

LEAD-DEADWOOD SCHOOL DISTRICT 40-1 POLICY BOOK

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by

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SECTION G: PERSONNEL

Below is listing of Lead-Deadwood School District policies in Section G that have been approved by the Lead-Deadwood Board of Education.

G

TEACHERS RESPONSIBILITY OF STUDENTS

Teachers shall be responsible for proper and adequate control of pupils. Teachers shall enforce rules and regulations of the school and shall give support to their principals in maintaining district policies.

Teachers shall inform the principal or his/her delegated authority of acts of misconduct by students.

Revised: February 10, 1997
Revised: June 13, 2017

GBE

AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

The Board of Education will ensure that Automatic External Defibrillators will be placed in schools and that staff are trained. Selected staff will be trained and receive periodic updates from the school nurse, at each site, on the proper use of the AEDs. The AEDs will be strategically placed in various high traffic areas in order to be readily available. A minimum of four employees(per school building) in addition to the School Nurse will be certified to use the AED. Efforts will be made to have as many staff as possible complete this training.

Administrative Guidelines:

AED Placement

Each AED will be located in a central/visible/secure area in the following locations:

- Gym I Foyer of the High School
- Hallway landing outside of the High School auditorium
- Mountain Top Field storage shed, during seasonal months (stored in the AD office during the winter)
- Main office of the Middle School behind secretary's desk
- Main office of the Elementary School above secretary's desk
- Ferguson Field in the concession hallway during fall sports (moved to baseball field concession for spring and summer-shared with City of Dwd)

The **School Nurse** will:

- a. Complete and document monthly checks of the device.
- b. Notify local emergency dispatch and EMS as to the availability, location and type of AED available.
- c. Order replacement supplies as needed.
- d. Track which employees have been certified and when re-certification is needed.

- e. Orient as many staff as possible to increase awareness of this device.

Full self-testing including interactive portion will be done monthly, after each use, whenever the battery is replaced, and whenever there is a possibility the AED may have tampered with or sustained damage. Individuals using the AED should fill out use form with the school nurse and return it to the school nurse on the next working day. This will also alert the school nurse to the need to perform self-testing on the equipment and to replace any supplies that were used.

Adopted: March 13, 2006

Revised: March 14, 2017

Revised: June 13, 2023

GBF

Classroom Displays and Decorations

Materials and decorations displayed by school employees on district property will not represent any social agenda or other controversial subject matter including political or religious messages. Such materials include, but are not limited to signs, posters, fliers, banners, flags, or decorations, including images, symbols or text.

School counselors will be permitted to display signage in the counselor's office that is aligned with ASCA (American School Counselor Association) standards and recommendations.

Neither the United States flag nor the flag of any state of the Union, in an unaltered form, are considered controversial for the purposes of this policy.

Materials, symbols, etc. that are temporarily displayed in the classroom or other instructional areas will be exempt from this policy as long as they are displayed as part of a lesson based on the approved curriculum and content standards, and as long as they are school appropriate, grade level appropriate, relevant and significant to the applicable lesson. This clause shall in no way exempt the employee or the school district from any laws or policies prohibiting the teaching of divisive concepts.

Materials displayed on school property can be reasonably construed as endorsed or permitted by the district and may be removed by the principal, superintendent, or designee if they are determined to be in violation of this policy. In making a determination whether the display of materials should be removed, the administration shall take in consideration whether the display of the controversial subject matter will cause strong negative reactions from reasonably minded persons.

Controversial subject matter includes:

- Materials endorsing a candidate, platform, position, political party, or slogan; or
- Concepts, images, slogans, or phrases that have appeared in the media and have been associated with controversy or a movement or cause; or
- Concepts, images, slogans, or phrases that a reasonable person would deem offensive, obscene, or inflammatory.

If an employee feels that this policy is being unfairly enforced, the LDSD staff grievance procedure will serve as the appeal process.

If a district employee, student, or patron wishes to report a suspected violation of this policy, they must follow this procedure. Report to the building principal, and the building principal will make a determination within 5 school days whether the object in question is in violation of the policy. At that point the building principal will either have the employee remove the object or notify the employee that a complaint has been made and that the object in question does not violate this policy. The building principal will report back to the complainant on the status of the complaint. An appeal of the principal's determination by the complainant must be submitted in writing to the superintendent within 5 school days of notification of the building principal's determination. The next level of appeal beyond the superintendent is to the board of education and must be submitted in writing within 10 days of notification of the superintendent's determination.

ADOPTED: June 20, 2022

GBG

POLITICAL ACTIVITIES OF THE SCHOOL DISTRICT EMPLOYEE

The school board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning (running) for elective public office and holding an elective or appointive public office.

An employee who intends to campaign (run) for an elective public office must inform the superintendent by submitting a letter of intent. An employee who has been elected to a public office will be granted political leave in compliance with SDCL 13-43-15.1.

An employee who has been appointed to a public office or has an opportunity to work in a political activity, will apply in writing to the superintendent for such leave and will discuss with the superintendent the terms and conditions of continued employment.

At the next regular board meeting, after receiving the letter of intent or written application, the superintendent will present a recommendation to the board for consideration of whether or not the activity proposed by the employee is compatible with the time requirements for fulfilling the employee's responsibilities to the district.

Within ten (10) days of the superintendent's recommendation to the board, the board will provide the employee with a written answer to the request, including salary arrangements. This will take place at least five (5) days before any public announcement of such political activity is made by the employee.

No employee will use school system facilities, equipment, or supplies for campaigning, nor will the employee use any time during the working day for campaigning purposes.

If on political leave, the employee will be able to return to a position within the district when the political activity ceases.

Adopted: December 12, 2006

GCDB

Criminal Background Checks

Definitions

Authorized Persons: Individuals determined by the superintendent or designee to need access to or need to view criminal history record information in their official capacity with the district.

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SDDCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual as well as the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information.

Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

Local Agency Security Officer (LASO): liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall (1) maintain a list of users who have access to CHRI, (2) identify and maintain a list of persons who are authorized to use the approved hardware, software and firmware to access CHRI and ensure no unauthorized individuals have access to this technology, (3) identify and document how the equipment is connected to the state system, (4) ensure that personnel security screening procedures are being followed, (5) ensure that approved and appropriate security measures are in place and working as expected, (6) promptly notify the MSHP of any security incidents, and (7) support any district security audits.

Noncriminal Agency Coordinator (NAC): primary contact person for the District who serves as the liaison between the District and SD Division of Criminal Investigation, responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current and such other duties as required.

Point of Contact (POC): District's contact person when SDDCI sends out Audit information, the contact person when an onsite Audit is scheduled.

Security Incident: An act of violating an explicit or implied security policy regarding CHRI including, but not limited to (1) attempts (either failed or successful) to gain unauthorized access to a system or its data, (2) unwanted disruption or denial of service, (3) the unauthorized

use of a system for the processing or storage of data, and (4) changes to system hardware, firmware or software characteristics without the district's knowledge, instruction or consent.

Policy Statement

The District is committed to providing a safe learning and working environment. As part of this effort, and in accordance with state and federal law, regulations, and policies, the district will require each person over eighteen years of age hired by the district or is employed by an entity which provides the District direct or indirect student services shall be required to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The district and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the district.

In accordance with law and to protect the district's students, criminal background checks on persons who are employed in the district or are employed by an entity which provides the District direct or indirect student services shall be required. The criminal background investigation shall be done by means of fingerprint checks by the Division of Criminal Investigation. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. The district and district employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.

Designations

1. The Superintendent, as the Agency Representative, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District.
2. The Superintendent or his/her designee shall be the District's Point of Contact(POC) and Noncriminal Agency Coordinator (NAC) to act as the primary contact person for the District, shall serve as the liaison between the District and SD Division of Criminal Investigation, and will fulfill all responsibilities of the POC/NAC, including but not limited to being the contact person when SDDCI sends out Audit information, shall be the contact person when an onsite Audit is scheduled, and responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current.
3. The Superintendent or his/her designee is designated to be the Local Agency Security Officer (LASO) to act as liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall be knowledgeable in CHRI, policies and mandated rules and regulations as well as knowledge of IT security procedures. The LASO shall actively represent the District in all matters pertaining to information security, dissemination of information security alerts and other material within the District, and responsible for contacting SDDCI if there has been misuse of CHRI.

Criminal Background Checks

1. Each person over eighteen years of age hired by the district, or is employed by an entity which provides the District direct or indirect student services shall be required to submit to a criminal background investigation.
2. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee or volunteer enters into service.
3. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.

4. The employee shall pay any fees charged for the cost of fingerprinting or the criminal background investigation.
5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
7. The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the district. Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District.
8. A District employee who is employed simultaneously with another school district is only required to obtain one criminal background investigation, if the background investigation was conducted less than five years before the person was first employed by the District.
9. The District may run a background check on employees of or applicants for employment with a contractor that does business with the district if the person will be working on school property. The contractor shall be responsible for the cost of the criminal background check.
10. No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution or trafficking in controlled substances.
 - a. The District may also refuse to employ a person who has been convicted of a crime involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.
 - b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
 - c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) in this state or any other state.
11. The District's employment application form shall inform applicants that if no SD statutorily disqualifying conviction is identified at the state level the fingerprints will be forwarded by the S.D. Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.

12. The application form shall also inform applicants that if the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.
13. Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI).
14. Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person, and inform the person of his or her right to appeal the accuracy or completeness of the CHRI to the SDDCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.
15. All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.
16. The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense. The district reserves the right to require any employee of an entity which provides the District direct or indirect student services to submit to additional criminal background checks which shall be at the entity's or person's expense.
17. As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the school board suspends an employee without pay, or an employee resigns, or an employee is terminated, the superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the S.D. Department of Education.

Training

The District will ensure that all employees who have access to CHRI shall be trained by SDDCI on the rules and responsibilities for the confidentiality, receipt, use and dissemination of the CHRI.

Confidentiality

1. Before requesting CHRI on any individual, the district will give the individual written notification that his or her fingerprints will be used to obtain the CHRI of the individual, and the district will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDB-E(1).
2. Information received by the district pursuant to a criminal background check is confidential. Only authorized persons within the district may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, or other

worker on district property. The district will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.

4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

Access and Retention

1. The District may print or share records when necessary to determine whether the person is authorized to work for the district. In those situations, the physical copy will be destroyed immediately after the decision is made.
2. If the District runs a background check on employees of a contractor that does business with the district, the district will not provide the CHRI to the contractor. Instead, the district will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the district.
3. The District will not disseminate CHRI across state lines.
4. The district will not provide a copy of the SDDCI CHRI to the person who is the subject of the background check, nor will the SDDCI CHRI be released to relatives, spouses, friends, or post-secondary institutions.
5. FBI rules prohibit the District from providing a copy of the FBI CHRI to the person who is the subject of the criminal background check.
6. The results of the background investigation done by the District shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail.

Recordkeeping

A Secondary Dissemination Log shall be maintained in which all authorized disseminations of FBI and State DCI criminal background check results are recorded. The following shall be recorded in the District's Secondary Dissemination Log: date of request; date sent; applicant's name; applicant's DOB; requesting agency; name of requestor. The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes

Security

The district will provide for the security of any CHRI received, including the appropriate administrative, technical and physical safeguards to provide for the security and confidentiality of the information. This includes, but is not limited to, the following:

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked cabinet in a room that is free from

public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.

3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the district has electronic copies of CHRI, the district will restrict access to authorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.
5. The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the district contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

All District employees will immediately report to the LASO information security incidents such as the theft or loss of physical records or the hacking or failure of electronic systems or suspicions that an incident has or will take place. The LASO will document receipt of all reports, investigate incidents and report incidents to SDDCI. LASO documentation will include (1) date of security incident, (2) location of security incident, (3) systems affected, (4) method of detection, (5) nature of security incident, (6) description of security incident, (7) actions taken/resolution, (8) current date, and (9) contact information for LASO.

Consequences

Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion of CHRI may also result in criminal prosecution.

State Reference	Description
SD Division of Criminal Investigation	<u>Guide for Noncriminal Justice Agency</u>
SD Division of Criminal Investigation	<u>Non-Criminal Justice Agency User Agreement</u>
SDCL 13-10-12	<u>Criminal background investigation</u>
SDCL 13-10-13	<u>Criminal conviction as factor in hiring decision</u>
SDCL 13-10-14	<u>Persons continuously employed exempt</u>

SDCL 13-10-15	<u>Suspension or resignation for criminal conviction</u>
SDCL 13-10-16	<u>"Conviction" defined</u>
SDCL 22-1-2 (25)	<u>"Moral turpitude" defined</u>
SDCL 22-1-2(9)	<u>"Crime of violence" defined</u>
SDCL 22-24B-1	<u>"Sex crimes" defined</u>
Federal Reference	Description
CFR Title 28 §16.34	<u>Procedure to obtain, change, correction or updating identification record</u>
CFR Title 28 §50.12	<u>Exchange of FBI identification records</u>

GCDB Exhibit (1)

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- You, must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared ⁽²⁾
- If the FBI criminal background check reveals that you have a criminal history record, the officials making a determination of your suitability for the employment must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR) Section 16.34.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. ⁽³⁾

FBI rules prohibit the District from providing you a copy of the FBI record. You may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/ciis/identity-history-summarychecks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 1600 through 16.34.)

(¹) Written notification includes electronic notification, but excludes oral notification.

(²) <https://www.fbi.gov/services/cjis/compact-council/urivacy-act-statement>

(³) see 5 USC. 552a(b); 28 U.S.C. 534(b); 42 U.S.C 14616, Article IV(c); 28 CFR 20.21 20.33(d) and 906.2(d)

Adopted: October 2017

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SECTION H: NEGOTIATIONS

There are no Lead-Deadwood School District policies in Section H that have been approved by the Lead-Deadwood Board of Education.

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SECTION I: INSTRUCTION

Below is listing of Lead-Deadwood School District policies in Section I that have been approved by the Lead-Deadwood Board of Education.

IB

ACADEMIC FREEDOM

Public education in a pluralistic society must strive to present, as objectively as possible, varied events, activities and perceptions reflected in history, literature and other sources of humanity's thought and expression. A major goal of education in a free society is to develop persons who can think critically, understand their culture, live compassionately with others, make sound decisions and live with the consequences of their judgment.

Because points of view differ and biases exist, students must have access to materials which express this diversity of perspective. In order to effectively implement such programs and policies, it is the responsibility of teachers to make certain that access to materials presenting diverse perspectives is available. Teachers should take into account the relative maturity of their students and the need for guidance and help in studying issues and arriving at balanced views. All instruction conforms to adopted courses of study. The principle of academic freedom presupposes intellectual honesty on the part of the person who exercises it and that they can and will discriminate among facts relating to an issue. In expressing a personal opinion, a teacher

makes it known to students that the view is their own and does not attempt to bring students to a commitment to that personal viewpoint.

Adopted: July 10, 2007

Revised: April 11, 2017

IF

CURRICULUM DEVELOPMENT SUPERINTENDENT AND THE CURRICULUM

The Superintendent will be responsible for curriculum development for the school system, working with administrative and professional staffs. The Superintendent will set up such school curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

Adopted: May 1989

Revised: February 10, 1997

Revised: March 13, 2006

Revised: April 11, 2017

IFA

CURRICULUM DEVELOPMENT

A. Program Development

The primary purpose of the Board is to provide an instructional program that fulfills the documented needs of the students served within the District. To this end, the Board shall maintain a system for operating the educational program in the most efficient and effective manner possible.

The Board recognizes that the educational goals of School District 40-1 can best be attained through instructional approaches as diverse as students' needs within a pluralistic society. Therefore, the Board endorses the development of educational programs through the cooperative efforts of educators, parents, pupils and community representatives.

The Curriculum Committee serves as an advisory group to the Superintendent/ Principal on matters of Curriculum Development and program improvement.

The Board also encourages and supports the certified staff in its efforts to evaluate present programs, investigate new curricular ideas and develop and improve programs.

B. Establishing the Educational Program and Making Changes

The Board believes that in a constantly changing world, an up-to-date and effective curriculum is necessary and that a dynamic instructional program requires ongoing review of the curriculum and courses of study.

It is the policy of the Board that no course of study shall be eliminated or new courses be added without approval of the Board; nor shall any major alteration or reduction of a course of study be made without such approval.

It is imperative that new courses be carefully planned, adequately financed and submitted with ample time for review and budgeting. Written proposals for new courses must include detailed rationale, objectives and supporting competency statements. Proposals to delete an existing course must be supported by a written rational and explanation of whether competencies taught in the course will be dropped or absorbed by other courses.

The Board opposes changes or withdrawals of school curriculum or materials during the school year as a response to public or private pressure, especially when such pressure is exerted outside the established policy-making structure. The Board recognizes that elective courses may be dropped for a given term by the administration for such reasons as low enrollment or lack of a qualified staff person to teach the course. Such dropping of a course does not require the approval of the Board. The Board also authorizes approved curriculum development work during summer months within an approved budget.

C. Involvement

The Board supports the fullest possible public participation in the process of determining its educational program and in selected instructional materials. The advice and involvement of staff, parents and students shall be sought and utilized through the curriculum committee, parent advisory committees, surveys and public informational meetings.

D. Role of the Board

With the assistance of the professional staff and others as appropriate, the Board will adopt the educational program offerings and determine if the educational program policies achieve the desired results through appropriate assessment and test results.

E. Role of the Administration

To fulfill the goals of the educational program policy, the Superintendent will do the following:

1. The Superintendent will keep the Board informed and knowledgeable about all aspects of the curriculum so that it can establish policy for the instructional program and provide the resources necessary to implement the program.
2. The Superintendent will help the community become knowledgeable about the educational program provided by the District.
3. The Superintendent will develop a District short and long-range educational plan for approval by the Board.

The Superintendent is accountable to the Board for the following procedures which will be updated each year.

1. Needs Assessment: The District staff will identify weaknesses and omissions in the curriculum. Testing and other necessary assessment data will be compiled and

utilized by resource persons and committees as a basis for planning and decision making.

2. Strategies: The district staff will establish specific objectives and strategies to overcome each identified weakness and omission.
3. Implementation: The District staff will demonstrate how the specific strategies to overcome each weakness and omission have been implemented.
4. Evaluation: A part of the District plan identified in (1) above will include a procedure for evaluating the effectiveness of the curriculum in achieving the school system's goals.

F. Evaluation and Reporting

It shall be the responsibility of the Superintendent to report periodically to the Board on the progress the District is making towards the attainment of its educational goals. An end-of-school year report shall be presented to the Board.

Adopted: May 1989

Revised: February 10, 1997

Revised: March 13, 2006

Revised: April 11, 2017

IFB

CURRICULUM EVALUATION

1. Each area of the curriculum will be evaluated at least once every five years with the results of the evaluation and recommendation(s) submitted to the Board of Education for any necessary action. (See Policy IF-R(3), *Curriculum Review Cycle*.)
2. The curriculum areas are defined as follows: Fine Arts, Language Arts, Mathematics, Physical Education, Science, Social Studies, Special Areas, and Vocational Education.
3. The administration shall cause the evaluation to be conducted. The evaluation shall be performed by a Subject Area Committee with potential members selected from affected: (a) administrators, (b) teachers, (c) students, (d) lay representatives and (e) consultants as needed.
4. The evaluation and recommendations shall be based on criteria which identifies current performance standards of our school, performance standards of like schools, current trends in that educational field and expected future performance.
5. Interim studies and proposals may be requested by any person to the administration.
6. The administration, with or without the use of an ad hoc committee, shall evaluate the request, report back to the individual making the request and the Board of Education, with recommendations.

Adopted: February 10, 1997

Revised: March 13, 2006

Revised: April 11, 2017

CURRICULUM REVIEW CYCLE

South Dakota Standards Revision and Adoption Timeline

Adopted by State Board of Education Nov. 29, 2010

A major function of the CSIC is to develop a sequence and review cycle for district-wide curriculum development. Here is the cycle:

Adopted Curriculum Review Cycle

Subject	State Adoption Year	District Review Year	Budget Year
English Language Arts	Summer 2018	2018-2019	20
Mathematics	Fall 2018	2019-2020	21
Fine Arts/PE/Health	Summer 2015	2020-2021	22
Science/Technology	Summer 2015	2020-2021	22
Social Studies	Summer 2015	2021-2022	23

The review of a particular discipline should be done by a team of teachers representing the subject area a minimum of 1 or 2 teachers from each level (K-5 6-8 and 9-12) plus one administrator for core subjects and a minimum of one instructor from each building (elementary, middle, and high). The bulk of the work should be done in the summer and outside of the school day, preferably the first week or two following the end of the school year. The department chair and subject area teachers will complete a curriculum guide during this time that includes a scope and sequence for the program; clear standards alignment; goals of the program; student objectives of the program; authentic tasks to be used; content review and selection, curriculum curation, and assessment methods. There should then be meetings held quarterly throughout the next school year, at which time the department chair will make the curriculum guide available to all staff in that discipline for input as well as reviewing and selecting materials that fit the curriculum.

Each content area is systematically reviewed according to our district's Curriculum Review Schedule, set and adopted by the CSIC and aligned with the South Dakota Department of Education's standards review cycle. The curriculum review for each content area takes place over the course of 2 years and is conducted by the department chair and a team of teachers who represent all stakeholder groups. The information below is a general outline that guides the work of each curriculum review team.

YEARS 1: Research, Development and Evaluation

- Identify goals to be accomplished throughout the curriculum review process and create an action plan to accomplish those goals.
- Study trends and issues in the content area through review of research, professional reading, site visits, PLC team work, workshops/conferences, etc.
- Analyze national, state, and district standards and benchmarks; where applicable the CCSS.
- Analyze the district's student performance data on state, district, and classroom.

Assessments include SDAP, NWEA, DSTEP, and other standards based assessments

- Create frameworks of K-12 curriculum that clearly identify the content that must be addressed in each grade level/course.
- Identify and develop when necessary formative and summative assessments that address expected outcomes.
- Identify "best practice" instructional strategies.

- Identify and order resources that support the curriculum frameworks, instructional strategies, and assessments.
- Identify professional development needed to effectively implement the curriculum frameworks, instructional strategies, assessments, and resources.
- Plan for professional development and implementation.
- Periodically present findings/recommendations to administrators, content area staff, and district committees; gather feedback and make adjustments as necessary.

YEARS 2: Implementation and Evaluation of Curriculum

- Review/update goals and strategies of the school improvement plan.
- Provide professional development for the curriculum frameworks, instructional strategies, assessments, and resources.
- Implement curriculum frameworks, instructional strategies, assessments, and resources.
- Evaluate the effectiveness of implementation and make adjustments as necessary.
- Evaluate the curriculum review process.
- Gather feedback and make adjustments as necessary.

How do you implement a standard curriculum?

1. Ensure the curriculum is in line with what you expect students to know.
2. Ensure that instruction is effective.
3. Monitor and assess in the classroom to see if instruction is effective and if all students are getting it.
4. Put the right staff development plan into place to promote curriculum, instruction and assessment.

Adopted: March 13, 2006

Revised: July 12, 2011

Revised: March 12, 2013

Revised: April 11, 2017

IFD

CURRICULUM COORDINATION AND DEVELOPMENT

Curriculum coordination and development:

- A. Teachers will be expected to serve on committees during the regular school year. These committees may include some of the following:
 1. Horizontal committees: Teachers from a particular grade level will meet to discuss ways and means of improving the instructional program.
 2. In-service workshops: These may be conducted by specialists in a particular subject area and may be in August or at other designed times.
 3. Textbook adoption committees.
 4. Orientation committee: This committee will assist in collecting materials and organizing procedures aiding the adjustment of new students and faculty members.

- B. Selected members of the staff may be hired to work on curriculum, library or other projects during the summer if they so desire and if funds are available.

Adopted: 1976

Revised: February 10, 1997

Revised: March 13, 2006

IGBD-R-4

OUT-OF-SEASON CONTACT RULES

The Lead-Deadwood School District will adhere to all SDHSAA rules and regulations pertaining to student-athlete contact time. In addition, there will be no organized contact, including practice or competitions or open gyms or camps in the Lead-Deadwood School District the following dates:

- December 23-27
- July 1-7
- The first full week after the State Track Meet
- Upon completion of each sport, there will be a one month dead time for that sport.

The administration at Lead-Deadwood High School may make exceptions to the rules if circumstances warrant.

Adopted: May 10, 2016

**South Dakota High School Activities Association
Regulations on Student & Coach Participation
Specific to the Regular-Season & Out-of-Season Time Periods**

**In-and Out-Of-Season Regulations & Participation Limitations
Allowable Activities for Coaches and Athletes Grades 9-12**

ARE STUDENTS ALLOWED TO PARTICIPATE IN?

FROM	CLINICS	CAMPS	NON- SDHSAA LEAGUES, GAMES or TOURNEYS	PRACTICE	ALL-STAR EVENTS	CLUB TEAMS	PRIVATE LESSONS
Aug 1 to Sport Season Begins	YES	YES	YES	YES	NO	YES	YES
Sport Season Begins to	YES	NO	NO	YES	NO	NO	YES

Sport Season Ends							
Sport Season Ends to Midnight, May 28 th	YES	YES	YES	YES	SENIORS ONLY	YES	YES
MAY 28 th through July 31 st	YES	YES	YES	YES	YES	YES	YES

ARE COACHES ALLOWED TO PARTICIPATE IN?

FROM	CLINICS	CAMPS	NON-SDHSAA LEAGUES, GAMES or TOURNEYS	PRACTICE	ALL-STAR EVENTS	CLUB TEAMS	PRIVATE LESSONS
Aug 1 to Sport Season Begins	YES	NO	NO	NO	NO	NO	NO
Sport Season Begins to Sport Season Ends	YES	NO	NO	YES	NO	NO	YES
Sport Season Ends to Midnight, May 28 th	YES	NO	NO	NO	NO	LIMITED	NO
May 28 th through July 31 st	YES	LIMITED	LIMITED	YES	YES	YES	YES

Yes = UNLIMITED PARTICIPATION ALLOWED

LIMITED = LIMITED BY RULE DEFINITION AS COVERED IN NEXT SECTION

NO = NO PARTICIPATION ALLOWED

SDHSAA IN- AND OUT-OF-SEASON CHANGES FOR 2015-16 SCHOOL YEAR:

1. **This Handbook Section.** This entire handbook section has been revised editorially by the SDHSAA Executive Staff under guidance of the newly-formed SDHSAA In- and Out-of-Season Advisory Committee. While the majority of key content from previous years remains, the order in which information is presented has changed to hopefully provide a more usable document for coaches and administrators alike. For any questions regarding these changes, please feel free to contact John Krogstrand or Jo Auch at the SDHSAA Office.
2. **National Events.** Students who have an opportunity to participate in in-season National Governing Body, National Team or other National-Level Events can now apply to do so without restriction or loss of eligibility provided prior notification is given to the SDHSAA Office and SDHSAA Office Approval is granted. Interested Athletes should contact their Athletic Director to reach out to the SDHSAA Executive Staff for appropriate paperwork to be filed.
3. **Individual Sports and Team Membership.** Students in 7th and 8th Grades who are looking to participate in cross country, golf, gymnastics, tennis, track and field or wrestling are now also subject to the "Eligible for sub-state and state competition" join date and participation

information as stated in "Definition of Student and Team Membership, Item D" later in this section. This restriction is to prevent athletes in "individual sports" from participating for a non-school sponsored team for the bulk of the school season, only to join the squad late in the year and possibly displace student-participants who have been active for the entire season. Participants in "team sports" or those who are participating on junior high/middle school sponsored teams are not affected by this rule change.

4. **Penalty, In-Season Membership Rule.** The following amended penalty structure for violations of the "In-Season, Team-Membership Rule" as stated in "Definition of Student and Team Membership, Items B&C" later in this section of the Athletic Handbook:

For violations of the "In- Season Team-Membership Rule," the following penalty structure exists: First Violation—violating athletes will be suspended for 25% of that season's regularly scheduled varsity contests.

Second Violation—violating athletes will be suspended for the duration of that sport's season. The 25% figure as noted in the first violation would include suspensions and forfeitures as follows:

- a) If the violation is discovered before any contests have been completed, the student simply is suspended for the next one-quarter of that season's regularly-scheduled varsity-level contests (or time duration of such contests), to include post-season games if necessary to fulfill the one-quarter season length requirement.
- b) If the violation is discovered after contests have been played with an athlete who was ineligible due to violation, those contests played from date when the violation occurred through the date of discovery shall be forfeited.
- c) If season is concluded when an in-season violation is discovered, the final one-quarter of contests of that completed season will be forfeited.

5. **Funds, Team Usage.** An update to language was provided to allow schools to use school-supervised or maintained accounts to hold funds for summer camp or out-of-season league participation. Schools can now "hold" or be a "pass through" for money that is fundraised by teams/athletes/programs for use in paying for camps, clinics or other expenses; however, no general school-fund dollars may be used for these items.
6. **Amateurism.** The monetary, retail value of awards that SDHSAA Student-Athletes can receive for participation in an out-of-season event, or as an award for an event in-season, is now \$300 (up from \$75).

DEFINITION OF TERMS AND RESTRICTIONS ON COACHES AND ATHLETES:

I. Definition of Student and Team Membership

- a. For the purposes of this chart and section of the SDHSAA Handbook, a student shall be defined as any individual who is enrolled, has enrolled or will potentially be enrolled at an SDHSAA member High School
- b. It is the philosophy of the SDHSAA that when a student elects to be a member of a high school team, that student's loyalty and allegiance shall be directed to the school and to the team of which said student is a member, and therefore participation in non-school activities is limited during the sports season for students.
 - i. Chapter II, Part I, Section Seven of the SDHSAA Constitution and By-Laws specifically states that: "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 or an independent or non-high school team or as a member of any "All-Star" team, or completely unattached on an individual basis.
- ii. A high school student becomes a member of a school athletic squad when the student first participates in a practice session.
 - iii. A 7th-8th grade student becomes a member of a school athletic squad once they have suited up for a high school contest (grades 9-12) regardless whether they actually play or not.
 - iv. Team membership ceases for the season at one of the following times:
 - 1. The athlete's membership on the squad is terminated by action including, but not limited to: being cut, quitting the team, school action or other individual decision
 - 2. Participation in a non-high school team event in the same sport during that specific sport season (i.e.: AAU Basketball Tournament during School's basketball season; athlete loses team membership status)
 - 3. Team is eliminated from further post-season competition
 - 4. The student ceases to be a squad member when membership on a squad is terminated or after the final state championship event (district, region, state) for that classification in that sport.
- c. Violation of the above-listed team-membership rule, or any other action by a student wherein their team membership ceases causes the student to become subject to the following penalty structure:
- i. First Violation—violating athletes will be suspended for 25% of that season's regularly scheduled varsity contests
 - ii. Second Violation--violating athletes will be suspended for the duration of that sport's season
 - iii. The 25% figure as noted in the first violation would include suspensions and forfeitures as follows:
 - 1. If the violation is discovered before any contests have been completed, the student simply is suspended for the next one-quarter of that season's regularly-scheduled varsity-level contests (or time duration of such contests), to include post season games if necessary to fulfill the one-quarter season length requirement.
 - 2. If the violation is discovered after contests have been played with an athlete who was ineligible due to violation, those contests played from date when the violation occurred through the date of discovery shall be forfeited.
 - 3. If season is concluded when an in-season violation is discovered, the final one-quarter of contests of that completed season will be forfeited.
- d. To be eligible for sub-state and state competition, a student must be a member of that school's team no later than the fourth Monday from the official start of that sport season.
- i. Membership defined: A student must:
 - 1. Be practicing with the high school team
 - 2. Be on the school's master eligibility list; and
 - 3. Be under the bylaws for the SDHSAA
 - ii. Exception: At the member school's discretion, students may be allowed to join a team after the fourth Monday from the official start of that sport season and be fully eligible for regular season and post-season competition if they meet any of the three conditions below:
 - 1. Transfer students who become eligible in their new school
 - 2. Students, who are participating in another sport and wish to drop that sport and participate in a second sport during the same sport season, provided

- they have not delayed their membership in order to gain a competitive advantage.
3. Student who joins a team after the fourth Monday from the official start of the sport season and have not participated in the same sport:
 - a. On a non-school team or as an individual competitor; or
 - b. In a camp or clinic; or
 - c. Received private instruction in that sport during the high school season.
 - iii. Students who join a team after the fourth Monday from the official start of the season are eligible only for the regular season (not post-season) if they have participated in the same sport:
 1. On a non-school team or as an individual competitor, or
 2. In a camp or clinic; or
 3. Received private instruction in that sport during the high school season.
 - iv. Students affected by this rule include:
 1. For the sports of cross country, golf, gymnastics, tennis, track and field or wrestling, students in grades seven through twelve are subject to this rule, regardless of level of participation on the high school level.
 2. For all other sports governed by the SDHSAA, this rules shall only apply to:
 - a. Students in grades nine through twelve, and
 - b. Students in grades seven and eight who have become "team members" by suiting up for a high school contest, regardless of whether or not they actually play, as stated earlier in this Definitions Section, Item I-b-iii.
 - e. Rules affecting student participation refer to all students, grades nine through twelve
 - i. Students in grades seven or eight are allowed to participate on a high school team provided they meet the eligibility standards and pass a physical exam.
 - ii. Seventh and Eighth grade students may participate simultaneously on a high school team and seventh and eighth grade teams during the same sports seasons
 - iii. Once a seventh or eighth grade student becomes a member of a high school team, that student may not participate on a non-school team in that sport on an unattached basis and retain their school eligibility. The In-Season Rule set forth in Chapter II, Part I, Section Seven of the SDHSAA Constitution and By-Laws is applicable to such students once they join the high school team.
 - iv. For clarification purposes, once a seventh or eighth grade student joins a high school team, all SDHSAA rules and regulations, including the rules in this section, apply to that student. A seventh or eighth grade student is considered part of the high school team once they have suited up for a contest at the high school level, regardless of whether or not they actually play in that contest.
 - v. Students sixth grade and below shall not participate on, practice with or compete against a high school team, which includes any team with students who are currently in grades nine through twelve.
 - f. The grade level of the student shall be determined by the grade a student is currently enrolled in, or after the completion of the school year, the grade in which that student will participate in during the next school year.

II. Definition of Coach

- a. For the purposes of this chart and section of the SDHSAA Handbook, a coach shall be defined as any person contracted to coach a sport at any grade level Kindergarten through twelve, or any volunteer who has been approved to help coach a sport, including positions that are filled on an annual basis.
- b. Athletic Directors are also to be considered as a 'coach,' even if they are not specifically assigned duties as a traditional coach.

- c. Contracted or approved volunteer coaches shall remain considered a 'coach' for a period of fifteen months, including at a minimum:
 - i. The three summer months immediately prior to the school year or which that individual coach is contracted to work
 - ii. The nine months of the school year for which that individual coach is contracted to work
 - iii. The three summer months immediately following the school year for which that individual coach is contracted to work

III. Definition of "Season" Time Periods

- a. The **Regular Season** for varsity level competition is defined as that period of time starting with the first allowable practice and ending the day prior to the beginning of the championship series of district-region-state tournaments or meets. Games for squads below varsity level may be scheduled up to and including the Saturday of the state tournament/meet for their classification. Game limitations apply to sub-varsity squads as well as varsity squads.
- b. The **In-Season Time Period** is defined as that period of time starting with the first allowable practice and ending when a team or individual has been eliminated from further competition during the championship series of district-region-state tournaments or meets.
- c. The **Out-of-Season Time Period** is defined as the period of time after a team or individual has been eliminated from further competition during the championship series for a given sport and continues until the first allowable date that the next regular season may begin. For sub-varsity levels of competition, the Out-of-Season Time Period begins the day following the last interscholastic competition and continues until the first allowable date that the next regular season may begin. The Out-of-Season Time Period also includes the "Summer" time period (end of State Track Meet through July 31) as well as the time period between August 1 and the start of a given sports season. Please also note the "summer moratorium" language in item "IX" on page 11 of this section.

IV. Camps and Team/Individual Contacts

- a. Camps are defined as planned activities that are of an instructional and/or competitive nature where actual games are played by camp attendees. All camps must be open to all anyone who wishes to voluntarily opt to attend. Two types of camps include.
 - i. Individual Camps
 - 1. Can be conducted for athletes in team or individual sports
 - 2. Can be sponsored by coaches, member schools or non-school entities
 - 3. Athletes from the same school are not kept together as a team or unit
 - 4. Camp is opened to all interested participants, regardless of school affiliation; cannot be exclusively advertised or operated as being for a lone school's athletes
 - 5. Camp can range from one to five days, wherein all days of a camp must be consecutive
 - ii. Team Camps
 - 1. Athletes from the same school are specifically kept together to participate as a unit with one another
 - 2. Camp can range from one to five days, wherein all days must be consecutive.
- b. Individual or team camps may be sponsored by non-member entities, member schools or coaches of member schools provided the camp is scheduled to be held during the time span from the day following the state track meet through midnight of July 31.

- c. Team contacts are defined as any contact a coach with his/her team of an instructional or competitive nature that cannot be specifically classified as an individual contact. Coaches are limited to a total of four such team contacts, as defined in the "Four Contact Rule" section of this document.
- d. Individual contacts are defined as those instructional or competitive activities that can be classified as an individual camp or private lesson. Such activities do not count towards the "Four Contact Rule".
- e. Coaches/member schools may not conduct a team camp or an individual camp exclusively for their own athletes during the out-of-season time period.
- f. Free camps are permissible provided the camp is free to everyone.
- g. Students and Camps
 - i. Students may attend as many individual or team camps of their choosing during the out-of-season time period on an unattached basis. As long as a school coaching staff is not involved, camps attended by students do not count toward the Four-Contact rule.
 - ii. Students may NOT attend any individual or team camp during that given sport's season once the student has officially reported for membership on the high school team.
- h. Coaches and Camps
 - i. Coaches may not participate in camps of any kind except during the Summer Time Period.
 - ii. During the summer time period, a coaching staff is limited to a maximum of four contacts, including team camps. For more information on those contacts, please see "Four Contact Rule" under additional terms and definitions.
 - iii. Coaches may offer unlimited individual camps during the summer Time Period, provided the camp falls under the guidelines of an individual camp as listed above.
 - iv. Coaches hired by one member school cannot coach teams from another member school at team camps.

V. Clinics

- a. Clinics are defined as planned activities that are of an instructional, observational, and/or demonstrational nature related to the teaching of individual skills. Furthermore, clinics occur only when there is no actual participation in competition by student athletes who are in attendance at the event.
- b. While some events may be marketed as "clinics" to schools and student athletes, any event where participation by that individual SDHSAA athlete occurs cannot be defined as a clinic by these rules and regulations.
- c. Students and Clinics
 - i. Provided the above conditions are met, students may participate in an unrestricted amount of clinics at any time period.
- d. Coaches and Clinics
 - i. The lone restriction on coaches' participation in clinics is that coaches simply cannot conduct a clinic that is exclusively limited to participation to his or her own school's student athletes.

VI. Non-SDHSAA Leagues/Games/Tournaments – As listed in chart.

- a. A "Game" is defined as any contest that takes place between squads of multiple schools.
 - i. Any subdivision of a sport such as freestyle wrestling or three-on-three basketball is still considered part of that particular sport, and therefore a game.

- b. An allowable League is defined as a structured set of 'games' where games are played on a maximum of one day per week for a period of multiple weeks. A single league may involve both varsity and sub-varsity levels.
- c. A Tournament is defined as any event wherein multiple 'games' take place but does not fit the definition of a league. Tournament games are to be played on consecutive days.
- d. Member schools may not sponsor leagues, games or tournaments during the out-of-season time period.
- e. Students and Leagues/Games/Tournaments:
 - i. Student Athletes may participate in Non-SDHSAA Leagues, Games or Tournaments on an unlimited basis, provided that the events are not taking place during the specified SDHSAA Sport Season.
- f. Coaches and League/Games/Tournaments:
 - i. Coaches may coach teams involved in out-of-season leagues, games or tournaments during the Summer Time Period only. This coaching will count toward the "Four Contact Rule" as stated later in this document.

VII. All-Star Events

- a. All-Star events are defined as those events where participants are chosen by invitation or selected outright by some predetermined process for a single event,
- b. All-Star events will not be sanctioned by the SDHSAA, nor may SDHSAA Member Schools themselves sponsor an All-Star event.
- c. Students and All-Star Events
 - i. Seniors who have exhausted their eligibility and completed their final season with the SDHSAA in a particular sport can participate in All-Star Games on an unlimited basis, with no regard to date(s) of the event, number of events or numbers of participants from a given school entity.
 - ii. All other student athletes who have not yet exhausted their eligibility in a particular sport may participate in all-star games during the summer time period only (June 1 through July 31), provided no more than the following number of students from one member school participate: basketball – 3, cheer – 4, cross country – 3, dance – 5, 11-man football – 7, 9-man football – 6, golf – 3, gymnastics – 3, soccer – 7, tennis – 3, track and field – 3, volleyball – 4, and wrestling – 3.
- d. Coaches and All-Star Events
 - i. Coaches may only coach for All-Star events during the Summer Time Period. This includes that coaches cannot coach an All-Star event that takes place during the school year, even if that coach does not have any of his or her own athletes on the squad.

VIII. Club Teams

- a. A Club Team is defined as a team that plays a schedule of multiple events with one another, with a minimum of three events. Members for this team are chosen by invitation or selected outright by some predetermined process.
- b. Students and Club Teams
 - i. Students may participate on club teams on an unlimited basis outside of that sport's given season.
 - ii. During a specific SDHSAA Sport Season, students may not participate on any level with a club team. This participation includes a restriction on any/all club team games, practices, try-outs or other like activities.
- c. Coaches and Club Teams
 - i. Coaches may coach a club team from the end of their individual sport season through July 31st given that the roster of that club team contains no more than the following number of students from any member school: basketball – 3,

cheer – 4, cross country – 3, dance – 5, 11-man football – 7, 9-man football – 6, golf – 3, gymnastics – 3, soccer – 7, tennis – 3, track and field – 3, volleyball – 4, and wrestling – 3.

- ii. Any team that has more than that given number of athletes and is coached by a SDHSAA member school coach during the Summer Time Period would be considered a “team contact (see next section).”

IX. Private Lessons

- a. Private lessons are defined as the teaching of fundamental skills and techniques of a specific sport. Furthermore, private lessons are not to be competitive in nature and therefore must be limited in the number of athletes involved and the schools from which those athletes attend.
- b. The maximum number of participating athletes in a private lesson at any one time is limited as follows: basketball – 3, cheer – 4, cross country – 3, dance – 5, 11-man football – 7, 9-man football – 6, golf – 3, gymnastics – 3, soccer – 7, tennis – 3, track and field – 3, volleyball – 4, and wrestling – 3.
- c. Students and Private Lessons
 - i. Students may participate in private lessons at any point during the school year, except as prohibited by the maximum number of participating athletes.
 - ii. Students involved in private lessons may not have any form of competition in that lesson, including but not limited to, direct competition or drills with/against students from another school.
- d. Coaches and Private Lessons
 - i. Coaches may only be involved in private lesson instruction during their individual sport season and the summer time periods.
 - ii. Coaches may receive compensation for their services of providing private lessons
 - iii. Coaches may teach fundamental skills to athletes outside of the given time boundaries only if they are the employee of a club or non-profit entity operated separately from the school.
 - iv. There is no restriction on a coach being able to provide private lesson instruction to his or her son or daughter at any time of the year.

ADDITIONAL TERMS AND DEFINITIONS REGARDING IN- AND OUT-OF- SEASON ACTIVITIES

I. Four Contact Rule

- a. During the Summer, Out-of-Season time period, a coaching staff is limited to a maximum of four team contacts/competitions/outings.
- b. Coaching staffs have the options in regard to their four summer contacts:
 - i. Up to four team camps/tournaments, or
 - ii. Up to two team camps/tournaments plus one league

II. Non-SDHSAA Sanctioned Sports and Activities

- a. Participation in an individual or team sport that is not sponsored by the SDHSAA, e.g. bowling, racquetball, swimming, etc., during an SDHSAA sports season will not cause the athlete to lose his or her eligibility in the SDHSAA sponsored sport that is in progress.
- b. Any subdivision of a sport such as freestyle wrestling or 3-on-3 basketball is still considered to be a SDHSAA sponsored sport.
- c. Coaches may participate with high school athletes in leagues or recreational activities such as golf, tennis, pick-up games, running, weight lifting, etc., but cannot participate on the same team as high school athletes or organized sports leagues.

III. In-Season Games, Scrimmages or Practices

- a. Participation in SDHSAA Jamborees designed to train sports officials is not prohibited.
- b. All scrimmages and practices between member schools are prohibited, with the exceptions of:

- i. SDHSAA-approved Jamborees designed to train sports officials, and
 - ii. Two or more gymnastics teams may bring their squads together to conduct a joint practice or scrimmage.
- c. Games or practices between high school teams and/or individuals and independent, club, alumni, college teams, or non-high school aged individuals are also prohibited. This prohibition is applicable to both individual and team sports.
- d. Teams who have been eliminated from state Championship competition may continue to practice until the end of the season, defined as the last day of that given sport's State Tournament.

IV. Open Gyms/Open Road/Open Field Policy

- a. Open Gyms conducted during the "Summer Time Period" do not count as a team contact and may involve coaching assistance from members of the school's coaching staff. Restrictions remain in place, however, for Open Gyms during any other point in time during the school year.
- b. During any other timeframe, the following regulations apply to open gyms/road/field, etc:
 - i. Local school administration and board(s) are responsible for the operation and enforcement of a local Open Gym/Road/Field policy.
 - ii. Member schools may provide an open gym/field/road activity for students, provided the following criteria are followed:
 - 1. Open Gyms are defined as activities wherein a gymnasium, playing field or other school/public facility is made available for all students for recreational purposes.
 - 2. Attendance at such an event must be voluntary and open.
 - 3. Local school administrators are responsible for developing policy to govern this type of activity, including adherence to SDHSAA guidelines.
 - 4. Member schools may furnish equipment related to the open gym activity, such as balls, goals, standards, nets, mat, etc.
 - 5. The time, day and location of the open gym event shall be made known to the student body by the administration in a timely manner through a publicly accessible avenue (announcements, bulletin board, school paper, school website, etc.).
 - 6. Local policy may dictate certain schedules by gender or grade level, but not activity or sport.
 - 7. Participants must furnish their own clothing.
 - 8. Supervision of the open gym shall be subject to local policy, but must include that the person in charge of supervision may be a high school coach, but he or she not coach or instruct during the open gym session. This restriction includes, but is not limited to, the teaching of fundamentals of a specific sport.

V. Awards, Gifts and Financial Assistance for Student Athletes

- a. Student athletes in grades nine through twelve who attend competitive events sponsored by non-school or non-SDHSAA entities may accept the following items without loss of eligibility:
 - i. Air and Ground Transportation
 - ii. Meals
 - iii. Lodging
- b. Student athletes may not accept any award or gift of any kind from participating in an event or otherwise received whose value exceeds \$300.00 unless specific exception is granted by the SDHSAA Board of Directors.
 - i. Students may also not accept a monetary award or anything of a pecuniary value as the result of a competitive event.

- ii. During the out-of-season time period, students may accept golf awards that exceed the SDHSAA Board of Directors limitations, provided those awards fall within the guidelines set for amateurs by the United States Golf Association and Professional Golf Association.
- c. Students may receive awards from an event with the understanding that the cost of such awards is included in the admission/entry fee charged to participants in the event.
- d. Schools may use school-supervised or maintained accounts to hold funds for summer camp or out-of-season league participation. Schools can now "hold" or be a "pass through" for money that is fundraised by teams/athletes/programs for use in paying for camps, clinics or other expenses; however, no general school-fund dollars may be used for these items.

VI. Additional Out-of-Season Restrictions and Regulations as they pertain to Member Schools

- a. **Use of Facilities:** It is permissible for member schools to donate, rent or lease their facilities for use by non-school entities, including coaches, during the out-of-season time period in accordance with the rental/lease policy of the local school board.
- b. **Conditioning Programs:** Conditioning programs and similar offerings in a school (weight lifting, conditioning drills, etc.) are permissible provided such programs are open to anyone and everyone who wishes to participate. If only athletes show up, after it has been announced that the program is open to all, the program is legal and does not violate the out-of-season rule. The coach may be present if he or she happens to be the person in charge. However, the coach cannot use this opportunity to teach athletes game or sport techniques, unless during the summer time period.
- c. **Fees, Meals, Lodging:** Member schools and/or coaches of member schools may not pay fees, meals, lodging or other expenses in behalf of student athletes. Free camps are permissible provided the camp is free to everyone. Fees, etc. may be paid by non-school entities such as a booster club.
- d. **Transportation:** Member schools may provide transportation to non-school entities and coaches as per local school board policy. Coaches may provide transportation to student athletes who choose to attend individual camps only in those cases where the coach serves as an instructor. The coach may also provide transportation to a team camp if said coach is serving as the coach of the team.
- e. **Equipment:** Member schools may issue equipment during the out-of-season time period to student athletes who are attending camps, leagues, games and tournaments provided the local school board has adopted a policy allowing equipment to be issued.
- f. **Uniforms:** Member schools may issue team uniforms to the coaching staff for use in the four team competition outings only. Uniforms are considered any clothing the school is currently issuing, including but not limited to items such as warm-ups, practice jerseys, etc.
- g. **Fundraisers:** Charitable fund-raisers involving athletic competition may take place at the discretion of the local administration as long as the event is sponsored by a non-school entity. Coaching out-of-season guidelines are still in effect. Faculty members may play against students in these charity games. However, coaches hired by the school may not coach high school students in such charity games held during the out-of-season time period.
- h. **Insurance:** Because camps/clinics are not sanctioned by the SDHSAA, the SDHSAA liability and catastrophic insurance programs will not be in force during the out-of-season time period. Member schools are encouraged to check with their liability insurance carrier.

VII. National Championships and National Governing Body or National Team/Event Participation

- a. The SDHSAA will not sanction any tournament, meet or other contest that is intended to qualify for and/or determine a national high school champion.
- b. Students, on an individual basis, who have an opportunity to participate in events sponsored by or as part of participation on a National Governing Body, Olympic Development, National Team and/or National-Level Event may do so, provided advance notice is given to the SDHSAA Executive Staff and prior approval is granted.
 - i. Students wishing to file for this waiver should contact their Athletic Director, who then must contact the SDHSAA Executive Staff in advance of the event to receive appropriate paperwork to be filed for application of this waiver.
 - ii. Once received, the SDHSAA Executive Staff will review the event/opportunity in question and rule on whether or not participation in the event will be allowed.
 - iii. Failure to complete steps one and two prior to the date of the event will render the student subject to penalty as listed for a violation of the In-Season Team Membership Rule in Item One – Definitions – Section I, Item C earlier in this document.

VIII. Restrictions on Coaches during the School Year Period

- a. From August 1 through the State Track Meet, coaches may only coach during their designated season and as allowed by this section. The lone exceptions to that rule are as follows.
 - i. Gymnastics coaches may coach the skills and techniques of the sport during the out-of-season period to any age/grade students as either the owner of a private gymnastics club operated separately from the school or as an employee of a privately owned gymnastics club operated separately from the school, or as an employee of a non-profit organization operated separately from the school. All other coaches cannot have contact with their athletes during the school year other than during the defined regular season. This would include private lessons and practice sessions.
 - ii. Coaches may plan and organize the four team competitions/outings planned for the ensuing summer while the school year is in progress. Coaches may organize and direct events, but may not coach their team or individuals during the out-of-season time period during the school year except as allowed for by this section.

IX. Summer Moratorium of Activity

- a. From July 1 through July 7 annually, no contact may take place between student-athletes and their coaches. This period shall be known as the summer "moratorium." This restriction on activity includes any team contact, individual contact, private lesson, open gym or other situation wherein coaches will interact with student-athletes in an activity setting for any SDHSAA-Sanctioned Activity wherein coaching, guidance or supervision is provided.
- b. Coaches must abstain from any activity with their student-athletes during this time that could fall under the auspices as previously listed in this section.
 - i. Clarification One—Coaches cannot schedule any team activity for their players, including camp participation, open gyms, conditioning programs or outside entities providing instruction, during the July 1 through July 7 moratorium period.
 - ii. Clarification Two—Coaches must make every attempt to not participate in any situation that could fall under the definition as listed previously in this section.
- c. Student-athletes may attend camps, clinics or programs on their own accord, provided that no involvement of the school or school personnel takes place.
 - i. Clarification One—Student athletes should not participate in any event organized by a member school during the moratorium, including open gym/field/road events.

- ii. Clarification Two—Students may continue to attend non-member school affiliated events during the moratorium, including strength/conditioning programs, individual camps or outside competitions.

X. Football Contact Limitations

- a. Beginning in the Summer of 2016, Football teams are to be limited in the number of days in which summer activity may involve the use of player pads. No more than ten (10) calendar days of events including practice, camps or other school scheduled activities may include the use of protective gear beyond a helmet. Of those ten days, no more than five (5) may be consecutive.
- b. Football athletes may participate in non-school affiliated activities (i.e. individual camp or combine sponsored by an outside organization) beyond the ten-day limit. The ten-day limitation is specific to activities planned, supervised, or conducted by a member school.

IGBH

ALTERNATIVE INSTRUCTION PROGRAMS

A. Excuse from School. Children of compulsory school age must regularly attend some public or non-public school, unless excused from school attendance. Upon filing of a notification with a school official from the parent or guardian of the child because the child is otherwise provided with alternative instruction for an equivalent period of time, as in the public schools, in the basic skills of language arts and mathematics, the child shall be excused, without the necessity of school board action. The secretary of the Department of Education may inspect the attendance records and records showing academic progress of an alternative education program with fourteen days' written notice if the secretary has probable cause to believe the program is not in compliance with this section. Failure to provide instruction is grounds for the school board, upon thirty days' notice, to revoke the excuse from school attendance. The notification of alternative instruction must be submitted on the SD DOE notification form and filed annually with the school district.

B. Academic Achievement Test. Students in grades four (4), eight (8), and eleven (11) enrolled in an alternative educational program shall take a nationally standardized achievement test of the basic skills.

C. Re-enrollment in School

- 1. Elementary and Middle School Students. Students of compulsory school age who transfer into the Lead-Deadwood School District from an unaccredited school in another state or country or from an alternative instruction program under SDCL 13-27-3 will be tentatively placed at the child's grade level program recommended by their transcript or report card. If no transcript or report card exists, the child will be placed at the grade level warranted by the child's age; assuming entry into the first grade at age six (by the first day of September) and annual grade placement thereafter. If the parent or teacher feels the age-appropriate grade level placement is inappropriate, then achievement testing to assist in evaluating grade placement may be requested. The child's academic achievement, physical size, maturity and social development may all be considered in evaluating grade level placement. The child's placement may not be in a grade level higher than warranted by the child's chronological age assuming entry into the first grade at age six and annual grade

advancement thereafter. After initial placement the child may be advanced according to his demonstrated performance. All grade placements will be determined by the building principal. Any parent or guardian who is dissatisfied with the second placement of the child may appeal it to the secretary of the Department of Education.

2. **Secondary Students.** Students in grades 9-12 who transfer in to the Lead-Deadwood School District from unaccredited schools in another state or country or from an alternative instruction program under SDCL 13-27-3 will be tentatively placed in English and math at the level of achievement demonstrated by one or two standardized tests. In all other subjects the student will be tentatively placed within the subjects and grade level recommended by their transcript, report card, or in the case of home schooled students, self reports from the parents. The child's placement may not be in a grade level higher than warranted by the child's chronological age assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement the child may be advanced according to his demonstrated performance. Any parent or guardian who is dissatisfied with the second placement of the child may appeal it to the secretary of the Department of Education.

The testing will be done at a date and time determined by the school district.

D. Re-Enrollment and Placement of Alternative Instruction Students.

If a student of compulsory school age and having received alternative instruction enrolls at Lead-Deadwood High School (LDHS), the student will be placed, and credit granted, based on a review of transcripts and credits earned through a South Dakota Department of Education (SDDOE) accredited high school or a high school in another state accredited by that state's Department of Education. Placement for math and English may be determined through demonstrated achievement on a standardized test. Online credits will be granted based on LDHS's online transfer of credits policy. Alternative instruction students re-enrolling at LDHS with intent to graduate from LDHS must meet all requirements for graduation. Students re-enrolling in the same semester that they intend to graduate must be enrolled on or before the third Friday of the semester, as well as meeting all graduation requirements, to be eligible for graduation that semester.

- E. Awarding of Online Credits.** Lead-Deadwood High School (LDHS) will not accept the transfer of distance learning credits from providers not approved by the South Dakota Virtual School (SDVS), except for credits taken outside of SDVS that have been previously accepted and transcribed by a South Dakota Department of Education (SDDOE) accredited school district. This rule does not apply to online curriculum taken as a part of a course offered by LDHS and taught by a SDDOE certified instructor of record.
- F. Graduation.** A student whose previous high school enrollment has been in a non-accredited school or in alternative instruction may receive a high school diploma from the Lead-Deadwood Schools only if that student has met all graduation requirements and has been enrolled as a full-time student in the high school for the last two (2) consecutive semesters.
- G. Loan of Textbooks.** Under provisions of SDCL 13-34-23 the Board shall loan, without charge, textbooks to all persons age five (5) through nineteen (19) who reside within the school district or who have been excused by action of the School Board to attend an alternative

educational program within the school district. The textbooks provided under this policy shall be the same textbooks adopted and approved by the School Board and used by enrolled students. Teacher manuals will not be provided.

- H. Academic Instructional Classes:** Alternative education students may enroll in any academic instructional classes.
- I. Appeals of Decisions.** Any parent, guardian, or eighteen (18) year old student dissatisfied with the placement of a student or a credit determination may appeal to the superintendent of schools. The parent or guardian, if dissatisfied with the decision of the superintendent, may appeal to the Secretary of the Department of Education.
- J. Activities Programs.** Alternative education students from within the district may participate in Lead-Deadwood School programs and activities observing all Lead-Deadwood, State, and South Dakota High School Activities Association policies, rules, regulations, and laws during time of participation. Middle School students will adhere to the same policies, rules, regulations, and laws which apply to high school students. Home school students from outside of the Lead-Deadwood School District may not open enroll for the purpose of participating in district sanctioned activities. Home school students from within the Lead-Deadwood School District may participate in the music curriculum classes offered during the school day or offered as an extension of a music class.

Legal Reference: SDCL 13-27-1
 SDCL 13-27-2
 SDCL 13-27-3
 SDCL 13-27-3.1
 SDCL 13-27-3.2
 SDCL 13-27-3.3
 SDCL 13-27-9
 SDCL 13-27-20
 SDCL 13-27-29
 SDCL 13-27-39
 SDCL 13-24-23
 SDCL 13-33-20
 SDCL 13-33-29

Adopted: June 10, 1991
Revised: February 10, 1997
Revised: August 10, 2004
Revised: February 14, 2006
Revised: July 14, 2009
Revised: April 11, 2017
Revised: March 9, 2021
Revised: June 22, 2022

IGD-R-1

SCHOOL ACTIVITIES

School activities are to be conducted in school facilities. The school can sponsor dances and other activities of recognized school clubs and organizations outside of school facilities through administrative approval.

Revised: February 10, 1997
Revised: April 11, 2017

IGD-R-2

CO-CURRICULAR ACTIVITIES

The Board of Education shall be the final authority in granting approval for participation in co-curricular activities. All SDHSAA rules and regulations must be met.

Co-Curricular activities which meet the following criteria shall be referred to the Board of Education for their approval of participation in that particular activity.

- A. Activities In-State
 - 1. Any around trip that is in excess of 600 miles via the shortest route.
 - 2. The administration will be responsible for approving all other in-state activities.
- B. Activities Out-of-State
 - 1. The activity must be sanctioned by the host state's activities association as well as the SDHSAA.

Revised: February 10, 1997
Revised: April 11, 2017

IGD-R-3

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

High School:

To be eligible to participate in extra-curricular activities at Lead-Deadwood High School students must pass six classes the previous midterm/quarter grading period. If a student does not pass six for the midterm/quarter, he/she will sit out 4 ½ weeks until the next quarter or midterm. You may also become eligible at those same times (qtr. /midterm) by passing 6 classes. As per South Dakota High School Activities Association Criteria: SDHSAA By-Laws Chapter 1, Part IV, If a student passes six courses for the 2nd or 4th quarter/midterm grading period, but fails to pass at least four courses for the semester, he/she will sit out for the entire next semester. If a student does not pass six classes in the 4th quarter, he/she will be permitted to make up one class during summer school. This class will be added to the six passed classes needed to be eligible, thus allowing the student to be eligible at the start of the fall season. Academically ineligible students will be allowed to practice provided reasonable progress is being made in the classroom. The Activity Director and Principal will determine reasonable progress.

All activities are subject to the eligibility rule, including all SDHSAA activities, NFL speech, club sports. Within activities of band and vocal music, students will be eligible to participate in local concerts and performances during their ineligibility suspension. (Those concerts and performances

are considered part of the curriculum. This does not include contests and other extra-curricular performances.)

Middle School:

All Middle School students will be eligible at the beginning of each school year. With that in mind, grades would be checked during each midterm and at the end of each quarter. Middle School students must be passing all classes to be eligible for activities. Grades checked during Midterm would be treated the same way they are after each quarter. Those students who have failed one or more classes at midterm, or the end of the quarter, will be able to practice, but not perform, travel, or compete during a 2 week period. At the end of the 2 weeks, a grade check will be done and all classes must have passing grades before the ineligible student can participate in competition. Core and exploratory classes will all be checked at midterm and quarter.

It is the coach's, activities director's and instructor's responsibility to communicate with the students bi-weekly eligibility. The activity week will be defined from Wednesday to Wednesday. Grade checks will be completed every other Wednesday on student participants who failed one or more classes at midterm or the end of the quarter.

Lead-Deadwood Middle School students who participate at the high school level are required to follow high school eligibility requirements.

Approved: June 13, 2006

Revised: February 8, 2011

Revised: February 11, 2019

IGDB

ADDING NEW SPORTS/ACTIVITIES – CLUB ACTIVITIES

The Lead-Deadwood School Board recognizes that interests of students change, and wishes to have programs flexible enough to meet those changing needs and interests, when possible. As groups of students express interest in extracurricular activities not officially supported by the District, they are encouraged to form clubs. The Board may recognize these club activities as being a part of the school's program of education, under the following conditions:

1. The club participants and coaches/advisors will follow all rules and regulations of participation as outlined by Board policy and administrative procedures.
2. The club will have its advisors/coaches approved by the administration and accepted by the Board prior to the onset of the club activity. Absences of school staff acting as club advisors/coaches may be approved as professional leave.
3. The club will retain responsibility for raising funds for its activities, except as approved in advance by the Board.
4. The District will retain full control of all club activities which have resolved to be representative of Lead-Deadwood School District, including the right to disband a club.
5. Details of participation, school representation, lettering, student absenteeism related to club activities, use of facilities and other issues concerning club activities will be determined by

the administrative staff, in cooperation with club representatives, and will be reduced to writing at the time the application is made and finally approved.

6. Applications for club status are available through the building principal.

SPORTS/CLUB ACTIVITIES APPLICATION FORM

Name of proposed sport/club activity: _____

Date of application: _____

Proposed
Coaches/Sponsors/Advisors: _____

Description of Sport/Club
Activities: _____

Describe funding sources and/or
needs: _____

To be completed by Building Administrator:

Resolved policy issues with sport/club organizers
on: _____

Applicants agree to abide by district policies and administrative directives

Applicant Signature Date

Recommendation of building administrator

Approved: _____ Denied: _____ Date: _____

Referred to Superintendent on: _____

Superintendent:

Approved: _____ Denied: _____ Date: _____

Approved January 12, 2010

Revised: April 11, 2017

SUNDAY/WEDNESDAY CO-CURRICULAR PRACTICES

Practices on Wednesday evening and on Sunday should be avoided if at all possible. The following should be the procedure when practicing on Wednesday evening and Sunday.

I. Wednesday Evening

High School

- a. All practices should be completed and students out of the school building by 6:00 P.M. on Wednesday evenings.

Middle School

- a. All practices should be completed and students out of the school building by 5:00 p.m. on Wednesday evenings.

II. Sunday Practices

- a. Practices will not occur in school facilities on Sunday morning or on Sunday evening.
- b. Practices may occur on Sunday afternoon in or on school facilities if at least one (1) of the following conditions are met:
 - 1. The practice must be at the varsity level team only. No Sunday practice for subvarsity or middle school teams or programs.
 - 2. The practice may only occur if there is a scheduled or rescheduled event on the next day (Monday).
 - 3. The practice may occur if the team is currently involved in State level competition (i.e. football playoffs, district/region tournaments, etc.)

In addition, the ministerial association must be notified and permission from the ministerial association must be granted for said practice to occur. Contact with the ministerial association will be made by the superintendent.

Revised: February 10, 1997

Revised: April 11, 2017

STUDENT EXPRESSION

It shall be the policy of this school district to recognize and protect the rights of student expression and to balance these rights with the interests of an orderly and efficient educational process and of a school environment suitable for the healthy growth and development of all students. This policy will not be implemented on behalf of any other interests.

The school shall assume no responsibility for the contents of any written material produced, posted, circulated or otherwise distributed or of student conduct, taken in accordance with this policy, in so far as such matter or conduct may be related to any interests other than those of an orderly and efficient educational process and proper school environments.

Adopted: November 14, 1972

Revised: February 10, 1997

IGDB-R

PARENT INVOLVEMENT PLAN

The Lead-Deadwood School District wishes to strengthen partnerships between parents/families and schools to better educate all children and to find effective ways to gain buy-in from those who can truly benefit from programming. Families contribute to all aspects of education—social-emotional, academic, as well as in school behavior and attitude. With increased awareness regarding why and how they influence their children as well as why the school cannot “do it all,” parents will be more likely to positively influence their children. As their children's first teacher, families support healthy development, reinforce learning in school; develop values and life skills toward responsible adulthood and lifelong learning. If schools and families truly work together, students will be more likely to graduate and obtain further education or to be job-ready. Schools can assist parents in gaining skills that will assist their children in school. Research has consistently shown that School/family partnerships can increase student achievement. Students with involved parents are more likely to:

- earn higher grades
- be promoted or pass classes
- attend school regularly
- adapt well to school
- graduate and go on to further education

The School District must strive to continue to build the capacity of parents/families to help children succeed and to be active and engaged partners by equipping them with skills and competencies, ensuring academic achievement and student success.

The plan focuses on the following:

- **Building relationships**
- **Communication**
- **Bolstering Student Success**
- **Community Partnerships**
Build strong and meaningful relationships between schools and parents/families

Short-term actions:

1. Educate teachers, support staff, administrators, and parents/families regarding the value of the contributions of parents to academic achievement.
2. Establish a welcoming school environment and encourage parents to visit the school at any time.
3. Continue to hold family fun events throughout the year and review what is currently done and what might be added. Find ways to utilize venues other than the school setting and focus on academic subjects such as reading, writing and math.
4. Meet and welcome all parents through personal interaction such as phone calls, letters, email, and meetings.

5. Distribute general, easy to read handouts or information sheets about parent involvement at home and at school...Basic health, nutrition, communication and homework information, title program/parent compact, learning at home, career and college information, volunteer info.
6. Collect and disperse "Parent Involvement" handouts and parent friendly school walk-through information.
7. Review the merits of compiling and disseminating parent information on questions to ask at parent/teacher conferences that relate to academic performance and achievement and how parents might intervene at home to promote those things.
8. Assemble and provide information at parent/teacher conferences about parent involvement, services, and resources available through the school (including brochures already discussed and parent handouts).

Long-term actions:

1. Provide staff training and support for parent engagement.
2. Accumulate and distribute user friendly information to parents/families relating to content standards to help them understand the standards and what is being taught and what children should know so that they can be more involved in their children's education.
3. Schedule a family friendly school walk through of the school environment.
4. Establish how families and school members perceive the school's role of families in education through a survey of parents and school personnel.
5. Provide leadership and advocacy training for families.

Support communication between school and parents/families

Short-term actions:

1. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and in a language the parents can understand.
2. Make communicating with families a priority for staff.
3. Provide advance notice and offer meetings and opportunities at various times and locations.
4. Communicate the importance of and ensure that parents give children a quiet place and time to read, study, and complete homework and discuss daily work assignments, progress reports, and report cards with their children.
5. Support efforts to utilize building level parent advisory councils to provide advice on all matters related to parental involvement.
6. Create a chart of school staff, and with whom parents should speak about particular topics.
7. Create and present an overview of the bullying program.

Long-term actions:

1. Bring parents/families into the policy making process.
2. Hold various workshops and events that link parent engagement to student achievement.
3. Create and deliver programming that focuses on the effects of poverty on parental engagement in education.
4. Communicate how home environments and families promote learning.
5. Communicate what it takes to get a child ready to learn every day at school.
6. Inform parents what their children are expected to know and how parents can reinforce that learning at home.

7. Develop and/or purchase short family workshops to connect social and academic areas to learning or to success at school, including but not limited to:
 - health
 - nutrition
 - family routine
 - literacy
 - social and emotion learning (school and home)
 - parenting classes
 - behavior
 - college and career readiness
 - bullying

Support strategies that bolster the success of each student'

Short-term actions:

1. Ensure that children attend school on time every day and promptly report any absences or tardiness.
2. Ensure that children have the materials needed to complete class work and home learning.
3. Help children develop a good self-image by providing care, discipline, support, interest, and concern.
4. Keep children clean, as well as healthy, by ensuring that they get enough sleep, appropriate nutrition, and medical care.
5. Reinforce with teachers that we want parents actively engaged with their child's education, both at home and in the classroom by volunteering to read, do math, and to help with other academic and social endeavors.

Long-term activities:

1. Investigate the feasibility of implementing parenting classes for future parents at the high school level.
2. Offer childcare, transportation, and food during training.
3. Utilize qualified community volunteer as tutors in an after school setting to assist students with reading and math.
4. Create a rewards system that recognizes accomplishment and completion of a training or family event, perhaps in a fashion that earns the parent/family "credit" which may be used to meet the needs of certain mandatory requirements.
5. Create and implement a plan which involves parents in major transition activities.

Create community partnerships

Short-term actions:

1. Work with other governmental agencies (DSS, States Attorney, Local Law Enforcement, etc.) to provide support to families who may benefit from parental/familial engagement programming.
2. Continue to have an open and welcoming school when it comes to community groups using school facilities.

Long-term activities:

1. Create parent involvement activities in conjunction with local businesses and local community based organizations such as recreational centers and early childhood education organizations.

2. Create programming and opportunities for students, parents, families, and community members to develop leadership skills to further contribute to the school and overall community.

Adopted: May 8, 2012

IGDF

FUND RAISING

An organization wishing to raise funds must follow these guidelines:

1. School sponsored organizations may raise funds for their own organization only with prior administrative approval. The first step in all fundraising activities must be to fill out an approval form.
2. School sponsored organizations may raise funds for an outside organization or cause with prior administrative approval.
3. Individual students not connected with a particular school sponsored organization wishing to raise funds at, through, or under the auspices of the school for themselves or an outside organization or cause must seek and gain administrative approval prior to the event.
4. Fundraising at school or school events by an organization, group, agency, or individual not part of, connected with or related to the Lead-Deadwood Schools is prohibited unless other arrangements are made.
5. Students will not be let out of class to fundraise.
6. Flyers distributed or displayed for the purposes of soliciting funds must indicate who is trying to raise funds for what the money is going to be used.
7. Requests and descriptions of fundraising activities should be submitted at the beginning of the school year to reduce repetition and conflicts in scheduling. It is understood that this will not be possible in all cases.

The completed application form will be submitted to the Principal for his/her approval or rejection. In such cases where an application is rejected, the sponsoring organization may request that a delegation of its members meet with the Principal to further explain the project and to hear reasons for rejection.

Funds raised by student organizations must be deposited and/or withdrawn through an account in the name of the organization through the Lead-Deadwood High School, Middle School or Elementary Schools.

Donations will be encouraged and accepted.

Local business/community member/large companies will be allowed to sponsor activities and programs.

Adopted: March 11, 1991
Revised: March 13, 2001
Revised: December 12, 2006
Revised: April 11, 2017

IGDF-R

LEAD-DEADWOOD SCHOOL DISTRICT
FUNDRAISING APPROVAL FORM

Name of
Organization _____

Name of
Sponsor/Adviser _____

Name of Individual/Individuals (if not an
Organization) _____

Fundraising
Activity _____

Purpose of
Fundraising _____

Date of Activity _____

Facility Needs (Fill out form in Activity
Office) _____

Target Total to be Raised _____

Sponsor's
Approval _____ Date _____

Administrative
Approval _____ YES ____ NO ____ DATE _____

Adopted: December 12, 2006

IHB

CLASS SIZE

The maximum number of students per classroom will follow these guidelines:

- | | | |
|----|--|------------|
| A. | Kindergarten through 3 rd Grade | 18 maximum |
| B. | Fourth through 12 th Grade | 25 maximum |

At the elementary level, classes under twelve (12) will be combined.

In order for high school classes to be included on the class schedule, a minimum of ten (10) students must be enrolled after student registration. Some classes may be limited in size due to classroom/facility limitations.

Exception to these classroom numbers may occur upon administrative recommendation.

Adopted: April 15, 1998

Revised: May 8, 2001

IIA

INSTRUCTIONAL MATERIALS

Selection of materials will be according to policy and in the best interest of students of the Lead-Deadwood School District #40-1.

Revised: February 10, 1997

Revised: April 11, 2017

IIAA

TEXTBOOK SELECTION AND ADOPTION

In adopting textbooks for use in the school system, the Board will carefully consider the rights, freedoms and responsibilities of all students, parents and teachers.

The board's first commitment in selecting and adopting textbooks will be the preservation of the students' right to learn in an atmosphere of academic freedom.

Secondly, the Board will support the teachers' right to exercise professional judgment in their work but, at the same time, the Board will require teachers to balance this right with an awareness of their responsibility to meet the educational goals and objectives of the school system.

Thirdly, the Board recognizes the rights of parents to influence the education of their children. The Board will not, however, allow the wishes of an individual parent to infringe upon the rights of the majority of the students in any class.

In order to maintain this balance of rights, responsibilities and freedoms, it will be the policy of the Board to make the textbooks available for review by parents, students and interested citizens of the community.

LEGAL REFS: SDCL 13-8-1; 13-8-29; 13-34-11

Adopted: May 1989

Revised: February 10, 1997

Revised: April 11, 2017

IIAC

LIBRARY MATERIALS SELECTION AND ADOPTION

The Board endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation and recommendation of all library materials recommended to be included in the school library. Final approval and authority for distribution of funds will rest with the building principal, subject to the approval of the Superintendent and in keeping with the Board-approved budget.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Board policy on complaints about instructional materials.

Adopted: April 11, 2017

IIBD

SCHOOL LIBRARIES

The Board recognizes that an effective school library media center is an important and integral part of the instructional resources of each elementary and secondary school.

Consequently, the school district will provide and maintain adequate school library media centers.

Materials in school libraries will include a full range of print and audio-visual media. Library services will include instruction and help in the use of library resources. A school librarian will be employed in accordance with state regulations. The school librarian and assistants will act as teachers in the use of these resources.

The school librarian, together with the school principal and Superintendent, will develop such teaching programs and rules for library use as necessary to ensure maximum use of the library services and materials, and control of material.

The Superintendent, upon the recommendation of the school librarian, will annually request sufficient funds from the Board to maintain library services at a high level.

Adopted: April 11, 2017

IIBG

DISTRICT TECHNOLOGY ACCEPTABLE USE AGREEMENT

We are pleased to offer students/staff of the Lead-Deadwood School District access to the district computer network resources, Email and the Internet. To use these resources, all students must sign and return the district's Acceptable Use Policy. Students under age 18 must obtain parental permission.

General Network Use

The network is provided for students and staff to conduct research, complete assignments, and communicate with others. Access to network services is given to students and staff who agree through the Lead-Deadwood School District Acceptable Use Agreement to act in a considerate and responsible manner. Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege – not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / World Wide Web Access

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction, and research related to the curriculum.

The district reserves the right to monitor staff and student website access and to take the necessary steps to prohibit access to certain inappropriate sites or to provide consequences for access to such sites. The district may also monitor public sites, such as Snapchat or Facebook, to ensure that information placed on those sites does not violate any school policy. The district also requires that students agree not to place anything on public sites that would have a negative impact on the school environment to include, but not limited to, cyber-bullying, slander or libel of students or staff members, or other information deemed inappropriate or illegal. The district reserves the right to provide consequences for such actions.

The Lead-Deadwood School District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with the rules, regulations and policies of the district. Users who disregard the district's Acceptable Use Agreement may have their privileges suspended or revoked. In some cases, where applicable, law enforcement officials may become involved in actions that violate state or federal regulations or laws. Users granted access to the Internet through the Lead-Deadwood School District assumes all responsibility and liability, both civil and criminal, for their use of this service. The district makes no warranties of any kind, expressed or implied, for the Internet service that is provided. The district will not be responsible for any unauthorized financial obligations resulting from use of this service.

E-mail

Staff and students have access to e-mail, for educational purposes, through the state email. All e-mails generated or received through the Lead-Deadwood School District are the property of the district. The school reserves the right to monitor staff and students e-mail contents and staff and students may be subject to disciplinary action for inappropriate use.

Adopted: July 10, 2007

Revised: May 8, 2012

Revised: April 11, 2017

Revised: May 22, 2020

IIBG-R

DISTRICT TECHNOLOGY ACCEPTABLE USE AGREEMENT

The Lead-Deadwood School District believes technology use is an essential skill for lifelong learning. The goal in providing computer and Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. All users are required to sign this agreement before they may access district resources, and all students must also have their parent/guardian sign the following guidelines for account privileges. By signing this agreement parents/guardians give permission for their child to access these services and agree to district policy **IIBG-R**.

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate resources, including Internet sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction and research related to curriculum.

The use of electronic networks is a privilege, not a right. General school rules for behavior and communications apply. Users are responsible for possession of any and all materials and for all actions with the use of the account. **Violation of district policy through the use of technology will result in disciplinary action in accordance with district policy.** When applicable, law enforcement agencies may become involved. Examples of inappropriate use include, but are not limited to:

- Accessing, uploading, downloading, distributing, viewing or possessing any offensive files that may be pornographic, obscene or contain sexually explicit material or language.

- Harassing, insulting, or attacking others.
- Damaging or modifying computers, computer systems, or computer networks.
- Violating copyright laws.
- Using others' access information such as usernames and passwords or trespassing on others' folders, work, or files.
- Forgery of electronic communications.
- Intentionally wasting resources.
- Employing the network for commercial purposes, financial gain, or fraud.

The Lead-Deadwood School District makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

I have read this agreement and agree to adhere to the principles and procedures detailed within.

STUDENT/STAFF _____ **DATE** _____

1. My child may access the school network. Yes No
2. My child's work and photo may be published on the school website and used in the Black Hills Pioneer. Example: Student of the Month Award or group photo Yes No
3. Do you want to receive automated messages from the Lead-Deadwood School District including Text Messages, Phone Calls, and Emails? (If you choose "No", you will not receive any automated communication including but not limited to: school cancellations, early releases or upcoming/cancelled events.) Yes No

I have read this agreement with my child and I allow/deny the items above that are provided by the District.

PARENT/GUARDIAN _____ **DATE** _____

Adopted: July 10, 2007
Revised: February 8, 2011
Revised: April 11, 2017
Revised: May 2020

IKF

GRADUATION REQUIREMENTS

Aligned with the South Dakota Board of Education requirements as approved November 2, 2009

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

1. Four units of Language Arts – must include:
 - a. Writing – 1 unit
 - b. Literature – 1 unit (must include .5 unit of American Literature)
 - c. Speech or Debate -- .5 unit
 - d. Language Arts elective -- 1.5 units
2. Three units of Mathematics – must include:
 - a. Algebra 1 – 1 unit
 - b. *Math Elective – 1 unit
 - c. *Math Elective – 1 unit
3. Three units of Lab Science – must include:

- a. Biology – 1 unit
- b. Science Elective – 1 unit
- c. Science Elective – 1 unit
- 4. Three units of Social Studies – must include:
 - a. U.S. History – 1 unit
 - b. U.S. Government -- .5 unit
 - c. World History -- .5 unit
 - d. Geography -- .5 unit
 - e. Civics-- .5 unit
- 5. One unit of Fine Arts
- 6. One-half unit of Physical Education
- 7. One-half unit of Health
- 8. One-half unit of Personal Finance or Economics
- 9. One-half unit of Computer Science
- 10. One unit of approved CTE Coursework or World Language
- 11. One-half unit Completion of Capstone Experience, Senior Project or Internship
- 12. Completion of one-half unit of virtual/distance education coursework
- 13. Four (4) units of elective credit

*Math Electives – Pre-Algebra, Algebra II, Geometry, Trig, Pre-Calculus, College Algebra, Integrated Math

**Science Electives – Physical Science, Chemistry, Physics, Geology, Astronomy, Environmental Science, Anatomy & Physiology

Students will complete all graduation requirements before they can participate in the graduation exercise and/or receive a diploma.

