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STUDENT GOALS

The student is the focal point of all operations of a school district, consequently, the board will spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Board and staff will work together to establish an environment conducive to the best learning achievements for each student through meeting the following goals regarding students.

1. To tailor the learning program in order to provide appropriately for each student according to his or her specific background, capabilities, learning styles, interests, and aspirations;
2. To protect and observe the legal rights of students;
3. To enhance the self-image of each student by helping him or her feel respected and worthy through a learning environment that provides positive encouragement through frequent success;
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. To deal with students in matters of discipline in a just and constructive manner;
6. To provide for the safety, health, and welfare of students;
7. To promote faithful attendance and good work.

Re-Adopted:

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the district will have equal educational opportunities. The Board will not discriminate on the basis of race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Board will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Board recognizes, however, that in implementing this policy children vary widely in capabilities, interests, and social and economic background, and that no two children can be treated exactly alike if the fullest development of each is to be achieved.

Re-Adopted:

COMPULSORY ATTENDANCE AGES

Under South Dakota law, a child who is at least six (6) years old by the first day of September, but who has not exceeded the age of eighteen (18) is of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's attendance at school until the child has reached the age of eighteen (18), unless excused.

All children shall attend kindergarten prior to age seven. Any child who transfers from another state may proceed in a continuous educational program without interruption if the child has not previously attended kindergarten.

Any person who does not see to the school attendance of a child in their care may be guilty of a misdemeanor and if convicted, may be subject to a fine as established by law.

No student will be denied the right of attending school without due process of law.

SCHOOL-BASED GED PROGRAM

Students enrolled in high school may be eligible for a school-based GED preparatory program if they meet the following criteria:

1. Sixteen or seventeen years of age, and
2. The student must present written permission from the student's parent or guardian and one of the following:
 - Verification from a school administrator that the child will not graduate with the child's cohort class because of credit deficiency;
 - Authorization from a court services officer;
 - A court order requiring the child to enter the program;
 - Verification that the child is under the direction of the Department of Corrections; or
 - Verification that the child is enrolled in Job Corps as authorized by Title I-C of the Workforce Investment Act of 1998, as amended to January 1, 2009.

Re-Adopted:

STUDENTS ALTERNATIVE INSTRUCTION

EXCUSE FROM SCHOOL

Children of compulsory school age must regularly attend some public or non-public school, unless excused from school attendance. A child will be excused from school attendance if a child is provided with alternative instruction for an equivalent period of time as in the public schools in the basic skills of language arts and mathematics. Any parent or guardian of a child of compulsory school age may request that the child be excused from school attendance. The request for alternative instruction must be filed annually.

All requests for alternative instruction must be in writing. The form for requests for a child to be provided with alternative instruction is provided by the South Dakota Department of Education

RE-ENROLLMENT IN SCHOOL

1. **Elementary Students** - Any child of compulsory school age, who has been receiving alternative instruction in an unaccredited setting, seeking enrollment in the School District, shall be placed at the child's demonstrated level of proficiency established by the District's standardized tests. The child's placement may not be at a grade level higher than warranted by the child's chronological age, assuming entry to the first grade at age six (6) years and annual grade advancement thereafter. The standardized test shall be administered by school personnel and scored as required by the test protocols.
2. **Secondary Students** - Any student who has been receiving alternative instruction in an unaccredited setting and seeks enrollment in the Public School in grades 9 or above, shall be placed in the grade level established by standardized English and mathematics tests, to be administered by the District. The student shall be assigned the minimum passing credit for the grade levels associated with the standardized tests.
3. **Appeals of Decisions** - Any parent, guardian, or eighteen (18) year old student aggrieved by a grade or credit determination may, pursuant to this policy, appeal the determination to the School Board. Decisions made by the school board under this policy may be appealed to the Secretary of the Department of Education.

The student may request credit for any other subject equivalent to a subject provided by the Schools. The high school principal shall review the student's alternative instruction transcript and may award credits based upon the student's performance on teacher-made tests provided to students in similar courses in the Schools. Any such credits so awarded shall count towards the student's required credits for graduation.

Re-Adopted:

ALTERNATIVE INSTRUCTION STUDENTS PARTICIPATION POLICY
(Home School Student Participation)

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

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

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

A student in middle school may be considered at the high school level and as a condition of participation, the alternative instruction student enrolled in grades 7-8, who wishes to compete or is invited to compete in an individual interscholastic activity at the high school level must attend a minimum of three (3) academic class periods per day at Elk Point-Jefferson School, and maintain passing grades in all three classes. The classes attended by the alternative instruction student must be classes that are graded. On the day of participation in any interscholastic competition, the alternative instruction student must have attended all three class periods that day to be eligible to compete in the contest.

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

1. Demonstrate compliance with CHAPTER 1, PART IV – *Student Eligibility* and CHAPTER II, PART I – *Further Eligibility for Athletic Contests* – of the SDHSAA *Eligibility Checklist for Alternative Instruction Students*. Compliance with this provision must be demonstrated annually.
2. Provide documentation for the *Application for Public School Exemption Certificate Request* (SDCL 13-27-3) and nationally standardized achievements tests in grades tested under the state testing program (Grades 7, 8, & 11). Compliance with this provision must be demonstrated annually.
3. Comply with all of the school district's eligibility requirements for participation in interscholastic activities, including all academic requirements.
4. Any student, who was unable to maintain academic eligibility in an accredited school, shall be ineligible to participate as an alternative instruction student for a period of one (1) year. After one year, the student may regain eligibility per the school district's eligibility policy.

5. Satisfy the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity, including but not limited to:
 - a. All school district training rules and codes of conduct will be applicable.
 - b. In order to be eligible to audition for and participate in Region Music Contest, All-State Chorus, All-State Orchestra or All-State Band, the student must currently be enrolled and attending the school district's musical organization, i.e., vocal music and band. This rule is identical to the rule that applies to all students attending a SDHSAA member school.
 - c. A student who is a member of a high school team may not participate in games, practice tryouts, etc., in that particular sport during the same season on an independent or non-high school team or as a member of any "all star" team, or completely unattached on an individual basis. This rule is identical to the rule that applies to all students attending a SDHSAA member school.
 - d. All references to calendar shall refer to the school district's calendar.
6. A student who leaves an accredited school for any reason to enter an alternative instruction program shall be ineligible for interscholastic competition for a period of one (1) year beginning on the date the student enters the alternative instruction program.

ENTRANCE AGE

KINDERGARTEN:

All children entering kindergarten for the first time must be five (5) years of age on or before September 1.

When a child has been enrolled in kindergarten prior to moving to the district and does not meet South Dakota entrance age requirements, a conference involving the building principal, the teacher, and the parent will be held. The parent will be informed that the child will be placed in kindergarten on a trial basis until such time as the principal and teacher can determine whether the welfare of the child can best be served by retaining him or her in school or by withholding admission until the following school year. In most cases, the trial period will not exceed two or three weeks.

FIRST GRADE:

All children entering first grade must be six (6) years of age before September 1. A parent may request a waiver of compulsory attendance requirement under the age of seven years of age. First grade transfer students who do not meet state age requirements will be handled in the same manner as the kindergarten students. A student not yet prepared for first grade may be placed in kindergarten.

Proof of birth date will be required, by submitting a certified copy of the child's birth certificate or affidavit. The school will make a copy of the original and place it in the school files.

Re-Adopted:

GUARDIANSHIP POLICY

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

If a Court Order or other proper documentation has not been issued at the time of enrollment, the person with whom the student resides shall present a notarized statement to the superintendent of intent to seek such Court Order or other proper documentation.

The person with whom the student resides shall then provide such Court Order or other proper documentation to the superintendent within thirty (30) days of the student's enrollment. Failure to present a Court Order or other proper documentation to the superintendent may require the automatic withdrawal of the student.

Adopted: January 16, 2012

SCHOOL ADMISSIONS

In accordance with state law, all persons five (5) years old by September 1st and under twenty-one (21) years of age and all veterans (except dishonorably discharged veterans) who are residents of the district will be eligible to attend the public schools free of charge, if they have not already received a high school diploma.

Upon registration, all new students will be required to present:

1. Proof of date of birth through a birth certificate or affidavit in lieu of birth certificate.
2. Record of immunizations and a health certificate from a licensed physician.
3. Proof of residency, if requested.

Re-Adopted:

ADMISSION OF RESIDENT STUDENTS

The legal residence of a student, for the purpose of claiming free school privileges under the South Dakota Constitution will mean the legal residence or domicile of the student's parents or legal guardian.

The parents or legal guardian may not establish residency in a district for the sole purpose of obtaining free schooling in that district.

A child's school residence may not change during the school fiscal year unless the child ceases to be enrolled in the school of the district.

When a child is residing in a foster home on a permanent or temporary basis, the child has school residence in the district where the foster home is located.

Re-Adopted:

**ADMISSION OF NEW RESIDENTS AND
STUDENTS FROM UNACCREDITED SCHOOLS**

Grade placement shall be the responsibility of the principal. In general, pupils transferring into the system from accredited schools will be placed in the same grade level as in the school from which they transferred.

A student of compulsory school age, that has been attending an unaccredited school or receiving alternate instruction and enrolls in the school district, shall be placed at the student's demonstrated level of proficiency as established by one or more standardized tests. The student's initial placement may not be in a grade level higher than warranted by the student's chronological age assuming entry into the first grade at age six and annual advancement thereafter. After initial placement the student may be advanced according to his or her demonstrated performance.

High school credit will be accepted from high schools approved by the state department of education and/or regional accrediting agencies similar to the North Central Association of Colleges and Schools. A student, who has attended an unaccredited school or has been receiving alternate instruction and enrolls in the school district, shall be placed in English and Mathematics at the level of achievement demonstrated by one or two standardized tests. In all other subjects the principal shall take into consideration transcripts; general achievement; and mental, physical, emotional and social maturity of the student before grade placement.

The student's initial placement may not be in a grade level higher than warranted by the student's chronological age assuming entry into the first grade at age six and annual advancement thereafter. After initial placement the student may be advanced according to his or her demonstrated performance. A student to graduate from high school must meet graduation requirements of the state and school district.

Re-Adopted:

OPEN ENROLLMENT

The 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 of residence, and open enrollment.

DEFINITIONS:

For the purposes of this policy:

1. "Resident district" means the district in which a student has legal residence as determined by South Dakota Law.
2. "Non-resident district" means any district in which a non-resident student seeks to enroll.
3. "Assigned school" means the attendance center within the district to which a resident student is assigned.
4. "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 within the district.

1. 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.
2. The application to transfer from a non-resident district will be approved or disapproved by the school board. The applicant and resident district must be notified of the decision within five days of the decision. Applications will be reviewed in the order received.
3. 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.
4. 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.
5. 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.
 6. 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:

1. An individualized education program team consisting of representatives from both the resident and nonresident districts will determine if the nonresident district can provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.
2. If the request to transfer is granted, the nonresident 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.
3. 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 nonresident district shall provide or ensure the provision of transportation within the boundaries of the attendance center to which the student is assigned.
4. 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:

1. The establishment of average student-to-teacher ratios that must be maintained at various grade levels;
2. The establishment of a maximum capacity that must be maintained for any educational program; and
3. The establishment of a maximum capacity that must be maintained for any school building;

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.

Re-Adopted:

FOREIGN EXCHANGE STUDENT POLICY

The Elk Point-Jefferson School District supports and encourages the admittance of foreign exchange students. The district believes that this program strengthens the understanding between cultures to help our students appreciate the right and responsibilities they have as well as those belonging to people from other cultures. In the effort to promote this belief, the program must appreciate the effort necessary by staff and students to accommodate foreign exchange students. To this effect, the Elk Point-Jefferson School District will allow three (3) foreign exchange students per semester. Foreign exchange students will only be accepted in the high school setting.

The following guidelines should be followed:

1. The high school must be notified by the host family no later than August 5th of the pending school term.
2. Host families are limited to one foreign exchange student per semester.
3. Host families must have a student enrolled in the Elk Point-Jefferson School District for the duration of the foreign exchange student's placement.
4. All enrollment materials, i.e. immunization form, birth certificate, and current transcript, must be delivered to the school prior to the start of the school term.
5. Students interested in participating in extra-curricular activities should notify the activities director prior to the start of the school term.

The guidelines above can be modified at the Superintendent's discretion.

Adopted: August 8, 2016

ADMISSION OF HOMELESS STUDENTS POLICY

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: November 10, 2008

There were two Homeless Policies in the Policy Book, one in section "J" and the other in section "K". Section "J" appears to be the most complete policy.

EDUCATION OF HOMELESS CHILDREN

Every child of a homeless individual and every homeless child is entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

- 1. Transportation services;*
- 2. Educational services for which a student meets eligibility criteria (e.g., Title I);*
- 3. Educational programs for children with disabilities and limited English proficiency;*
- 4. Programs in vocational and technical education;*
- 5. Programs for gifted and talented students; and*
- 6. School nutrition program.*

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complain must be filed in accordance with the District Uniform Complaint Procedure.

STUDENT WITHDRAWAL FROM SCHOOL

Student withdrawal from school may be classified into two categories: Those who transfer to another school system, either public or private, and those who withdraw from permanent attendance at any school (dropouts).

If a student wishes to withdraw from school to transfer to another school district he or she should see the principal who will instruct him as to procedure. When transferring to another school, a student should make arrangements with the office to forward credits to the proper school. All outstanding obligations to the school the student is currently enrolled in must be satisfied before credits can be transferred.

The Board is very concerned about those students who may permanently withdraw from school. The Board believes a high school diploma signifies the minimum preparation for life. Consequently, students who withdraw from school may have less than a minimum preparation. Therefore, the Board strongly urges every teacher, guidance counselor, principal, parent, guardian and citizen to exert all influence to keep all students in school through high school graduation.

The instructional staff should be alert to potential dropouts and do everything possible to give the necessary guidance to such students. The regular school program should be organized and modified to suit the student's needs and aspirations. Conferences with parents may be necessary. All students should be asked to notify the principal before withdrawing. The school should keep in contact with students who have withdrawn.

Students who are 18 years of age, and who have parent or guardian written approval to withdraw, may withdraw from school. Each student will be informed of his or her right to be readmitted to school upon request.

Students seeking re-admittance to the district schools will be permitted to re-enroll at the beginning of established semesters, and will be required to provide notification of their intent to re-enroll one week prior to the start of a semester.

Re-Adopted:

STUDENT DISMISSAL PRECAUTIONS

Students in any school, grade, or class may not be dismissed before the regular hour of dismissal except with the approval of the Superintendent or the Superintendent's designee.

A teacher may not permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student will be permitted to leave school prior to the dismissal hour in the company of anyone other than a school employee, or parent of the child, unless the permission of the parent has been first secured. If a policeman or court official requests the dismissal of a pupil during school hours, he or she must have a warrant or written request by parents before the student is dismissed.

Re-Adopted:

STUDENT ATTENDANCE ACCOUNTING

The Board recognizes the importance of student accounting. Accurate information regarding the whereabouts of school-age children, both public and private, is essential to the operation of the school district.

As required by state law, the Superintendent will be responsible for an accurate record of the attendance or nonattendance of all students who should be enrolled in school. The school district truancy officer will also keep a record of all those children who are required by law to be enrolled in school and who do not attend, or whose attendance is irregular.

Re-Adopted:

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

The law provides for the exemption of students of compulsory school age from attendance when the child is provided with competent alternative instruction for a like period of time as would be provided by the public schools. Excuse from school is effective without board action upon filing an application with the school superintendent.

The Board may revoke a certificate of excuse, if, upon inspection by the Secretary of Education, it is shown that the student is not being taught in compliance with the standards of state law. Upon revocation of a certificate of alternative instruction, the parent or legal guardian may appeal the decision to the State Board of Education, which will conduct a hearing. The State Board's decision will be final.

Re-Adopted:

STUDENT DUE PROCESS RIGHTS

Discipline in the schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with disruptive students and student misconduct. The United States Constitution and The South Dakota Constitution entitle all students to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a student's constitutional rights.

Due process is an established course for judicial proceedings or other governmental activities designed to safeguard the legal right of the individual.

A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education

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

- Adequate and timely notice and an opportunity to prepare a defense;
- An opportunity to be heard at a reasonable time and in a meaningful manner and;
- The right to a speedy and impartial hearing on the merits of the case.

SPECIAL EDUCATION STUDENTS:

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

Re-Adopted:

SEARCH AND SEIZURE

All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the district, and is intended for educational purposes, and district business, at all times.

Neither staff members, nor students, shall have any expectation of privacy when using school property. The district reserves the right to monitor, inspect, copy, review and 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. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district.

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 or within the physical area of the district. School officials reserved the right to review district system/property use at any time to determine if such use meets the criteria set forth in school board policies and district regulations. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that the user has or is violating district policy or law. Once a problem is discovered, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

Employees or students violating acceptable use of district property, or policy, may be subject to disciplinary action by the Superintendent or designee, depending on the nature of the violation.

