under the influence of any mood altering chemicals, substances or tobacco or possessing drug paraphernalia at school, on school property, or at a school sponsored activity or when the conduct poses a threat to the student or others and is not in the best interest of the school. This also includes any tobacco and/or nicotine delivery device or product (the only use allowed as part of a smoking cessation program under doctor's approval, accompanied by a doctor's medical note and with school authorization. Police will be notified as specified by policy.

Out-of-School Suspension (OSS): Temporary denial to a student by the principal, superintendent or school board of participation in a class or classes or extracurricular activity(ies). Suspension will be served out of school. No greater than 50% credit will be award for coursework missed.

Parent: Parent or legal guardian.

Physical Injury: Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.

Pocketknife: A knife with a folding blade with not more than 2.5 inches in length.

Secret Clubs or Societies: Activities not in the best interest of the school. Student participation in non-school activities in which the students conduct presents a threat to himself/herself or others and is not in the best interest of the school.

Sexual Harassment: The Elk Point-Jefferson School District in its commitment to nondiscrimination shall provide for and maintain a learning and working environment which is free from sexual harassment. No student, employee or visitor shall be subjected to sexual harassment. This is enforced on all district property and to all district sponsored, approved or related activities at any location.

Sexual harassment is a form of misconduct, which interferes with the integrity of the learning and working environment. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore, interferes with the learning and work effectiveness of its victims and their coworkers.

Short Term Suspension: Is the removal of a student from school for a period of not more than five days.

Skiping: Unapproved absence from class within the school day.

Student Dress: Students are expected to dress with standards than enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide or violence, will not be permitted on school attire. See Dress Code for further explanation.

Tardy: Students who are late to school must report to the principal's office and obtain a tardy slip. Students who are more than 15 minutes late are considered absent for that period and must obtain an admit slip before they are allowed into class. Also, a student not in his/her room by the start of the next class will be marked tardy.

Unacceptable Behavior at Other School: Any offense committed by a student on another campus shall be punished in the same manner as if the offense had been committed at the student's assigned school.

Violence, Coercion, Threatening, Force, Intimidation: Use of violence, force, coercion, threats, intimidation or similar conduct that constitutes substantial interference with school purposes.

Weapons: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or deemed dangerous (See item #6 District-Wide Rules).

Weapons as Defined by Section 921 of Title 18 U.S. Code: For the purposes of the GSA, a "weapon" means a firearm as defined in SECTION 921 of Title 18 of the United States Code.

According to section 921, the following are included within the definition:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- the frame or receiver or any weapon described above,
- any destructive device, which includes:
 - A. Any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or similar device.
 - B. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - C. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. [Table of Contents](#)

RULES OF CONDUCT -- APPLYING THE DISTRICT-WIDE GUIDELINES

South Dakota 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.

Class One (Per Semester)

Tardy

- | | |
|--|--|
| 1st Offense | Record |
| 2nd Offense | Record |
| 3rd & 4th | Detention plus no credit for class work missed. |
| 5th Offense | Five or more: parental conferences and one (1) day Saturday Services or one (1) day in-school suspension for every occurrence up to 8. After 8 offenses, the student would be referred to the school board for possible expulsion. |

Class Two (Per Semester)

Classroom, Library, Lunchroom or Study Hall Disruption, Skipping a Class, Copying, Plagiarism, Cell Phone Violation, (Skipping Detention – One (1) day Saturday Services or in-school suspension.)

- | | |
|-------------------------------|--|
| 1st Offense | Detention, Parent contact. No credit for work copied/plagiarized (includes both the “giver” and receiver”) in the case of copying. |
| 2nd Offense | Saturday Services or ISS (1 - 2 Days), Parent contact, Counselor referral when appropriate. |
| 3rd Offense | ISS (3 – 5 Days), Parent conference, Counselor referral |
| 4th Offense | OSS (1 – 5 Days) |

Class Three (Per Semester)

Unexcused Absence (50% maximum credit for any coursework due or assigned on the date of the absence), Insubordination, Pornographic Materials, Disrespectful/Obscene Language, Physical Aggression, Vandalism, Harassment of a Staff Member, Reckless Driving, Bullying/Harassment.

- | | |
|-------------------------------|---|
| 1st Offense | ISS (1 – 3 Days), Parent contact. OSS (1 – 3 Days) if obscene language directed at a person or harassment is directed at staff |
| 2nd Offense | ISS (3 – 5 Days), Parent conference. Counselor referral when appropriate. OSS (1-3 Days) if obscene language directed at a person |
| 3rd Offense | OSS (3 Days), Parent contact, Counselor referral |
| 4th Offense | OSS (5 Days) |

Class Four (Per Year)

Intimidation, Tobacco, Nicotine Delivery Device or Product (the only use allowed as part of a smoking cessation program under doctor's approval, accompanied by a doctor's medical note and with school authorization), Theft, Destruction of Property, Gang Activity

- 1st Offense** ISS (3 – 5 Days), Parent conference, Counselor referral. Suspension will not exceed three (3) days if student participates in conflict resolution. Restitution and police referral when appropriate.
- 2nd Offense** OSS (3 – 5 Days), Parent conference. Suspension will not exceed three (3) days if student participates in conflict resolution. Restitution and police referral when appropriate.
- 3rd Offense** OSS (5 – 10 Days), Parent conference. Suspension will not exceed five (5) days if student participates in conflict resolution. Restitution and police referral when appropriate.
- 4th Offense** Long-term suspension or expulsion, police referral when appropriate.

Class Five (Per Year)

Violence, Fighting, Sexual Harassment

- 1st Offense** OSS (3 – 5 Days), Parent conference, Counselor referral. Suspension will not exceed three (3) days if student participates in conflict resolution. Restitution and police referral when appropriate.
- 2nd Offense** OSS (5 – 10 Days), Parent conference. Suspension will not exceed five (5) days if student participates in conflict resolution. Restitution and police referral when appropriate.
- 3rd Offense** Long-term suspension or expulsion, police referral when appropriate.

Class Six (Per HS Career)

Drugs/Alcohol – Inclusive of Non-Prescription Drugs, Controlled and Illegal Substances. (It is not a violation for a student to be in possession of a controlled drug or substance specifically prescribed for the student's own use by the student's doctor. All controlled drugs or substances with a prescription are to be stored in the appropriate school office.)

Any student who possesses, uses or distributes a controlled drug or substance or marijuana or paraphernalia as defined in SDCL Chapter 22-42, or ingests, inhales, or otherwise takes into the body any substance prohibited by SDCL Chapter 22-42-15 on school property or at a school sponsored function.

- 1st Offense** OSS (10 Days), Parental conference, Police referral, Substance Abuse Treatment referral. Reduce suspension to five (5) days if student and parent participate in drug/alcohol evaluation and counseling. Student activity rules will be followed.
- 2nd Offense** Long-term suspension or expulsion, which will not exceed ninety (90) days for consumption of beer or alcoholic beverages. Police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.

Class Seven (Per HS Career)

Weapons, Bomb Threats, Fires, Endangering the Lives of Others

- 1st Offense** Long-term suspension or expulsion, Parental conference, Referral to authorities

Class Eight (Per HS Career)

Gun Free Schools Act Weapons

- 1st Offense** One calendar year expulsion for any weapon violations as defined by Section 21, Title 18 of US code per the intent of the Gun Free Schools Act.

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation. The administration reserves the right to issue a penalty/discipline that is proportionate to the violation incurred. Proportionality will be based upon situational circumstances, attitude/cooperation of the individual(s), and prior disciplinary events. [Table of Contents](#)

SATURDAY SUPPORT SERVICES

The purpose of Saturday Support Services is to provide a meaningful misbehavior deterrent for those students in grades six (6) through twelve (12) who have violated school rules without penalizing the personnel of the district or the student during the routine school day. Assignment of services will be based on infractions contained within the Elk Point-Jefferson “Rules of Conduct” and as to the discrepancy of the Elk Point-Jefferson administration.

Class One (Per Semester)

Tardy

- 1st Offense** Record
- 2nd Offense** Record
- 3rd & 4th** Detention plus no credit for class work missed
- 5th Offense** Five or more: parental conferences and one (1) day Saturday Support Services for every occurrence up to eight (8). After eight (8) offenses, the student will be referred to the school board for possible expulsion.

Class Two (Per Semester)

Classroom, Library, Lunchroom or Study Hall Disruption, Skipping a Class, Copying, Plagiarism, Cell Phone Violation (Skipping Detention – One (1) day Saturday Support Services.)

- 1st Offense** Detention, Parent contact. No credit for work copied/plagiarized (includes both the “giver” and receiver”) in the case of copying.
- 2nd Offense** Saturday Support Services (1 – 2 Days), Parent contact, Counselor referral when appropriate.
- 3rd Offense** ISS (3 – 5 Days), Parent conference, Counselor referral
- 4th Offense** OSS (1 – 5 Days)

Students who attend Saturday Support Services will receive academic assistance and will be given the opportunity to complete school work under the supervision of a certified teacher.

Operational Procedures

Saturday Support Services will be conducted from 8:15 AM – 11:45 PM in the high school study hall. Students will have two weeks to select a Saturday to be in attendance to allow for student/family plans made prior to services being assigned. Administration will assist students and parents with this selection. Services will take precedence over other school activities which the student may be a participant in. Students will not be eligible to participate in activities on a Saturday for which they have served.

Students present for services and dismissed prior to 11:45 for infraction will have their parents notified immediately by direct phone call or phone message of their dismissal by the services supervisor. (The principal assigning services will provide contact information for services supervisors.)

The supervisor(s) will secure the building at 12:00 PM. Students may wait outside or in the library for transportation.

Use of Saturday Support Services to Fulfill “Seat-time” Obligations

Services will **not** be used to fulfill “seat-time” obligations of students who have violated the attendance policy.

Failure to Attend: Students failing to attend services will be assigned the following consequences listed for each subsequent infraction. Offenses are listed as per school year.

- First Offense** One (1) additional day of Saturday Support Services in conjunction with the rescheduling of the unattended Saturday service and one (1) day of In-school Suspension.
- Second Offense** One (1) additional day of Saturday Support Services in conjunction with the reschedule of the unattended Saturday service and three (3) days of In-school Suspension.
- Third Offense** The student will be brought before the school board for long term suspension or expulsion.

Parents of students who are sick are to call the high school study hall at 356 – 5934 prior to 9:00 AM. If there is no answer, parents are to call the high school office prior to report non-attendance 356 – 5901. Services will be rescheduled for the next Saturday date. Students under this scenario will not be allowed to participate in any activities scheduled for the date for which they failed to appear for services.

Students must be in attendance for the entire three and one-half hour period. Failure to attend the entire duration will result in reschedule of services and additional consequence assigned at the discretion of the supervisor and principal assigning services. Failure to attend the entire duration will also result in the student being ineligible to participate in activities that day. Emergency situations will be handled at the discretion of the principal assigning services.

At the discretion of the principal, students whom have earned three or more consecutive, scheduled but not yet fulfilled, Saturday assignments will have additional penalties of Saturday Support Services reassigned as one day of in school suspension for each additional infraction.

If at the end of the school year a student has not completed serving required Saturday Support Services, a day in lieu of a Saturday may be arranged by the principal. Failure of a student to complete his/her Saturday Support Services obligation by or at the end of the school year will result in loss of semester credit.

Saturday Support Services Rules

1. The initial parent notification will be the responsibility of the principal assigning the student to Saturday services.
2. If an emergency arises and the student cannot attend, the parent must contact the high school/middle school office (356 – 5900) or services supervisor (356 – 5934 H.S. Study Hall) prior to 9:00 AM. Failure to notify the services supervisor will be viewed as an unexcused absence resulting in additional consequences outlined above.
3. Staff will be on site at 7:45 AM. The doors will open at 8:00 AM and close at 8:10 AM. The district is not responsible for transportation to or from Saturday services. Students will have this time to access their lockers and retrieve school work for the day inclusive of writing utensils and paper. Students will not be able to access their lockers during services. All necessary items must be obtained and taken to the study hall area prior to 8:15.
4. Students are to be respectful and **follow all school rules**. See handbook.
5. All students will be quiet and seated facing the front of the room with both feet directly below his/her desk by 8:20 AM. Failure to do so will result in dismissal from services which will be viewed as an unexcused absence resulting in additional consequences outlined above. Students will remain in this posture throughout the three and one-half hours.
6. Students must have school work to occupy their time. Magazines or newspapers are not acceptable. A library book is an acceptable option. Students will not be able to access the library during services.
7. There will be no talking or communicating of any kind with other students in attendance.
8. There will be no sleeping or “resting” or any kind.
9. Breaks for a drink or restroom use are at the discretion of the detention supervisor. A mandatory water and bathroom break will be scheduled for 10:00 AM.
10. Students will use the bathroom facilities individually.
11. If a student finishes all of his/her work, the student shall quietly read his/her library book. If a student fails to have a library book to read, the student will be dismissed from services and viewed as an unexcused absence regardless of the amount of time attended for the day in question.
12. If a student refuses to work, he/she will be sent home (parent notification to collect the student). This insubordination will be viewed as an unexcused absence regardless of the amount of time attended for the day in question.
13. There is no drink, food, gum, or candy of any kind.
14. Students will refrain from unnecessary noises and distractions in general. Any student engaging in such will be viewed as an unexcused absence regardless of the amount of time attended for the day in question.
15. Students are to remain in their seats at all times (no trashcan, sharpening pencils, or borrowing materials.) Students may only leave their seats at the discretion of the supervisor.

16. The only electronic equipment allowed to students is the district provided laptop for school purposes only. Email, internet surfing, gaming, and listening to music are not acceptable. Students engaging in this activity will be viewed as an unexcused absence regardless of the amount of time attended for the day in question.

Note: This is a non-exhaustive list. Any item, issue, or event not covered in this policy will be handled at the discretion of the Saturday services supervisor and/or principal. [Table of Contents](#)

SCHEDULE

Daily schedule at <http://www.epj.k12.sd.us>.

SDHSAA ELIGIBILITY REQUIREMENTS FOR EXTRA AND CO-CURRICULAR OFFERINGS

The following eligibility requirements set by the SDHSAA must be met before any student can participate in the school interscholastic athletic program. Coaches should know these and discuss with all members of their team.

YOU ARE NOT ELIGIBLE IF:

1. You have reached your 20th birthday.
2. You have attended more than four first semesters and four-second semesters of school (any total of eight) in grades nine through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester.
3. You are not passing in four academic classes for and during the previous semester. You will remain ineligible for the entire semester.
4. You have graduated from a regular four-year high school or institution of equivalent rank.
5. You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have been absent from school more than ten consecutive schooling days. (Illness or death in the family accepted).
7. You have transferred from one high school to another without a corresponding change in the residence of your parents.
8. You do not have on file in the principal's office a signed physical examination and parents permit form.
9. You have ever participated in an athletic contest under an assumed name.
10. You have ever participated in athletics in any institution of learning of high rank than a standard secondary school.
11. You have violated your amateur standing. (Accepting monetary awards beyond limitations established by the SDHSAA).
12. You are a member of an independent or non-high school team in a sport during the high school season in that same sport.

NOTE: There are exceptions to the above rules. Consult your coach or principal if any questions arise. [Table of Contents](#)

SEARCH AND SEIZURE

All district property, including, but not limited to, lockers, desks, textbooks, rooms, buildings, real estate, computer systems and equipment, phone system, and vehicles; is owned by the district, and is intended for educational purposes, and district business, at all times.

Students shall not have any expectation of privacy when using school property. The district reserves the right to monitor, inspect, copy, review and/or store (at any time and without notice) all usage of district property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Elk Point-Jefferson discipline matrix. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District

cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

System users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in district-owned computers or on the district system. School officials reserve the right to review district system/property use at any time. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that a student has or is violating district policy or law. In this discovery, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

All **desks and lockers** in the school building are the property of the Elk Point-Jefferson School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, and possessions ordinarily used in day-to-day school activities, and outerwear clothing. The desks and lockers will be subject to inspection at any time for health or safety reasons, to check for missing school or personal property, or evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks. Personal locks, not belonging to the school will not be allowed on hall or physical education lockers, and will be removed with bolt cutters.

In the interest of a healthy and safe school environment, all school district property including, but not limited to lockers and desks, are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include non-prescription and controlled substances, alcoholic beverages, pornographic material, tobacco, weapons, explosives, poisons and stolen property. Such items of contraband are not to be placed in or on school desks, lockers or any other school property under any circumstances. Students who place such items in or on school property shall be subject to disciplinary action, which may include suspension from school, expulsion from school, and/or referral to the proper legal authorities.

Students violating acceptable use of district property, or policy, will be subject to disciplinary action by administration. [Table of Contents](#)

SEMESTER GRADES

Semester grades are the result of the accumulation of grades, points or percentages throughout the entire semester. The calculation of the semester grades is as follows: First Quarter is 40% of the grade, Second Quarter is 40% of the grade, and Semester Test is 20% of the grade. The grade is interpreted to be an accumulation of points, a percentage grade or letter grade. This is left up to the discretion of the classroom teacher as to the method used. [Table of Contents](#)

SEXUAL HARASSMENT POLICY

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonable interference with an individual's academic or work performance or of creating an intimidating hostile, or offensive employment or educational environment regardless of intent.

Responsibility

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Complaints

Any employee who believes that he/she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure. (Adopted by the board: 2/8/88) [Table of Contents](#)

SMOKE FREE SCHOOL – NO SMOKING POLICY

The Elk Point-Jefferson School District shall be a smoke free environment. There will not be any smoking allowed in any of the buildings at any time during the day or night, and the district will also not allow chewing tobacco of any kind to be used during the day or night in any of the buildings. This also includes any tobacco and/or nicotine delivery device or product (the only use allowed as part of a smoking cessation program under doctor's approval, accompanied by a doctor's medical note and with school authorization. This policy includes no smoking at any extracurricular activities held in the buildings. [Table of Contents](#)

SPECIAL EDUCATION

The philosophy of the Elk Point-Jefferson School District's Special Education department is to enable students to achieve to their ability and to provide support to special needs children and their families. Students are identified through annual screenings and referrals from parents and teachers. Students are evaluated and Individual Education Programs (IEP's) are developed for all students who qualify. The special education department strives for total integration of students into regular education classrooms. Special services provided by the Southeast Area Cooperative are listed below. These services are provided on the Elk Point-Jefferson campus:

- School Psychologist
- Occupational Therapist
- Physical Therapist
- Speech-Language Pathologist

Additional services available through the Elk Point-Jefferson School District are:

- Braille Teacher
- Counseling

SPEECH AND HEARING SERVICES

The Elk Point-Jefferson School District provides speech and hearing specialists who serve the Elk Point-Jefferson School. They aid pupils with speech and hearing problems by working with them in small groups and individually in the correction of their difficulties. They also recommend to teachers and parents of these pupils' appropriate supportive procedures in the classroom and in the home. [Table of Contents](#)

STUDENT GRIEVANCE (TITLE IX)

Title IX is part of the Education Amendments of 1972. The purpose of Title IX is to ensure the nondiscrimination on the basis of sex, age, race, color, national origin or handicap in education programs and activities.

Each district that receives federal funds must designate a Title IX coordinator. The Title IX coordinator for the Elk Point-Jefferson School District is: High School Principal, Elk Point-Jefferson High School, P.O. Box 578, Elk Point, SD 57025, Phone: 605 356-2606

Further inquires may be directed to: Regional Director, Department of Education, Office of Civil Rights, 1961 South Street, Denver, CO 802 [Table of Contents](#)

TITLE IX STUDENT GRIEVANCE PROCEDURE

Definitions

- A "grievance" is a complaint by a student or group of students enrolled in the Elk Point-Jefferson School District #61-7 made either individually or through the student council, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the school board. Negotiations for a disagreement over a non-existing agreement, contract, policy, rule, or regulation is not a "grievance."
- An "aggrieved person" is the person or group of persons filing the grievance.
- "Board" means the School Board of the district.
- "Days" shall mean school days unless otherwise specified.

Purpose

- The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time, arise between students and the district, and to facilitate this purpose. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- Nothing herein contained shall be construed as limiting the rights of any students having a grievance to discuss the matter informally with any appropriate member of the faculty. The student or faculty member involved in the grievance may be represented at such an informal discussion only by the mutual consent of the student and the appropriate member of the faculty.

Procedure

- It is important the grievances be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process.
- If appropriate action is not taken by the student within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the Article.
- If a student does not file a grievance in writing with the Title IX director or other supervisor within 15 school days after the student knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- A supply of the grievance forms shall be on file with the building principal, and/or the immediate supervisor.

Informal Procedures

- If a student feels he/she has a grievance, he/she shall first discuss the matter with his/her supervisor, principal or other administrator, to whom he/she is directly responsible in an effort to resolve the problem.

Formal Procedures

Level One - Title IX Director, School Principal or Faculty

- If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures he/she shall submit his/her grievance in writing.
- Signed copies of the written grievance shall be delivered by the student to each of the following, Title IX director, principal, or other administrator, the superintendent of school, and the teacher, supervisor, and the president of the school board.
- The Title IX Director within five days of the filing of the grievance shall render his/her decision in writing to the aggrieved person.

Level Two - Superintendent of School

- If an aggrieved person is not satisfied with the decision concerning his/her grievance at Level One, or if no written decision has been rendered with five days, he/she shall, within three days after the decision is rendered, or within eight days after filing at level one, resubmit his/her grievance in writing to the superintendent of school.
- The superintendent of school shall within five days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The superintendent shall, within five days after this meeting render his/her decision in writing to the aggrieved person.

Level Three - Board of Education

- If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered within five days, he/she shall within five days thereafter resubmit the grievance to the business manager and the president of the board.
- At its next meeting, or at a time mutually agreed upon by the parties, the board or its designated agent should hold a hearing on the grievances. The decision of the board shall be rendered in writing within five days after the hearing.

Level Four

- If the aggrieved person is not satisfied with the disposition of the grievance at Level Three or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within 10 days after receipt of the written decision is due, appeal to the Office of Civil Rights, 1961 Stout Street, Denver, Colorado 80294 or the Office of Human Rights, Department of Commerce and Regulation, Pierre, SD 57501

Miscellaneous

- If, in the course of investigation of any grievance by representatives of the complaint, such investigation requires their presence in a school building; they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- Interruption of regularly assigned classes or activities shall be avoided.
- Any party or parties in interest shall appear and may be represented at formals Levels One and two of the grievance procedure by one representative. At Level Three a maximum of three representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in the grievance.
- Meetings and hearing under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or the selected representatives heretofore referred to in this grievance procedure.
- When it is necessary for a party or parties in interest to attend a board meeting or a hearing called during the working day, the superintendent's office shall so notify the party or parties in interest. Principals or immediate supervisor, and the party or parties in interest shall be released from class without penalty for such time as their attendance is required at such meeting or hearing.
- At all hearings conducted under this procedure, the aggrieved person and the faculty representative may call witnesses and present evidence that is relevant to the matter being considered. The board may request that other witnesses be called for questioning by the parties. [Table of Contents](#)

STUDENT COMPLAINTS AND GRIEVANCES

Request for Settlement of Grievance

LEVEL ONE

(To be completed by aggrieved person)

Date of Presentation to Title IX Coordinator_____

Name of Aggrieved Person_____

Home Address_____

School_____

Principal_____

Nature of Grievance

Settlement of Requested:

Signed _____

Aggrieved Person _____

Date _____

STUDENT RECORDS

The records of the school system concerning individual students shall be used for the promotion of the student. In accordance with this principle and with state and federal laws, the policy of the Elk Point-Jefferson Board of Education shall be:

- The parents, legal guardians, or students, 18 years of age or older, shall have the right to inspect and review the student's record maintained by the school system upon written request by the parents, legal guardians, or student, 18 years of age or older. Such request shall be compiled as quickly as possible, but in no case shall compliance take more than 45 days after the receipt of the request.
- That the parent, legal guardians, or student, 18 years of age or older, shall be provided with an opportunity to challenge the inclusion or correction of any incomplete, inaccurate or inappropriate information in the student's record. Such challenge shall be subject to the regular appeal procedure.
- Any person, agency, or organization requesting access to personally identified student record shall be required to sign a form indicating the specific interest which the person, agency, or organization has in seeking the information. This form shall be retained in the student's record and shall only be made available to school officials within the system, parents or legal guardians, or student, 18 years of age or older, upon request.
- No personally identifiable student shall be released or made available to any third party other than school officials within the system with legitimate educational interest, without the written consent of the parents, legal guardians, or student, 18 years of age or older, for such release. Such written consent shall be maintained within the student's record and shall indicate the portion of the record released. Records shall not be transferred to a third party unless that party agrees not to release such transferred information without written consent of the parents, legal guardian, or student, 18 years of age or older. The only exception to this policy shall be specific officials of another school system, agency, or institution in which the student intends to enroll, judicial orders, lawfully issued subpoenas of federal law specifically authorizing the use of personally identified student records. In such case the parents, legal guardians, or student, 18 years of age or older, shall be notified prior to compliance with such order and shall receive a copy of the record desired.

In compliance with federal laws, it shall be a policy of this board of education that all instructional materials used in connection with research or experimental programs or projects shall be available for review by the parents, legal guardians, or student, 18 years of age or older, of the children participating in such programs or projects.

Section 438 (a) (4) of the Family Education Rights and Privacy Act of 1974 defines educational records as "those records, rules, documents, and other materials which contain information directly related to a student which are maintained by an educational agency or institution." After a student reaches 18 years of age, the provisions of this policy shall apply to the student only. [Table of Contents](#)

STUDENT RELATIONSHIPS

Students who exhibit excessive affection in hallways and classrooms can be expected to be referred to the office and, if necessary, detention and short-term suspension will be given to uncooperative students. [Table of Contents](#)

STUDENT RIGHTS AND RESPONSIBILITIES

It is the Student's Right to:

- Attend school in the district in which his/her parent or legal guardian resides or to apply for the Open Enrollment (Application on file in superintendent's office)
- Attend school until graduation or the age of 21 whichever comes first at public expense.
- Obtain free textbooks and supplies needed in the course of study.
- Attend school at no expense even though married.
- Assist in the making of decisions affecting his/her life in school.
- Express his/her opinion verbally or in writing.
- Expect that the school will be a safe place for all students to gain an education.
- Dress in such a way as to express his/her personality.
- File a grievance with the appropriate school official when accused of misconduct.
- Be afforded a fair hearing with the opportunity to call witnesses in his/her own behalf, and to appeal his/her case in event of disciplinary action.
- Expect that where he/she bears witness in a disciplinary case, the school will honor his/her anonymity.
- Be represented by an active student government selected by free school elections.
- Assist in the making of school rules.

It is the Student's Responsibility to:

- Attend school daily, except when ill and to be on time at all classes.
- Attend school until the age of eighteen (18) or high school graduation.
- Pay admission to activities if attendance therein is voluntary.
- Pursue and attempt to complete the course of study prescribed by the state and local authorities.
- Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
- Be aware of all rules and regulations for student behavior and conduct himself/herself in accordance with them.
- Dress and appear so as to meet fair standards of propriety, safety, health and good taste.
- Be willing to volunteer information in disciplinary cases should he/she have knowledge of importance.
- Be willing to volunteer information and cooperate with school staffs in disciplinary cases.
- Assist the school staff in running a safe school for all students enrolled therein.
- Take an active part in student government by running for office, voting for the best candidates; making his/her problems known to the staff through his/her representative.

Assume that until a rule is waived, altered or repealed that it is in full effect. [Table of Contents](#)

STUDY HALL REGULATIONS

Study hall provides the student with the opportunity to do homework and assignments and other studying during the school day. For the general good of all student body, study hall must be quiet.

- Each student must have schoolwork to study in study hall. Recreational reading is also permitted.
- If you have questions about assignments, you are encouraged to talk to the study hall proctor.
- Seating charts will be maintained in order to make taking attendance practical.
- Whenever you are in the hallway, with the exception of the time between classes, you must have a pass signed by the teacher to whose room or study hall you are assigned.
- With the study hall teacher's permission, students may sign out of study hall to: See another teacher. However, you must have an advance pass from the teacher you are going to see. OR See the guidance

counselor. However, you must have an advance pass from the guidance counselor. OR GO to the library. (Limit of four students for 15 minutes). [Table of Contents](#)

SUSPENSION OR EXPULSION

The principal may dismiss a student from class for the day and prescribe or administrate any reasonable and legal punishment. Cases of suspension or expulsion are referred to the superintendent. In each case, immediate notice of suspension and reason therefore is given to the parents or guardians of the pupil and to the board. The board has the authority to expel a pupil for the reason given above until the end of the current school term. A student who is expelled may request a hearing and have his attorney present.

See "Due Process" for more information.

In School Suspension/Out of School Suspension General Guidelines

In-school suspension will require the student to be in attendance from 8:15 – 4:00. The student will be required to complete all class work for the day and can receive full credit for this work. Any student failing to complete work due to lack of effort may be dealt with using additional discipline inclusive of detention, in-school suspension, or out-of-school suspension.

In addition to being isolated from classes, students serving an in-school suspension will not be allowed to participate in extra-curricular or co-curricular activities for that day as an active participant. However, the student will be allowed to accompany, at the discretion of the advisor, the activity group as an in-active participant and fill a non-participatory role as deemed necessary. Students not involved directly in said activity will be allowed to attend such an event as a spectator. Students serving an out-of-school suspension will not be allowed to participate in school events as either a participant or as a spectator.

Whenever a pupil identified as in need of special assistance or pro-longed assistance pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, a referral shall be made by the superintendent to the district's placement committee. The placement committee shall determine whether the action, behavior, or activity, which resulted in the long-term suspension or expulsion, is the result of the pupil's handicapped condition. If the placement committee determined that the long-term suspension of a pupil based upon action, behavior or activity by the pupil arising from the pupil's handicapped condition, the placement committee shall immediately prepare a revised individual education plan to provide educational services to the pupil. The pupil's long-term suspension or expulsion shall terminate upon implementation of the pupil's revised individual education plan. [Table of Contents](#)

TARDINESS

Tardiness of students to classes seriously interrupts classroom work. Not only does the student who is tardy lose by missing class, but also all students in the class lose out because of the interruption of a late arrival. Students must be in their classroom before the next period begins. The students not in their rooms by the start of the next class will be marked tardy on the attendance sheet. Students are to report to the office for a tardy slip. **Students who report tardy at the start of the school day will not participate in co-curricular or extra-curricular activities scheduled for that day.** The only exception is previously scheduled appointments or emergency situations which are cleared by the administration. [Table of Contents](#)

THEFT

Stealing school or student property may result in detention or suspension. Referral may be made to law enforcement officials and restitution will have to be made by the student or parents of the student. Students are encouraged to do the following: [Table of Contents](#)

- Use common sense and do not leave purses and other personal belongings in classrooms and gyms.
- Check valuable items into the office if they must be brought to school on any given day.
- Accept responsibility for belongs and valuables used each day in the classroom or school activities.
- Mark your gym clothes, shoes, and all other personal equipment or items with your name.
- Keep your school and locker room lockers locked at all times.

TRANSFERRING OUT OR WITHDRAWING

Every student who changes schools or withdraws for any purpose should notify the office two (2) days ahead of time.

- The office will give the student a withdrawal form, which he/she must present and have signed by each of his/her teachers, showing the student has made satisfactory clearance.
- The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
- No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment, and costs incurred in take-home projects in art classes.

TRANSPORTATION

Since the Elk Point-Jefferson School District provides bus transportation for its students, there are very few instances where it becomes necessary for students to have to drive to school. Therefore, no student may sit in, start, or move his vehicle during the school day without the principal's permission. [Table of Contents](#)

TRUANCY

Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy violates state and local attendance laws and will be considered a serious offense. Continued truancy may result in legal action inclusive of contacting law enforcement or expulsion from school. [Table of Contents](#)

VISITATION

We maintain an "open door" policy for adult visitation. It is wise to call before you visit to ensure your child is involved with an activity that you wish to observe. Pre-school children unaccompanied by an adult are not permitted to visit. Due to the potential for distraction that school age visitors present, they are not encouraged to visit and may do so only at the discretion of the building principal. [Table of Contents](#)

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit, any object that can reasonably be considered a weapon:

- On the school grounds during and immediately before or immediately after school hours.
- On the school grounds at any other time when the school is being used by a school group.
- Off the school grounds at any school activity, function or event.

This rule does not apply to normal school supplies like, pencils or compasses, but does apply to any firearm, any explosives, including firecrackers, any knife other than a small pocketknife, any explosive and other dangerous objects of no reasonable use to the pupil at school.

In accordance with the Gun-Free Schools Act (GFSA) any student found in violation of the above policy will be expelled from the school for a period of not less than one year and referred to the criminal justice or juvenile delinquency system. The superintendent may modify the expulsion requirement on a case-by-case basis.

We hope you have a great year being a Husky! Any questions or comments relating to the policies and guidelines within this handbook should be directed to the principal's office by phone 605.356.5901 or through email at travis.aslesen@k12.sd.us.

[Table of Contents](#)