At LDHS we understand the importance of community service and for all our graduates to participate in a variety of opportunities to give back. To graduate, we require that students participate in four volunteer activities during their high school career. Or one volunteer activity per year that the student is in attendance at LDHS. The volunteer activity must be approved by the administration.

Adopted: February 14, 2006

Revised: May 9, 2006

Revised: January 13, 2009

Revised: May 11, 2010

Revised: July 12, 2011

Revised: April 11, 2017

Revised: April 9, 2019

IKG

MIDDLE SCHOOL ACCELERATION

In situations where Lead-Deadwood Middle School students wish to access courses at the High School the following guidelines will apply.

- A. Placement: A committee made up of one middle school guidance counselor, the 6-12 principal, one middle school teacher, and one high school guidance counselor, and one high school teacher will determine the acceptance of middle school students into a high

school course based on test scores and classroom performance. The student and a parent/guardian will also be allowed to attend the meeting. Class size will be a determinant in the process. If the committee is evenly divided on acceptance, the Middle School Principal shall be the tie breaker.

- B. Grading. The high school teacher will issue the student's grade.
- C. Credit. The student will earn high school credit.
- D. Grade Point Average. The final grade will be entered onto the student's official high school transcript.
- E. The Department of Education has granted a waiver that allows the Lead-Deadwood School District to teach a high school Algebra I level course to eighth grade students. Eighth grade students may earn a high school credit in Algebra 1. Placement in this course will be based on student performance, faculty recommendations and parent input.

Credit for the course shall appear on the student's high school transcript with the unit of credit and a letter grade. The unit of credit must be included in the credits required for high school graduation and the letter grade must be calculated in the high school cumulative grade point average. This course will follow curriculum standards for high school Algebra 1 and will be graded by the high school instructor.

Eighth grade Algebra 1 students will be subject to high school class withdrawal policy. Specifically, eighth grade students will have two weeks to drop the class at the beginning of each semester.

For purposes of qualifying for the Opportunity Scholarship this credit will be recognized.

Approved: April 11, 2006

Revised: April 11, 2017

ILC

VIRTUAL HIGH SCHOOL/DISTANCE EDUCATION POLICY

Students in the Lead-Deadwood School District may earn credits via distance education. The two methods which students may access coursework via distance education are:

1. Access coursework found in the South Dakota Virtual High School
2. Access coursework provided by the school district

All virtual education programs and courses must be consistent with District instructional goals and aligned with South Dakota's academic standards, curriculum frameworks and assessments, and accredited by the South Dakota Department of Education. The administration is directed to periodically review instructional materials of virtual/online courses to ensure they meet program standards. Further, such courses must provide the opportunity for rigor, and substantial, timely interactions among staff and students.

The Lead-Deadwood School District Distance Education Program is designed to:

1. Provide access to virtual/distance education opportunities to meet the minimum graduation requirement(s) of one-half unit of credit obtained online (Class of 2014)

2. Provide students with 24/7 access to coursework
3. Assure standards in course offerings
4. Provide opportunity for students needing credit recovery due to failure, illness, or other issues
5. Provide opportunity for home school students wishing to be educated at home. They must be registered by September 1st.
6. Provide opportunities for students enrolled in school who may have scheduling conflicts or wanting to take additional courses not available to them
7. Provide students the opportunity to challenge themselves through an accelerated program.

Credit for Virtual Coursework

High School students may earn a maximum of five (5) units of academic credit to be applied toward graduation requirements by completing virtual/online courses accredited by the South Dakota State Board of Education. Students may earn more than five (5) credits if specified in the student's Individualized Education Plan or approved by the building administration. Students taking courses provided by the District must be enrolled in the District.

Costs for Virtual Coursework

The cost for virtual/distance education coursework to meet the minimum graduation requirements will be the expense of the District. District education courses should be identified and selected through the plan of study as outlined in the personal learning plans.

Students will be responsible for all costs related to virtual/online coursework beyond the minimum graduation requirement unless specified in the student's Individualized Education Plan or approved by the building administration.

Student Application for Distance Education Courses

Students requesting to take additional virtual/online courses beyond the minimum graduation requirements will do the following:

- Meet with a school counselor to assess the student ability to function effectively in an online learning environment and to confirm that the student possesses the maturity level needed to function effectively in an online learning environment.
- Determine coursework identified as part of the student's personal learning plan and the necessity of the requested coursework for post-secondary readiness.
- Obtain the written approval of the Principal before a student enrolls in a virtual course.

Adopted: August 14, 2007

Revised: July 12, 2011

Animals in School

All animals brought into the schools on either a temporary or permanent basis shall be approved in advance by the teacher, Principal or building administrator. At the teacher's or Principal's discretion, permission to keep the animal may be denied, for good reason, including but not limited to one or more of these considerations: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, and/or (3)

the dangerous propensity of the animal.

Unauthorized animals are not allowed in school buildings or on school grounds. The Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following shall apply in schools in the district.

1. The bringing of animals into the classroom must not violate city/state/federal ordinances.
2. The only animals allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. All animals must be in good physical condition and vaccinated against transmittable disease. Dogs, cats, and ferrets will require proof of original and booster rabies vaccination.
4. No animal shall be permitted on school property pursuant to this policy if the presence of that animal will result in a student having an allergic reaction. For purposes of this provision, the school must be provided medical verification of the student's allergy before the school prohibits the animal from being on school property.
5. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container and handling fecal material in a sanitary manner.
6. No animals are to be allowed to run freely on school property.
7. All fecal material must be cleaned from the cage of any mammal or rodent on an as needed basis, (at a minimum of two times per week), and appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health. Person cleaning cages must wear gloves, masks, and glasses or goggles.
8. The teacher shall be responsible for the care and feeding of animals during the school year and during school vacations.

It will be the responsibility of the teacher to provide for a plan of care for classroom housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. No animal shall be at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by the animal. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the wellbeing of the students in that particular classroom.

Service Animals

SERVICE DOGS

The Lead-Deadwood School District acknowledges its responsibility to permit individuals with disabilities to be accompanied by a service dog in its school buildings, in classrooms, and at school functions as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

DEFINITION

A service animal means a dog that has been trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service dog must be directly related to the individual's disability or necessary to mitigate a disability. A dog, whose sole function is to provide comfort or emotional support is not included in the definition and does not qualify as a service animal under ADA.

REQUIREMENTS/RESPONSIBILITIES OF SERVICE DOG OWNER

Use of a service dog by an individual with a disability will be allowed in school when it is determined that the individual's disability requires such use in order to have equal access to the instructional program, school services and/or school activities. A service dog must have a harness, leash, or other tether. If the handler is unable because of a disability or if the use of the restraint would interfere with the service dog's safe, effective performance of work or tasks, the dog must be under the handler's control using voice control, signals, or other effective means. A service dog must follow all state and/or city ordinances regarding licensure.

The LD School District and its employees are not responsible for the care or supervision of a service dog including feeding, exercising, taking outside for performance of excretory functions, and cleaning up. Individuals with service dogs are expected to care for and supervise their dog. In the case an individual with a disability is unable to care for or supervise his/her service dog; the parent is responsible for providing care and supervision of the dog. Students and/or parents are the only persons allowed to care for and supervise their dog. Issues related to the care and supervision of service dogs will be addressed on a case-by-case basis at the discretion of the building administrator. All service dogs must be kept clean and groomed to limit shedding and dander. Owners of service dogs are liable for any harm or injury caused by the dog to other students, staff, visitors, and/or property, and must provide proof of current homeowner or renter liability coverage as required by the LD School District.

REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE DOG WILL BE ALLOWED ON SCHOOL PROPERTY

All requests for an individual with a disability to be accompanied by a service dog must complete the written request form. The request form and other required documentation must be delivered to the Superintendent's office at least ten (10) working days prior to bringing the service dog to school. Owners of a service dog must provide annual proof of vaccinations. All service dogs must be spayed or neutered. Verification of placid temperament (no history of aggression or biting) and proof of current homeowner or renter liability coverage is required.

Information should be sent to:
LD School District Superintendent
320 Main St.
Lead, SD 57754

REMOVAL OF A SERVICE DOG

A school administrator may ask an individual with a disability or his/her parent/guardian to remove a service dog from a school building, a classroom, or from a school function if any one of the following circumstances occurs:

- The dog is out of control and the dog's handler does not take effective action to control the animal.
- The dog is not housebroken.
- The dog's presence would fundamentally alter the nature of the service, program, or class activities.
- The presence of the dog poses a direct threat to the health and safety of others.
- The dog fails to consistently perform the function(s)/service(s) for which it has been trained.

SERVICE DOGS AT SCHOOL-SPONSORED EVENTS OR ACTIVITIES

Individuals with disabilities may be accompanied by their service dogs to events or activities open to the public that are held in schools or on school property. The use of a service dog may not be conditioned on the payment of a fee or security deposit, but the individual is liable for any damage done to the premises or facilities by such an animal. The building administrator may revoke or exclude the service dog only if the animal poses a direct threat to the health and safety of others, the use of the dog would result in substantial physical damage to the property of others, or would substantially interfere with the reasonable enjoyment of the event or activity by others.

REF: AMERICANS WITH DISABILITIES ACT, 28 CFR PART 35

Adopted: February 11, 2019

SERVICE DOG REQUEST FORM

Student Name: School:
 Parent/Guardian Name:
 Mailing Address:
 Service Dog Breed:
 Name of Dog:

Please provide a brief description of the purpose or task the service dog will be providing:

I have read and understand the LD School District Service Animal Policy. I will abide by the terms of this policy.

I understand my service dog may be excluded from district property if any of the following occur:

- 1) The service dog is not housebroken.
- 2) The service dog is not under the control of its authorized handler. The service dog must have a harness, leash or other tether, unless the handler is unable because of a disability

to use a harness/leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective use of work or tasks.

3) The service dog poses a direct threat to the health or safety of others that cannot be eliminated by reasonable accommodations/modifications.

4) The inclusion of the service dog represents a fundamental alteration to the learning environment.

I understand I am responsible for any and all damage to the school district property, personal property, and any injuries caused by my service dog. I also understand that the school district is not responsible for any costs related to our service dog. I agree to indemnify, defend and hold harmless the Lead-Deadwood School District from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service dog.

The following documentation must be included with the request form:

1. Documentation of a diagnosed disability
2. Proof of annual vaccinations
3. Documentation of state and/or city licensure of dog
4. Verification that the dog has been spayed or neutered
5. Verification of placid temperament
6. Proof of current homeowner or renter liability coverage

Parent/Guardian Signature Date

Superintendent Signature Date

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SECTION J: STUDENTS

Below is listing of Lead-Deadwood School District policies in Section J that have been approved by the Lead-Deadwood Board of Education.

JE

ATTENDANCE

For the purpose of this policy, the Lead-Deadwood School District places all student absences into one of three categories, limited, unlimited, and student unaccounted for. It is the parents' responsibility to contact the school when a student is absent, whether the absence falls in the limited or unlimited category.

Unlimited Absences

The Lead Deadwood School District recognizes and grants unlimited absences for the following reasons:

1. Illness or injury with a doctor's excuse, in which a doctor or mid-level provider recommends that the student does not attend school
2. Family emergencies, such as a death, serious injury, etc.
3. Participation in school-sponsored activities
4. Other reasons at administrator's discretion – examples include special circumstances with prior approval

Limited Absences

Students will be allowed 10 limited absences (from any given class or cumulative whole days) per semester that can be excused by a parent or guardian for reasons such as illness, appointments, or other reasons at parent or guardian discretion. The district will follow the procedure below in tracking and communicating with families regarding limited absences.

- After 5 limited absences in a semester, a letter will be sent home reminding parents of our attendance policy, their statutory obligation, and the school's obligation to report truancy.
- After 8 limited absences in a semester, a follow-up phone call will be made to the parents.
- Any absences beyond 10 limited absences will be treated as truant, and a truancy ticket may be issued. Prior to issuing a truancy ticket, the district will set up a meeting with the parent or guardian to discuss steps forward, including strategies to assist the family with attendance, any extenuating circumstances, and whether a truancy ticket is appropriate. If the parent or guardian refuses the meeting or delays the meeting unreasonably, the district will issue a truancy ticket without further discussion.

Students Unaccounted For

These procedures apply to situations in which a student's whereabouts are unknown, or if a student is skipping. When a student's whereabouts are unknown, safety is the first concern, so the school will aggressively seek the student out.

- Immediately upon finding that a student is unaccounted for, the school secretary, principal, school resource office, or superintendent will attempt to contact the parents by phone.
- When the student is located or returns to school, he or she will face grade-level appropriate consequences consistent with district discipline policies.

Tardiness

Tardy policies for each school building will be outlined in the building handbook and will vary from elementary to middle school and high school. Handbook policies carry the same authority as district policy.

Adopted: December 12, 2006

Revised: July 12, 2011

Revised: October 8, 2019

Revised: December 15, 2022

Revised: June 13, 2023

JEA

PERMISSION TO LEAVE SCHOOL

Students must receive permission at the principal's office to leave the building at any time during the daily regular session between the opening and closing hours of the school day. This regulation does not apply to classes or groups regularly scheduled for departure under faculty supervision.

Revised: February 10, 1997

Revised: June 10, 2006

JECB

ADMISSION OF NONRESIDENT STUDENTS/ ASSIGNMENT OF RESIDENT STUDENTS

This policy is enacted to fairly allow admission and assignment of both resident and non-resident students in the Lead-Deadwood School District. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL 13-28-

9. The term "non-resident district" means any district in which a non-resident student seeks to enroll. The term "assigned school" means the attendance center within the district to which a resident student is assigned. The term "non-assigned school" means an attendance center within a resident student's district to which the student has not been assigned.

The Board will accept all students from other districts wishing to enroll, provided the non-resident district's facilities can accommodate the students without adversely affecting the quality of the education program. The determination will be based upon criteria adopted by the Board, see Section C below, and is subject to the following conditions:

A. GENERAL PRINCIPLES

1. A student who is a legal resident of another South Dakota district seeking to transfer to Lead-Deadwood School District must make application on forms provided by the Department of Education. The application must be made by an unemancipated student's parent or guardian or by the emancipated student. *(The parent or guardian with the authority to request enrollment is the resident custodial parent.)*
2. The application will be approved or disapproved, if the transfer does not result in an inability to provide a quality educational program by the Lead-Deadwood School Board or assigned designee, and in compliance with statutory limitations. (Applications must be received and evaluated by the last Friday in September to be eligible for the first semester, or by the last Friday in January to be eligible for the second semester. The School Board may waive this requirement based on individual circumstances.) 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.
 - a. In-district transfer applications to move to a non-assigned school can be accepted and acted upon by the board at any time; however, decisions regarding transfers among attendance centers within a district will be based upon policies consistent with resident/nonresident transfers.
 - b. The application may be withdrawn by the applicant prior to the approval of the request and upon notification of the district to which the student applied.
 - c. Once approved by the Lead-Deadwood School 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 two boards agree in writing to allow a student to return the original district or assigned school or if the parent, guardian, or student changes resident to another district.
 - d. Once enrolled in a non-resident district or non-assigned school, the enrollment will continue unless a bona fide change of resident occurs or a subsequent transfer application is received.
 - e. 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 student only if the student satisfactorily meets the graduation requirements of the non-resident district.

- f. Transportation to school of non-resident students is the responsibility of the applicant. Both the resident and non-resident districts may provide transportation to non-resident students if approved.

B. SPECIAL EDUCATION STUDENTS

Both state and federal law requires 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 to the other consideration of the 1997 Open Enrollment Act, the following additional considerations will apply.

1. An individualized education program team consisting of representative from both the resident and non-resident district will determine if the non-resident district can provide appropriate instructional programs and facilities, including transportation, to meet the needs of the student.
2. If the request to transfer is granted the non-resident district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services.
3. Notwithstanding the provision of 13-28-45, the individualized education program team shall determine whether the student in need of special education requires transportation as a related service. If so, the non-resident district shall provide or ensure the provision of transportation within the boundaries of the attendance center to which the student is assigned.
4. Return of the non-resident special education student to the resident district will be subject to the approval of the individualized education program team.
5. No separate dates will be in effect for notification and decision making with respect to special education students.
6. Students on an IEP who are home schooled will not receive special education services unless they are enrolled in the Lead-Deadwood School District for the amount of time that is specified in their IEP for such services.

C. CRITERIA FOR MAKING TRANSFER DETERMINATIONS

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 and the application of a sibling of a student currently open enrolled in a school district has priority over all other open enrollment applications received by the district.

1. The standards will be established based on the capacities of each of the following elements within the district in any approvals:
 - a. Programs
 - b. Classes
 - c. Grade levels
 - d. Buildings
 - e. Pupil/teacher ratio

2. The Department of Education has authority to promulgate rules setting for procedural and administrative requirements of the open enrollment program. The school district will follow any and all such rules and procedures.
3. The board may deny applications for any of the following reasons:
 - a. The standards established in paragraph C-1 above are violated;
 - b. The applicant is under suspension or expulsion;
 - c. The application has been convicted of possession, use, or distribution of any controlled substance, including marijuana and is under suspension pursuant SDCL 13-32-43;
 - d. The applicant has been convicted of a weapons charge relating to the schools and is under suspension pursuant to SDCL 13-32-43.

D. MISCELLANEOUS PROVISIONS

1. The board will assign all students among the schools within the district, pursuant to SDCL 13-28.
2. The district will make relevant information about the district, schools, programs, policies and procedures available to all interested people.
3. Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL 13-46 and the court will conduct a de novo review.
4. The time for appeal under SDCL 13-46 is within ninety days from the date of decision.

LEGAL REFS: SDCL 13-13-10.1; 13-15-8.1; 13-15-9; 13-15-11; 13-15-21;
13-15-21.1; 13-15-23; 13-15-24; 13-28-9; 13-28-10; 13-28-10.1;
13-28-11; 13-28-19; 13-28-19.1; 13-28-21; 13-28-22; 13-28-23;
13-28-30; 13-28-34; 13-28-40; through 13-28-47; 13-32-4.3;
13-37-35; 13-46 Repealed July 1, 1998; 13-28-28; 13-28-22;
13-23-23; 13-28-38

CROSS REFS: IGBA, Programs for Handicapped Students
LB, Relations with Other Schools and School Districts

Approved: September 9, 1997

Revised: August 12, 2014

JECBA

ADMISSION OF EXCHANGE AND FOREIGN STUDENTS

Foreign students must meet all district entrance requirements i.e., age, place of residence, immunizations. The District does not provide any financial contribution to the students. The student is responsible for all other fees. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student. Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

1. The student resides with his/her parent(s) or legal guardian.

2. The student is a participant in a foreign exchange program approved by the school board.
3. The student is accepted as a resident under SDCL 13-28-01.
4. The student is in the United States with appropriate documentation (Form 1-20) from the United States Department of Justice, Immigration and Naturalization Services.

Lead-Deadwood High School may accept up to four foreign exchange students per year. The Board reserves the right to withdraw approval and to regulate the number of students participating.

1. Students must be between the ages of 14 and 18 years. Their 14th birthday must fall prior to September 1 of the year they are to attend Lead-Deadwood High School.
2. Approved programs must have a local coordinator who resides within the district and does not receive compensation for student placement. Approved programs must be approved by the Council on Standards for International Education Travel.
3. The local coordinator for the approved programs must contact the high school principal by June 1 with the number of students that will be sponsored. The names of the students and the names of the host families must also be provided at that time. Acceptance of students after June 1 will be on a first-come basis.
4. The exchange students will be evaluated by the teachers on the regular grading schedule, unless the teacher and the administration opt to initiate a pass/fail system.
5. Exchange students must meet a required proficiency level in English.
6. Proper 1-20 forms and other required papers must be processed by the district, the student and the sponsoring organization before an international student can be formally admitted to Lead-Deadwood High School.

Adopted: April 11, 2006

JECC-R

ASSIGNMENT OF STUDENTS TO SCHOOL

The Board has the legal authority to determine which school a child will attend. Generally, students will be required to attend school in the attendance area in which they reside, unless special permission has been granted by the superintendent or designee.

The Board, with benefit of administration recommendations, will determine attendance boundaries and/or class size adjustments that assure maintaining equivalent class size within the district and each class within a grade level.

ELEMENTARY CLASS SIZE ADJUSTMENT

It is understood that appropriate class size is subject to many variables. The building principal will recommend appropriate measures for each boundary and class size adjustment situation. It is recommended that adjustment volunteers be considered for re-assignment first, then new enrollers and/or bus students should be considered for re-assignment.

EXISTING TEACHER ASSISTANT TIME

Existing teacher assistant time will be focused upon classes experiencing larger class size as described above. Additional teacher assistant time may be obtained, when necessary, with Board of Education approval.

PERSONAL TRANSFER REQUESTS TO DIFFERENT ATTENDANCE CENTERS

A request for transfer of an elementary school child to a different attendance center may be considered for approval where class size permits additional enrollment. Personal transfer requests may be considered by the principals as soon as accurate enrollment information is known but should not exceed two weeks from the time school starts.

Due consideration, however, will be given to those students who have been recommended for placement outside the home school attendance area by appropriate school district personnel, community mental health agencies, physicians, or when necessitated, by the location of specific programs to accommodate students who qualify under P.S. 94-142.

Adopted: February 11, 1986

Approved: February 10, 1997

JECC-R

ADDITIONAL PARAPROFESSIONAL CRITERION

Teachers who request paraprofessionals shall be required to present a written statement of need to the building principal at the beginning of the school year, but no later than the last day of September. Requests after this date shall not be considered except under extraordinary circumstances.

The statement of need shall specify the type of duties the paraprofessional will perform—clerical, paraprofessional or tutorial—and shall list the expected benefits to students.

The building principal shall make no commitment to the teacher making the request, but shall refer it to the superintendent, who shall review it with the administrative staff.

The following factors shall be considered:

- a. Class size
- b. Diversity of grade levels
- c. Diversity of student capabilities
- d. Age and maturity of students
- e. Safety
- f. Availability of parental or other volunteer help
- g. Alternatives
- h. Budget... emphasis upon primary grades if budget restraints
- i. Other pertinent information to include suggested teacher, paraprofessionals, student ratio guidelines.

The order of factors does not indicate priority.

The group reviewing the request shall present its recommendation to the Board. The Board shall direct the superintendent to present the decision in writing to the teacher making the request.

The need for paraprofessionals for Special Services shall be considered separately as circumstances arise.

Adopted: December 1984
Revised: February 10, 1997
Revised: March 10, 2009

JECE

CHECKING OUT OR WITHDRAWING FROM SCHOOL

All students checking out or withdrawing from school for any reason will check out with the principal or assistant principal.

Revised: February 10, 1997

JECE-R

CHECK-OUT SLIP

Before a student will be formally checked out of school, he/she will circulate a check-out slip to all of his/her teachers who will give him/her a grade. He/She will check out his/her book at the same time.

Revised: February 10, 1997

JFAC

ANTI-HARASSMENT POLICY

The Lead-Deadwood School District is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age, or other basis prohibited by law. Any behavior that creates or contributes to an intimidating, hostile, or offensive environment is absolutely prohibited and will result in disciplinary action.

It shall be a violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, or age. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy

applies on all School District property and to all School District sponsored, approved, or related activities at any location.

The School District will act to investigate all complaints of harassment and will discipline or take appropriate action against any student or other school personnel who is found to have violated this policy.

At the beginning of every school year building principals shall review this policy and its regulation with the school personnel and students in his/her building in a manner deemed appropriate for the age of the students within the building.

Legal References:

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

South Dakota Executive Order 81-08

Harassment Defined

Harassment consists of unwelcome conduct, whether verbal, physical, or visual. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her protected status or that of his or her relatives, friends, or associates and has the purpose of effecting or creating an intimidating, hostile, or offensive working or educational environment, or has the purpose or effect of substantially or unreasonably interfering with a student's educational performance which deprives the student access to educational opportunities. The District believes that every student has the right to a learning environment free from all harassment.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment or learning environment. Sexual Harassment is of two types: They are:

- A. Quid Pro Quo** – Quid pro quo harassment involves a student/employee being pressured to submit to unwelcome sexual advances that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment or learning environment.
- B. Hostile Work/Learning Environment** – Hostile environment harassment occurs when a student or employee is subjected to unwelcome conduct based on gender that is sufficiently pervasive or severe to alter the terms or conditions of the victim's employment or education and create an abusive or hostile work/educational environment. A hostile environment can be created by administrators, supervisors, co-workers, teachers, students or even non-employees, such as customers, vendors or parents. To rise to the level of hostile environment sexual harassment, the conduct must unreasonably interfere with an individual's work or learning performance or create an intimidating, hostile, or offensive working or educational environment.

Sexual harassment is any unwelcome sexual advance(s), request(s) for sexual favors, and/or other verbal, physical and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:

- a. submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of an individual's employment or education;

- b. submission to or rejection of such conduct or communication by an individual is used as the basis for educational or employment decisions affecting the individual, or
- c. submission to or rejection of the conduct or communication by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school; or
- d. such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of interfering with an individual's educational or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to, the following conduct when such conduct is severe, pervasive, and objectively offensive:

- a. unwelcome verbal harassment or abuse based upon gender;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, gender motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational or employment status, or
- e. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status.

Reporting Incidents of Harassment

Any student or school personnel who believe he or she has been the victim of harassment as defined above by a student or by school personnel of the School District shall report the alleged acts immediately to the building principal or the Title IX Officer (Superintendent). The report shall be on a form available from the principal of each building or the Title IX Officer (Superintendent). Whenever a complaint or problem is offered directly to the Board of Education as a whole or an individual Board member, the individual will be advised to take the issue to the Superintendent. All reported incidents will be investigated. Confidentiality consistent with due process will be maintained.

1. **Designated Personnel.** The building principal is the person designated by the School District for receiving written reports of harassment at each school building. Upon receipt of a written report of harassment, the principal shall immediately notify and forward the written report form to the Title IX Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Title IX Officer.
2. **District wide.** The School Board hereby designates the Superintendent as the School District's Title IX Officer to receive reports or complaints of harassment from any individual, employee, or victim of harassment and also from the building principal.
3. **Submission of a complaint or report of harassment.** Submission of a complaint or report of harassment will not affect the student's educational or work assignment of the school personnel's employment.
4. **Confidentiality.** The School District will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.
5. **Procedure.** The complainant will be asked to put the facts surrounding the conduct in writing on a form provided by the School District that includes the

following: Complainant's name and address; date of the incident; type of harassment; description of the incident; name of any witnesses; what action, if any, has been taken, and signature of the complainant.

6. **Required Reporting.** If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the Title IX Officer shall comply with all mandatory state reporting requirements including, but not limited to, contact with the State Department of Social Services.

Investigation

Upon receipt of a written report alleging harassment, the Title IX Officer shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent/Title IX Officer.

In determining whether alleged conduct constitutes harassment, the School District should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students, and school personnel pending completion of an investigation of alleged harassment.

During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Title IX Officer.

School District Action

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of School District policy, the School District will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file with the Title IX Officer. The report shall include findings of fact and will document the disciplinary action taken, if any, as a result of the complaint.
3. The complainant will be advised of the District decision in writing on a form supplied by the School District.
4. If either party is not satisfied with the written decision rendered by the School District he or she may appeal the decision in writing to the School Board within (10) working days following receipt of the decision. The appeal must include a written statement as to the reason for appeal.
5. The School Board will review the material submitted, investigate the circumstances, and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the District decision. At the School Board's discretion, an additional investigation may be conducted, including interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have

knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The appeal may also include any other methods or documents deemed pertinent by the School Board.

6. The School Board will render a decision in writing within fourteen (14) working days of the hearing.

Prohibition against Retaliation

The School District strictly prohibits and will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Title IX Officer.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any student or school personnel who has filed a complaint or has testified, assisted or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

False Charges

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

Uncomfortable Situations

Whether a particular action or incident is a personal, social relationship without a discriminatory employment or educational effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

Discipline

Any School District action taken pursuant to this policy will be consistent with requirements of applicable School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

Adopted: August 14, 2007

HARASSMENT GRIEVANCE FORM

(To be used by designated contact person)

Name of Complainant _____

Address of Complainant _____

Date of Complaint _____

Date and Place of Incident(s) _____

Type of Harassment _____

Description of the Incident(s) _____

Witnesses _____

What action, if any, has been taken _____

Other Comments or Information _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature (optional) _____ Date _____

JFC

ASSAULT ON A SCHOOL EMPLOYEE

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee.

1. _____ on the school grounds during and immediately before or immediately after school hours;

2. on the school grounds at any other time when the school is being used by a school group, or
3. off the school grounds at a school activity, function, or event.

Neither self-defense or action undertaken on the reasonable belief that is necessary to protect some other person is to be considered an intentional act under this rule.

Revised: February 10, 1997

JFCA

PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not intentionally do serious bodily injury to any person

1. on the school grounds during and immediately before or after school hours or,
2. on the school grounds at any other time when the school is being used by a school group, or
3. off the school grounds at a school activity, function, or event.

Neither self-defense or action undertaken on the reasonable belief that it was unnecessary to protect some other person is to be considered an intentional act under this rule.

Revised: February 10, 1997

JFCB

OFF-CAMPUS MISCONDUCT

1. Application of disciplinary code to off-campus misconduct.

The Student Disciplinary Code and all penalties shall apply to aggressive or violent conduct off school grounds that disrupts school or that affects a health or safety factor of the school or its programs.

2. Examples of off-campus misconduct subject to discipline.

Examples of such conduct include, but are not limited to: Illegal activity involving violence or aggression, threats of violence or aggression to persons or property, fighting, hazing, using technology to harass and/or intimidate, or other violent or aggressive offenses against persons or property.

3. Full range of disciplinary penalties.

Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspension, expulsion, detention, Saturday School, as well as removal from participation in extracurricular activities such as interscholastic sports teams, club sports, student government positions, class trips, class proms, and graduation ceremonies.

4. **Confirmation**

Confirmation of off-campus misconduct by the school administration can occur through the following methods:

- A. Admission from the student participant or the student's parent or guardian;
- B. Notification by law enforcement that may establish such misconduct.
- C. Verification by the County State's Attorney's office or a member of the Unified Judicial System that there has been an adjudication, conviction, suspended imposition, informal adjustment or court approved juvenile diversion of the student for said misconduct; or
- D. Observation of such misconduct or other verification by a school administrator.

Legal reference: SDCL 13e-32-1

Adopted: March 13, 2007

Revised: May 8, 2007

JFCD

SCHOOL THREAT ASSESSMENT RESPONSE

MISSION STATEMENT: The purpose behind this protocol is to provide for a mechanism to assure that threats of violence in a school environment are addressed, whenever possible, before they occur. The protocol is designed specifically for those violence issues that affect schools and the students who attend those schools. It is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out.

EDUCATION: On an ongoing basis, the School District will attempt to educate the community, parents, teachers, staff and students concerning the serious nature of threatening behavior at school and toward the school or its students and staff. Such behavior is unacceptable and will not be tolerated. Students who may be deemed "at-risk" (i.e., anger control problems but prior to actual threats) may be referred for counseling.

PROCEDURE: The following procedure regarding actual threats is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals.

- I. Any Lead-Deadwood Area School student, parent or guardian upon receiving information that a person is threatening to commit an act of violence, should:
 - A. Assume the threat is serious;
 - B. Immediately report the threat to a parent or guardian, school staff member, school administrator or law enforcement officer;
 - C. Be available and cooperative in providing a written statement of the threat and any other pertinent information, with the understanding that the information source (the student) will remain anonymous to the greatest extent possible.
- II. Any Lead-Deadwood Area School staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - A. Assume the threat is serious;

- B. Immediately report the threat to the school administrator or their designee
 - C. Be available and cooperative in providing a written statement of the threat and any other pertinent information with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.
- III. Any Lead-Deadwood Area School administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
- A. Assume the threat is serious;
 - B. Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
 - C. Immediately notify the SRO and provide the team member with complete information regarding the threat received;
 - D. Secure a written statement from the school staff member, regarding the information received.
- IV. The SRO, upon being notified that a threat to commit an act of violence has occurred, shall:
- A. Assume the threat is serious;
 - B. Immediately conduct an assessment interview of the subject making the threat. This assessment interview will include the SRO and the administrator or his/her designee. The primary purpose of the interview is to engage in an assessment of the available information in an attempt to determine the veracity of the threat, in order to decide what level of follow-up action is needed and appropriate.
- V. Once the assessment is complete, the SRO and administrator shall consider options for follow-up action. If it is agreed that the threat is credible, the following actions may be taken.
- A. The SRO will contact local law enforcement to take whatever is necessary including referral to the Lawrence County States Attorney and the South Dakota Department of Social Services;
 - B. The subject's parent(s) or guardian will be contacted for input and assistance, including the potential voluntary committal of the subject making the threat.
 - C. The school administrator will impose school sanctions;
 - D. The student will be referred for treatment/counseling to provide support. In some cases, the student may be required to complete treatment/counseling before returning to school;
- VI. If it is agreed that the threat is not credible, or does not require application of the options listed in Section VI, the school administrator shall assume responsibility to institute any further action deemed necessary.
- VII. Once an option is chosen and initiated, the SRO and administrator shall engage in fulfilling the reporting requirements associated with the action taken.

Adopted: January 13, 2009

JFCE

FIRE ALARMS

Any student who willfully or knowingly gives or aids or assists in giving any false alarm of fire by any means, shall be subject to long-term suspension or expulsion.

Adopted: December 1974

Revised: February 10, 1997

JFCF

HAZING

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy:

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Definitions:

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any ritual activity that ranges from causing mild embarrassment to bodily injury. It can include harassment, threats, intimidation and physical harm. It is often an act directed at fellow students for the purpose of initiation, affiliation, or belonging to a particular group. Soliciting, aiding participating in or encouraging this type of conduct is prohibited.

2. Any type of physical brutality such as whipping, beating, paddling, striking, branding, electronic shocking or placing a harmful substance on the body.
3. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
5. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Adopted: October 11, 2005

JFCG

TOBACCO FREE SCHOOLS

It is the policy of the Lead-Deadwood School District to provide a healthy, clean environment for all students and staff. Therefore, effective July 11, 1993 and January 14, 1997, all school district buildings and vehicles will be tobacco free.

1. As educators we have influence on children outside the formal curriculum. A tobacco free school can provide a good model to the students.
2. Evidence suggests that tobacco free rules at school influence the effectiveness of tobacco prevention programs. Tobacco education programs implemented in schools that prohibit tobacco use appear to be more effective than an identical program implemented in schools with less restrictive policies.
3. Evidence also suggests that not using tobacco promotes a healthier lifestyle.

Adopted: July 11, 1993

Revised: February 10, 1997

JFCI

ALCOHOL, TOBACCO, E-CIGARETTE AND OTHER DRUGS POLICY

The Lead-Deadwood Board of Education recognizes its share of the responsibility for the health, welfare and safety of the students who attend the district's schools. Alcohol, tobacco, electronic cigarettes and other drug use is wrong and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community recognizes alcohol, tobacco, electronic cigarettes and/or other drug use as a serious health problem and is committed to discouraging

this behavior and to encouraging young people to choose a drug free lifestyle and to seek help should a problem arise. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, deliver or be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, tobacco, electronic cigarettes, or chemical substances which affect psychological functions or affect the educational system of the school. This prohibition exists in school, on school properties, in school vehicles, in personal vehicles on school property, or at school activities, or in any other area where school-related functions are occurring. Students shall not possess, use, transfer, conceal, sell, deliver or be under the influence of alcohol, tobacco, electronic cigarettes, marijuana, any controlled drug or substance, and any other mind or mood altering substance including any drug paraphernalia as defined in SDCL 22-42A. The term drug includes non-prescription or prescription drugs if the student cannot show that they have a medical need for the possession of said items. Look-alike substances or substances that mimic the effect of drugs will be treated as illegal substances.

*Students who use prescription drugs by a licensed physician do not violate this policy if the students conform to policy JHCD. If students possess or use medications without the appropriate paperwork and signatures as required by Board Policy JHCD, the school office will contact the student's parent/guardian and request the correct forms be completed before administration or self-administration of the medication can occur. Academic and/or disciplinary sanctions (including but not limited to an educational project, suspension or expulsion) for students violating Board Policy JHCD may be imposed or recommended by the building administrator, depending upon the facts and circumstances involved.

Disciplinary Sanctions and Implementation for Alcohol and Other Drugs:

The first violation of this policy will result in ten days in or out-of-school suspension, reduced to three days in or out-of-school suspension if the student participates in a certified alcohol/drug diversion program. All costs are the responsibility of the student and family. Parent/guardian participation in the class is encouraged. A student will be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy may result in long-term suspension. Parents/legal guardians and appropriate legal authorities must be notified of incidents involving possession or use of controlled substances, alcohol, and/or other drugs.

Staff members and administrators may confiscate any controlled drug or substance, alcohol, marijuana, and other mind or mood altering substance including drug paraphernalia as defined in SDCL 22-42A found on the school grounds or buildings. Any damage to school property through the use of such products will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in these products will be treated as having a second violation of this regulation.

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 24-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty calendar days. Only days that fall within the approved school calendar will be counted if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to 120 calendar days. Only days that fall within the approved school calendar will be counted if the person completes an accredited intensive prevention or treatment program.

Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means an activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling,

or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

Disciplinary Sanctions for Tobacco/Electronic Cigarettes, and Implementation Procedures:

The first violation of this policy will result in three days in or out-of-school suspension, reduced to one-day in or out-of-school suspension if the student participates in a tobacco/nicotine cessation class. All costs are the responsibility of the student and family. Parent participation in the class is encouraged. A student will be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in three days in or out-of-school suspension with no academic credit available. Third and subsequent violations of this policy will result in long-term suspension. Parents/legal guardians and appropriate legal authorities must be notified in incidents involving possession or use of tobacco and/or electronic cigarettes.

Staff members and administrators may confiscate any cigarettes, smoking materials, electronic cigarettes, or chewing tobacco brought on the school grounds or building. Any damage to school property through the use of tobacco products and electronic cigarettes, will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in tobacco products and/or electronic cigarettes, may be treated as having a second violation of this regulation.

Adopted: July 10, 1995

Revised: February 10, 2007

Revised: March 13, 2007

Revised: February 14, 2012

Revised: June 10, 2014

Revised: March 12, 2019

JFCJ

POSSESSION OR USE OF WEAPONS ON SCHOOL PROPERTY

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of schools. Accordingly, it is the policy of the Board to forbid the possession, custody, and use of weapons by students and other unauthorized persons on school premises or school-sponsored transportation or to any school function at any time of the day or year.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. § 3351 (a) (1) and the provisions of SDCL 13-32-7 prohibiting the possession of firearms and air guns on or around any school property. It is, therefore, the intention of the Board that this policy is to be interpreted to conform to provisions of those referenced laws.

1. Definitions

- a. **Weapon:** For purposes of this policy, a "weapon" is any firearm, air gun, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. This definition does not apply to normal school supplies such as pencils or compasses.
- b. **Firearm:** For purposes of this policy, and for purposes of compliance with the federal Gun Free Schools Act, a "firearm" is defined as any weapon, including a starter gun,

which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device as defined in 18 U.S.C. 921.

2. Prohibitions and Exceptions

No person, including students, shall bring a weapon onto any school premises and no student shall carry or keep any weapon while attending or participating in any school activity, including during transportation to or from such activity or otherwise use or possess a weapon brought there by another. This ban does not apply to starting guns while in use at athletic events; firearms or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms; or to the ceremonial presence of unloaded weapons at color guard ceremonies.

3. Enforcement and Disciplinary Measures

- a. Any student found to be in violation of this policy due to possession of any **weapon** shall be subject to discipline including short-term suspension up to ten (10) school days, long-term suspension up to ninety (90) school days, or expulsion.
- b. However, any student who is found to be in violation of this policy due to the intentional possession of a **firearm, air gun, or other destructive device**, as defined in this policy, shall be expelled from school for a period of not less than one calendar year, provided that the Board of Education may modify such disciplinary measure in their discretion.
- c. In addition to administrative and school board disciplinary action, any student who has brought a firearm, air gun, or other destructive device onto school premises or to any school activity or onto any vehicle used to transport to or from any such activity, shall be reported to local law enforcement authorities.

4. This Policy Shall be Interpreted in a Manner Consistent with the Individuals with Disabilities Education Act (IDEA)

- a. In accordance with the provisions of 20 U.S.C § 141e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of the school district may be placed in an interim alternative educational setting as specified by the IEP team.
- b. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

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

Students on activity trips, whether athletic or in other activities, will be personally responsible for vandalism, accidental destruction of property or misdemeanors while on the trip.

Adopted: September 1967

Revised: February 10, 1997

Revised: June 13, 2017

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act

I. Introduction

This guidance provides information concerning State and local responsibilities under the Gun-Free School Act (GFSA), which was reauthorized by the No Child Left Behind (NCLB) Act of 2001 (Public Law 107-110), as Section 4141 of the Elementary and Secondary Education Act of 1965 (ESEA). This guidance addresses changes made as a result of the NCLB reauthorization.

II. Background

As originally enacted on March 31, 1994, as part of the Goals 2000: Educate America Act (Public Law 103-227), and reauthorized on October 20, 1994, as part of the Improving America's Schools Act of 1994 (Public Law 103-382), the GFSA required each State receiving ESEA funds to have in effect a State law requiring local educational agencies (LEAs) to expel from school for a period of not less than one year a student who was determined to have brought a weapon to school. The GFSA also required that a State's law allow the chief administering officer of the LEA in question to modify the expulsion requirement on a case-by-case basis. The U.S. Department of Education (Department) provided nonregulatory guidance on previous GFSA provisions to Governors and Chief State School Officers on August 1, 1994; January 20, 1995; November 3, 1995; and October 2, 2000.

III. Summary of the New Law

A. What stayed the same?

LEAs are still required to have an expulsion policy consistent with the required State law to be eligible to receive ESEA funds. LEAs must have a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to a school under the control and supervision of an LEA. In accordance with the GFSA, no ESEA funds may be made available to an LEA unless that LEA has the required referral policy.

The GFSA still must be construed in a manner consistent with the Individuals with Disabilities Education Act (IDEA). By using the case-by-case exception, LEAs will be able to discipline students with disabilities in accordance with the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act (Section 504) and maintain eligibility for Federal financial assistance. The Department has issued separate, more detailed guidance on discipline of students with disabilities, which includes clarification on the implementation of the GFSA consistent with IDEA and Section 504. More information can be found at www.ed.gov/offices/OSERS/Policy/IDEA/Discipline_qa.doc

B. What changed?

Under the NCLB, certain statutory provisions were clarified to ensure that States and LEAs comply fully with the intent of the GFSA. Clarifications to the GFSA include:

- (1) That the existing one-year expulsion requirement in each State's law include students who are determined to have possessed a firearm at school;
- (2) A requirement that the chief administering officer of the LEA develop a written record of any case-by-case modifications of the one-year expulsion requirement;

(3) That the GFSA does not apply to a firearm that is lawfully stored inside a locked vehicle on school property, or if is for activities approved and authorized by the local educational agency (LEA), so long as the LEA adopts appropriate safeguards to ensure student safety.

Although States are not required to revise their State laws as a result of these clarifications, a State or LEA may consider implementing or revising its policies to address the revised GFSA requirements.

The Department has prepared the following questions and answers to assist States, State educational agencies (SEAs), and LEAs in implementing the GFSA requirements. Please note that most of the questions and answers have been revised as a result of the reauthorized GFSA.

IV. Questions and Answers

Q1. What entities do the provisions of the GFSA affect?

A1. Each State, as well as its SEA and LEAs, has responsibilities under the GFSA.

Q2. Are private schools subject to the requirements of the GFSA?

A2. Private schools are not subject to the provisions of the GFSA, but private school students who participate in LEA programs or activities are subject to the one-year expulsion requirement to the extent that such students are under the supervision and control of the LEA as part of their participation in the LEA's programs. For example, a private school student who participates in a Federal program, such as Title I, is subject to a one-year expulsion, from participating in any Federal program funded under the ESEA, not a one-year expulsion from the private school. Of course, nothing prohibits a private school from imposing a similar expulsion from the private school on a student who brings a weapon to school or possesses a weapon at school.

Q3. Is compliance with the requirements of the GFSA a condition for the receipt of Federal financial assistance under the ESEA?

A3. Yes, compliance with the requirements of the GFSA is a condition for the receipt of funds made available to the State under the ESEA (and also under Title VII of the McKinney-Vento Homeless Assistance Act).

Q4. Will failure to comply with the requirements of the GFSA result in the termination or withholding of funds made available to the State under ESEA?

A4. Under the provisions of the General Education Provisions Act, failure to comply with the requirements of the GFSA could result in the withholding of funds made available to the State under the ESEA (and under Title VII of the McKinney-Vento Homeless Assistance Act).

Q5. Does the GFSA's one-year expulsion requirement preclude any due process proceedings?

A5. No. Students facing expulsion from school are entitled under the U.S. Constitution and most State constitutions to the due process protection of notice and an opportunity to be heard. If, after due process has been accorded, a student is found to have brought a firearm to school, or to have possessed a firearm at school, the GFSA requires an expulsion for a period of not less than one year (subject to the case-by-case exception discussed below).

Q6. What does the GFSA require of States?

A6. The GFSA requires that each State receiving Federal funds under the ESEA: (1) have in effect a State law requiring LEAs to expel from school for a period of not less than one year a student who is determined to have brought a firearm to school, or to have possessed a firearm at school; (2) have in effect a State law allowing an LEA's chief administering officer to modify the expulsion requirement on a case-by-case basis, if such modification is in writing; and (3) report to the Secretary on an annual basis concerning information submitted by LEAs to the SEA. SEAs must also ensure that no ESEA funds are made available to an LEA that does not have a referral policy consistent with Section 4141 (h) of the GFSA. Details on these requirements follow.

One-Year Expulsion Requirement

Each State's law must require LEAs to comply with a one-year expulsion requirement; that is, subject to the exception discussed below, any student who brings a firearm to school, or possesses a firearm at school, must be expelled for not less than one year.

Case-By-Case Exception

Each State's law must allow the chief administering officer of an LEA to modify the one-year expulsion requirement on a case-by-case basis, but only if the modification is in writing. For children with disabilities, the provisions of IDEA apply. The GFSA must be construed in a manner consistent with IDEA.

Annual Reporting

Each State must report annually on LEA compliance with the one-year expulsion requirement, and on the circumstances surrounding any expulsions imposed under the State law, including the number of students expelled in each LEA and the types of firearms involved.

Q7. What does the GFSA require of LEAs?

A7. The GFSA requires that LEAs (1) comply with the State law requiring the one-year expulsion; (2) provide an assurance of compliance to the SEA; (3) provide descriptive information to the SEA concerning the circumstances surrounding any LEAs' expulsions; and (4) adopt a referral policy for students who bring a firearm to school or possess a firearm at school. Details follow.

One-Year Expulsion Requirement

LEAs must comply with the State law requiring a one-year expulsion; that is, subject to the case-by-case exception, and for children with disabilities, the requirements of IDEA, any student who brings a firearm to school, or possesses a firearm at school, must be expelled for not less than one year. A case-by-case exception must be in writing and may include children with disabilities in order to meet the requirements of IDEA.

LEA Assurance

An LEA must include in its application to the SEA for ESEA assistance an assurance that the LEA is in compliance with the State law requiring the one-year expulsion.

Descriptive Report to SEA

An LEA must include in its application for ESEA assistance a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:

- (A) the name of the school concerned;
- (B) the number of students expelled from the school; and
- (C) the type of firearms concerned.

Referral Policy

LEAs must also implement a policy requiring referral to the criminal justice of juvenile delinquency system of any student who brings a firearm to school or possesses a firearm at school.

Q8. In annual compliance reports, must LEAs and SEAs include information about an infraction under the GFSA even if the case-by-case modification provisions are used and no penalty is imposed?

A8. Information about any incidents covered by the GFSA must be included in annual reports furnished by LEAs and SEAs. Each incident in which a student is found to have brought a firearm (meeting the definition at 18 U.S.C. 921) to school, or to have possessed a firearm at school, must be reported as an infraction, even if the chief administering officer elects to shorten the expulsion or impose no penalty. Any incidents in which a student covered by the provisions of the IDEA brings a firearm to school must also be included, even if it is determined that the incident is a manifestation of the student's disability and that the GFSA penalties should be modified or not imposed. Modifications of the one-year expulsion requirement must also be reported.

Q9. When must an LEA submit the required assurance?

A9. In its application to the SEA for ESEA funds, the LEA must include an assurance that the LEA is in compliance with the State law. The assurance must be included each time the LEA files such an application.

Q10. What is the role of the SEA in determining whether an LEA is in compliance with the GSFA?

A10. The GFSA requires States to report to the Secretary on an annual basis concerning LEA compliance. Therefore, before awarding any ESEA funds to an LEA, the SEA must ensure that the LEA has: (1) implemented a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school; and (2) included in its application for ESEA funds the assurance and other information required by the GSFA. SEAs must ensure that the LEA application contains:

(1) an assurance that the LEA is in compliance with the State law requiring the one-year expulsion; and

(2) a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:

(A) the name of the school concerned

(B) the number of students expelled from the school; and

(C) the type of firearms concerned.

Q11. Who is an LEA's "chief administering officer"?

A11. The GFSA allows only the LEA's chief administering officer to modify the one-year expulsion requirement on a case-by-case basis. However, the term "chief administering officer" is not defined by the GFSA. Each LEA should determine, using its own legal framework, which officer or authority (e.g. Superintendent, Board, etc.) is the chief administering officer under the GFSA and has the power to modify the expulsion requirement.

Q12. May any individual or entity other than the LEA's "chief administering officer" modify the one-year expulsion requirement on a case-by-case basis?

A12. No. While, the chief administering officer may allow another individual or entity to carry out preliminary information-gathering functions and prepare a recommendation for the chief administering officer, the chief administering officer retains the responsibility for the final decision.

Q13. What procedural requirements must the LEA's chief administering officer follow in modifying the one-year expulsion requirement?

A13. Modifications of the one-year expulsion requirement must be issued in writing by the chief administering officer.

Q14. Is it permissible for an LEA to use the case-by-case exception to avoid compliance with the one-year expulsion requirement?

A14. No, this exception may not be used to avoid over-all compliance with the one-year expulsion requirement.

Q15. How is the term "firearm" defined?

A15. For the purposes of the GFSA, the term "firearm" is defined in Section 921(a) of Title 18 of the United States Code.

According to Section 921(a), the following are included within the definition:

--any weapon (including a starter gun) that will be, or is designed to or may readily be, converted to expel a projectile by the action of an explosive

--the frame or receiver of any weapon described above

--any firearm muffler or firearm silencer

--any destructive device, which includes:

(a) any explosive, incendiary, or poison gas, including a

(1) bomb,

(2) grenade,

(3) rocket having a propellant charge of more than four ounces,

(4) missile having an explosive or incendiary charge of more than one-quarter ounce,

(5) mine, or

(6) similar device

(b) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter

(c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

According to Section 921, antique firearms are not included in the definition. In addition, we have been advised by the Bureau of Alcohol, Tobacco, and Firearms that Class-C common fireworks are not included in the definition of firearm. For additional information about whether a particular weapon is a "firearm" under this definition, contact the Safe and Drug-Free Schools Program at (202) 260-3954 for a referral to the nearest Bureau of Alcohol, Tobacco and Firearms field office.

Q16. Does the GFSA preclude classes such as hunting safety or military education, or activities such as before- or after-school hunting, or rifle clubs, that may involve the handling or use of weapons?

A16. No. The statute specifically states that the requirements of the GFSA do not apply to a firearm lawfully stored inside a locked vehicle on school property, or to activities approved and authorized by an LEA, provided that the LEA has adopted appropriate safeguards to ensure student safety.

The Secretary interprets the GFSA not to forbid school districts from allowing firearms at school when students intend to use firearms solely for before- or after-school hunting purposes, provided

the school district's determination to permit firearms is made and disseminated in advance, as part of LEA policy, and is consistent with the intent and purposes of the GFSA to prevent violence and create an environment conducive to learning. For example, if a local school district approves an extra-curricular program such as a rifle club, or allows students to bring firearms solely for before- or after-school hunting, the activities would not violate the GFSA if the school district:

- determines that the activity is consistent with the intent and purposes of the GFSA;
- provides notice as part of its GFSA policy that the activities are approved and authorized; and
- adopts appropriate safeguards to ensure student safety.

If any firearms are to be allowed for these limited purposes, local school districts are cautioned to consider all applicable local, State, and Federal laws pertaining to the possession of firearms. In particular, school districts should be aware that Federal and some State laws prohibiting juveniles from possessing handguns may be applicable. School districts that permit students to bring firearms to school for these limited purposes must adopt appropriate safeguards to ensure student safety, consistent with the purposes of GFSA.

Q17. Are knives considered firearms under the GFSA?

A17. No, for the purposes of the GFSA, the definition of firearm does not include knives.

Q18. What is meant by the term "expulsion"?

A18. The term "expulsion" is not defined by the GFSA; however, at a minimum, expulsion means removal from the student's regular educational program.

Expulsion does not mean merely moving a student from a regular program in one school to a regular program in another school. Care should be taken by local officials to ensure that a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, is effectively removed from that setting.

Q19. Is a State, SEA, or LEA required to provide alternative educational services to students who have been expelled for bringing a firearm to school?

A19. The GFSA neither requires nor prohibits the provision of alternative educational services to students who have been expelled. Other Federal, State, or local laws may, however, require that students receive alternative educational services in certain circumstances.

Q20. What is an "alternative setting" for the provision of educational services to an expelled student?

A20. An alternative setting is one that is clearly distinguishable from the student's regular school placement. Alternative settings are typically established for students who have been removed from the regular school program.

Q21. Is Federal funding available to provide educational services in alternate settings?

A21. Yes, formula grants awarded under the Safe and Drug-Free Schools and Communities Act (SDFSCA) may be used for alternative educational services. However, SDFSCA funds may be used only to supplement, and not supplant, existing funds that support such activities. In addition, other Federal funds may be available for alternative educational services, consistent with each program's statutory and regulatory requirements.

Q22. Do the requirements of the GFSA conflict with requirements that apply to students with disabilities?

A22. No. Compliance with the GFSA may be achieved consistent with the requirements that apply to students with disabilities, so long as discipline of those students is determined on a case-by-case basis in accordance with the IDEA and Section 504. The Department has issued separate, more detailed guidance on discipline of students with disabilities, which includes clarification on the implementation of the GFSA consistent with IDEA and Section 504 www.ed.gov/offices/OSERS/Policy/IDEA/Discipline_qa.doc

Q23. Is it permissible to expel a student for a school year rather than a year?

A23. No. The statute explicitly states that expulsion shall be for a period of not less than one year.

Q24. Does the expulsion requirement apply only to violations occurring in the school building?

A24. No. The one-year expulsion requirement applies to students who bring firearms to, or possess firearms at, any setting that is under the control and supervision of the LEA.

Adopted: March 9, 2010

JFCK

LEAD-DEADWOOD EXTRA-CURRICULAR ACTIVITY TRAINING RULES

The following constitute a violation of this policy:

- a student shall not have in possession, use, or have been charged by law enforcement with the possession, use or consumption of a beverage containing alcohol.
- have in possession, use, or have been charged by law enforcement with possession, use, or consumption of tobacco products;
- have in possession, use, or have been charged by law enforcement with possession, use, or consumption of electronic cigarettes, vaping, juuling, or other similar offenses;
- or have in possession, use, or have been charged by law enforcement with possession, use, or consumption of an illicit drug as defined by law.

Guidelines and Clarification:

1. Any quantity of the aforementioned substances is a violation.
2. This policy pertains to any violation on any day of the year (calendar year--defined as Jan 1st through Dec 31st), regardless of whether or not school is in session.
3. No distinction will be made between any of the extra-curricular activities sponsored by this school district. This also involves club sport activities that carry the Lead-Deadwood High School name.
4. Violations will not carry over from middle school to high school unless the student participant participates at the high school level as a 7th or 8th grader.

5. Violations and penalties apply to each activity in which the student participates.
6. Offenses are cumulative over the high school career.
7. Despite the differentiation in length of suspensions depending on what the violation is for, all accountability for second and third violations will be based on aggregate violations of all types, not violations of a particular sort. Three violations of any sort will lead to loss of eligibility for the remainder of their high school career.
8. All disciplinary actions may be appealed to the Superintendent of Schools.
9. School Administrators reserve the right to review each situation on a case-by-case basis.
10. When serving a suspension, a student must complete the season. The student athlete must finish the season for the suspension to be recognized. Suspensions will be carried over from one sport to the next sport season if the entire suspension has not been served.
11. Students who are on suspension for having violated co-curricular regulations may practice but cannot participate in extra-curricular activity competitions or performances during their suspension. They may not "sit on the bench," "dress out," or "travel with the team"

Confirmation

Confirmation of a co-curricular regulation violation by the school administration can occur through the following methods:

- Admission from the student participant or the student's parent or guardian;
- Release of names to the school district from law enforcement of students violating this policy;
- A school district administrator has factual proof that a violation has occurred.

Penalties and Recommendations for violations not under SDCL 13-32-9 Violations for the following:

- have in possession, use, or have been charged by law enforcement with possession, use, or consumption of tobacco products;
- have in possession, use, or have been charged by law enforcement with possession, use, or consumption of electronic cigarettes, vaping, juuling, or other similar offenses;

First Violation:

After confirmation, by the school administration, of the first violation, the student shall lose eligibility from competition for 40% of the regularly scheduled season. For activities with multiple contest events, such as a volleyball or wrestling, each tournament/event will be computed into the length of suspension, not the number of games or matches played during the tournament/event. If less than 40% of the season is left at the time of the violation, the appropriate number of post season contests will be

applied to the suspension to complete the 40%. Suspensions will be carried over from one sport to the next sport season if the entire suspension has not been served.

Said suspension may be reduced to 20%, of the regularly scheduled season if the student chooses to enroll in a chemical health awareness assistance program through a certified chemical dependency counselor. Evidence of said enrollment must be verified by school administration before suspension will be reduced. The student must comply with the coordinator's recommendations. The student will be responsible to cover costs of the program.

b. Second Violation:

After confirmation, by the school administration, of the second violation, the student shall lose eligibility from competition for 80% of the regularly scheduled season. For activities with multiple contest events, such as a volleyball or wrestling, each tournament/event will be computed into the length of suspension, not the number of games or matches played during the tournament/event. If less than 80% of the season is left at the time of the violation, the appropriate number of post season contests will be applied to the suspension to complete the 80%. Suspensions will be carried over from one sport to the next sport season if the entire suspension has not been served.

Said suspension may be reduced to 40%, of the regularly scheduled season if the student chooses to enroll in a chemical health awareness assistance program through a certified chemical dependency counselor. Evidence of said enrollment must be verified by school administration before suspension will be reduced. The student must comply with the coordinator's recommendations. The student will be responsible to cover costs of the program.

The student must comply with the coordinator's recommendations. The student will be responsible to cover costs of the program.

c. Third Violation:

After confirmation by the school administration of the third or subsequent violation the student shall lose eligibility for the remainder of their high school career. It is recommended that the student complete an out-patient or in-patient treatment program.

Penalties and Recommendations for violations not under SDCL 13-32-9 Violations for the following:

- a student shall not have in possession, use, or have been charged by law enforcement with the possession, use or consumption of a beverage containing alcohol.

- or have in possession, use, or have been charged by law enforcement with possession, use, or consumption of an illicit drug as defined by law.

a. First Violation:

After confirmation, by the school administration, of the first violation, the student shall lose eligibility from competition for 50% of the season. For activities with multiple contest events, such as a volleyball or wrestling, each tournament/event will be computed into the length of suspension, not the number of games or matches played during the tournament/event. If less than 50% of the season is left at the time of the violation, the appropriate number of post season contests will be applied to the suspension to complete the 50%. Suspensions will be carried over from one sport to the next sport season if the entire suspension has not been served.

Said suspension may be reduced to 25%, if the student chooses to enroll in a chemical health awareness assistance program through a certified chemical dependency counselor. Evidence of said enrollment must be verified by school administration before suspension will be reduced. The student must comply with the coordinator's recommendations. The student will be responsible to cover costs of the program.

b. Second Violation:

After confirmation, by the school administration, of the second violation, the student shall lose eligibility from competition for 100% of the season. For activities with multiple contest events, such as a volleyball or wrestling, each tournament/event will be computed into the length of suspension, not the number of games or matches played during the tournament/event. If less than 100% of the season is left at the time of the violation, the appropriate number of post season contests will be applied to the suspension to complete the 100%. Suspensions will be carried over from one sport to the next sport season if the entire suspension has not been served.

Said suspension may be reduced to 50%, if the student chooses to enroll in a chemical health awareness assistance program through a certified chemical dependency counselor. Evidence of said enrollment must be verified by school administration before suspension will be reduced. The student and or family will be responsible for costs associated with programs.

The student must comply with the coordinator's recommendations. The student will be responsible to cover costs of the program.

c. Third Violation:

After confirmation by the school administration of the third or subsequent violation the student shall lose eligibility for the remainder of their high school career. It is recommended that the student complete an out-patient or in-patient treatment program.

Penalties and Recommendations for violations under SDCL 13-32-9 Violations Marijuana and Other Drug Adjudications, Convictions, Diversions, or Suspended Sentences

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days, if the person participates in an assessment with a certified or licensed addiction counselor. Only days that fall within the approved school calendar will be counted. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty calendar days. Only days that fall within the approved school calendar will be counted. If the person completes an accredited intensive prevention or treatment program.

Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any

substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

Adopted: March 13, 2007

Revised: March 12, 2013

Revised: March 12, 2019

Revised: October 8, 2019

JFCL

CONCUSSION POLICY

The Lead-Deadwood School District desires the safe return to activity for all student/athletes participating in extracurricular physical activities following an injury, but particularly after a concussion. The goal of this policy is to ensure that coaches, school staff, volunteers, student/athletes, and their parents or guardian are aware of the short-term and long-term effects of concussions. That concussed student/athletes are identified, removed from play or practice immediately, and given proper medical attention. Finally, this policy is set so concussed student/athletes can return to play only after receiving appropriate medical care, which may include taking the ImPACT test, given time to heal, and are symptom free.

Parents/Guardians, along with all student/athletes in grades 7-12 who participate in SDHSAA sanctioned extracurricular activities will be required to sign concussion awareness forms each year. If they do not, they may not participate.

Any student/athlete who suffers a concussion will be required to have a "Return to Competition, Practice Form" signed by a health care professional, their parents/guardian, and a school administrator before returning to action. A healthcare provider trained and experienced in the evaluation, management, and care of concussions includes a M.D., P.A., N.P., or an Athletic Trainer certified in ImPACT testing. The ImPACT test will continue to be a key component in determining a base line for our athletes if they do suffer a possible concussion. Student athletes who do not participate in the ImPACT test will not receive care related to concussions, other injury related care, or preventive care from the Regional Certified Athletic Trainer regardless of when or where the concussion or other injury occurs. Student athletes who do not participate in the ImPACT testing, will still be subject to all other requirements of this policy.

Adopted: July 12, 2011

Revised: April 14, 2015

Also adopted: July 12, 2011

Policy JFCL-R(1), Return to Competition, Practice or Training

Policy JFCL-R(2), Concussion Fact Sheet for Athletes

Policy JFCL-R(2), Concussion Fact Sheet for Parents

JFCL-R(1)

RETURN TO COMPETITION, PRACTICE OR TRAINING

This form is to be used after a youth athlete is removed from, and not returned to, competition, practice, or training after exhibiting concussion symptoms. The youth athlete should not be returned to competition, practice, or training until written authorization is obtained from an appropriate health care professional and the parent/guardians. A licensed health care provider is a person who is (1) Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and (2) Trained and experienced in the evaluation, management, and care of concussions. This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: _____ School: _____ Grade: _____

Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

Guidelines for returning to competition, practice, or training after a concussion

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete rest with no symptoms.
2. Light exercises: walking or stationary cycling with no symptoms.
3. Sport specific activity without body contact and no symptoms.
4. Practice without body contact and no symptoms. Resume resistance training.
5. Practice with body contact and no symptoms.
6. Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then re-start at the previous step.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
4. **When in doubt, sit them out.**

HEALTH CARE PROFESSIONAL'S ACTION

I have examined the named student-athlete following this episode and determined the following:

_____ **Permission is granted** for the athlete to return to competition, practice, or training.

_____ **Permission is not granted** for the athlete to return to competition, practice, or training.

COMMENT: _____

_____ Health Care Professional

Date: _____

_____ Date: _____

Parent/Guardian _____

Date: _____

School Administrator _____

CONCUSSION FACT SHEET FOR ATHLETES

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body
- Can change the way your brain normally works
- Can occur during practices or games in any sport or recreational activity
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged" or "had your bell rung"

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice one or more of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and the correct size and fit
 - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport
- Practice good sportsmanship at all times

It's better to miss one game than the whole season.

Student's Signature: _____

Date: _____

Parent's/Guardian's Signature: _____

Date: _____

THIS FORM MUST BE SIGNED ANNUALLY AND MUST BE AVAILABLE FOR INSPECTION AT THE SCHOOL.

JFCL-R(2)

CONCUSSION FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports, one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed By Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none">• Appears dazed or stunned• Is confused about assignment or position• Forgets an instruction• Is unsure of game, score, or opponent• Moves clumsily• Answers questions slowly• Loses consciousness (even briefly)• Shows mood, behavior, or personality changes• Can't recall events prior to hit or fall• Can't recall events after hit or fall	<ul style="list-style-type: none">• Headache or "pressure" in head• Nausea or vomiting• Balance problems or dizziness• Double or blurry vision• Sensitivity to light or noise• Feeling sluggish, hazy, foggy, or groggy• Concentration or memory problems• Confusion• Just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, or weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussion can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine".
4. **Tell all of your teen's coaches and student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a

computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

Parent's/Guardian's Signature _____

Date _____

THIS FORM MUST BE SIGNED ANNUALLY AND MUST BE AVAILABLE FOR INSPECTION AT THE SCHOOL.

JFG

INTERROGATIONS, SEARCHES AND SEIZURE

School Districts are charged with the safety of all students under their care and supervision through the promotion and enforcement of rules and regulations in the interest of health, welfare, and safety of all students, staff, and administration.

School lockers, desks, textbooks and equipment are school property, loaned or rented for the student's convenience and legitimate purposes. School officials, therefore, have not only the right, but duty to inspect school lockers, facilities and grounds periodically or on an ad hoc basis in making the school a "safe" environment. Said inspections may include the use of law enforcement canine units trained in the detection of illegal drugs and chemical substances.

Illegal items, including drugs and weapons, or other possessions prohibited by law or school policy, or which constitutes a threat to the safety or security of the building and/or its occupants may be seized by school authorities at any time.

When there is reasonable basis for school authorities to believe that: 1) a student may be under the influence of alcohol or a chemical substance; 2) is in possession of an item(s) which is prohibited by law or school policy or which constitutes a threat to the health, welfare, or safety of others or the facilities themselves; or 3) have knowledge of a criminal act or violation of a school rule, a search of the student (no strip searches allowed), the student's belongings, and/or his/her school properties may be conducted.

It is the responsibility of school officials to make an effort to protect each student's rights with respect to interrogations or searches by law enforcement officials. Therefore, prior to any questioning of a student or search of a student, the student's belongings, and/or his/her school properties by law enforcement officials, the parent/guardian will be contacted by school officials. If the situation warrants, immediate "action" by law enforcement officials the school officials may proceed in a reasonable manner.

Adopted: June 9, 1997

Revised: August 11, 1997

JFI-R

DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts—when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school—illustrate the kinds of offenses encompassed here:

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

Revised: February 10, 1997

JFI-R2

BULLYING

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend himself/herself. The three main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)

- Indirect (spreading rumors, excluding someone from social groups)

The school district staff will be alert to the signs of bullying and act promptly and firmly against it. If bullying is suspected, observed or reported, the staff member who recognizes it or is alerted to it will be expected to deal with the incident immediately. After the initial act(s) of bullying are suppressed, the staff member will record the incident and give documentation to the Principal. The Principal will then investigate the situation further and take appropriate measure and disciplinary action (detention, Saturday School, or suspension). Parents/Guardians will be kept informed.

Students who have been bullied will be supported and have the opportunity to speak to a teacher, a counselor, a peer tutor if appropriate and/or an administrator about the event. Students will be reassured that this type of behavior is not acceptable and will not be tolerated.

Within the curriculum, the school district will raise the awareness of the nature of bullying through class lessons, assemblies and other appropriate methods of instruction in an attempt to eradicate such behavior. The school district will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school district.

Adopted: November 8, 2005

JFI-R3

DISRUPTION OF SCHOOL

A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing their duty, is guilty of a Class 2 misdemeanor. (SDCL 13-32-6)

Adopted: December 12, 2006

JFI-R4

CYBER BULLYING

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyber bullying" by students or staff or third parties is prohibited and will not be tolerated in the district.

"Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under

a person's true or false identify. Students will refrain from using personal communication devices or district property to harass or stalk another. The district will take any report of cyber bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyber bullying.

The district may revoke the privilege of a student, staff or third party, who uses district equipment or electronic communication system to engage in cyber bullying to use any district electronic equipment. The district may revoke the privilege of a student, staff or third party, who uses a personal communication device to engage in cyber bullying to bring any personal communication device on district property or district-sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff and third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board as provided in Lead-Deadwood School District Personnel Policy and Procedures Manual and in district policy KGB.

The district may also report individuals to law enforcement if necessary.

Students and staff will be responsible for complying with the district's "Acceptable Use Agreement" to ensure awareness of and compliance with district use policies.

Adopted: December 11, 2007

JGA

CORPORAL PUNISHMENT

Corporal punishment may not be administered in the Lead-Deadwood School District #40-1.

Adopted: May 14, 1990

Revised: February 10, 1997

Revised: June 12, 2018

STUDENT INCIDENT INTERVENTION STRATEGIES

I. 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 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 students 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.

II. **Definitions:**

- a. **Positive Behavior Interventions and Support:**
 - i. 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
 - ii. 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.
- b. **Physical Restraint:**
 - i. 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.
 - ii. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
 - 1. To break up a fight;
 - 2. To knock a weapon away from a student's possession;
 - 3. To calm or comfort;
 - 4. To assist a student in completing a task/response if the student does not resist the contact;
 - 5. 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. **Time Out:**

A behavioral intervention in which a student, for a limited and specified 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.

III. **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:

- 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. Combine use with other approaches (non-physical interventions are always preferred) that will diminish the need for physical intervention in the future;
 - c. use the least amount of force necessary, for the least amount of time necessary;
 - d. be appropriately-trained;
 - e. continually observe the student in restraint for indications of physical or mental distress;
 - f. 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;
- g. 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.

IV. **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:

- a. 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;
- b. 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;
- c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
- d. Uses pressure point, pain compliance, or joint manipulation techniques;
- e. Corporal punishment;
- f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
- g. Deprivation of basic needs;
- h. Chemical restraint;
- i. 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);
- j. Using other students or untrained staff to assist with the hold or restraint;

- k. Securing a student to another student or fixed object;
- l. Aversive behavioral interventions; or
- m. Seclusion in a locked room or area.

V. 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:

- a. A room or area used for seclusion must:
 - i. provide for adequate space, lighting, ventilation, clear visibility and the safety of the student; and
 - ii. not be locked.
- b. Staff must:
 - i. implement in a manner that is age and developmentally appropriate;
 - ii. ensure safety of other students and protect the dignity and respect of the student involved;
 - iii. the least amount of time necessary;
 - iv. be appropriately-trained;
- c. staff must continually observe the student for the duration of the seclusion;
- d. if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted;
- e. seclusion ceases when the immediate risk of physical harm to self or others has dissipated;
- f. upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

VI. Prohibited for Use of Seclusion:

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

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

- a. The staff member(s) using physical restraint or seclusion shall complete all district required reports and document staff's observations of the student.

- i. 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.
 - ii. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
 - iii. 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.
 - iv. An administrator shall attempt to contact the parent/guardian during the same day of incident.
 - v. 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.
- b. The administration shall conduct a debriefing with all involved staff and parents and, if appropriate, the student;
 - i. Debrief
 - ii. Evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs;
 - iii. 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 a Behavior Intervention Plan must be completed.

VIII. Training and professional development:

- a. The district will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.
- b. The school district will maintain written or electronic documentation on training provided and lists of participants in each training.

IX. District Monitoring:

- a. The school board and superintendent shall monitor the implementation of this policy.
- b. This policy shall be accessible on the district's website.

X. Complaint:

- a. A parent/guardian who feels that a school employee violated this policy may file a complaint with the Superintendent.
- b. 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 Dakota Department of Education, Office of Special Education instead of filing a with the Superintendent.

Adopted: March 12, 2013

Revised: January 14, 2014

Revised: June 13, 2017

Revised: June 12, 2018

JGA-E(1)

RESTRAINT AND SECLUSION

INCIDENT REPORT FORM

Student Name
incident

Date of

Does this student have a disability? ____Yes ____No

If yes, what is the disability?

Student ethnicity: _____

Student gender:

Teacher/class/grade _____

Staff person(s) initiating restraint; others present/involved:

Staff person(s) initiating seclusion; others present/involved:

Describe the behavior that led to restraint/seclusion, including time, location, activity, others present, other contributing factors:

Procedures used to attempt to de-escalate the student prior to using restraint/seclusion:

Describe the restraint/seclusion:

Duration of time of restraint/seclusion

Staff member submitting report

Submitted to Administration at _____time _____ date

Adopted: March 12, 2013
Revised: January 14, 2014
Revised: June 13, 2017
Revised: June 12, 2018

JGA-E(2)

**RESTRAINT AND SECLUSION
DEBRIEFING FORM**

Student: _____ Date of Incident: _____ Date of
Debriefing: _____

Present:

Name	Position	Signature	Has the staff completed restraint training?

1. Give a brief description of the circumstances (antecedents) leading up to this incident.
2. Give a summary of the incident.
3. What was the intervention used?
4. What was the outcome?
5. From information gained, what changes (if any) should be made?
6. Has a support plan been initiated? ___Yes ___No If yes, who was contacted?
7. If applicable, how will the support plan affect any of the following:
 - Behavior intervention plan (BIP)
 - 504 plan
 - Individualized Education plan (IEP)
 - Does the team need to reconvene?

If yes, name of person responsible for notifying the team

BIP ___Yes ___Date ___N/A
504 ___Yes ___Date ___N/A
IEP ___Yes ___Date ___N/A

8. Is this a repeated instance of restraint or seclusion, if so, a Functional Behavioral Assessment (FBA) shall be conducted. Has an FBA been initiated? __Yes __No / completed? __Yes __No
Additional comments (if any)

Adopted: June 12, 2018

JGD

SUSPENSION/EXPULSION

Students may be suspended or expelled from the Lead-Deadwood School District #40-1.

Revised: February 10, 1997

JGD-R

SUSPENSION AND EXPULSION OF STUDENTS

Serious breaches of standards of behavior may result in suspensions or expulsions from school. A principal is authorized to suspend pupils for not more than ten school days and a Superintendent is authorized to suspend pupils for not more than 90 days. The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsion for consumption or possession of beer or alcoholic beverages may not extend beyond ninety school days.

Any student bringing a firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon to school, except as authorized by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to decrease the length of expulsion on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

A suspension may be imposed, but is not limited to, when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises or creates a serious disruption of the school environment. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making a false alarm or terroristic threat; lewd or threatening behavior or language; possession of drugs; or possession of beer or alcoholic beverages on the school premises or at school activities may result in suspensions.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsion.

In case of a suspension by the Superintendent for more than ten school days, the Superintendent will schedule a hearing before the Board of Education and the hearing shall be scheduled within ten (10) school days of the first day of the student's suspension.

Additional procedures mandated by state and federal law apply to special education students.

NOTE: Statute states that no school board may impose a lesser consequence than those established in SDCL 13-32-9 but may by board policy adopt more strict consequences for

adjudication, conviction, informal adjustment or court-approved diversion program, or a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana. Statute also says the suspension "may" be reduced and the student "may" be allowed to practice during the period of suspension. To avoid discriminatory application, it is ASBSD's recommendation that the Board decide, for policy purposes, if the suspension period is to be reduced upon the student meeting the requirements, and if reduced to what extent, and whether the student may participate in practice during a period of suspension.

Suspension from Extra-Curricular Activities:

If a student is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the student shall be suspended as follows:

First offense: The student shall be suspended one year which shall be reduced to thirty calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is ineligible for a minimum of two South Dakota High School Activities Association sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

Second offense: The student shall be suspended one year. The one year suspension for a second offense shall be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If six sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until six sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

A suspension begins on:

The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or

The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.

A suspension that is reduced pursuant to this policy is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event.

A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.

In order for events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates.

Third offense: Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the student is ineligible to participate in any extracurricular activity.

Adopted: June 13, 2017

Form JGD-R1

NOTICE OF SUSPENSION

Date _____

Dear _____

As we discussed on _____, _____ has been suspended from school for _____ school days.

Beginning Date _____

The grounds for suspension and a summary of the situation are outlined below:

I thank you for your support in this matter. Should you have any questions regarding this matter, please feel free to call me at _____.

Sincerely,

cc: _____

**BEFORE THE BOARD OF EDUCATION
OF LEAD-DEADWOOD SCHOOL DISTRICT 40-1
LAWRENCE COUNTY, SOUTH DAKOTA**

IN THE MATTER OF:

BY REGISTERED MAIL
RETURN RECEIPT REQUESTED

NOTICE OF HEARING

TO: _____

PLEASE TAKE NOTICE _____, the, _____

day of _____, 2, at _____ o'clock, at _____

_____.

_____, South Dakota, a hearing will be held before the Board of Education, Lead-Deadwood School District 40-1, Lead, South Dakota, for the following purpose:

The act, transaction or occurrence which is the basis of the action being proposed before the Board is as follows:

The District Policy allegedly violated by the act, transaction or occurrence described above is as follows:

In the hearing, you will have the following rights:

1. An opportunity to be heard in opposition to the proposed action and to present any evidence or testimony in opposition thereto; and
2. To have counsel or representative present, at your expense, to examine witnesses and to present evidence and testimony; and
3. To present witness(es) to testify on your behalf; and
4. The opportunity to confront the witness(es) who propose or support the action to be taken; and
5. A written decision by the Board within a reasonable period of time after the conclusion of the hearing; and
6. The decision of the Board to be based solely upon the evidence presented at the hearing to include a summary of the evidence and the reason(s) for the decision.

You are further notified that you also have the following rights:

1. The records of the student in question are available at the Business Office of Lead-Deadwood School District 40-1 for examination by you or your authorized representative.
2. You may waive the right to a hearing.

IN CASE OF YOUR FAILURE TO APPEAR OR ANSWER it will be presumed that you consent to the action proposed to be taken.

DATED this _____ day of _____, 2_____.

LEAD-DEADWOOD SCHOOL DISTRICT 40-1
LEAD, SOUTH DAKOTA

By: _____
CEO/Superintendent of Schools

Copy to:

STUDENT SUSPENSION/EXPULSION WAIVER

I hereby waive my right to a hearing in the matter of potential suspension or expulsion from school for the alleged misconduct of _____.

Said hearing was set for the _____ day of _____, 2____.

Dated this _____ day of _____, 2____.

Student

Parent, Guardian or other Responsible Person

Date: _____

Witness

Date: _____

Revised: June 13, 2017

JHC

Lead-Deadwood Wellness Plan Mission

The mission of the Wellness Program is to promote and enhance the health and well-being of the students and staff of the Lead-Deadwood School District. The program works to improve the health and well-being of students and staff and the educational achievement of ALL students by providing coordinated health, mental health, and other support services.

Nutrition

1. Teaches consistent scientifically based nutrition messages throughout the school, classroom, cafeteria, home, community and media and as part of health education classes and/or stand-alone courses.
2. Uses the SD Health Education Standards and addresses nutrition concepts progressively in grades K through 12.
3. Staff who are responsible for nutrition education will be adequately prepared and should participate in professional development activities to effectively deliver an effective program
4. Food pricing strategies shall be designed to encourage students to purchase nutritious items.
5. Procedures shall be in place for providing to families, on request, information about the ingredients and nutritional values of the foods served.

6. The school food service program shall operate in accordance with the Healthy, Hunger-Free Kids Act of 2010 as amended and applicable laws and regulation of the state of South Dakota. All schools will comply with USDA regulations and state policies.
7. Schools shall offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. For the purpose of this policy, "Dietary Guidelines for Americans" refers to the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks.
8. Students with special dietary needs will be accommodated as required by USDA regulation.
9. Healthy choices of food and beverages will be offered at school-sponsored events outside the school day.
10. All foods sold in the ala carte program will be reviewed and nutritional standards will be followed. Healthy snacks will include fresh fruits, vegetables and nutritional beverages.
11. Only vending machines containing healthy choices of food and beverages will be available to students during school hours.
12. Healthy choices should meet the percentage requirements of less than 35 percent fat calories, less than 10 percent saturated fat calories, less than 35 percent sugar by weight. Nuts, seeds, fruits, vegetables, low-fat or non-fat yoghurt, low-fat cheese sticks and items that have natural sugar will be allowed. Milk that is 1 percent fat and no more than 360 calories per container is okay, as are fruit and vegetable juices, plain and colored water, noncarbonated drinks with fewer than 20 grams of carbohydrates per 8 ounces, tea and other sport beverages.

Physical Activity

1. All high school students will be required to have 1.0 credit of Health/PE to graduate.
2. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
3. The Lead-Deadwood School District Health and PE curriculum will be aligned with the SD State Content Standards.
4. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will be promoted and supported.
5. All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged (verbally and through the provision of space and equipment) to engage in moderate to vigorous physical activity.
6. All elementary, middle and high school students will be offered extracurricular physical activity programs, such as physical activity clubs or intramural programs.
7. All high schools and middle schools as appropriate, will offer interscholastic sports programs.
8. All schools will offer activities that meet the needs, interests and abilities of all students, including boys, girls, students with disabilities and students with special health-care needs.
9. Schools will educate and encourage participation in community or club activities.
10. When appropriate, the district will work together with local public works, public safety and/or police departments in an effort to assess and to the extent possible make needed improvements to make it safer and easier for students to walk and bike to school.
11. Each building will develop classroom-based physical activities, called Energizers, that non-physical education teachers can utilize to engage students in single sessions or bouts of physical activity at least twice a week. Teachers will be trained in how to implement such activities.

Other School-Based Activities

1. Indoor air quality issues will be investigated.
2. Facilities will be safe, clean and orderly.
3. Weapons violations will be addressed and reduced.
4. A district-wide crisis plan will be created, followed, and practiced.

5. Appropriate staff will be trained and certified in non-violent crisis interventions (CPI)
6. Students will be provided with lessons in hygiene.
7. Staff will be encouraged to participate in wellness activities through a formalized wellness day.
8. Students and staff will have adequate space to eat meals in clean, safe, pleasant surroundings and will have adequate time scheduled as near the middle of the school day as possible to eat, relax and socialize.
9. Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
10. Cholesterol and glucose screenings as well as blood pressure checks will be made available for staff.
11. Yearly Influenza Vaccinations will be made available to staff and students.
12. Information will be provided to parents regarding state and school required immunizations.

School Wide Social Emotional Wellness

Emotional health is one of the critical building blocks of overall wellness. The school district will employ a significant set of mental health support resources to help students and families in the community who may be facing challenges. These resources will include school counselors, a school resource officer, a school nurse, and a school psychologist. Programs will include Olweus, PBIS, a cyber bullying hotline, lessons in digital citizenship, DARE, alcohol and tobacco prevention, mental health awareness, and suicide prevention.

1. Behavior Intervention Monitoring Assessment Tool (BIMAS) will be used by classroom teachers to identify needs of support and intervention.
2. Through Positive Behavioral Interventions and Supports (PBIS), students will demonstrate SAFE RESPECTFUL and RESPONSIBLE behavior on and off school grounds.
3. Opportunities will be created for every student to build significant relationships with adults in the district through positive communication.
4. Staff should expect that ALL students have the potential to be successful.
5. Through PBIS a positive, effective learning environment will be supported.
6. Staff will create environments that will motivate students and provide opportunity to build resiliency and grit.
7. Staff will utilize positive, strength based approaches to teach skills that help reduce stress and challenging behaviors.
8. Within the School-wide Crisis Plan the Student Threat Assessment Response (STAR) plan will be followed and implemented by appropriate support staff.
9. School environment will promote positive attendance behaviors to increase academic achievement.
10. Support will be given to parents helping them to understand their role in the development of their students' sense of value within the home, school and community.
11. Parents and families will be supported with and taught positive behaviors to ensure daily attendance of their students.
12. Family and parenting courses will be made available to families and assistance is available to them for accessing resources within the community that foster positive home/school cooperation and involvement.
13. Community relationships will be maintained to offer wellness support to students, staff and families; including Behavior Management Systems (Family Pathways, BMS Telemedicine, Functional Family Therapy), outside mental health referrals, Action for the Betterment of the Community (ABC), Dakota Smiles (Dental Bus), South Dakota School for the Deaf (hearing screens), Kidsight SD (Lions club vision screening).

Adopted: May 9, 2006

Revised: March 12, 2019

STUDENT COMMUNICABLE DISEASES

Students who are afflicted with a communicable contagious, and/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.

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.

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 principal/building administrator or designee. SDCL 13-28-7.3

In situations where the decision 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:

1. a representative from the State Health Department; SDCL 34-10-14.2
2. the student's physician;
3. the student's parents or guardian(s);
4. the school principal or designee;
5. the school health service's supervisor/county health officer; SDCL 13-28-7.3
6. the superintendent or designee; and
7. primary teacher(s).

In making the determination, the advisory committee shall consider:

1. the behavior, developmental level and medical condition of the student;
2. the expected type(s) of interaction with others in that setting
3. the impact on both the infected student and others in that setting;
4. the South Dakota Department of Health guidelines and policies; and
5. the recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, 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.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:

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 for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sick and work areas, maintenance cleaning and other personal hygiene measures are part of creating a health environment.

LEGAL REF: SDCL 13-28-7.3

REFERENCE: Control of Communicable Diseases, 14th Ed.
1985—Abram S. Benenson, Editor

Adopted: January 12, 1988

Revised: February 10, 1997

JHCC-R

STUDENT COMMUNICABLE DISEASE GUIDELINES

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

Disease and Incubation Period*	Rules for Student Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 month – 5 year	Generally, no exclusion. Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.
Chicken Pox 14-21 days	Exclude until all lesions have dried and crusted or, in immunized children without crust, until no new lesions appear within a 24-hour period.
Cytomegalovirus (CMB 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 or infection.
Giardiasis and infection Enteric Diseases 5-25 days or longer	The student may attend school. Food handlers must remain at home until they have three negative stool specimens. 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. Good hand washing in all cases should eliminate risk of transfer of infection.
Impetigo Variable 4-10 days	The student may attend school if under treatment and dry. (Exclude until after 12 hours of antibiotic treatment)
Hepatitis A 15-40 days (Average 25 days)	Exclude until one week after onset of illness.
Measles (red, Hard, Rubeola, 7-day 8-14 days	Exclude until four days after onset of rash. Students who have had contact with measles may attend school if the student has had the measles or if immunization is up to date.

Infectious Mononucleosis (Glandular Fever) 2-6 weeks	The student may attend school as directed by the physician.
Methicillin-resistant Staphylococcus aureus (MRSA)	Exclude only if confirmed MRSA is present from wound in which drainage is occurring and cannot be covered and contained.
Mumps 12-21 days	Exclude until five days after the onset of parotid gland swelling.
Pediculosis (Lice, Crabs)	Generally, no exclusion; considerations may exist for certain sports, extracurricular activities or behaviors that might increase the risk of transmission.
Pink Eye (Conjunctivitis) 5-12 days	Generally, no exclusion; considerations may exist for certain sports, extracurricular activities or behaviors that might increase the risk of transmission.
Planter's Warts	The student may attend school.
Rubella (3 day German Measles)	Exclude until seven days after onset of rash. Prevent exposure of pregnant women.
Scabies (7-year itch) Mites	Exclude until after treatment has started.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1-3 days	The student may attend school twelve (12) hours after initiating oral antibiotic therapy and twenty-four (24) hours fever free without the use of fever reducing agents (Tylenol, Ibuprofen).
Ringworm	Generally, no exclusion; considerations may exist for certain sports, extracurricular activities or behaviors that might increase the risk of transmission.

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

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

LEGAL REF; SDCL 13-28-7.3

Revised: February 10, 1997

Revised: June 13, 2023

JHCD

ADMINISTERING MEDICINES TO STUDENTS

It is the position of the board that the presence of medicines on school property and/or the taking of medicine by students during school hours must be carefully monitored to prevent the development of harmful situations to the students.

Whenever possible, students are encouraged to receive medicine outside school hours. However, in those cases where medicine must be taken during the student's time at school, the following procedures are to be followed.

-All medication must be brought to school on behalf of the student by the parent, guardian or a responsible designated adult and given to the school secretary or nurse. All medications must be in the original container in which the medication was purchased and should clearly state the name, strength, and dose of the medication. A signed copy of the Medication Consent Form must be on file with the medication name and correct dosage before any medication will be administered. A written order from the prescriber must accompany any changes in the medication dosage or schedule and a new Medication Consent Form must be filled out by the parent/guardian. If it becomes apparent that a child has medicine at school without the proper paperwork on file, the parent/guardian or responsible designated person will be notified, and the

medication will be held in a secure location until it can be picked up by the parent/guardian or responsible designated person or a Medication Consent Form is on file.

-Parent/guardian or designated person's requests to store and/or administer any medication to a student must be in writing. This must include a signed and dated copy of the Medication Consent Form, which must state the specific instructions for administering the medication, which are consistent with the directions given by the physician or Advance Practice Provider (APP) on the prescription. A record of all written Medication Consent Forms will be kept on file with the District Nurse. If there is a change in specific instructions by the provider a new Medication Consent Form must be updated by the parent/guardian or responsible designated person. All Medication Consent Forms must be renewed annually.

-High School students may carry and administer one dose of medication. The medication must be in its original container with the student's name on it and only hold one dose. Before a student may self medicate, a Medication Consent form must be completed, signed by a parent or guardian, and returned to the high school office.

-All medications must be stored in a secure area, managed by the school nurse, and removed from the usual work stations of the students. Emergency medications may be carried by a student with special written consent from the healthcare provider (renewed annually) and parent, guardian, or a responsible designated adult, and demonstrate to the nurse, the proper dosage and use of the medication.

-Prescription medications to be stored and/or administered must be in a pharmacist labeled container which specifies the student's name, the prescribing provider's name, the date of the prescription and the directions for use.

-Non-prescription medications to be stored and/or administered should be in their original container, labeled with the student's name. Administration of non-prescription medications will be according to manufacturer's recommendations.

-All medications administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA) unless a licensed healthcare provider signs the Medication Consent Form. Information on dosage, side effects, and contraindication of any medication or medication-like substance given by school personnel, must be readily available from a professional acknowledged resource (PDR or other U.S. published drug reference book, FDA or USP website, etc.). School personnel have the right to refuse to administer any prescription, over the counter, or other medication and may seek medical opinion or advice pertaining to the medication administration.

-All medication will be retrieved by a parent, guardian or a responsible designated adult or disposed of by the school nurse at the end of the prescribed administration period or by the end of the school year, whichever comes first.

- Narcotic pain relievers/Hydrocodone combination products (Lortab, Vicoprofen, Norco) will not be administered in the school setting. Pain requiring Narcotics for relief should be dealt with at home where your student will be safe and can obtain adequate rest to assist with healing.

-IV medications will not be administered at Lead-Deadwood School District.

Guidelines for Giving Medications by Designated Personnel

The Board of Nursing has determined that administration of medications is a nursing function and has set forth rules that allow a licensed nurse to delegate the administration of medications to non-licensed assistive personnel who have a minimum of a high school education equivalent and who have completed training as outlined in the rules. It is through the act of the nurse delegation, that a non-licensed individual has the legal authority to perform this function.

Medication administration may be delegated only to those individuals who have successfully completed a training program approved by the South Dakota Board of Nursing. Only those completing the training may administer medication under the supervision of a licensed nurse.

The following tasks may be legally delegated by a nurse to those individuals who have successfully completed the training program:

- Administration of medications by oral, rectal or topical route.
- Measuring or a prescribed amount of liquid medication or crushing a tablet for administration, if the licensed nurse has calculated the dose.
- Administration of Schedule II substances (ex. Ritalin) which have been prescribed and labeled in a container for a specific client.

Verbal or telephone orders are another option, but require a registered nurse. Only the supervising school nurse can take verbal orders from a Health Care Provider regarding medication. Such orders must be followed by a hard copy to verify the order within 24 hours.

The child must come to the office at the time the child is to receive medication. Sometimes young children may need to be reminded for a few days by their teacher. If a child misses a dose, the school secretary or nurse will notify the parent.

Medication can be safely administered up to one-half hour before or after the prescribed time.

All medications will be stored in a locked cabinet or refrigerator.

If the child must carry his/her medication at all times, (i.e. inhaler or epi-pen) the physician must provide a written statement annually to the school. The student will then demonstrate to the nurse, the proper dosage and use of the medication.

If a medication error should occur, it must be reported to the school nurse as soon as it is recognized so that the appropriate action can be determined. Parents will be notified, the physician will be notified if necessary, and Medication Error report will be completed, signed and kept on file with the school nurse.

Adopted: April 11, 2006

Revised: June 13, 2023

Medication Administration At School

Student: _____ Date of Request: _____

Date of Birth: _____ Grade/Teacher: _____

Medication: _____ Strength: _____

Dosing _____

Time(s) to be given: _____ ☐ Daily ☐ As Needed

Effective Dates: _____ ☐ Duration of School
Year

Condition for which medication is to be given: _____

It is the responsibility of the child to come to the office to take his/her medication.

PLEASE REVIEW THE MEDICATION POLICY ABOVE THIS FORM BEFORE SIGNING

It is not possible to schedule the administration of the above medication at a time other than during school hours. Therefore, I request that the medication be administered to my child as directed on this request. I understand that the School District, the Board, and its employees shall be immune from civil liability due to allergies or other injuries resulting from the administration to a student, provided such administration conforms to the requirement of this policy. This medication is in the original container with proper labeling and not expired. ***The first dose of this medication has been given at home.***

(Parent/Guardian Signature)

(Date of Authorization)

This authorization will terminate completely on _____.
(Specific Date)

This authorization is effective for the current school year only and must be renewed annually.

Amount of medication dropped off and initials of staff and Parent/Guardian					
DATE	# DROPPED OFF	INITIALS	DATE	# DROPPED OFF	INITIALS
		/			/
		/			/
		/			/
		/			/

		/			/	
--	--	---	--	--	---	--

QUANTITY PICKED-UP _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

STAFF WITNESS SIGNATURE _____

Medication Error Report

Student Name: _____ Grade _____

Date: _____

Location: _____

☐ Medication Dosage Error

☐ Medication Destruction

☐ Medication Reaction

Explain _____ Incident _____ in
Detail: _____

Signature/Title of Person Preparing Report

Date

Notification of Personnel—

School Nurse Notified () Yes () NO

Date

Time

Child's Doctor Notified () Yes () NO

Date

Time

Parent/Guardian Notified () Yes () NO

Date

Time

EPINEPHRINE AUTO INJECTORS

JHCDB

The Lead-Deadwood District may acquire and maintain a stock of epinephrine auto-injectors to be used by trained personnel pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis. If the school district acquires and maintains a stock of epinephrine auto-injectors, the school district will notify parents or guardians of each student about the policy.

All epinephrine auto-injectors, whether supplied by the school district, parents/guardians or an emancipated student, must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in administration of epinephrine auto-injector or administration of medication unless the student has authorization to self-carry emergency epinephrine as outlined in the Medication Policy.

Any school nurse, or other designated school personnel authorized by the School Board, may:

1. Administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school.
2. Administer an epinephrine auto-injector to any student during schools hours or during a school related activity if the school nurse or designated school personnel believe that the student is experiencing anaphylaxis in accordance with the standing protocol from an authorized health care provider, regardless of whether a student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.
3. Prior to administering an epinephrine auto-injector made available by the school, each designated school personnel shall be trained by a licensed health care professional:
 - a. To recognize the symptoms of a severe allergy or anaphylactic reaction;
 - b. To know the procedure for the administration of an epinephrine auto-injector;
 - c. To know the procedure for storage of an epinephrine auto-injector; and
 - d. To know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.

Pursuant to state law, no administrator, school nurse, or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute ordinary negligence, however, this immunity does not apply to an act or omission constituting gross, willful, or wanton negligence.

Adopted: August 12, 2014

Revised: June 13, 2023

JHCDE

ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS

The School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner's recommendation,

administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

The District permits students with a valid registry identification card for medical cannabis under South Dakota law to be administered medical cannabis on school property or at a school-sponsored activity by their parent/guardian or other registered designated caregiver in accordance with this policy and South Dakota law. In order for a parent/guardian or other designated caregiver to administer medical cannabis to a qualifying student, the District will require the following to be provided initially and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

- Presentation of the student's valid State of South Dakota Department of Health approved registry identification card or nonresident card with the State of South Dakota Department of Health's confirmation of registration (a copy of which will be kept by the school in the student's educational record);
- Presentation of the State of South Dakota Department of Health approved caregiver's card showing his/her status as the registered designated caregiver for the qualifying student (a copy of which will be kept by the school in the student's educational record); and
- A written dated and signed certification by the qualifying student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The parent/guardian or other registered designated caregiver is the only person who may provide, administer, or assist the student with the consumption of medical cannabis. Schools will not store, and school personnel will not administer, medical cannabis.

Administration of medical cannabis to qualifying students shall be in accordance with this policy. Administration of all prescription and nonprescription medications to students shall be in accordance with applicable law and the District's policy concerning the administration of medications to students.

Definitions

The following definitions apply for purposes of this policy:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.
2. "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical cannabis to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Smoking or vaping medical cannabis is strictly prohibited and is not a permissible form of medical cannabis for students in a school setting under any circumstances.

3. "Designated caregiver" means the qualifying student's parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student's registered designated caregiver and who has a caregiver's card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to school and all other applicable policies.

4. "School property" means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district's functions.

5. "Qualifying student" means a student who possesses a valid registry identification card approved by of South Dakota Department of Health for use of medical cannabis.

6. "Written certification" means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient's debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

Permissible administration of medical cannabis to a qualifying student

A qualifying student's designated caregiver may administer a permissible form of medical cannabis to a qualifying student in a designated location if all of the following parameters are met:

1. The qualifying student's parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school-sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

a. The qualifying student's valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health's confirmation of registration authorizing the student to receive medical cannabis;

b. The completed and signed Form JHCDE-E(1)(Medical Cannabis Administration Plan);

c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and

d. Written certification dated and signed by the student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

2. The qualifying student's parent/guardian provides written notice to the school within ten (10) days of any of the following:

a. Change in a designated caregiver;

b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or

- c. The registry identification card is void, expired or revoked.
3. In the event that a new registry identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;
4. The qualifying student's parent/guardian signs the written acknowledgement in Form JHCDE-E(1)(Medical Cannabis Administration Plan) assuming all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;
5. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;
6. The district will determine the location and the method of administration of a permissible form of medical cannabis so to not create risk of disruption to the educational environment or exposure to other students;
7. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;
8. The written dated and signed plan contained in Form JHCDE-E(1)(Medical Cannabis Administration Plan) is 2 prepared that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

Additional parameters

School personnel, in their role as employees of the school district, will not under any circumstances:

1. Assist a qualifying student or his/her designated caregiver in obtaining, administering, or using medical cannabis;
2. Store or hold medical cannabis in any form;
3. Ensure the qualifying student is properly using the medical cannabis as instructed by his/her recommending practitioner; or
4. Serve as the qualifying student's designated caregiver of medical cannabis.

This policy conveys no right to any student or to the student's parents/guardians or other designated caregiver to demand access to any general or particular location on school property or at a school-sponsored activity to administer medical cannabis.

When a school-sponsored activity occurs at another South Dakota public school, the location identified by that school will serve as the designated location for the designated caregiver's administration of medical cannabis.

This policy shall not apply to school property or school-sponsored activities located outside of the state of South Dakota, on federal property or any other location that prohibits cannabis on its property.

Permission to administer medical cannabis to a qualifying student may be limited or revoked if the qualifying student and/or the student's parent/guardian or other designated caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

No student is permitted to possess or self-administer medical cannabis. Qualifying students with a valid registry identification card who possess or self-administer cannabis may be subject to discipline just as any other student without a valid registry identification card would be. Student possession, use, distribution, sale or being under the influence of cannabis inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds will be lost or have been lost by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical cannabis to qualifying students on school property or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

Adopted: November 9, 2021

JHCE

ACCOMMODATING CHILDREN WITH SPECIAL DIETARY NEEDS

The Lead-Deadwood School District will make substitutions in lunches for students considered to have a disability under federal requirements and may also make substitutions for students who do not have a disability but who cannot consume the regular lunch because of medical or other special dietary needs. Substitutions must be made on a case by case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods. Such statement must, in the case of a student with a disability, be signed by a physician or, in the case of a student who is not disabled, by a recognized medical authority.

Parents/Guardians of students with a physician certified disability will be informed in writing of the limitations the school foodservice has in accurately providing nutritional and/or allergen information on products received from foodservice suppliers. They will also be required to sign a Nutritional Information Limitation and Terms agreement annually or more often as needed wherein they will indicate whether they agree or do not agree to its limitations and terms. An enhanced

menu variety will be available for families that agree to the limitations and terms. Families that choose not to agree to the limitations of liability will be provided one alternative menu/meal that meets the dietary prescription provided by the physician. Requests for nutritional, ingredient, or allergen information unrelated to a special diet request will also require the review and signing of the Nutritional Information Limitations and Terms Agreement.

SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if students, parents, and physicians work with the schools to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan—see JHCE-R(1).
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - *safe and unsafe foods
 - *strategies for avoiding exposure to unsafe foods
 - *symptoms of allergic reactions
 - *now and when to tell an adult they may be having an allergy-related problem
 - *how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from high school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.

- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. If the administrative rules/regulations promulgated to SDCL Chapters 1-26 and 13-13A permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse, and allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with South Dakota's applicable Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

The following guidelines will be placed on Lead-Deadwood School District busses:

- There will be no eating or drinking allowed on the school busses in route to and from school.
- Students with medical conditions that require food or drink during those times must bring a note from a doctor.
- Students who are bringing "treats" to school may transfer them on the bus but may not consume them.
- At no times are students to share their own food or drink with another student (this is to avoid the effects of allergic reactions).
- Food and drink on activity busses to and from events will be determined by coaches.
- Food and drink on busses to and from field trips will be determined by teachers.

Adopted: January 15, 2008

Place
Child's
Picture
Here

Food Allergy Action Plan

Student's
Name: _____ **D.O.B.** _____ **Teacher:** _____

ALLERGY TO: _____

Asthmatic Yes*

No

*Higher risk for severe reaction

STEP 1: TREATMENT

Symptoms:

Give Checked Medication:**

** (To be determined by physician authorizing treatment)

- If a food allergen has been ingested, but *no symptoms*:
Epinephrine
Antihistamine
- Mouth Itching, tingling, or swelling of lips, tongue, mouth
Epinephrine
Antihistamine
- Skin Hives, itchy rash, swelling of the face or extremities
Epinephrine
Antihistamine
- Gut Nausea, abdominal cramps, vomiting, diarrhea
Epinephrine
Antihistamine
- Throat± Tightening of throat, hoarseness, hacking cough
Epinephrine
Antihistamine
- Lung± Shortness of breath, repetitive coughing, wheezing
Epinephrine
Antihistamine
- Heart± Weak or thready pulse, low blood pressure, fainting, pale, blueness
Epinephrine
Antihistamine
- Other± _____
Epinephrine
Antihistamine

- If reaction is progressing (several of the above areas affected, give
Epinephrine
Antihistamine
±Potentially life-threatening. The severity of symptoms can quickly change.

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen® EpiPen® Jr. Twinject® Twinject® 0.15mg
(see reverse side for instruction)

Antihistamine: give _____
medication/dose/route

Other: give _____
medication/dose/route

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

1. Call 911 (or Rescue Squad _____). State that an allergic reaction has been treated, and additional epinephrine may be needed

2. Dr. _____ Phone Number: _____

3. Parent _____ Phone Number(s): _____

4. Emergency contacts:
Name/Relationship Phone Number(s)

a. _____ 1.) _____ 2.) _____

b. _____ 1.) _____ 2.) _____

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY

Parent/Guardian's Signature: _____ Date: _____

Doctor's Signature: _____ Date: _____
(Required)

Adopted: January 15, 2008

JHG

CHILD WELFARE – NEGLECT OR ABUSE

State law makes it clear that school personnel have a definite responsibility to report suspicious acts of willful child neglect, physical or emotional abuse for any child under the age of eighteen (18).

In support of this law, school personnel will always discuss and report all suspected cases to their building principal. The principal and /or employee will report the child neglect or abuse. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

In suspected cases of physical and sexual abuse, with the principal's knowledge, the suspect victim may be questioned by police or a social worker at the school without the principal obtaining permission of the victim's parent or guardian. In cases such as these, the police or social

worker must make every attempt to meet the suspect's parent or guardian prior to the student (suspect) returning home from school. This procedure will be clearly understood and agreed to by the policy and/or social worker prior to allowing said questioning of the student (suspect).

26-10-10, 26-10-11 and 26-10-11.1

....shall report or cause reports to be made in accordance with 26-10-12.

12-10-12

Oral report of child abuse – To whom made. The report required by 26-10-11 shall be made orally and immediately by telephone or otherwise to the State's Attorney of the county in which the child resides or is present, or to the Department of Social Services, or the county sheriff, or to the city police. **The State's Attorney, the police department or the county sheriff, upon receiving a report shall immediately notify the Department of Social Services; the Department of Social Services, upon receiving the report shall immediately notify the State's Attorney, the police department or the county sheriff. Anyone receiving a report of suspected child abuse shall keep the report confidential as provided in SDCL 26-10-12.3.**

The school's procedure: The principal and/or school employee will report orally all abuse and neglect cases to the Department of Social Services. If the department cannot be reached, the State's Attorney's office, county sheriff or city police will be informed orally.

The oral report may include:

1. Name of child, age, grade, etc.
2. Parent's name and address
3. Type of abuse or neglect
4. Staff member making the referral
5. When employee might be free to discuss the report with a social service department case worker. (either by phone or by case worker coming to the school)

Adopted: March 1985

Revised: February 10, 1997

JK

STUDENT SEX OFFENDERS

1. If a student enrolled in the Lead-Deadwood School District 40-1 is registered as or adjudicated of sex offender crimes under SDCL Chapter 22-24B, the Superintendent or designee will arrange an intake meeting for the student to include, as deemed necessary by the Superintendent or designee, the student, the student's parents or guardians, Department of Corrections or court services officer, school resource officer, District administrators and guidance counselors, to determine the student's background, conditions of supervision by the Department of Corrections or court services, the safety risk posed by the student, and any other relevant factors affecting the student and the safety of other District students.

2. The Superintendent or designee may establish restrictions for the student sex offender, which may include, without limitation, (A) no attendance at a building where there are day care centers, or younger students, and/or which are located near a private day care, and/or buildings

attended by the offender's adjudicated victim or a victim's sibling, and/or any other location that would violate the offender's conditions of supervision by the Department of Corrections or court services, and/or (B) a behavior contract with school officials, which includes a prohibition on leaving campus during the school day; and/or (C) periodic meetings with the school resource officer, and/or (D) attendance in alternative school. The District will take appropriate action when dealing with a student sex offender who is eligible for special education and related services.

3. If the student sex offender violates any of the restrictions or conditions established by the District under this policy, or otherwise poses a risk to any student in the opinion of the Superintendent or designee, the Superintendent or designee may take immediate action to address the situation including disciplinary action against the student sex offender as authorized by law, and if necessary for the safety of other students or District employees, requesting assistance from local law enforcement authorities, if the student resists District directives.

Adopted: January 13, 2009

JLA

STUDENT ADDRESSES

List of names and/or addresses of students will not be made available to anyone using the same to exploit the student in any way.

Adopted: 1976

Revised: February 10, 1997

JLB

ELIMINATION OF BARRIERS FOR CHILDREN OR YOUTH EXPERIENCING HOMELESSNESS INCLUDING UNACCOMPANIED YOUTH

The Lead-Deadwood School District will:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - * Transportation services.
 - * Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - * Programs in vocational and technical education.
 - * Programs for gifted and talented students.
 - * School nutrition programs.

Adopted: January 13, 2009

JO

CUMULATIVE FOLDERS

Cumulative folders will be kept on all students in the Lead-Deadwood Schools on an individual basis.

Adopted: October 12, 1956

Revised: February 10, 1997

JO-R

STUDENT RECORDS

Lead-Deadwood School District #40-1

Notice to Parents of Records Maintained

The custodian of student records at each school shall annually give notice to the parents and to the student if age eighteen (18) of the following:

1. The types of records directly related to the students which are maintained by the school.
2. The name of the custodian or agent to contact to review the records.
3. A list of the individuals who have access to the records and for what purpose.
4. Notice that employees of the District will have access to the records when they have a legitimate educational interest and that no record of their request will be kept.
5. Notice of the District's policies for reviewing, challenging and expunging these records.
6. The cost charged for reproducing records for the parent or student.
7. The categories of directory information under Section 1 which may be released to the public unless objected to in writing by the parent or student if age eighteen (18).

This notice will be given annually, in writing, at or near the beginning of each school year, but not later than September 15. Form 13 or its equivalent may be used for this notice.

NOTICE OF STUDENT RECORDS MAINTAINED BY THE LEAD-DEADWOOD SCHOOL DISTRICT #40-1

The Lead-Deadwood School District #40-1 recognizes the right of the general public to full and complete information regarding the affairs of the District. The District further recognizes the inherent right of privacy of the students, officers, and employees of the District. Consistent with both of these rights, Administrative Procedures will provide a method whereby appropriate information will be made available to parties having a right and a need to such information consistent with the right of privacy of students, officers and employees of the District. These procedures will be consistent with the Family Education Rights and Privacy Act of 1974, Public Law 93-380.

SECTION I

TYPE OF RECORDS DIRECTLY RELATED TO THE STUDENTS WHICH ARE MAINTAINED BY THE SCHOOL

The School District maintains at each elementary, middle, high, or special school the records on each student enrolled at that specific school. A "student record" generally includes: application for enrollment, standardized achievement test scores; grades; attendance date; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and reports of behavior patterns or disciplinary actions.

SECTION II

NAME OF CUSTODIAN OR AGENT TO CONTACT TO REVIEW RECORDS

A person having the right to review student records shall make a request in person to the custodian or his/her designated agent. If the student is currently enrolled in the District's schools, this request will normally be made to the principal or department head. If the student is no longer enrolled in the District's schools, the request must be made to the Superintendent or his/her designated agent.

SECTION III

LIST OF INDIVIDUALS WHO HAVE ACCESS TO RECORDS

Principals, counselors, teachers and other District employees who have a legitimate educational interest in the records of a student may review and receive copies of the records which are necessary to the furtherance of that interest. A record need not be kept of requests for access to student records made by these District employees or of transfer of records to other schools of the District. In addition to the employees of the District who have general access to the records maintained. Under restricted conditions, which require the completion of a request form which remains permanently with the records, certain other individuals can review a student's record. These include: (1) state and federal officials for audit purposes; (2) accrediting representatives for accrediting purposes; (3) research representatives for limited research; however, the results of the research will not identify the students; (4) school officials of other school districts or universities or colleges in which the student has indicated an interest in enrolling, provided the parent or student, if eighteen (18), receives notice; (5) courts and other bodies issuing orders or subpoenas, provided the parent and student receives notice before compliance; (6) no other persons are allowed to review a student's records without either the parents' or guardian's permission or that of the student if over eighteen (18) years of age.

SECTION IV

CHALLENGING THE CONTENT OF RECORDS

Parents of students under eighteen (18) and students over eighteen (18) may challenge the content of a student's records to insure that the records are not inaccurate, misleading or otherwise a violation of the privacy or other rights of the student. The hearing procedure provided by the School District provides an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data and/or the opportunity for the parents or students to enter an explanatory statement concerning the records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest the grade

given a student's performance in a course through this process. To initiate this procedure contact the custodian of the records.

SECTION V

COST OF PROVIDING COPIES OF RECORDS

A person who requests copies of District records for a purpose other than the transaction of the official business of the District shall pay the actual cost of reproducing the records. A charge of \$.55 for the first page and \$.15 for each additional page will normally be made; however, if the actual cost of reproducing the record exceeds this standard fee for any record, the custodian or designated agent shall require payment of the actual cost. A maximum of ten (10) transcripts of the student's grades will be provided without charge with additional copies provided for \$1.00 each.

SECTION VI

DIRECTORY INFORMATION

The categories of Directory information may be released to the public unless objected to in writing by the parent or student, if eighteen (18), at or near the beginning of each school year but not later than September 15. The School District also publishes "directory information." "Directory information" is defined as the student's name, grade level, information for an activity program such as height and weight, degrees (diplomas), scholarship awards, and school related photos such as being in an athletic program or in the marching band. "Directory information" may be released by the school district without written consent of parents to any party. Information other than that listed as "directory information" will not be released to any third party, excluding administrative use for a legitimate educational purpose, without the written consent of the parent or guardian. Congress has passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and "directory information" on those students. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. That student "directory information" will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. State law also requires the disclosed of similar information to the state Board of Regents. A parent has the right to restrict access to "directory information" on their child as well.

Revised: February 10, 1997

Adopted: August 25, 2009

JO-R

LEAD-DEADWOOD SCHOOL DISTRICT #40-1 REQUEST FOR TRANSFER OF STUDENT RECORDS

DATE

TO: _____
Official

School

Address

City State Zip

According to the Educational Amendment of 1974, "Protection of the Rights and Privacy of Parents and Student", Section 438, Subsection (b) (1), parts A and B, page 97, states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll may receive a student's record without a written consent for such release.

RE: _____
Student Birth Date Grade

Please forward records for the student named above to include a transcript of grades, standardized test results, and immunization records; or, a cumulative folder which includes the above. (Immunization records are required for enrollment in South Dakota schools.) Also, send semester grades to the date of withdrawal if applicable.

Sincerely,

Name Title

Building
320 South Main
Lead, South Dakota 57754

Revised: February 10, 1997

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SECTION K: SCHOOL-COMMUNITY RELATIONS

Below is listing of Lead-Deadwood School District policies in Section K that have been approved by the Lead-Deadwood Board of Education.

KBAA

PUBLIC RECORDS

The Lead-Deadwood School District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the superintendent as the District's public records officer. The public records officer shall be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer shall also establish fees that may be charged for the retrieval and copying of public records.

The Superintendent will act as the public records officer for handling routine record requests. Public records are available for viewing during the school's normal business hours. The cost of copying public records will be \$.05 per page. A log will be maintained of all requests, and the disposition.

Certain records are exempt from public access. Included are student information, and personnel information other than directory or salary.

Denial may also be based on the cost of retrieval, and form requested. If staff time is required, the district may charge an hourly fee to compensate for this time.

It is the desire of the District to fully comply with the letter and spirit of the district's policy and South Dakota Law. While there may be disagreements over the availability of records, the district will make every attempt to settle disputes amicably and factually through the processes established by state and federal law.

The Lead-Deadwood School District adopts the South Dakota Bureau of Administration, Record Management Division's Local Schools Retention Manual, Revised 2015, or as may be amended, as its Records Management Policy, for the purpose of providing a retention and destruction schedule so that school records can be managed efficiently and in compliance with state law, SDCL 1-27-18.

Adopted: August 25, 2009

Revised: May 9, 2017

KBC-R

BROADCASTING

The district shall not interfere with the right of news media to attend and engage in journalism concerning any interscholastic high school activity or event and shall prevent any person under

its authority from interfering with the right of news media to engage in journalism at any such activity or event.

The district shall provide reasonable accommodations for news media to conduct journalism at all interscholastic high school activities and events, and shall allow news media all necessary access to conduct journalism at such events, subject to reasonable limitations for public safety, available space, and the right of the general public to attend such events.

For purposes of this policy, (1) "journalism" means the gathering, preparing, collecting, photographing, recording, streaming, broadcasting, writing, editing, reporting, or publishing of news or information that concerns matters of public interest for dissemination to the public, including on the internet, and (2) "news media" means personnel of a newspaper or other periodical issued at regular intervals, a news service, a radio station, a television station, or a television network, regardless of whether the news media is in print, electronic, or digital format.

Adopted: 1976

Revised: February 10, 1997

Revised: May 9, 2017

KG

USE OF SCHOOL FACILITIES

All buildings and grounds within Lead-Deadwood School District #40-1 will be available for use by organizations, school and/or community, at the discretion of the Superintendent or his/her designated administrator/supervisor. Said use shall be based upon the District's fee structure policy and Facility Use Agreement/Procedures.

Revised: February 10, 1997

Revised: May 9, 2017

KG-R

FACILITY USE AND EQUIPMENT AGREEMENT

School Board of _____ has determined that allowing _____ to use the facilities listed below would constitute a community service, as that term is used in SDCL 13-24-20. Please list the specific facility and equipment to be used.

The use of the facility listed above is for use _____ between the hours of _____. The fee for the use of the facility shall be _____. Rules for use of the facility and equipment have been prepared by the administration and are attached hereto as Exhibit 1 and incorporated herein by this reference.

NEITHER THE SCHOOL DISTRICT, THE SCHOOL BOARD, NOR ANY OFFICER OR EMPLOYEE OF THE SCHOOL DISTRICT IS LIABLE FOR ANY INJURY THAT OCCURS AS A RESULT OF THE USE OF THIS

FACILITY, REGARDLESS OF THE CAUSE OF INJURY, INCLUDING THE DESIGN, MAINTENANCE OF AND CONDITION OF THE FACILITY AND EQUIPMENT USED UNDER THIS AGREEMENT.

THE _____ AND ITS MEMBERS, OFFICERS, AND EMPLOYEES ARE LIABLE FOR DAMAGE TO AND PERSON THAT MAY ARISE AS A RESULT OF THE USE OF THE FACILITY, AS PROVIDED IN SDCL 13-24-20 AND ARE LIABLE AS WELL FOR ANY DAMAGE TO THE FACILITY OR EQUIPMENT PROVIDED BY THIS AGREEMENT.

SDCL 13-24-20 provides:

The school board may grant the use of school facilities, computers, motor vehicles, or land belonging to the school district for any purposes which it considers advisable as a community service for such compensation as it determines. The use may also include a contract with a vendor that sells soft drinks or other concessions on school property. The use may not interfere with school activities. Any person or persons or public body using such school facilities, computers, motor vehicles, or land is responsible to the school district for any and all damages that may be caused by reason of the use or occupancy. The school district is not liable for any damages which might arise as the result of such use or occupancy, including the use of school computers by students.

This agreement is not valid and the facility may not be used unless this Agreement is signed by the person or organization submitting the request prior to the facility use. In addition to the liability undertaken herein by the person or organization using the facility, such person or organization is responsible to leave the facility in the manner in which it was found, without exception, including without limitation that any areas used be left clean and neat and all equipment be returned in the same condition it was when the use was granted.

I hereby certify that the foregoing use of facility was approved by the School Board in open session on the _____ day of _____, 20____.

Superintendent or Business Manager

I have read the foregoing Agreement and agree with its terms. I understand that I, individually, and the organization I represent are liable for any damages caused to the facility and any damages or injuries that may occur to any person as a result of the use of the facility.

NAME OF ORGANIZATION

Signature of individual or representative

Date

Adopted: May 8, 2001
Revised: May 9, 2017

RENTAL RATES OF SCHOOL FACILITIES

The following fee structure shall be utilized in determining charges to be accessed community organizations using school facilities.

HIGH SCHOOL

Auditorium	\$75.00
Gym I	\$50.00
Gym II	\$50.00
Gym III	\$25.00
Lunchroom (w/o kitchen)	\$20.00
Lunchroom (w kitchen)	\$50.00
Classroom	\$10.00

ELEMENTARY SCHOOL

Auditorium	\$50.00
Gym	\$25.00
Lunchroom (w/o kitchen)	\$20.00
Lunchroom (w kitchen)	\$40.00
Classroom	\$10.00

MIDDLE SCHOOL

Multi-Purpose (w/o kitchen)	\$20.00
Multi-Purpose (w kitchen)	\$40.00
Classroom	\$10.00

No rental fee will be accessed local governmental units, charitable and non-profit organizations, or special benefit programs designated for specific charitable purposes.

Charitable organization shall be defined as "one to which a contribution is tax deductible." Non-profit organizations shall be defined as "one holding a non-profit certificate issued by the IRS."

A custodian or lunch room employee fee, on a per hourly basis, will be charged when the event/activity is held outside of the normal working hours of the Lead-Deadwood custodian/lunchroom staff. Charitable and non-profit organizations may elect to clean the facilities with no custodial/lunchroom fee being accessed or request the school be responsible for cleaning the facilities with the organizations billed for services.

A technician fee, or a per hourly basis will be charged for use of the Lead-Deadwood High School Auditorium when special lighting and/or sound arrangements are needed.

Revised: November 9, 2004

Revised: May 9, 2017

REQUEST FOR USE OF SCHOOL FACILITIES

Person/Organization: _____ Date of Request: _____

Day/Date to be Used: _____ Time of Day: From: _____ Date: _____

Purpose of Request: _____

Facility and Room: Building: _____ Room: _____

Approximate Number in Group: _____

Custodian Services Needed: ☐ Yes ☐ No

Explanation: _____

School Person Assigned: _____

Custodian Assigned: _____

Rental Fee to be Charged: ☐ Yes ☐ No

Rent \$ _____

Custodial \$ _____

Other Services \$ _____

Make check payable to:

Lead-Deadwood School District #40-1

Send to:

Business Manager

320 South Main

Lead, South Dakota 57754

TOTAL: \$ _____

Contact made: ☐ in person; ☐ by telephone

Authorized Person of Organization

Address

City State Zip

☐ Approved ☐ Denied

Lead-Deadwood School District #40-1

By: _____

Any group or individual using any facility will be held responsible for any damages to the premises. These damages will be in addition to the above charges.

cc: Organization
Administrator of the Building
Business Manager

Revised: February 10, 1997

KG-R

LEAD-DEADWOOD SCHOOL DISTRICT 40-1

FACILITY USE AGREEMENT – SUPPLEMENTAL INFORMATION

It is the responsibility of the organization to manage the facility during the event/activity per Lead-Deadwood School District policy and regulations and South Dakota Codified Law.

1) Adequate crowd control must be provided. Adequate crowd control is so defined as no less than () persons of legal age.

- Management of the facility shall begin a minimum of forty-five (45) minutes prior to the event/activity and conclude after all spectators, event/activity participants and organization cleaning crew members (if utilized) have left the facility.

Organizational clean up of the facility must meet custodial approval prior to the organization leaving the facility. If not satisfactory, the situation shall be corrected by the organization or additional fees will be assessed the organization for custodial services.

3) In granting this Facility Use Agreement, the Lead-Deadwood School District 40-1 does not relinquish and does hereby retain the right to control and enforce all necessary and proper regulations for the management and operation of its' facilities. School district administrative and/or authorized maintenance personnel may enter the demised premises at any time and on any occasion.

4) A school custodian will be present in the facility during the event/activity or assigned as the building principal determines necessary. It is the responsibility of the organization to notify this individual of damages, mechanical or facility malfunctions (i.e. plugged toilet), trash removal needs, restroom paper needs, and/or clean up needs.

An hourly fee will be charged to the organization when the event/activity is held outside the normal working hours of the Lead-Deadwood custodial staff.

5) The Lead-Deadwood School District assumes no responsibility whatever for any property placed in said facilities, and is hereby expressly released from any and all liability for any loss, injury or damage to persons or property that may be sustained by or during use of the facilities covered under this agreement. Insurance is the responsibility of the organization.

In the case that the facilities are not vacated per this agreement, the Lead-Deadwood School District is authorized to remove and dispose of all goods, wares, merchandise and property of any kind from the facilities.

Authorized Rep—Lead/Deadwood Schools

Authorized Person of Organization

Revised: February 10, 1997

KGB

PUBLIC CONDUCT ON SCHOOL PROPERTY AND AT SCHOOL EVENTS

Although the Lead-Deadwood School District Board of Education welcomes the use of its facilities for public events and public visitation to the schools, the Board expects all visitors to

abide by acceptable rules of conduct. To maintain order on school property, the Board prohibits the following conduct or acts on school property or at school events:

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person.
3. The willful damage to or destruction of property.
4. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby.
5. The willful interference with lawful and authorized activities of others.
6. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs or narcotics on school property.
7. The use of all forms of tobacco by staff members, employees, visitors or guests in all District buildings (in compliance with Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994), on school grounds, in all school vehicles at all times and at any school-related functions.
8. The possession or use on school district property or at school events at any time of the year of any firearm pellet gun, air gun, (including look-alike facsimile or homemade gun), knives (including pocket knives), device, instrument, material or substance, whether animate or inanimate, which is calculated and designed to inflict death or serious bodily harm or in the manner by which it is used is likely inflict death or serious bodily harm.
9. The violation of any federal or state statute, local ordinance or Board Policy.
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of their duties.
 - The distribution or posting of any written material, pamphlets or posters without the prior written approval of the administration.

Enforcement and Penalties

Any violation of the above shall be reported immediately to the building principal. The building principal will investigate the case thoroughly and make a written report to the superintendent. Penalties that may be imposed by the administration include:

A reprimand

An order to leave school property immediately;

Assistance from law enforcement to include a request that appropriate charges be filed.

Other Penalties

The penalties mentioned above are not considered to be inclusive or to preclude in any way

the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

Adopted: December 12, 2006

KK

SEX OFFENDERS

No person who is registered as a sex offender pursuant to SDCL Chapter 22-24B may knowingly be present on Lead-Deadwood School District property. The school board may, in its sole discretion, waive, subject to any reasonable restriction, limitation, or condition that the school may elect to impose enforcement of this policy. Upon issuance of any waiver the school board retains the right to revoke or modify the waiver. Waiver forms may be obtained by contacting the district administrative office.

Approved: July 10, 2007

KK(1)

WAIVER REQUEST

Applicant name: _____

Address: _____

Phone number: _____

REQUEST:

In accordance with Sex Offender Policy KK of the Lead-Deadwood School District, I am requesting a waiver for the following purpose: (Please be specific in your request, i.e., date, event, etc.)

Please provide the following information for consideration with your request:

Date of Offense: _____

County and State of Offense: _____

Factual Narrative of the Offense: (if additional space is needed please attach additional page(s):

Please identify the following:

Your Child's Name:

Current Grade:

In addition to the above information, please provide a copy of the **Judgment of Conviction** and any further documents you believe would assist the District in its consideration of this Waiver Request.

Dated this ____ day of _____, 20____.

Name

Revised: May 9, 2017

KK(2)

Waiver Approval and Protocol

The Lead-Deadwood School District Board of Education has agreed to grant a waiver for _____ for the following purposes:

Board President Signature

Date

The following are required protocol actions for attending functions on school property.

Upon entering school property:

- You must proceed directly to the Principal's office and sign in.
- You will be escorted to the meeting site.
- You will be escorted from the meeting site and you must immediately leave school property.

I understand the above information and agree to abide by all requirements set forth in this document.

Signature

Date

Revised: May 9, 2017

KLD

PUBLIC COMPLAINTS ABOUT THE CURRICULUM AND INSTRUCTIONAL MATERIALS

The Board reserves to itself the final responsibility for all instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives, and upon the criteria for selection of instructional materials.

Staff members will attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the Board.

The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal.

If satisfaction is not reached, the complainant may continue with Step 2.

The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the Superintendent. If satisfaction is not

gained, the complainant will be requested to complete the form, "Request for Reconsideration of Instructional Materials," before proceeding to Step 3.

The Superintendent will appoint a review committee composed of the following members:

- The building principal.
- The building librarian.
- Two building teachers.
- Three adult citizens.

The committee members will be requested to read or view the material and respond to the complainants' answers to the questions on the form, "Request for Reconsideration of Instructional Materials." The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he may continue with Step 4.

The Superintendent will meet with the complainant to resolve the problem. If an impasse has developed, the matter is to be directed to the Board in Step 5.

The complainant will appear before the Board as the final step in the request for reconsideration of instructional materials.

KMI

DISTRIBUTION/POSTING OF INFORMATIONAL/POLITICAL MATERIALS

General Guidelines

Individuals, including students, may have the right to distribute, on school premises and at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which, in the judgment of the building principal.

- is obscene
- is libelous
- contains indecent, vulgar, profane, or lewd language
- advertises any product or service not permitted to minors by law
- constitutes insulting or fighting words that may be considered harassment or injurious
- presents a clear and present likelihood that it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.

Distribution on school premises of the aforementioned material to any student is prohibited.

Procedures

Materials may only be distributed by a school related individual or group. Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal or designee at least twenty-four hours in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting request
- Date(s) and time(s) of day of intended display or distribution
- Location where material will be displayed or distributed
- The grade(s) of students to whom the display or distribution is intended.

All such materials must also contain the following statement: *THE LEAD-DEADWOOD SCHOOL DISTRICT NEITHER ENDORSES NOR SPONSORS THE ORGANIZATION OR ACTIVITY REPRESENTED IN THIS DOCUMENT. THE DISTRIBUTION OF THIS MATERIAL IS PROVIDED AS A COMMUNITY SERVICE.*

The Principal will render a decision on whether or not the material may be distributed as planned, and will include reasons for refusal if that is the decision. The decision may be appealed to the Superintendent of Schools, in writing, within twenty-four hours of receipt of the Principal's response. The Superintendent (or designee) will arrange a meeting for discussion of the issue and will render a decision within three days of the meeting. There is no further appeal of the Superintendent's decision.

Approved materials will be sent home with elementary students. The school is not responsible for making copies. If a request to make copies is granted, \$.05 per copy will be charged. At the Middle School and High School approved materials will be made available in the school office. No instructional time will be used to present information regarding non-school programs.

Disciplinary Action

Distribution of any student of unofficial material that has not been approved by the school administration may result in immediate termination of the distribution, and students may be subject to disciplinary action including suspension and expulsion. Any other party violating this policy may be requested to leave school property immediately, and, if necessary, local law enforcement officials will be called.

Political Materials and Signs

Political signs cannot be posted on school grounds unless a school building is being used as a polling place, and then can be posted only for a period starting at 5:00 p.m. on the day before Election Day and ending at 9:00 p.m. on Election Day in a manner that complies with State Law. With the exception of items being used for instructional purposes or school-related student campaigns, political materials shall not be distributed on school grounds. No political and ballot issue campaign material shall be distributed to students, or made available before, during, or after school, at school events or on school property.

Adopted: January 12, 2010

Revised: May 9, 2017

KNAJ

COOPERATION WITH LAW ENFORCEMENT AGENCIES

School authorities will cooperate with all law enforcement officials, but no student shall be taken from school buildings without parental notification. Other than the School Resource Officer, police interrogation of students at the school must be conducted in the presence of the school administrator and/or parents.

Police and welfare authorities are requested to notify school officials of all public school students who are convicted of major offenses against the school society. Upon receipt of such notice, the student will be advised by school officials that the student is on probation.

Law Enforcement/Dept. of Social Services Interviewing Students

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students and their parents, and also an obligation to authorities such as law enforcement and the Department of Social Services. This policy balances the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency and criminal matters and also matters related to suspected child abuse and neglect. It is therefore the policy of the District that

(1) should a law enforcement officer other than the School Resource Officer, wish to talk with (interview) a student under the age of 18* while the student is at school (or involved in a school activity off school grounds) for a reason other than investigating suspected child abuse or neglect, the District will not grant permission for the law enforcement officer to talk with (interview) the student unless the school has first notified the student's parent/guardian and received permission from the parent/guardian for the student to talk with the law enforcement officer. Parents/guardians have the right to deny the request from law enforcement officer to talk with the student. Parents/guardians shall also be afforded the opportunity to be present during the interview should permission be granted by the parent/guardian for a law enforcement officer to talk with (interview) the student. HOWEVER, if the law enforcement expressly prohibits the school from contacting the parent/guardian pursuant to this policy provision, the school will follow law enforcement's directive.

(2) Should the Department of Social Services (DSS) or law enforcement or the State's Attorney be investigating suspected child abuse or neglect and wish to talk with (interview) a student under the age of 18* while the student is at school (or involved in a school activity off school grounds), the request to talk with (interview) the student shall be documented by the school administrator, including the name of the person making the request, the date of the request and date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse and neglect be kept confidential and that the investigation (interview) can be done without notification to and approval by the parents/guardians. Therefore, the school will not notify parents/guardians of a request by the Department of Social Services, law enforcement or the State's Attorney to talk with (interview) a student about suspected child abuse and neglect.

* Upon the student reaching the age of 18, the student is a legal adult and has the authority to make the decision whether or not to talk with law enforcement, DSS or the State's Attorney and without parental notification and approval. However, unless expressly prohibited by the person(s) seeking to talk with (interview) the students, the school shall give the student an opportunity to contact his/her parents/guardians for advice before responding to a request by DSS, law enforcement or the State's Attorney to talk with one or more of them.

Adopted: January 12, 2010

Revised: May 9, 2017

SECTION L: EDUCATION AGENCY RELATIONS

There are no Lead-Deadwood School District policies in Section L that have been approved by the Lead-Deadwood Board of Education.

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