Re-Adopted:

STUDENT DRESS CODE

The board recognizes that it is the prerogative of parent(s)/guardian(s) to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students.

It is hoped that decisions made by parent(s)/Guardian(s) and students in these matters, will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on the student's dress and grooming when such dress and grooming may 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.

As an example, clothing that displays alcohol, tobacco products, drugs, gang related messages, sexual comments or pictures, etc., will not be allowed to be worn in the building during school hours or during school sponsored events (both home or away events).

Footwear must be worn at all time.

The student handbook contains a list of additional prohibited items.

It will be the responsibility of the building principal to determine violations of the intent to this policy, and to take necessary corrective action.

CROSS REFS.: Elk Point-Jefferson Student Handbooks

Adopted:

STUDENT REGISTERED SEX OFFENDERS

The District is committed to the safety of students, employees and other persons on school property. In order to effect this commitment, the following policy provisions are adopted:

STUDENT (REGISTERED) SEX OFFENDERS ON SCHOOL PROPERTY:

A student who is enrolled in the school system and is a registered sex offender, is forbidden (1) to be present on any property owned or operated by the District, including school buildings, athletic fields or facilities, parking lots, buses, vehicles or other property, and (2) to attend school-sponsored or school-related activities, except to the extent the student is permitted to be on school property to receive educational services.

A student required to be a registered sex offender, who is receiving educational services on school property must comply with the requirements to be supervised by school personnel at all times.

EDUCATIONAL SERVICES FOR STUDENT (REGISTERED) SEX OFFENDERS:

1. If permitted by the Board, a student, subject to the previous section, may be present on school property subject to any conditions and restrictions imposed by the Board.
2. The Board will hold a hearing to determine whether to expel or provide the student with educational services.
3. Prior to expelling a student, the Board will consider whether there is an alternative program offered by the District that may provide educational services to the student.
4. If the Board determines that the student will be provided educational services on school property, the student must be under the supervision of school personnel at all times.
5. If a student subject to this policy violates the conditions and restrictions placed upon the student by the Board, school administrators and the Board will follow established student discipline procedures and impose an appropriate disciplinary measure, up to and including expulsion.
6. If a student subject to this policy is one with disabilities, educational services will be provided in accordance with federal and state law.

Re-Adopted:

INTERROGATIONS AND SEARCHES

SEARCHES BY STAFF:

The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their property and school property.

Nevertheless, exercise of that authority by school officials places unusual demands on their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his possession:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item, and should be conducted in his or her presence and with his or her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

SEARCHES OF STUDENT PROPERTY BY POLICE:

A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others, searches may be conducted without a previously issued warrant.

INTERROGATIONS BY POLICE:

The school district has legal custody of students during the school day and during hours of approved extracurricular activities. 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 contacted 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.

Re-Adopted:

RESTRAINT AND SECLUSION

Policy Rationale and Philosophy:

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion. A non-aversive effective behavioral system such as Positive Behavioral Intervention and Supports (PBIS) should be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing the academic and social behavioral outcomes for all students.

The District believes that the school environment should be one in which the care, safety, and welfare of all student and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

Definitions:

1. Positive Behavior Interventions and Support:
 - a. A school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students, and
 - b. Encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors and teach appropriate behavior to students.
2. Physical Restraint:
 - a. The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint.
 - b. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
 - i. To break up a fight;
 - ii. To knock a weapon away from a student's possession,
 - iii. To calm or comfort;
 - iv. To assist a student in completing a task/response if the student does not resist the contact'
 - v. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car)
 - c. Seclusion:

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

d. Timeout:

A behavioral intervention in which a student, for a limited and specific time is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

Requirements for the Use of Physical Restraint:

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied the staff member must:

1. Implement in a manner that is age and developmentally appropriate;
2. Ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (non-physical interventions are always preferred) that will diminish the need for physical intervention in the future;
3. Use the least amount of force necessary, for the least amount of time necessary;
4. Be appropriately-trained;
5. Continually observe the student in restraint for indications of physical or mental distress;
6. Contact appropriate emergency entities according to district crisis policy if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved;
7. Remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated; following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.

Prohibited Practices for Use of Restraints:

Staff members are not to use any physical restraints for which they have not been trained by the district. Staff members are not to use any unauthorized physical restraints. This includes but is not limited to:

1. Prone restraint, which is physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner, and moderate in degree;
2. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student;
3. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
4. Uses pressure point, pain compliance, or joint manipulation techniques;
5. Corporal punishment;
6. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint'
7. Deprivation of basic needs;
8. Chemical restraint'

9. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
10. Using other students or untrained staff to assist with the hold or restraint;
11. Securing a student to another student or fixed object;
12. Aversive behavioral interventions; or
13. Seclusion in a locked room or area.

Requirement for Use of Seclusion:

Given a threat of immediate risk of physical harm to the student or others, the following principles must always be applied:

1. A room or area used for seclusion must:
 - a. Provide for adequate space, lighting, ventilation, clear visibility and the safety of the student; and
 - b. Not be locked.
2. Staff must:
 - a. Implement in a manner that is age and developmentally appropriate;
 - b. Ensure safety of other students and protect the dignity and respect of the student involved;
 - c. The least amount of time necessary;
 - d. Be appropriately-trained;
3. Staff must continually observe the student for the duration of the seclusion;
4. If at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted;
5. Seclusion ceases when the immediate risk of physical harm to self or others has dissipated;
6. Upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

Prohibited for Use of Seclusion:

1. Use of seclusion in any environment that does not meet the above criteria.
2. Deprivation of basic needs;
3. Seclusion shall not be used;
 - a. As a form of discipline/punishment
 - b. As a means to coerce, retaliate or in a manner that endangers a student;
 - c. For the convenience of staff
 - d. As a substitute for an educational program;
 - e. As a substitute for less restrictive alternatives;
 - f. As a substitute for inadequate staff; and/or
 - g. As a substitute for positive behavior supports or other crisis prevention.

Reporting and De-Briefing Requirements after the use of Physical Restraint of Seclusion:

1. The staff member(s) using physical restraint or seclusion shall complete all district required reports and document staff's observations of the student.
 - a. As soon as possible under the circumstances the staff member(s) using physical restraint or seclusion shall inform the appropriate school administrator of the use of physical restraint or seclusion.

- b. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
 - c. Completion of the form and submission of the Incident Report to the appropriate administrator must be done the same day the staff member(s) used physical restraint or seclusion.
 - d. An administrator shall attempt to contact the parent/guardian during the same day of incident;
 - e. A copy of the Incident Report must be made available to parent/guardian by the administrator within 24 hours after receipt of the Incident Report.
2. The administration shall conduct a debriefing with all involved staff and parents and, if appropriate, the student;
 - a. Debrief utilizing the District's Debriefing Form
 - b. Evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs;
 - c. During the debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment and/or Behavior Intervention Plan must be completed.

Training and Professional Development:

1. The district will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.
2. The school district will maintain written or electronic documentation on training provided and lists of participants in each training.
3. All student personnel shall be trained annually on this policy.

District Monitoring:

1. The school board and superintendent shall monitor the implementation of this policy,
2. This policy shall be accessible on the district's website.
3. The district shall notify all parents annually on the school's website of its policy on seclusion and restraint.

Complaint:

1. A parent/guardian who feels that a school employee violated this policy may file a complaint pursuant to Policy KL: Complaint Against School Employee.
2. If the student is a student with a disability, the parent/guardian of the student with a disability may file a complaint with the South Department of Education, Office of Special Education, instead of filing a complaint pursuant to Policy KL: Complaint Against School Employee.

Adopted:

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board realizes its responsibility to help protect and improve the health of students. The Board, therefore, will employ a school nurse for the district schools. The nurse, with cooperation from school administrators, will be responsible for organizing dental, medical, and immunization clinics for students within the school district.

Student health services as provided by the clinics will include the following:

1. Regular appraisal of the health status of students.
2. Counseling for students, parents, and others concerning the findings of health examinations.
3. Encouragement in the correction of defects.
4. Help in preventing and controlling disease.
5. Emergency service for injury and sudden illness.
6. Consultation with appropriate staff and parents on the health and physical problems of students as these relate to placement in special problems.
7. Maintenance of health records for all students.

The services shall include assessment and implementation of services for students with special needs, administration of medications and performance of specialized health care procedures.

Of necessity, the health services provided will be limited largely to the detection and prevention of health problems, referral of problems through parents to the family physician, and emergency care.

Liability insurance will be provided employees to cover actions authorized by law.

Re-Adopted:

PHYSICAL EXAMINATIONS AND INOCULATIONS OF STUDENTS

The Board encourages parents and students to preserve and protect each student's general health. The Board will, therefore, recommend that each child should have a complete physical examination by a licensed physician upon entrance to the kindergarten or first grade, and upon entering fourth, eighth and twelfth grades. All new entrants to the school system will also receive a recommendation for a physical examination.

By state law, children who attend the district's nursery school will also be examined by a physician prior to admission.

Also by law, all entrants must, prior to admission, have received or are receiving immunization against polio, diphtheria, pertussis, rubeola, rubella, mumps and tetanus.

Exceptions to immunization include certification by a physician that such immunizations would endanger the life or health of the child, or a written statement by the parents that such immunizations are against the religious beliefs of the child's family.

Physical examinations may also be required for all students who participate in interscholastic athletics and other school activities. The examination would be administered by a licensed physician and the cost would be borne by the district.

Annually, students will also be subject to routine health screenings for hearing and visual acuity, and dental, scoliosis, and communicable diseases.

Re-Adopted:

STUDENT COMMUNICABLE DISEASES

The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

Students who are afflicted with a communicable, contagious, or infectious disease and who are infected with communicable parasites, or who are liable to transmit such a disease or parasite, may be excluded from school attendance.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the building administrator or designee.

ADVISORY COMMITTEE:

In situations where the decision to exclude a student from school attendance requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making. The advisory committee may be composed of: A representative from the state or county health department; the student's physician; the student's parents or guardian(s); the school principal or designee; the school health service's supervisor; the Superintendent or designee; and primary teacher(s).

In making the determination, the advisory committee shall consider: The characteristics of the contagious disease; the medical condition of the student; the expected type(s) of interaction with others in the school setting; the impact on both the infected student and others in that setting; the South Dakota Department of Health guidelines and policies; the recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health, Center for Disease Control, or other experts.

If it is determined that the student will not be permitted to attend classes or participate in school activities, additional medical information may be needed before the student may return to school. If an infected student is not permitted to attend classes for ten consecutive school days, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

CONFIDENTIALITY:

Public information will not be revealed about any student who may be infected. If the student is permitted to remain in the school setting, information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

HEALTH GUIDELINES:

It shall be the duty of the Superintendent to establish regulations in accordance with this policy. The regulations shall contain infection control practices to be observed within the schools and may include guidelines to be used as a resource in determinations related to school attendance.

STUDENT COMMUNICABLE DISEASE GUIDELINES (regulation)

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

| Disease and Incubation Period* | Rules for School Attendance |
|---|--|
| Acquired Immune Deficiency Syndrome (AIDS) *6 months-five years | Determination will be made by the Advisory Committee as outlined in the Communicable Disease policy. |
| Chicken Pox *14-21 days | The student may attend school after all pox are dry and scabbed. |
| Cytomegalovirus (CMV) Salivary Gland Viruses | The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection. |
| Fifth Disease (Erythema Infectiosum) *6-14 days | The student may attend school with physician's permission. |
| Giardiasis (Intestinal Protozoan Infection) *5-25 days or longer | The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection. |
| 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 and the area of lesion is covered. |
| Impetigo *variable 4-10 days | The student may attend school if treatment is verified and covered or dry. |
| Infectious Hepatitis *15-40 days (Average 25 days) | The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions. |
| Measles (Red, Hard, Rubeola, 7-day) *8-14 days | The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions. |
| Infectious Mononucleosis (Glandular Fever) *2-6 weeks | The student may attend school with physician's permission. The student may need adjusted school days and activities. |
| Mumps *12-21 days | The student may attend school after swelling has disappeared. |
| Pediculosis (Lice) | The parent of the student found to have live head lice will receive a personal call or a note sent home regarding treatment. The student may attend school after treatment. A student with live lice may be excluded immediately in the event of frequent or repeated infestations or at the discretion of the school nurse. |

| | <i>JHCC-R(1)(continued)</i> |
|---|--|
| Pertussis (Whooping Cough) *7-10 days; may range from 4-21 days | For confirmed cases, exclude until 5 days of appropriate antibiotic has been completed. |
| Pink Eye (Conjunctivitis) *5-12 days | The student may attend school after the eye is clear, under treatment or with physician's written permission. |
| Plantar's Wart | The student may attend school. Students should not be permitted to walk barefoot. |
| Ring Worm (Scalp, Body, Athlete's Foot) | The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment. |
| Rubella (3-day, German Measles) *14-21 days | The student may attend school after a minimum of four days. Prevent exposure of pregnant women. |
| Scabies (7-year itch, Mites) | The student may attend school after treatment. |
| Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) *1-3 days | The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well. |

All communicable and chronic disease should be reported to Health Services.

*Time interval between initial contact with an infectious agent and the first sign of symptom of the disease.

Re-Adopted:

ADMINISTERING MEDICINES TO STUDENTS

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the school district nurse acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

The above policy covers all prescription and other drugs, except that aspirin may be given at the discretion of the school nurse upon written authorization of the parent or guardian.

Re-Adopted:

STUDENT WELFARE CRISIS INTERVENTION

The Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm. A crisis impacts all members of a school community. The District believes that the school should provide support of the school community while ensuring accurate and sensitive communication.

The District may develop a reporting mechanism and may designate at least one person to act as a liaison officer in the District for the purposes of identifying students in need of early mental health intervention or suicide prevention

When the Administration receives a report about a student, it shall determine if the student's parent or guardian should be notified. If so notified, the administration will also provide information about available counseling options.

District policy and procedures are not intended to interfere with the rights of parents or guardians and the decision-making regarding the best interest of the child. District policy and procedures are intended to notify a parent or guardian of a need for mental health intervention so that a parent or guardian may take appropriate action. School districts do not have the authority to prescribe medications. Any and all medical decisions are to be made by a parent or guardian of a student.

Re-Adopted:

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Superintendents and principals may discipline students for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs.

REPORTING CHILD ABUSE

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal or Superintendent. The principal or Superintendent should immediately report this information to the state's attorney; or the department of social services; or the county sheriff; or the city police. If the principal or Superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner. Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provided by law is a class one misdemeanor. Failure to make a report of abuse or neglect is a class one misdemeanor.

Copies of this policy will be distributed by the Superintendent to all school employees at the beginning of each school term, and to new employees when they begin employment if at a different time than the beginning of the school term.

STUDENT GIFTS AND SOLICITATIONS

SOLICITATIONS:

The solicitation of donations and contributions from students will be restricted to fund-raising drives approved by the Board.

Any outside organization desiring to distribute flyers or other materials to students in connection with fund-raising drives may do so only with the approval of the Superintendent.

GIFTS:

Students will be discouraged from the routine presentation of gifts to district employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift may not be elaborate or unduly expensive. The Board will consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

LOANING OF TEXTBOOKS

Textbooks will be loaned to children ages 5 through 19 who are not enrolled in the school district or a school supported by any other governmental entity upon written request by the child or the child's parent or guardian made prior to (May 1st) preceding the school term of use. Textbooks include print and digital materials, but not computer hardware.

Textbooks loaned shall be the same textbooks normally used by the students enrolled in the schools.

If new textbooks must be purchased to meet the request of children not enrolled in the schools, the Board may limit the number of textbooks per student to be purchased for loan to the same amount of new textbooks that is furnished to the students enrolled in the schools.

Re-Adopted:

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that these records be available to appropriate school personnel, accessible to the student's parent(s) or the student, and yet be guarded as confidential information.

It is the policy of the school board that the Principal of each school will be the legal custodian of all student records for that school. Upon request, eligible students (18 years of age or attending post-secondary education) and parent(s) will have access to their school records.

The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if FERPA mandates are not adequately implemented.

Additionally, the District will notify parents or eligible students annually of the District's policy disclosure of personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition as are records maintained by a law enforcement officer assigned to the school and maintained by the officer solely for law enforcement purposes.

Unrecorded student peer grading or evaluation does not constitute educational records.

The school will require a prior written consent before information other than directory information may be divulged to third parties. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or eligible student's prior written consent.

The Superintendent will provide a list of directory information according to U.S. Department of Education regulations.

An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. Schools to which the student is transferring are entitled to see the records.

A school district in which a student is enrolled or is in the process-of enrolling in, may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure.

The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days.

The district may disclose, without the consent of an eligible student or parent, personally identifiable information in the educational records of a student to the U.S. Attorney General or designee in response to an investigation under the U.S. Patriot Act.

The Superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

Re-Adopted: