

Section E – Support Services

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SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that may result in tragic consequences: bodily harm, loss of school time, property damage, legal action, and even fatality. It will be the policy of the Board to guard against such occurrences by taking every reasonable precaution to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

The Board will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports, and occupational safety.

The Superintendent will have overall responsibility for the safety program of the district. General areas of emphasis will include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; and emergency procedures and traffic safety programs relevant to students, employees, and the community.

Each principal will be responsible for the supervision of a safety program for his or her school.

The practice of safety will also be considered a facet of the instructional program of the district schools, and instruction in accident prevention as well as fire prevention, emergency procedures, traffic, bicycle and pedestrian safety, and driver education will be provided in the appropriate grades and classes.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members and students recognize that preventing accidents is a daily operational responsibility.

Re-Adopted:

BUILDINGS AND GROUNDS INSPECTIONS

The Superintendent will be responsible for the general safe operations of the buildings and grounds and will periodically assist in their inspection for safety hazards.

At least annually, the Superintendent will assist an inspector of the department of public safety in the inspection of school buildings and grounds for fire safety hazards.

Violations to fire protection laws and other safety hazards will be reported to the Superintendent and corrected to ensure the well-being of all students, staff and the general public on school property.

Re-Adopted:

ACCIDENT PREVENTION AND SAFETY PROCEDURES

Student safety will be considered a part of the general education program. Students in science and industrial arts classes will be given an orientation each semester to familiarize them with the equipment and materials they will be using and the dangers involved if safety precautions are not taken. Signs will be posted in rooms as a constant reminder of these safety precautions.

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating or observing any of the following courses:

1. Vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Re-Adopted:

FIRST AID

The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and in the case of a member of the staff, or the particular individual.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Each principal will be charged with directing the immediate care of ill or injured persons who come within his/her area of responsibility.

Procedures for the proper handling of such emergencies will be developed and made known to the staff. These will incorporate the following requirements:

1. No treatment except first aid is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers or other trained persons, or bus drivers if the injury occurs on a school bus, will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school and each school bus.
4. No drugs will be administered by school personnel unless authorized by a physician.
5. Parents will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child.
6. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. Thus, in extreme emergencies arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.
7. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parent or guardian has been informed in advance.

Re-Adopted:

ACCIDENT REPORTS

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, and others of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the staff member responsible for the child when the accident occurred will file an accident report with the principal on the same day. Teachers also will report promptly to the principal any members, or accidents occurring off school grounds or involving school transportation vehicles, will be filed in accordance with procedures developed by the superintendent.

Accident report forms will be designed and made available for each school; they will give information that:

1. Might be helpful in preventing similar accidents in the future;
2. Is needed for filing insurance claims;
3. Might be important in case of litigation.

Re-Adopted:

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain an Emergency Planning Guide containing emergency plans that meet the requirements for preparedness in case of fire, civil emergencies, and natural disasters, along with a record showing the dates and times of drills conducted.

The Emergency Planning Guide for the district schools will be the official guide for the district in case of fire, civil emergencies, and natural disasters. All personnel and students will follow policies and procedures set forth in the guide.

Building principals will meet all requirements for conducting fire and emergency drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation, and will file with the Superintendent a record showing the dates and times of drills conducted.

Re-Adopted:

BOMB THREATS

The Elk Point-Jefferson Board of Education recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

CONDUCT PROHIBITED

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

DEFINITIONS

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property, school buses and any location where any school activities may take place.

Re-Adopted:

DEVELOPMENT OF BOMB THREAT PROCEDURES

The Superintendent or designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the District's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members;
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent or his or her designee will be responsible for overseeing a review or evaluation of bomb threat procedures.

REPORTING OF BOMB THREATS

1. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.
2. An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the District's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.
3. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.
4. The Superintendent shall be responsible for reporting any bomb threat to the Board of Education. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

STUDENT DISCIPLINE CONSEQUENCE

Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action.

The administration shall suspend and may recommend for expulsion any student who makes a bomb threat.

AIDING OTHER STUDENTS IN MAKING BOMB THREATS

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

FAILURE TO REPORT A BOMB THREAT

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

STAFF DISCIPLINE CONSEQUENCES

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

CIVIL LIABILITY

The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

LOST INSTRUCTIONAL TIME

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within parameters set by the Board.

Time lost may be rescheduled on a vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

NOTIFICATION THROUGH STUDENT HANDBOOK

All student handbooks shall address the District's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Re-Adopted:

FIRE DRILLS

A fire drill will be held in each school building twice each semester, or a minimum of four fire drills each school year. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year must be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent as may from time to time be required.

Re-Adopted:

EMERGENCY CLOSINGS

The Superintendent may close the district schools or dismiss them early when hazardous weather or other emergencies threaten the health or safety of students and personnel. The Superintendent may delegate this authority to another staff member in the event of his/her absence.

Schools will not be closed merely to avoid inconvenience. However, the Superintendent may excuse all students from attending school, delay the opening hour, or dismiss students early. The Superintendent also has the responsibility to see that administrative, supervisory, and operational activity is continued to the extent possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones that relate to the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with traffic and weather authorities, and local principals.

Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, staff members will comply with Board policy in reporting for work.

If school is in operation and the buses do not operate in the rural area, teachers and administrators should realize that rural students are absent, not because of their choosing, and school work and related activities should be governed by this knowledge. If there are any concerns about this, teachers should consult with their building principals.

POSTPONEMENTS

Should inclement weather prohibit the operation of the Public Schools for any portion of a school day, all co-curricular activities will be cancelled with the exception of district or state contests (activities). In such situations, the officials responsible for such contests (activities) will decide if the contest (activity) is to take place and participation by students will be based on their decision. In such cases, the school principal will announce whether or not the contest (activity) will take place.

When the school has been closed due to the expectation of inclement weather, and the situation does not result in potentially dangerous travel conditions, the Superintendent or his designee, after consultation with school principals, will have the authority to waive the cancellation of co-curricular activities as described in the above paragraph.

Re-Adopted:

ARMED INTRUDER LOCKDOWN PROCEDURE

1. The individual observing the weapon/intruder should call 911. If possible, identify the individual and the location on campus. **Call superintendent's office immediately after 5950/5951.**
2. The administration will announce situation over public address:
"We are in a full lockdown. The intruder is in the Middle School Hallway."
 The known location will be indicated by the building mentioned in the announcement.
3. Staff should immediately lock their door, pull the shades, turn off the lights and get students out of sight. Students in surrounding hallways should be directed into a classroom. Know where your keys are at all times. Keep personal cell phones with you since the school land based phones may be in harms way. If the intruder is not in your part of the building, get your class out of the building and to the safe place. Classes that are outside the building should not enter the building and should go to nearest safe place with students – United Parish or UC Courthouse. **If the intruder is near your classroom, barricade door and make your room as difficult to enter as possible. Be prepared to defend yourself and students if the intruder should enter your room.** Should the fire alarm sound after notified of a lockdown, do not evacuate the building unless you have first-hand knowledge that there is a fire or you have been advised by police/administration to evacuate the building.

Commons Area

Usher students away from the intruder. Down the gym corridor or out the front doors in the opposite direction depending on the situation and then outside and meet at the Union County Courthouse.

Lunchroom, While Feeding Students

Usher students in the opposite direction of the intruder. Funnel outside through the Fusion and Title I hallway if possible and towards the United Parish. All depends on The situation.

4. If teachers can evacuate students safely, they will do so and take them to the nearest gathering point. If students and staff are barricaded in rooms, Police/Administrators will let staff know who can evacuate and through which exit. Law enforcement officers will accompany students and staff to a location away from the school. Law enforcement has indicated they do not want us to release students until the situation is over. Keep a roster of your students for each class in a binder and have it readily available
5. Please wait for the "all clear" from administrator. If you have evacuated the building, call, text or email your principal with your location and status of students. When in doubt, use common sense and act like a responsible person. If a situation of this nature should ever occur, no policy can replace your fast and intelligent actions in order to protect yourself and your students.
6. Members of the leadership team will visit classrooms and counsel students and staff on the situation.

Re-Adopted:

LOCKDOWN

When law enforcement requests that we lock the school down for any reason, the following will take place:

- All doors are locked. Administration will check all doors on campus.
- School-wide announcement.
- An email will be sent to the staff explaining the circumstances.
- No outside activities: including recess, physical education, etc. \
- Call parents of absent students and tell them not to return until the lockdown has been cancelled.
- Limit Visibility by closing blinds to outside.
- Preschool will be cancelled if the lockdown happens one hour before preschool starts to give notice.
- Nobody will gain access to building who is not an employee, a student or identified person (ex. parent). If parents are identified, they are free to take their children.
- A photo will be obtained to identify the person of interest. A clear photo will allow access to public library.
- Parents will be notified by email what is happening at the school with regular updates.
- An "All Clear" will be announced when law enforcement notifies the superintendent.
- All media requests for interviews will be channeled through the superintendent.
- A letter will then be distributed explaining the lockdown event.

Re-Adopted:

EQUAL ACCESS

The School Board hereby establishes a limited open forum during which all non-curriculum related student groups shall have equal access and a fair opportunity to conduct meetings. No group shall be discriminated against or denied access on the basis of the religious, political, philosophical or other content of speech at such meetings. Groups shall not be considered school-sponsored student organizations nor be given all the privileges afforded to school-sponsored organizations.

The time between the hours of 7:30 A.M. and 4:00 P.M. on days during which classes are in session shall be set aside for a limited forum.

ACCESS TO LIMITED OPEN FORUM

Students in grades 7-12 shall be permitted to organize and conduct meetings of non-curriculum related student clubs or other groups to pursue specialized activities outside the classroom. Meetings shall be voluntary and student initiated.

Students may conduct meetings under this policy on school premises only during non-instructional time so that meetings do not interfere with the orderly conduct of the education activities of the school.

Non-curriculum related student groups that desire to conduct meetings during the limited open forum shall make and request, in writing, to the building Principal or administrator in charge, to conduct a meeting during the open forum. The request shall include an estimate of the number of students expected to be in attendance at the meeting, dates, and any special equipment needed. The number of students will be limited to the safe capacity of the room used.

Upon receipt of such a request, the Principal or administrator in charge shall try to find a suitable room for the group and arrange for proper supervision of the meeting by an agent or employee of the school district.

Students meeting during the limited forum shall not engage in any activity that is illegal, dangerous or disruptive to other activities. Failure to abide by this could lead to discipline measures and the denial of access to the group to the limited open forum.

REGULATION OF LIMITED OPEN FORUM

No public funds shall be spent for the benefit of non-curricular related student groups meeting during the limited open forum beyond the cost of providing space for meetings.

Neither the school district nor its agents nor employees shall promote, lead or participate in any meeting except in a supervisory capacity.

No school agent or employee shall be compelled to supervise a meeting of a non-curriculum related student group if the content of the speech at the meeting is contrary to beliefs of the agent or employee.

Non-school persons may attend student meetings, but are not allowed to direct, conduct or control activities of non-curriculum related student groups during the limited open forum.

Non-school persons can be denied access to school district property if their behavior is, or reasonably threatens to be, illegal, dangerous or disruptive to other activities.

Meetings of non-curricular student groups must be scheduled, organized and conducted within the guidelines established by this policy and accompanying regulations

The administration shall adopt additional rules as deemed necessary.

Re-Adopted:

BUILDINGS AND GROUNDS MAINTENANCE

The board believes that keeping school buildings and grounds safe is part of its responsibility to provide students, staff and community members with a healthy learning and working environment.

The board strives to provide schools that are safe from hazards, sanitary, properly equipped, lighted and ventilated and esthetically suited to promoting the goals of the schools.

The superintendent will have direct supervision of the care of the school property. The superintendent will be responsible to the board for its adequate maintenance.

Each school principal will have responsibility for the school facility and grounds under his or her charge. Principals will carry on a continuous inspection of all buildings, equipment, playgrounds, outside walkways and grounds to discover conditions that may be dangerous to the safety of students, staff and community members. The principal will supervise the custodial staff of the school in maintaining an adequate program of school care and maintenance.

District employees are encouraged to report promptly to the principal of the school any defects to the building or equipment that could prove injurious to students, staff or other persons.

Re-Adopted:

VIDEO SURVEILLANCE

The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video surveillance.

The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance may occur on district property. A notice will also be posted at the main entrance of all school district buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Video recording will be totally without sound.

Re-Adopted:

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

All instructional materials and equipment of the district will be classified and catalogued according to an acceptable system. Textbooks will be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the children.

All textbooks purchased and in the possession of the district will be district property. Principals will be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.

Each teacher will keep an accurate record of books issued to their pupils. When a textbook is damaged or lost, the pupil responsible will be required to pay for the damage or another copy.

Every book issued will bear the stamp of the district.

All media materials and equipment will be adequately maintained. Obsolete materials and worn-out equipment will be replaced on a regular basis.

LOAN OF TEXTBOOKS TO NONPUBLIC SCHOOLS

In accordance with state law, the Board may approve the loan of nonsectarian textbooks to students enrolled in nonpublic schools in the district.

Re-Adopted:

WALKERS AND RIDERS

Transportation may be provided to and from school for elementary school children, (grades K-8) who live within the five-mile radius of the school. Bus service will be provided for students within these boundaries if the Board determines it is economically efficient, and is justifiable in terms of student safety. Upon request for transportation by the parents, a school board may charge a fee for students whose residence is less than five miles from school.

Students who reside more than five miles from the school of assignment and who do not have access to the bus service furnished by the district, will be entitled to transportation or board and room allowance in accordance with state law.

The transportation of students with special needs will be in accordance with the specifications of their educational plans and will be arranged by the transportation supervisor.

Exceptions to the established areas may be made by the Board for the following reasons:

1. Where, in the judgment of the Board, walking conditions to the student's school are extremely hazardous.
2. Where because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

Re-Adopted:

SCHOOL BUS SCHEDULING AND ROUTING

The transportation supervisor will conduct studies of bus routes to provide the safest, shortest routes that will get all children to school in the most economical way. Routes will be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements will be made to provide each child transportation to school within the prescribed time limits. (Approximately One Hour)

When practical, safe, timesaving and economical, transfers may be made from one bus to another. Bus routes will not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus will be assigned a certain portion of the route and all children within this section will ride the bus to which they are assigned. Only one bus will cover one particular road unless overloading occurs.

No official bus route will be extended or changed without Board approval. Before recommendation to the Board, the proposed extension or change will be reported to the transportation office, which will verify that the extension or change has been checked to determine whether it meets all regulations pertaining to safety, efficiency, and economy.

Buses will not go off the main route to pick up children. Children will not be put off the bus until reaching their destination.

Re-Adopted:

STUDENT CONDUCT ON SCHOOL BUSES

When a child is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control.

In view of the fact that a bus is an extension of the classroom, the Board will require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself or herself properly on a bus, such instances will be brought to the attention of the building principal and transportation supervisor by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Re-Adopted:

USE OF PRIVATE VEHICLES

The use of passenger vehicles to transport pupils to and from school sponsored and approved activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver qualified, and that adequate insurance coverage is in force.

A passenger vehicle is one that is designed to carry at least three, but no more than nine passengers. There must be minimum insurance coverage under South Dakota law, and property damage of at least \$25,000 per accident.

Private vehicles driven by employees while in their official capacity are covered primarily by the employee's insurance and secondarily by the District's automobile liability insurance. The District's coverage is for liability only and does not cover damage to the employee's vehicle.

The driver of each vehicle must be competent, and properly licensed to drive. The vehicle shall be roadworthy.

A responsible adult shall be in control of all trips involving passenger vehicles used for student transportation.

Re-Adopted:

FREE AND REDUCED PRICE FOOD SERVICES

The District will take part, as feasible, in the National School Lunch Program and other food programs that may become available to see that all children in the District receive proper nourishment.

As required by law and regulations of the State, the Board will offer free and reduced price lunches and free milk to those qualifying children. In accordance with the guidelines for participation in these programs and the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a free lunch, breakfast, milk, or other food simply because proper application has not been received from his parents or guardian.

The Superintendent will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

All financial records of these programs will be kept in a separate account by the treasurer.

Re-Adopted:

WELLNESS POLICY

The Elk Point-Jefferson School District is committed to provide a safe environment where students are empowered with the knowledge and skills to successfully navigate life's transitions and challenges. This school wellness policy will be used to promote students' health, well-being and ability to learn throughout life.

Goals of the Elk Point-Jefferson School Wellness Policy

Nutrition Education & Promotion Goal:

Physical Activity Goal:

The following components will be used to accomplish these goals:

Nutrition

- Child nutrition programs will comply with federal, state and local requirements. Child nutrition programs will be accessible to all children served by the district.
- Water is allowed to be carried throughout the school day by all students in grades six through twelve.
- Nutrition education is provided and promoted through both health education and physical education curricula.
- All foods and beverages made available for purchase on campus during the school day (including vending and a la carte) align with the USDA Healthy Hunger Free Kids Act of 2010 and the Smart Snacks Standards of 2014.
- If food or beverage rewards and/or incentives are given, healthy choices are required for both.
- When snacks are provided in classrooms, health snacks are expected for all grade levels.
- School breakfast and lunch are served in the cafeteria and commons areas. These areas will be maintained daily to support a clean and pleasant setting.
- All fundraisers held within the school district must meet the State of South Dakota Fundraiser Policy implemented July 1st, 2014.
- To the maximum extent possible, all schools in the school district will participate in available federal school meals programs inclusive of the School Breakfast Program and the National School Lunch Program.

Physical Activity

- The school district will provide and promote meaningful, age appropriate, physical activity through required physical education courses in all schools.
- Classroom-based physical activity breaks are encouraged to increase focus, teach academic content, and to alleviate stress through physical movement and relaxation techniques.
- Recess prior to lunch is offered to all elementary students.
- The district will promote extra-curricular and co-curricular programs.

Monitoring

- The superintendent or designee is responsible for monitoring and ensuring that all schools in the district comply with this policy. The superintendent or designee will monitor and ensure that the food service program complies with the nutrition guidelines set forth by the United States Department of Agriculture's Food and Nutrition Services and Food Distribution Division Programs.

Assessment

- The superintendent or designee will conduct an assessment and develop a summary report annually on district-wide compliance. This assessment and report will include which schools are in compliance with this policy, the extent to which the local policy aligns with model policies, and the progress made on attaining established goals. The report will be made available to the public at the district office and school website.
- Assess student, parent, teacher and administration satisfaction with policies.
- Confirm that one or more designated person(s) has (have) the authority to ensure that the school is meeting the policy, collect data and enforce the policy.
- Periodically review how well the policy is being managed and enforced in each school and the district as a whole.
- Share the policy and procedures with the school staff, students, parents and communities.

School Wellness Committee

- A school wellness committee will be convened, with a membership including one or more representatives from each of the following groups: administration, school board, physical education staff, school health professionals, food service employees, school staff, students, and parents. (It is possible for one person to serve in dual roles.)
- The committee will meet a minimum of once per year to review goals and oversee school health and safety policies and programs, including development, implementation, and periodic review of the wellness policy.
- The district is committed to being responsive to community input and will actively communicate ways in which representatives of the committee and others can be involved in the development, implementation and review of the policy.

Resources:

USDA Healthy Hunger Free Kids Act of 2010:

<https://www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act>

Smart Snacks Standards of 2014: <https://fns-prod.azureedge.net/sites/default/files/tn/USDASmartSnacks.pdf>

South Dakota DOE – Child and Adult Nutrition Standards:

<http://www.doe.sd.gov/cans/>

South Dakota DOE – Exempt Fundraisers:

https://doe.sd.gov/cans/documents/SD_Policy.pdf

PRINTING AND DUPLICATION SERVICES

DISTRICT PROCEDURE

Copyright materials, be they print or non-print and including computer software, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the Districts' copyright position are in violation of Board policy and the law and assume all liability and responsibility related thereto.

Guidelines shall be developed and made available to all employees of the district to insure the fair use of copyright work.

The principal of each school site is responsible for establishing practices, which will enforce this policy.

Re-Adopted:

REPRODUCTION OF COPYRIGHT MATERIALS

WORKS PROTECTED BY COPYRIGHT

Copyright protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works including television, and sound recording.

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published work by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. Works produced for the U.S. government by its officers and employees are not subject to copyright.

Re-Adopted:

INDEMNIFICATION OF EMPLOYEES

If a claim or action is instituted against an employee arising out of an act or omission occurring within the scope of his employment, the board will indemnify the employee for claims not covered by insurance in accordance with South Dakota Law.

Re-Adopted:

EMPLOYEE ACCEPTABLE USE POLICY

Section One: Introduction and Expectations

1. Elk Point-Jefferson School District technology resources will be used exclusively for educational purposes.
2. The use of district technology is a privilege, not a right. Network accounts and storage have been provided by the district for employee use. Both remain the property of the District and may be revoked for any or no reason.
3. Users of Elk Point-Jefferson technology resources have no reasonable expectation of privacy.
4. All staff will, as a condition of employment, read, understand and adhere to the Elk Point-Jefferson School District's Acceptable Use Policy.

Section Two: Elk Point-Jefferson District Technology Resources

1. Local Area Network
 - a. Computer access is a privilege, not a right.
 - b. Network accounts have been established for employees. Accessing another user's network account is a violation of the Elk Point-Jefferson Acceptable Use Policy.
 - c. All users are required to store their files in their home directory located on the network file server.
 - i. Employees are expected to use good judgment when using district printers. Print quotas may be implemented for any or no reason.
 - ii. Employees are encouraged to print to networked copy machines whenever feasible.
 - d. Inappropriate uses of the Elk Point-Jefferson network include, but are not limited to the following examples.
 - e. Attempting to log in as another user.
 - f. Using another employee's password
 - g. Attempting to violate network security
 - h. Plagiarizing
 - i. Tampering with computer software
 - j. Attempting to install software on district computers
2. Email
 - a. Access to email is a privilege, not a right.
 - b. All employees are expected to regularly check their email account.
 - c. Employees are provided with an email account hosted by the South Dakota K12 Data Center. The use of web mail accounts (Hotmail, Yahoo mail, etc.), or any other personal email account is not allowed.
 - d. Employees are "electronic" representatives of the Elk Point-Jefferson School District. Educationally appropriate language should be used when composing school-related email.
 - e. Email is not guaranteed to be private. Employees must be aware of FERPA regulations when student information is included in email.
 - f. Examples of inappropriate use of district email include, but are not limited to the following examples:
 - "Chain" letters
 - Dissemination of religious, social or political views
 - Harassment
 - Threatening email
 - Use of district email for financial gain

3. Telephone System
 - a. Personal long distance telephone calls billed to the district are not permitted. A calling card should be used when making personal long distance calls.
 - b. Employees must not share their PIN with anyone. Employees are responsible for all calls billed against their PIN.
 - c. Students are not permitted to use classroom telephones.
4. Software
 - a. Personal software will not be installed on district computers.
 - b. The download and installation of software is not allowed. This includes, but is not limited to screen savers, games and web browser plug ins.
 - c. Software will be installed with the prior approval of the network administrator.
 - d. Only the network administrator or designee will install software on district computers.
5. Security
 - a. Personal technology equipment will not be allowed to connect to the District's wired or wireless computer network.
 - b. Personal technology equipment includes, but is not limited to:
 - Desktop computers
 - Laptop computers
 - Portable devices such as Palm Pilots, Ipaqs, etc.
6. Printers
 - a. The Federal Family Educational Rights and Privacy and Privacy Act (FERPA) prevents the unauthorized release of student records. For this reason, all teachers are required to (1) log out of Infinite Campus or (2) lock their keyboard when leaving their computer unattended.
7. Cell Phones
 - a. Cell phones must be turned off during instructional time.
 - b. Cell phones are not allowed in locker room or dressing areas.
 - c. Camera phones are not allowed in the Elk Point-Jefferson School buildings.

Section Three: District/School Web sites

1. Personal homepages on the district website are provided for all employees. These homepages should be regularly updated.
2. Assignment pages on the district website are made available to all teaching staff and should be regularly updated. The frequency of updates will be determined by the respective building principal.
 - a. District employees must be cognizant of the requirements of FERPA.
 - No personally identifiable student identification is allowed on district web pages. This includes student names and identifiable student photographs.
 - Student addresses and telephone numbers cannot be published on Web Pages.

Section Four: Copyright

1. Users of Elk Point-Jefferson technology are responsible for avoiding copyright issues.
2. Users are expected to adhere to the Elk Point-Jefferson copyright policy.

Section Five: Internet Access

1. In compliance with the Children’s Internet Protection Act, the Elk Point-Jefferson District has installed a content filtering device (Sonic Wall).
2. All Internet traffic must pass through the Sonic Wall. Any attempt to bypass content filtering is a violation of this acceptable use policy.
3. All outgoing Internet traffic must pass through the Elk Point-Jefferson Intranet page.
4. Staff members who feel that a web site has been incorrectly blocked, should contact the network administrator.

Section Six: Violations/Penalties

1. Elk Point-Jefferson employees must be aware that misuse of district technology may result in penalties which may or may not include the following:
 - a. Written notification, referral, and/or documentation of offense which will be placed in the employee’s permanent file.
 - b. Loss of Internet privileges
 - c. Loss of computer privileges
 - d. Legal action and prosecution by authorities
 - e. Termination and loss of employment

Section Seven: Disclaimers

1. The Elk Point-Jefferson School District retains the right to revoke computer and Internet access for any or no reason.
2. The Elk Point-Jefferson School District retains the right to revoke email and voice access for any or no reason.
3. The Elk Point-Jefferson School District retains the right to monitor network and email use.
4. All staff must sign this agreement prior to receiving a network account.

I have read, understand and agree to adhere to the Elk Point-Jefferson Technology Acceptable Use Agreement.

Name (Please Print)

Signature

Date

Re-Adopted: