

Elk Point-Jefferson Elementary School Student & Parent Handbook



Updated 9/7/2017

Showing Pride...Taking Action

356-5950 Mrs. Sheri Hardman, Superintendent

356-5801 Mrs. Janet Ries, Elementary Principal &
District SPED Director

356-5800 Mrs. Jaimie Donnelly, Secretary

356-5802 Elementary FAX

If there are any questions regarding the Elementary Student Handbook, please direct them to:

Mrs. Janet Ries - Elementary Principal / District SPED Director
605-356-5800

Janet.Ries@k12.sd.us

Elk Point-Jefferson School District 61-7

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.

District Vision Statement: The Vision of the Elk Point - Jefferson School District is to equip our students to become effective communicators and responsible citizens in an increasingly demanding society.

Elementary Vision Statement: is to provide a positive introduction to the educational process in which learning is our everyday focus.

[Return to EPJ Home Page - www.epj.k12.sd.us](http://www.epj.k12.sd.us) - Our Elk Point – Jefferson website address

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 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 personnel. For an electronic district wide handbook please go to the Elk Point-Jefferson School website at the following address:

www.epj.k12.sd.us

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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 attend 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 elementary principal's office between 7:30 a.m. and 9:00 a.m. The phone number is 605-356-5800. 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.

Approved July 2010.

MAKE-UP WORK

Students who have been absent from school for any reason should report to the elementary 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 attend extra-curricular activities that night. Exceptions would be previously scheduled appointments and emergency situations.

ABSENCES - EXCUSED	
1 - personal illness 2 - funeral	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

<p>3 - in-school suspension 4 - family emergency (death/illness) 5 - medical / dental appointments</p>	<p>the parent or guardian must be delivered to the principal's office before the absence occurs or immediately upon return to school.</p> <p>A student shall have the opportunity to make up schoolwork. However, it shall be the responsibility of the student to initiate the make-up procedure and to make appropriate arrangements for any make up work with the teacher(s). Prior to pre-arranged absence, the student shall obtain an advance make up slip from the office. In the case of pre-arranged absence the make up work should be completed before the absence occurs. A student shall receive full credit for schoolwork made up.</p>
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ABSENCES - UNEXCUSED

Students absent from school without prior knowledge or approval of the parent/legal guardian or school personnel will be subject to a one to three day in-school suspension as outlined in the discipline matrix.

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.

APPEAL BOARD FOR ABSENTEEISM

A. 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.

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

C. Appeal Board Guidelines to determine the validity of an appeal:

1. The student requests an appeal from office of principal.
2. A written appeal is returned to the principal by the specified date.
3. The parent(s) are required to be part of the appeal process and will meet with the Appeal Board with son/daughter.
4. The student's written appeal is reviewed by the Appeal Board.
5. 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.
6. The Appeal Board may request medical documentation (all written documentation will be kept in the board's confidence).
7. 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.

D. Guidelines which prevent assembling the Appeal Board:

1. If prior arrangements have been made and approved by the principal for said absences (extended family vacation)
2. Class absences have occurred as a result of approved school sponsored activities,

which do not count in the seventh day limit per semester.
****School sponsored activities do not count as an absence.**

ACCIDENTS

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.

ACTIVITY TICKETS

Activity tickets for grades JK-12 will be priced at \$25.00, adult activity tickets \$45. Tickets for the JK-5 students can be purchased in the elementary office. Tickets for students in 6-12 may be purchased in the middle school/high school office. Your activity ticket is 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.

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).

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.

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any time when the school is being used by a school group, or;
3. 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.

BIRTH CERTIFICATE LAW

It is a requirement that schools have on file **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.

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.

BUILDING HOURS

Regular building hours are 7:45 a.m. - 3:37 p.m. JK-12 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.

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.

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:

- A. Be on time. Students should be at the bus stop at least 5 minutes before the bus is scheduled to be there. The bus cannot wait and be expected to maintain its schedule. Students should remain well back from the roadway while awaiting the arrival of the bus and not move to board the bus until it has come to a complete stop and the door opens.
- No extra riders without written authorization or prior approval
- B. 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.
- C. Keep feet, books and bags out of the aisle.
- D. Keep your head, hands and feet inside the bus at all times. Bus driver approval is required for operation of windows. Do not holler out the bus windows at any time.
- E. Keep the bus and sanitary on the inside. **No PEANUT PRODUCTS and No gum, food or drinks on the bus.**
- F. Do not damage the bus equipment. When damage is noted, report it to the driver so it can be fixed.
- G. Bus riders are expected to be courteous and obedient to the bus drivers at all times. Talk quietly to bus friends. Loud talking and laughter cause the driver to be distracted. Shouting, pushing, screaming, running, fighting, vulgar talk, throwing objects and/or scuffling is very dangerous; it can cause the driver's attention to be suddenly diverted from the road.
- H. Do not talk to the drivers while they are driving except in case of an emergency. One should be especially quiet at railroad crossings in order to help the driver listen for trains.
- I. Transportation of animals except service dogs accompanying the disabled is prohibited.
- J. 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.
- K. If you do not want to ride the bus on a particular day or days, please phone either your bus driver or the stop before yours on the bus route and have them tell the driver.
- L. If a student is kept after school for **any reason**, the bus will not wait for him/her, i.e., not having their lessons completed or serving a detention.
- M. Firearms, knives, explosives, or other dangerous objects are prohibited.
- N. Any form of harassment, hazing or bullying will not be tolerated. (See Bullying/Harassment policy)

These rules apply to ball route and activity/fieldtrip busses.

Don't lose your riding privilege by failing to comply with the above rules.

CANCELLATION OF SCHOOL

In the case of school being cancelled or postponed because of emergencies - such as inclement weather or other such emergencies, the announcement will be listed on our EPJ website, www.epj.k12.sd.us and given over local TV and radio stations. 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. (Snowcap notices are also available on your email/cellphone via the EPJ website.- please be sure your email on phone numbers have been updated with the schools' secretaries)

Parents of JK-3 students will be emailed or called for specific instructions.

Please - Do not call the school, as school telephones are needed for emergency calls. Listen to your local TV and radio stations.

CELL PHONES and other 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, etc. are prohibited unless used at the permission of school staff. These devices are brought into the school at the student's discretion. Any damage to or loss of the device is the students' responsibility.

CHURCH NIGHTS - WEDNESDAY / SUNDAY

There will be no school activities scheduled on Wednesday evening after 6:30. There are no scheduled activities after school for students in JK-8 so they may attend their religion classes. There is no organized school sponsored student activity of any kind in the building on Sunday.

COMPUTER AND/OR COMPUTER SERVER AND/OR INTERNET MISUSE

Any student who abuses his/her computer privileges will be subject to the following consequences and/or consequences of other existing school policies.

Suspension or termination of computer use privileges as per the following occurrences:

First Offense:

The student will lose his/her unsupervised computer usage for a period of two weeks.

Second Offense:

The student will lose his/her privileges for a 4-week period.

Third Offense:

The student will lose his/her privileges for 18 weeks.

Consequences may be carried over to the following year. Loss of computer use privileges in the 4th quarter will carry over through the 1st quarter of the following year.

The student will be allowed to attend computer class during their regular scheduled computer class, even with a "loss of use" privilege invoked.

Should any student violate the law while using Elk Point-Jefferson Public School computers or networking, referral may be made to appropriate authorities for civil or criminal prosecution.

Should any student's computer usage while using Elk Point-Jefferson Public School computers or networking, result in penalties or damages for which Elk Point-Jefferson School District #61-7 becomes liable or results in claims or litigation involving Elk Point-Jefferson School #61-7, the student, and the student's parents or guardian will indemnify and hold harmless Elk Point-Jefferson School District #61-7 for all damages, penalties and costs incurred by the school district.

Additional disciplinary action, coinciding with existing policy regarding unacceptable behavior, may be enforced at any time in the consequence process.

CONDUCT AT SCHOOL ACTIVITIES

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

Assembly Programs, Play, Concerts, Etc.

Students are expected to attend, stay in their seats, 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.

Notification given to students:

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.
- Remember, you should be at the game to watch it.
- Students may sit in the bleachers at a designated location or they may sit with their parents.
- Remember, you should be going to support our Husky teams.
- Students must be seated during the game. You are not allowed to wander aimlessly, mill around rough-housing or run around the area.
- Remember, you should be going to the game to watch the game.
- Concessions are available at the concession stand for you to enjoy-not play with or use as weapons. Students should return to their seat after going to the concession stand and dispose of your trash items appropriately.
- Watch the game and...
- 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 horsing around may be asked to leave.

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.

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.

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.

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.

The principal reserves the right to administer detentions before school if the situation merits.

DISCIPLINE - Elementary

Level I Offenses, but not limited to:

- Uses inappropriate volume
- Does not follow classroom/school rules
- Excessive talking
- Playground issues
(i.e., throwing snow, sliding on ice, inappropriate use of equipment)
- Talking in hallway
- Running in hallway
- Breaking lunchroom rules
- Throwing objects
- Pushing, shoving, tripping
- Sticking out tongue
- Tripping students on purpose
- Loud in bathroom

Required Consequences:

- Tell the student what they did wrong
- Have the student repeat to you what they did wrong
- Have the student show you what you expect and what rule

they broke

- RETEACH the behavior until the child understands

Possible Consequences for Teachers to Use:

- Time out from activity
- Missed recess or lost time from recess
- Student calls or writes to the parent
- Parent signs and returns note
- E-mail parent concern
- Write a contract between the student, teacher and principal to be sent home for a parent signature
- Teacher/Staff referral to Principal
- Ask the parent to come to the school to meet about the concerns
- Sit away from other students
- 1-2 minute time-out when outside, away from other kids
- Secluded to an area
- Not allow to participate a recess activity where misbehaviors are exhibited

- Write or saying an apology
- Loss of free choice time in classroom

Level I offenses are not required to be documented by the teacher. However, before sending a student to the principal, the teacher must show through documentation when the offenses occurred, when the parents were contacted, and the consequences that were given to the student. Level I behaviors are only sent to the office if the child is chronic with their behavior, teacher intervention is not working and the student has been discussed with the principal ahead of time and the behavior has happened and been documented three times.

Level II Offenses, but not limited to:

- Teasing other students
- Inappropriate language
- Harassment/teasing
- Name calling
- Talking back
- Blatant disrespect toward adult
- Pinching
- Racial slurs
- Dishonesty
- Punching/aggression with intent to hurt
- Bullying

Required Consequences:

- Tell the student what they did wrong
- Have the student repeat to you what they did wrong
- Have the student show you what you expect and what rule they broke

- RETEACH the behavior until the child understands
- Teacher needs to log the incident, and notify the parent

Principal Options:

- Call to parents
- Detention
- Loss of field trip/assembly
- Referral to TAT/Counselor
- Clean the lunch room tables and floors if caught throwing food
- Student, Parent and Principal conference
- ISS / OSS
- Law Enforcement

May also refer to Rules of Conduct (beginning on page 37 of this handbook)

Board Policy Regarding Students and Student Discipline

The board recognized the right of due process in cases of discipline and punishment. A good discipline plan 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.

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 nor does obstruction of any lawful mission, process, or function of the school illustrate 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.

DRESS CODE JK-5

We support the rights of parent to exercise their responsibility to determine proper dress and grooming for their child. However, school clothing should be appropriate as to time, place and weather. Also, wearing apparel or personal appearance that disrupts the classroom will not be considered appropriate. –

-We do ask that children not wear halter-tops, spaghetti straps, muscle shirts, or “short” shorts.

-A jacket or sweater/shirt should be worn over shirts with spaghetti straps and shorts should be mid thigh.

Please mark all jackets, caps, snow boots and mud boots with a permanent label so that your child can always identify their belongings.

- All students are required to wear snow-boots in wet and cold conditions. It is suggested that families plan early for cold and wet weather for out-of-doors clothing. The following items of clothing are necessary: coat, jacket/hoodie/sweatshirt, gloves or mittens, caps, overshoes or snow-boots.

- It is required that students have a pair of socks and a separate pair of tennis shoes or crepe sole shoes for physical education classes. They are a safety precaution.

JK-12 - District policy: 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 outwear jackets, parkas, and trench coats will not be allowed in classrooms and must be placed in a school locker or other designated area.
- Wearing and use of sunglasses, headsets, pagers, and cell phones are prohibited. These items are to be stored in lockers during the school day.
- 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 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.
 - Leggings are an undergarment. The "top" worn with them must meet the mid-thigh requirement.
 - 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.

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
 7. 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 any time 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.
 2. If, during 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.

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. All school rules including but not solely, discipline rules and electronic device use rules, are applicable during the excursion or field trip. 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.

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.)

Adopted July 2009

FIRE / DISASTER DRILLS

A. 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.

B. 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.

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.

FUND RAISING AND DISTRIBUTION OF MATERIALS

FUND RAISING AND DISTRIBUTION OF MATERIALS The following elementary school fundraising projects are held in the elementary on an annual basis and all are optional:

**Time For Kids*: This fundraiser is held in the fall. Our elementary classrooms subscribe to and can receive 'Free 'Time for Kids educational magazines dependent upon the number of completed booklets returned. The elementary students are asked to fill out one booklet each with parents, relatives and friends addresses. In return, these people get a mailing that asks them to purchase magazines. Purchasing magazines is optional and this information is not shared with any other company.

* SchoolStore.com: This fundraiser is during the winter. The students work to get family and friends to shop online through various companies. Some of the money earned with this fundraiser is given back to the classroom teachers to purchase educational items for their classrooms.

**American Heart Association*: This fundraiser is put on through the elementary PE department. This is usually held in the spring. Students are asked to seek monetary donations. The money earned from this fundraiser goes directly to the American Heart Association for research.

. 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
- 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.

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.

GRADING SCALES

Grades 3-12: grading scale (2017) is as follows:

Score	Percentage
A+	100
A	95 – 99 (94.5)
A-	92 – 94 (91.5)
B+	89 – 91 (88.5)
B	86 – 88 (85.5)
B-	83 – 85 (82.5)
C+	80 – 82 (79.5)
C	77 – 79 (76.5)
C-	74 – 76 (73.5)
D+	71 – 73 (70.5)

D	68 – 70	(67.5)
D-	65 – 67	(64.5)
F	64.49 and Below	

Grades JK-2

E	91.5-100
S+	87.0-91.49
S	82.5-86.99
S-	73.5-81.49
N	64.5-73.49
U	64.49 and lower

JK-5 Standards Based Scale

3	Proficient
2	Approaching Proficiency
1	Below Proficient
N/A	Not Assessed

GUIDANCE K-12

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 importances 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.

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.

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 month-5 years. School attendance will be determined according to the student's 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 physician's 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)

HOMELESS STUDENTS, ADMISSION OF:

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines “homeless children and youth” as follows:

- (A) -individual who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103 (a) (1);
- (B) (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; and are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103 (a) (2) (C);
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Enrollment:

The School District shall make reasonable efforts to identify homeless children within the boundaries of the school district and immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, including academic records, immunization records, proof of residency or other documentation.

Educational Barriers:

The School District Administration shall attempt to remove or eliminate existing barriers to school attendance or educational programs which may exist in district policies or practices, in compliance with all applicable federal and state laws. Enrollment requirements, fees and charges may be waived at the discretion of the Superintendent.

Transportation Services:

Transportation services will be comparable to those provided other students with the school district.

Immunizations:

The District shall make a reasonable effort to locate immunization records from information available. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of the school district policy on immunizations. The district may require a parent or guardian of a homeless student to submit contact information.

Nutrition Services:

All students considered to be homeless shall be entitled to FREE status for all meals served within the school district’s academic school day.

Comparable Services:

Students identified as homeless shall be provided services comparable to other students of the district which includes, but not limited to, Special Education services

for which the student meets eligibility criteria, such as education programs for disadvantaged students, students with disabilities, gifted students, vocational and technical programs, preschool programs, and programs for students with limited English proficiency.

Resolution of Enrollment Disputes:

Disputes regarding the enrollment of homeless students shall be referred to the Superintendent. Parents/guardians or unaccompanied youth can provide either written or oral documentation to support their position. However, the student shall be provided with all services for which they are eligible while the dispute is being resolved. If a dispute is not resolved at the District level; the parent/guardian or individual student may forward the dispute to the South Dakota Department of Education for review.

(Adopted by Board of Education: November 10, 2008)

Student Residency Questionnaire Elk Point-Jefferson School District

This questionnaire is intended to address whether a child is eligible for services provided and required by the McKinney-Vento Act. Your answers will help the administrator determine residency documents necessary for enrollment of this student.

1. Presently, where is the student living?

- . in a shelter
- . with more than one family in a house or apartment
- . in a motel, car or campsite
- . with friends or family members (other than parent/guardian)
- . none of the above choices apply (You do not need to complete the remainder of this form, if you check this box.

Return form to school personnel.)

2. The student lives with:

- . 1 parent
- . 2 parents
- . 1 parent & another adult
- . a relative, friend(s) or other adult(s)
- . alone with no adults
- . an adult that is not the parent or the legal guardian

School: _____

Name of Student _____ Male ___ Female ___

Birth Date/Year _____ Age: ___ Social Security # _____

Name of Parent(s) Legal Guardian(s) _____

Address _____ ZIP: _____

Phone/Pager: _____

Signature of Parent/Legal Guardian _____ Date: _____

If any of the first four boxes in question #1 were checked, fax this form immediately to the District Homeless Liaison - please call the district office at 356-5950 for this person's information.

Name and phone number of school contact person who may know of the family's situation: _____

Date faxed: _____

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.

INSTRUMENTAL RENTAL POLICY – 5th Grade Band for elementary

- 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.

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:

1. 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.
2. Parents or guardians will not be contracted in child abuse cases if the law enforcement official requests confidentiality.
3. 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.)

JUNIOR KINDERGARTEN & KINDERGARTEN REGISTRATION

Each spring registration is held for those children who will enter junior kindergarten and kindergarten in the fall. The dates will be dependent upon each school year calendar.

KINDERGARTEN ENTRANCE AGE

The state law provides that "no child shall be admitted to school for the year unless he/she is five years of age on or before the first of September (September 1st) of the current school year." Junior Kindergarten and Kindergarten will be all day every day for all students.

LUNCH PROGRAM JK-12

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 JK-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.

MEDICINES TO STUDENTS (Administering)

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:

- o The dose or amount of medication that was taken, or omitted, including reason for omission.
- o The date and time that medication was taken, or omitted, including reason for omission.
- o 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:

- o the correct medication;
- o Within the appropriate time frames;
- o In the correct dosage;
- o by the correct student;
- o 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)

NOTIFICATION OF RIGHTS UNDER FERPA – (Family Educational Rights and Privacy Act)

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)

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 an unemancipated 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

TITLE I **PARENT INVOLVEMENT POLICY**

In compliance with the May 19, 1986, rules and regulation for Title I programs, subsection 200.53 (a) (b) (1), the Elk Point-Jefferson School District 61-7 states its intent to comply with the spirit of this law which states:

"An LEA that receives Title I funds shall design and implement its Title I project in consultation with parents and teachers of the children being served, including parents and teachers of children in private schools."

This policy is implemented in the Elk Point-Jefferson School in the following ways:

- A. Notification of each child's parents of the implementation of the project and the child's participation in the project. A letter will be sent to the participant's parents indicating the child's selection into the Title I project.
- B. Informing each child's parents of the specific instructional objects for the child.
- C. At the end of each nine-week time period, a progress report will be forthcoming to the child's parents.
- D. Conferences will be conducted between the teacher and parents at the end of the first and third nine-week periods. If problems arise, additional conferences will be scheduled.
- E. Providing materials and suggestions to help them promote the education of their children at home.
- F. Providing timely information concerning the Title I program including, for example, programs plans and evaluations.
- G. Soliciting parents' suggestions in the planning, development and operation of the program.

- H. Reasonable accesses to meeting space and materials.
- I. The LEA will accept and respond to parent's recommendations.

(Adopted by the board of education: 10/10/88)

ELK POINT-JEFFERSON POLICY REGARDING PARENT PARTICIPATION IN TITLE I PROJECT

ECIA, Title I

Compliance with P.L. 97-35 Subsection 200.53

Title I

The Elk Point-Jefferson School qualifies for federal funds in the areas of reading and math under a program called Title I. This program provides funds to our school district to develop and reinforce regular classroom learning through small group activity. The program provides a more individualized approach to problem areas, which gives the student a greater opportunity to succeed in the classroom. Selection of students for this program is made through reference to standardized test scores, classroom teacher referrals, class position, work habits, parent and student request, and prior years in Title I.

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 for the end of the first and third quarters. Junior Kindergarten through fifth grade conferences are scheduled through the elementary office. Grades six, seven and eight (6-8) and high school conferences are not scheduled, parents are encouraged to visit their children's teachers at this time.

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.

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.

PROGRESS REPORTS/MIDTERMS

Progress reports are sent home in the students' "Husky Folder" 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 regarding these. Parents are also encouraged to periodically log onto the Parent Portal, located on the Elk Point - Jefferson homepage to view their student's grades. (<http://www.epj.k12.sd.us>) Please contact the office or Mr. Klumper if you do not have a username and password. (jerry.klumper@k12.sd.us)

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.

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.

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.

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.

RULES OF CONDUCT AND DISCIPLINE FOR ELEMENTARY SCHOOL

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.

APPLYING THE DISTRICT-WIDE RULES

1. 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. (See page 46 for Consequences.) 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.
2. 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.
3. 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' office. Rights and responsibilities of the district personnel, parents or guardians, and students are described in this policy.
4. 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.
5. 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.
6. 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.

7. 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 -- APPLYING THE DISTRICT-WIDE GUIDELINES

RULES OF CONDUCT

Class One (Per Semester)

Tardies

- 1st Offense** Record
- 2nd Offense** Record
- 3rd & 4th** Detention plus no credit for classwork missed.
- 5th Offense** Five or more: parental conferences and one (1) day Saturday Services 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)

- 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 (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 (Inclusive of Skipping Detention), Insubordination, Pornographic Materials, Disrespectful/Obscene Language, Physical Aggression, Vandalism, Harassment of a Staff Member, Reckless Driving

- 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, 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 – On School Property or at a School Sponsored Function - Using or Under the Influence, Possession of Drug Paraphernalia, Possessing an Amount that Suggests Distribution.

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.

Adopted June 2008

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 serving an "in or out" of school suspension will not be allowed to participate, nor attend any extracurricular event. 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 the 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. 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.

Parking Lots: 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 nor more than five days.

Skipping: 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: All classes, JK-12 begins at 8:15 a.m. 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.

Unauthorized Visit to 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.

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. (Adopted by the board of education: April 2011)

SEXUAL HARASSMENT POLICY

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)

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 policy includes no smoking at any extracurricular activities held in the buildings.

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 for pre-school through twelfth grade:

- 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.

STUDENT RECORDS

- A. 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:
1. 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.
 2. 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.
 3. 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.
 4. 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.
- B. 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.
- C. 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."

- D. After a student reaches 18 years of age, the provisions of this policy shall apply to the student only.

STUDENT RIGHTS AND RESPONSIBILITIES

Division of Education

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 from high school 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 sixteen or complete the eighth grade.
- 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.

SUSPENSION OR EXPULSION

The principal may dismiss a student from class for the day and prescribe or administer 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.

A. In School Suspension

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.

B. 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.

C. 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.

TARDINESS for ELEMENTARY SCHOOL

Tardiness of students to classes seriously interrupts classroom structure and 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 not in their classroom by 8:15 AM, the beginning of class, will be marked tardy. Any student having 3 tardies during one semester a phone call will be made to the parent notifying them of their child's attendance record. If tardiness continues, a referral to the States Attorney could be warranted.

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:

- A. Use common sense and do not leave purses and other personal belongings in classrooms and gym.
- B. Check valuable items into the office if they must be brought to school on any given day.
- C. Accept responsibility for belongings and valuables used each day in the classroom or on school activities.
- D. Mark gym uniforms, tennis shoes, and all other personal equipment or items.
- E. To avoid stealing, students are to keep their school and locker room lockers locked at all times.

TITLE I – POLICY

Elk Point–Jefferson Elementary School Parental Involvement Policy (Compliance of Title I, Part A, Section 1118)

Statement of Purpose:

The Elk Point–Jefferson Elementary School is committed to working with all stakeholders in the district to provide the best possible education for each child attending EPJ. We strongly believe that a partnership must exist between the parents and the school. We promote positive communications between the school and our students` homes. The school provides a variety of opportunities for parents to be involved in activities supporting our school. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child`s formal instruction at home. We will provide materials that can be used at home to reinforce the academic success of children. It is the goal of the Elk Point-Jefferson Elementary School to provide an atmosphere where parents are able to express their views and assist in problem solving. As a school we appreciate and recognize the essential role of parents and the value of their input.

Goal 1: Provide parents of the Elk Point-Jefferson Community School with the opportunity to have input in the Parental Involvement Plan at the district and at their child`s school.

Strategies used to accomplish goal #1:

- Parents will be provided information concerning the school-parent involvement plan via the student handbook, open house and four newsletters each school year.
- Parents will be provided opportunities to give input and make suggestions for revision of the district or school plan concerning parental involvement on a yearly basis.
- Copies of the complete EPJ Parental Involvement Plan for the District and the elementary school will be made available to all parents and patrons of the district upon request.

Goal 2: Provide outreach for parents of limited English proficiency (LEP) students so they can be involved in their child`s education.

Strategies used to accomplish goal #2:

- Follow the district LEP Plan to assess possible LEP students and communicate with parents regarding this process.
- Coordinate with various agencies to assist parents of LEP students.

- Provide, whenever possible, pertinent school information in the parent’s native language.

Goal 3: Provide an opportunity for parents and their children’s school to jointly develop a School-Parent Compact that is to be implemented annually and includes: the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment; the way in which each parent will be responsible for supporting their child’s learning; and strategies that will address the importance of ongoing communication between teachers and parents.

Strategies used to accomplish goal #3:

- The School-Parent Compact will be reviewed annually for revisions by the Parent and Community Involvement Task Force ?
- Opportunities will be provided to review the School-Parent Compact during parent-teacher conferences, fall parent/teacher meeting, etc.

Goal 4: Notice and information will be completed annually to all parents under the “Parents Right to Know” requirement of Title I schools. This will be done so in an understandable and uniform format and to the extent practicable, in a language parents can understand.

Strategies used to accomplish goal #4:

- Notify parents through newsletters, EPJ school Web site, school handbooks, parent-school organization meetings, and other means that the faculty and staff are highly qualified and meet required standards.
- Notify parents, via a letter, if their teacher or paraprofessionals in their child’s classroom are not highly qualified. ?

Goal 5: Provide opportunities for parental involvement capacity building at the district and school levels.

Strategies used to accomplish goal # 5.

- Provide activities and meetings at a variety of times to better accommodate parents attendance.
- Provide childcare when possible to encourage parent attendance.
- Conferences will be held twice yearly allowing parents and teacher’s time to discuss student achievement and what interventions are being used to help children reach their achievement goals.
- Parents will be provided with progress reports quarterly with information regarding their child’s academic progress.
- Opportunities will be provided to evaluate and identify barriers to successful parental involvement.
- A variety of communication techniques will be used to enhance parent participation and input. (Website, newsletters, conferences, etc.)
- Each classroom teacher K-5 will send home weekly folders containing student work and information on the upcoming week’s academic plans and happening in the classroom.
- The school’s web site houses homework assignment and pertinent classroom information for parents and students.

- Parents can access their child’s grades using a PIN number they receive at the beginning of the school year.
- The school web site provides the listing of all staff members along with the information to contact them through e-mail.

Adopted: June, 2009

ELK POINT-JEFFERSON TITLE I STUDENT-PARENT-TEACHER COMPACT

Hand in hand, we will work together to carry out the agreement of this compact.

As a **Student**, I, _____, will

- ❖ try to do my best in my work and in my behavior.
- ❖ believe that I can learn and will learn.
- ❖ work cooperatively with my classmates.
- ❖ take pride and show respect for myself, my school, and other people.

As a **Parent/Guardian**, I, _____, will

- ❖ ensure that my child leads a healthy lifestyle and attends school regularly.
- ❖ help my child to understand their responsibilities in completing school work.
- ❖ communicate and encourage my child in their school endeavors.
- ❖ support the school in developing positive behaviors.
- ❖ communicate regularly with my child’s teachers.

As a **Teacher**, I _____, will

- ❖ believe that each student can learn.
- ❖ come to class prepared to teach.
- ❖ provide an environment conducive to learning.
- ❖ provide high quality curriculum and instruction to assist students in learning the state standards.
- ❖ help each child grow to his/her fullest potential.
- ❖ enforce school and classroom rules fairly and consistently
- ❖ provide parents reasonable access to staff
- ❖ provide parents with quarterly reports on their child(ren)’s progress
- ❖ demonstrate professional behavior and a positive attitude
- ❖ seek ways to involve parents in our school
- ❖ maintain open lines of communication with the student and his/her families through parent / teacher conferences twice yearly
- ❖ demonstrate professional behavior and a positive attitude.

Date _____

TITLE IX – (student grievance)

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: 605 356-5900

Further inquires may be directed to:

Regional Director
Department of Education
Office of Civil Rights
1961 South Street
Denver, CO

TITLE IX STUDENT GRIEVANCE PROCEDURE

Definitions

- A. 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 nonexisting agreement, contract, policy, rule, or regulation is not a "grievance."
- B. An "aggrieved person" is the person or group of persons filing the grievance.
- C. "Board" means the School Board of the district.
- D. "Days" shall mean school days unless otherwise specified.

Purpose

- A. 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.
- B. 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

- A. 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.
- B. 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.
- C. 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.

- D. 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

- A. 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.
- B. 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.
- C. 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

- A. 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 within 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.
- B. 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

- A. 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.
- B. 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

- A. 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.
- B. Interruption of regularly assigned classes or activities shall be avoided.
 - C. Any party or parties in interest shall appear and may be represented at formal 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.
 - D. 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.
 - E. 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.
 - F. 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.

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 _____

TRANSFERRING IN

Students transferring in to the Elk Point-Jefferson School should arrange for the forwarding of their transcripts and records from their previous school. We reserve the right of final approval on all credits.

TRANSFERRING OUT OR WITHDRAWING

- A. Every student who changes schools or withdraws for any purpose should notify the office two (2) days ahead of time.
- B. 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.
- C. 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.
- D. 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. Riding the bus is a privilege, not a right.

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 or expulsion from school.

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. 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 discrepancy of the building principal.

WEAPONS AND DANGEROUS INSTRUMENTS

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

- A. On the school grounds during and immediately before or immediately after school hours.
- B. On the school grounds at any other time when the school is being used by a school group or;
- C. 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.

