

Lead-Deadwood High School Handbook



2023-2024
LDHS Student Handbook

Welcome to the 2023-2024 school year at Lead-Deadwood High School. This handbook has been developed to inform students and parents about their school. Certain guidelines are needed to help any school run efficiently and LDHS is no different. Be sure to read the handbook and refer to it often. There are eight major sections in this handbook. They are Academics, Attendance, School Guidelines, Consequences, Student Activities, General Information, Emergency Procedures, Title IX Policy, and FERPA (Family Education Rights and Privacy Act). Items are listed under each section alphabetically. If a student or parent desires to see a complete copy of a School Board Policy, they may inquire in the principal's office.

The school maintains an active website. Additional information about the school and activities calendar, Board of Education policy, announcements, school closures due to inclement weather, menus, and individual classroom websites can be found at www.lead-deadwood.k12.sd.us. We encourage you to check us out.

We are proud of the fine students, faculty, and many educational opportunities offered at LDHS. It is a privilege for each of us to be a part of this outstanding organization. The rules and guidelines of this handbook should help you and assist us with providing a quality education. If everyone works together it will ensure that LDHS is the best! We hope you have a rewarding, enjoyable, successful school year.

Sincerely,
LDHS Administration and Faculty

Mission

Our students will graduate equipped with the skills needed to be successful and responsible citizens.

Vision

Our school district will focus on core academic subjects, while ensuring the development of the whole child through positive relationships, character, service, wellness, and community collaboration.

Beliefs

STUDENTS AND LEARNING—We believe that:

All students can learn.

Different students learn at different paces and have different learning styles.

Motivated students are productive students.

Productive students show up, work hard, and follow the rules.

Responsible students treat others as they wish to be treated.

Students need to share in the responsibility for their own learning and achieving.

TEACHERS AND LEARNING—We believe that:

Positive relationships are the essence of good teaching.

Individualized programs and differentiated instruction maximize learning.

Teachers must be involved in the decision-making process of the school district.

Commitment to the content standards is important.

Technology must be integrated in an effective 21st century learning experience.

SCHOOL AND DISTRICT/COMMUNITY—We believe that:

A strong family and community support base is the foundation upon which all learning is built.

Families must be positive, active partners with schools in educating children.

Open communications between the community and schools must be an ongoing commitment.

All school personnel play a vital role in student success.

Decisions must be based on what is best for students.

A school environment that promotes health and wellness is beneficial to students and their futures.

LEAD-DEADWOOD HIGH SCHOOL LOYALTY SONG

We're loyal to you Lead High
We're maroon and white Lead High
We'll back you to stand 'gainst the best in the land
For we know you have sand Lead High, Rah! Rah!
So smash that blockade Lead High
Go crashing ahead Lead High
Our team is the famed protector,
On boys for we expect a victory from Lead High.

Chee cha cha rah rah! Chee cha cha rah rah!
Rah! Rah! LHS!

So fling out that dear old flag of maroon and white,
Lead on your classmates, who are fighting for you,
Like men of old-time giants, placing reliance,
Shouting defiance, Oskeewawa!
Amid those rich gold mines that nourish our land,
For honest labor and learning we stand,
And unto thee we pledge our heart and hand.
We're loyal to you Lead High School!

MASCOT – GOLDDIGGER
COLORS – MAROON AND GOLD

2023-2024 Daily Schedule

Period 1	8:30-9:17
Period 2	9:22-10:09
Period 3	10:14-11:01
Period 4 (Study Hall)	11:06-11:36
Lunch	11:36-12:01
Period 5	12:06-12:51
Period 6	12:56-1:43
Period 7	1:48-2:35
Period 8	2:40-3:27

Parent/Teacher Conference Schedule

Period 1	8:30 – 8:55
Period 2	9:00 – 9:25
Period 3	9:30 – 9:55
Period 5	10:00 – 10:25
Period 6	10:30 – 10:55
Period 7	11:00 – 11:25
Lunch	11:25 – 11:50
Period 8	11:55 – 12:20

2-Hour Early Release Schedule

Period 1	8:30 – 9:00
Period 2	9:05 - 9:35
Period 3	9:40 – 10:10
Period 5	10:15 – 10:45
Period 6	10:50 – 11:20
Period 4 (Study Hall)	11:25 – 11:52
Lunch	11:52 – 12:17
Period 7	12:22 – 12:52
Period 8	12:57 – 1:27

2-Hour Late Start Schedule

Period 1	10:30 – 11:00
Period 2	11:05 – 11:35
Period 4 (Study Hall)	11:40 – 12:07
Lunch	12:07 – 12:32
Period 3	12:37 – 1:07
Period 5	1:12 – 1:42
Period 6	1:47 – 2:17
Period 7	2:22 – 2:52
Period 8	2:57 – 3:27

STUDENT COUNCIL 2023-2024

Student Body Officers

President: Clairity Pray
Vice President: Mya Lucero
Secretary: Briar Rose
Treasurer: Sam Kooima

Class Officers

Senior Class

President: Abby Keehn
Vice-President: Clairity Pray
Secretary: Channing Bloedel
Treasurer: Sam Kooima

Junior Class

President: Emily Farmer
Vice-President: Taylor Hansen
Secretary/Treasurer: Eric Kosters

Sophomore Class

President: Gracie Zopp
Vice-President: Delilah Johnston
Secretary: Aliyah Ryan
Treasurer: Eddy Adkins

Freshman Class

President: Blake Janssen
Vice-President: Lilyana Molina
Secretary/ Treasurer: Kinsley Crippen

ACADEMICS

Transcripts

All attempted courses and grades by a student will be recorded on their transcripts. The official transcript is meant to be a complete and thorough record of scholarship. The GPA is calculated based upon all attempted coursework; therefore, students may not retake a class at a later date and replace the previous attempt and letter grade or GPA. The Department of Education maintains that if a student retakes a course, the letter grades for both the initial course and the retaken course must be recorded on the transcript, but districts may use local discretion as to how the retaken course is calculated into the students' overall GPA. For example, if a student fails Art their freshman year, and retakes it as a junior, both course grades must be recorded on the transcript, although the district may choose to only calculate the student's best attempt at passing Art. Even if a student fails a course and does not retake it, it should still be included on the transcript and figured into the GPA because the transcript should be a record of all credits attempted.

Academic Letters

In order to receive the academic letter, a student must maintain a cumulative grade point average of 3.67 or greater for the first three quarters of the school year.

Weighted Grades

Weighted grades will only apply to courses with AP or college-level, dual-enrollment status. Weighted grades will use a 5.00 grade weight (compared to 4.00). Weighted grades will be used for all GPA calculations.

Class Schedule Changes

As a rule, changes in class schedules will be limited to the first two days of a new semester. Changes made during this time may be made only with the consent of the counseling department, administration, and parents.

Dual Credit

Junior and senior status students at Lead-Deadwood High School may enroll for dual credit at accredited post-secondary colleges, universities, and vocational schools. Application is made through the counseling department. Students are responsible for prerequisite qualifications and registering for classes at the respective college or technical school and for all costs. Scheduling issues should be discussed with the counselor to assure that all high school requirements can be met. All proctored exams must be scheduled through the school counselor. Students will not be required to be on campus for an online dual enrollment course unless the student falls out of good academic standing. Students not in good academic standing or students that drop a dual enrollment course will be assigned to the CABIN during the scheduled block. Credit will be recorded on the student's transcript only after a copy of the official grade report from the respective college is provided to the guidance office. One-half credit will be recorded at LDHS for 3, 4, and 5 semester hour courses completed at the college or technical school level. Letter grades will be computed into the student's grade point average using the weighted grading formula. All school regulations regarding the withdrawal from a course during the semester

apply and students can receive a “WF” on the official transcript as a result. The dual enrollment admission requirements can be found at www.sdmylife.com/prepping-for-college/dual-credit or by checking with the school counselor.

Early Graduation

Early graduation may be considered if a student has met the district’s academic requirements. A conference between the student, parent, counselor and principal will be held in the spring of the junior year. Application for early graduation must be made in the counselor’s office by September 15.

Valedictorian and Salutatorian

Senior class rank, Valedictorian, Salutatorian, and honor graduate status shall be calculated based on seven semesters with absolute GPA (no rounding of numbers) being utilized. A GPA of 3.5 – 4.33 will qualify for Magna Cum Laude and a GPA of 3.00 – 3.4999 will qualify for Cum Laude. Students should be aware that both the number of classes attempted, and grades received factor into Grade Point Average. GPA and Class Rank following the first semester of the senior year will determine Valedictorian(s) and Salutatorian(s).

Withdrawing from a class

Students who drop courses must do so within 5 class days after the beginning of a semester. Withdrawal after this time period will result in a WF (withdraw/fail) recorded on the permanent transcript and students will be assigned to the CABIN for the duration of the class.

Students who receive a withdrawal/fail grade for a class may retake the class again and receive a higher grade for calculation of GPA at LDHS.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll and academic lettering. The honor roll is compiled at the close of each quarter. Honor roll designations are restricted to an “A” honor roll and a “B” honor roll. A grade point of 3.67 must be attained to make the “A” honor roll and 2.67 for the “B” honor roll. Students receiving a failing grade (F) in any class are not eligible for honor roll.

Incompletes

All grades reported as incomplete must be removed within two weeks following the end of a grading period unless special permission for an extension is granted by the building administration. An incomplete will be recorded as an “F” if it is not removed within two weeks. It is the student’s responsibility to complete the work and hand it in to the instructor.

Conferences

Parent-teacher conferences are held once during each semester. Parents are urged to attend and discuss their child’s progress. Conferences will be held in Gym 2 during the following times:

Thursday, November 2, 2023/ 1:00 p.m. -7:00 p.m.

Thursday, March 14, 2024 / 1:00 p.m. -7:00 p.m.

Full-Time Student Status

All students in grades 9-11 are required to be enrolled in 7 courses or 3.5 units of study per semester. Chronological seniors are required to be enrolled in 6 courses or 3 units of study per semester unless approved by the administration.

Grading Scale

The following grading scale will be used by all departments and all instructors and will determine grade point average (GPA), class rank, and honor graduate status:

97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
68-69	D+	1.33
66-67	D	1.00
64-65	D-	0.67
	K	0.33
	I	0.00
	F	0.00

Graduation Requirements

The following department requirements represent the minimum graduation requirements for students. All course credit will be considered in determining cumulative grade point averages, class rank and scholarship consideration. Specific requirements are as follows:

Aligned with the South Dakota Board of Education requirements as approved July 16th, 2018.

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 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 – 1 unit
 - a. U.S. History – 1 unit
 - b. U.S. Government - .5 unit
 - c. Social Studies Elective – 1.5 units
5. One unit of Fine Arts
6. One-half unit Physical Education
7. One-half unit of Health
8. One-half unit of Personal Finance or Economics
9. One unit of approved CTE Coursework, World Language, or a capstone experience.
10. Five and one-half (5.5) units of elective credit

*Minimum graduation requirements may not qualify for advanced endorsements. *Students must complete all graduation requirements before they can participate in the graduation exercise and/or receive a diploma.

Student Classification

Student Grade	Credits Earned
9 th - Freshman	0-6
10 th - Sophomore	6-12
11 th - Junior	12-18
12 th - Senior	18+

*Students will be classified by their earned credit not age or years attended.

Approved Credit

- Credit earned before 9th grade may be considered if the course is approved with a credit waiver through the Department of Education and End-of-Course Exam.

- 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. 13-33-29
- If a student of compulsory school age and having received alternative instruction, enrolls at L-DHS, the student will be placed and credit granted, based on a review of transcripts and credits earned through a SDDOE accredited high school or a high school in another state accredited by that state's DOE. Placement for math and English may be determined through demonstrated achievement on a standardized test. Online credit will be granted based on L-DHS's online transfer of credits policy. Alternative instruction students reenrolling at L-DHS with intent to graduate from L-DHS 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.
- Students may take college or vocational courses for credit towards high school graduation, upon the approval of the building administrator.
- Students enrolled in an alternative education program may graduate upon completion of their programs, regardless of how many semesters they have completed.

PBIS Rewards

Lead-Deadwood High School uses the PBIS Rewards management system in support of the Positive Behavioral Interventions and Support (PBIS) program. This multi-device platform is used to recognize students for meeting behavior expectations from anywhere in the school. It also tracks referrals, check-in/check-out, a student/teacher reward system and fosters accountability and fidelity in the schools PBIS program.

Once the parent or guardian downloads the app onto a smartphone, they can scan a QR code to activate a student in the app. This QR code is unique to each student and is provided to the parent via a letter from the school. The app confirms the QR code, allowing the parent to access their student's point totals and progress as the school year goes along. The parent or guardian can recognize and encourage positive behavior at home based on the information available in the app.

The PBIS Rewards Family App allows parents and guardians to track the progress and point totals of multiple students, even if they are attending different schools. Each school generates a unique QR code for each student, and once this code is scanned in the app, the parent or guardian can view the information for each child. The school can generate paper letters, emails, and/or text messages to connect parents and guardians with their students within the app. Information will be available during open house.

Parent Portal

The Lead-Deadwood school district is participating with the State of South Dakota's school management program. The school management program is called "Campus". Parents will need to join the Parent Portal Program to gain access to school information about any of your children

who attend the Lead-Deadwood School District. Specifically, you will have online access to your child's attendance, tardy, and transcript data. You will also have access to grading data for each class your child is enrolled in with assignments updated on a regular basis. For more information or to sign up, contact the high school office at 605-717-3899.

Report Cards

Student progress reports shall be issued quarterly. Report cards may be picked up at the office or sent via mail.

Semester Test Schedule (High School)

Wednesday, January 10, 2024 & Tuesday, May 21, 2024

8:30-10:00 Period 1
10:05-11:35 Period 2
11:35-12:00 Lunch
12:05-1:35 Period 3 (students dismissed @ 1:35)
1:40-3:27 Make-up test and teacher planning

Thursday, January 11, 2024 & Wednesday, May 22, 2024

8:30-10:00 Period 4 (Study Hall is optional for students but teachers need to be available).
10:05-11:35 Period 5
11:35-12:00 Lunch
12:05-1:35 Period 6 (students dismissed @ 1:35)
1:40-3:27 Make-up test and teacher planning

Friday, January 12, 2024 & Thursday, May 23, 2024

8:30-10:00 Period 7
10:05-11:35 Period 8
11:35 Students dismissed and lunch will not be served. (The afternoon will be used for make-up tests & teacher planning.)

Students who are absent during one of the semester test days can make up their test during the afternoons or schedule a time with the instructor. Students will not be burdened with taking four finals in one day and will have time to study for final exams, as they will not be attending class except for testing time. This would mean that teachers would collect books, etc. on the day of the final. Students are not required to attend SRB during finals unless arranged with a teacher.

Study Hall

Study Hall will take place every day during period 4. Study Hall is required for all students in grades 9-11. Students in 12th grade, who are not failing any classes will not be required to attend study hall. Weekly grade reports will be calculated each Friday and any student not in good academic standing will be placed in a correlating study hall for the following week.

The expectation of study hall is for students to remain in their assigned classroom for the whole duration of the class (30 minutes). Students will only be allowed to leave their assigned classroom if another teacher requests them. Students that are requested shall have either a written pass from the teacher or the teacher will call the student out.

Students that are not in good academic standing are subject to a change in placement to the teacher/course most necessary to aid student progress.

ATTENDANCE

Attendance Policy

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

Students will be considered tardy if she/he is up to 10 minutes late. After 10 minutes it will be considered an absence. Students will be allowed two reported tardies per class per quarter before being given after-school detention. At the end of the nine-week period, students will start fresh. Beginning with the third tardy per class per quarter, a student will be given after-school detention. The following guidelines will be used: 3rd = 1 detention; 4th = 2 detentions; 5th = 3 detentions; 6th = 4 detentions. 7th -infinity = 5 detentions.

Make-up Work

A student is allowed (2) school days for make-up work for each excused absence that they are not in class.

SCHOOL GUIDELINES

The authority of the school to set guidelines exists during school hours and extends beyond the building to school grounds and to all places where school-sponsored activities are held, including athletic contests and other activities. Violations will be dealt with on an individual basis and disciplinary measures applied after an investigation of the incident/referral.

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 themselves. The three main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumors, excluding someone from social groups)

Students who have been bullied will be supported and have the opportunity to speak to a teacher, a counselor, and/or an administrator about the event. Students will be reassured that this type of behavior is not acceptable and will not be tolerated. (Board Policy JFI-R2)

Cell Phones/Smart Watches

Cell phones/Smart Watches can be a disruption to the learning environment. They are not to be used in the school building between the times of 8:30-11:45 and 12:15-3:30. Students may possess them, but they should not be visible during classroom instruction. Cell phone photographs or videos are not permitted in the school at any time. Cellular phones are not to be used at any time in locker rooms or restrooms including during, before, and after school as well as during practices and games. Violations may result in disciplinary procedures up to and

including suspension and may result in confiscating the phone and a parent conference. In an instance where a photograph or video has been taken of a person without permission, the incident may be treated as harassment and dealt with according to Board Policy.

Controlled Substance, Alcohol, and Other Drug Abuse Policy

Students are forbidden to possess, use, sell, barter or misuse controlled substances, alcohol, and/or other drugs or chemical substances which affect psychological functions or affect the educational system of the school while in school, on school properties, at school activities, or in personal and/or school vehicles (Board Policy JFCI). Look-alike substances or substances that mimic the effect of drugs will be treated as illegal substances.

In addition, students who construct, create or build drug paraphernalia within a classroom will be in violation of this policy. Parents/legal guardians and appropriate legal authorities must be notified of incidents involving possession or use of controlled substances, alcohol, and/or 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 will result in long-term suspension.

Students who possess or use over-the-counter or prescription drugs in accordance with Board Policy JHCD do not violate this policy.

Staff members and administrators may confiscate any controlled substance, alcohol, and other drugs on the school grounds or building. 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 subject to further discipline.

Entrance Doors

School safety is a priority of the Lead-Deadwood School District. All external doors except the main entrance of the high school are locked before, during, and after the school day. Students are directed to enter the high school through the main entrance, located in the front of the school. Students are also prohibited from propping open, or otherwise compromising school security by enabling access through other doors.

High school students are not allowed on the middle school campus unless they are accompanied by a teacher or have been assigned to a class in the middle school.

Fighting

Fighting or causing others to fight is specifically prohibited on school property and at all school functions. For the purposes of this regulation, fighting is defined as taking part in a physical struggle, with or without the use of fists or weapons. Fighting is not an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher, or administrator when problems arise. Fighting endangers the health and safety

of students and interrupts the proper order of the school. Violations of this regulation will result in a request for suspension and may be referred to law enforcement.

Food and Drink

No food or drink is allowed in the Library, the CABIN, or Auditorium. Individual teachers will determine if food and drink is allowed in the classroom.

Harassment

Harassment by any employee or student of any other employee or student on the basis of race, color, sex, religion, notional origin, or any other reason is strictly prohibited. Any employee or student violating this policy will be subject to disciplinary action as provided in Board Policy.

Hazing

Hazing is a term that refers to ritual activities that range 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 and in violation of Board Policy JFCF.

Insubordination

Students who continually refuse to respond to school guidelines and/or reasonable requests are insubordinate. This conduct is disruptive to the learning process and will be dealt with accordingly.

K9

Our school district has a contract with Interquest Detection Canines of Montana to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specifically trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and other articles on school property are subject to inspection. All inspections will be conducted within the scope of law and with the knowledge of the student.

Language Problems

The definition of a language problem is a student's use of profanity, obscenity, or abusive language. This will not be tolerated whether the communication is written, spoken, or a gesture. Language problems are not acceptable in the hallways, classrooms, on school grounds, or at any school sponsored event and may result in a request for suspension.

Off Campus Misconduct

How students behave off campus can play a role in the effective learning environment for other students. In accordance with Board Policy JFCB, 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. 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. 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.

Public Displays of Affection/Inappropriate Touching

Students are reminded to show respect for fellow students and staff by avoiding inappropriate displays of affection including hugging or kissing in the building or on the school grounds before, after or during school hours. Holding hands is permissible but other demonstrations of affection are not.

School Lockers

Security of personal property is the individual responsibility of each student. A locker is provided for each student. The administration urges all students to keep their hall and PE lockers locked at all times. Generally speaking, large sums of money and articles of considerable value should not be brought to school. The school is not responsible for stolen and or lost articles. Be sure locker doors are closed and all books and papers are inside before leaving your locker. The lockers belong to the school and thus school personnel have the right to search them.

School Property

Should any school property be damaged, the student will be contacted to make adequate repair, pay for the damaged item or pay the cost by working for the school district. Appropriate disciplinary action will be used, and a court complaint may be signed.

Student Appearance

Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student safety, disrupt school, offend other student/staff, or relate to gangs, drugs, sex, violence, or alcohol. Students are encouraged to “dress for success” as mature young adults and make appropriate clothing choices consistent with a positive and safe learning environment.

In order to promote a positive and safe learning environment, all students will follow these guidelines:

- a) Students may not wear clothing with writing, slogans, symbols, or symbols that depict alcohol, tobacco, drugs, obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
- b) Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. Examples include (but are not limited to) spaghetti strap tops, tube tops, midriff tops, backless tops, and skirts/shorts that do not come to the mid-thigh. If the pockets extend beyond the fabric of the shorts, they are too short.
- c) Students may not wear sunglasses during the school day.
- d) Students may not wear pulled up hoods, bandanas or other headwear that cover the students face or is deemed a distraction.
- e) Students may not wear pants in a sagging manner below the hips.

If the way you dress offends someone to the point where they inform you that it is offensive, find something different to wear. Students in violation of the dress code may be removed from the

classroom setting and asked to contact a parent for a change of clothing or provided school apparel to wear. Inappropriate dress is also subject to disciplinary action.

Student Parking and Driving

Automobiles or other vehicles parked in parking lots owned by or under the control of the school district may be subject to search. Students are required to park in the parking lot across the street from the high school, along the street in front of the school and up to the bus barn. Parking lots in front of the high school gym and in front of the middle school are reserved for staff. Lead Deadwood High School assumes no liability for damage to student vehicles or for any loss while these vehicles are operated or parked on the campus. Please always keep vehicles locked. Do not park in posted “No Parking”, “Fire Lanes”, or areas for people with disabilities. Any violation of the above regulations can result in disciplinary action, and/or the vehicle being towed at the expense of the owner.

Senior Privileges/Open Campus

Seniors in good academic standing may have open campus privileges, allowing them to leave the LDHS campus when they do not have a class, during the scheduled study hall, and during lunch. Students failing classes at grading periods will be kept on campus during study hall for academic assistance until the next grade reporting period. Open campus privileges may be reinstated at that point if the student is passing all classes. Students in-school suspended, lose privileges and may not leave campus. Students may also have their open campus privileges closed by administration for other disciplinary reasons.

District Technology Acceptable Use Agreement

We are pleased to offer students 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 Agreement form, and those under age 18 must obtain parental permission.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree through the Lead-Deadwood School District Acceptable Use Agreement to act in a considerate and responsible manner. Students 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 or district cloud storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or district cloud services 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 assume 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.

Email

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

Tobacco and E-cigarettes

Students are forbidden to possess, use, sell, barter or misuse tobacco and E-cigarettes in school, on school properties, at school activities, or in personal and/or school vehicles (Board Policy JFCI). Parents/legal guardians and appropriate legal authorities must be notified in incidents involving possession or use of tobacco and E-cigarettes. 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 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.

Staff members and administrators may confiscate any cigarettes, smoking materials, E-cigarettes or chewing tobacco brought on the school grounds or building. Any damage to school property through the use of tobacco products and E-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 E-cigarettes will be subject to further discipline.

Weapons

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 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 an 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 at 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.

CONSEQUENCES

Lead-Deadwood High School strives to emphasize school wide systems of support that include proactive strategies for teaching and supporting appropriate student behaviors to create positive school environments. When that is no longer an option, negative consequences become necessary.

The principal or his/her designee has complete authority to deal with disciplinary problems in the school, and the district administration shall be called into a disciplinary action only when requested by the principal or upon written request of the student involved, or their parents. Consequences for poor choices include but are not limited to the following interventions: Detention; Suspension (Short-term—ten days or less, Long-term—11-90 days, In-School, Out- of-School) or Expulsion (a period of time up to but not exceeding one year); and the CABIN.”

Detention

Detention will be used to hold students accountable for being habitually tardy and other minor behavioral problems. Detention will be held Monday through Thursday from 3:35 to 4:30 in the “CABIN”. It will not take place on days when there is no school the following day. Students are expected to use the time as a study hall. Detention time will accumulate and be served consecutively. Failure to attend detention will be dealt with as insubordination.

Suspension

The principal or his/her designee may suspend a student for up to ten (10) days or recommend a longer suspension or expulsion. Suspension is only used under the guidelines of due process described in Board Policy JGD-R. The following conduct exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion: Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value; Causing or attempting to cause damage to private property or stealing or attempting to steal private property; Fighting; Possessing or transmitting any firearms, knives, explosives, or other dangerous objects; Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; Use or possession of tobacco products; Behavior which is detrimental to the welfare, safety, or morals of other students; and insubordination

continued disobedience or persistent defiance of proper authority. Students are not allowed to attend school activities or practice during the suspension.

In-School Suspension

Students who are assigned in-school suspension will work in the “CABIN.” The student’s parents/guardians will be contacted as soon as possible of this action. Teachers will be notified when a student is in-school suspended and asked to supply the student with schoolwork for the length of suspension. Students will have the opportunity to complete their class work and to earn credit providing they have their assignments done by the end of the suspension period. Students in ISS will eat lunch in the lunchroom at an alternative lunch period. Inappropriate behavior in ISS may result in an extension of the ISS time or OSS.

Out-of-School Suspension

Students who are assigned out-of-school suspension will not be allowed to attend school during the duration of their suspension. The student’s parents/guardians will be contacted as soon as possible of this action. The student’s teachers will be notified when a student is out-of-school suspended and asked to supply the student with schoolwork if the student or student’s parents/guardians contact the teacher. Students will be allowed to receive full academic credit if all schoolwork is turned in three days after the student returns to school. A student’s time in When a student is out-of-school suspended, a conference between a building administrator, the student, and a parent/guardian is required upon the student’s return.

Long-Term Suspension and Expulsion

Long-term Suspension and expulsion must be recommended to the School Board by the principal or the superintendent. These actions will be conducted under the guidelines of due process. Students who are long-term suspended or expelled will not be permitted on school property other than by appointment with administrators (Board Policy JGD-R).

Suspension of Students with Disabilities

Students with disabilities may be suspended. The suspension may be affected immediately upon the decision of the designated building principal or his/her designee. The administration must make and document efforts to contact and notify the parent(s) prior to the suspension. The suspension of students on IEP’s or 504 plans shall include the general due process procedures used for all students. Before a long-term suspension or expulsion can occur, a manifestation determination of the relationship between the action, behavior, or activity and the student’s disability must be completed.

The “CABIN”

The CABIN is designed to facilitate an isolated learning environment for students and will function similar to a study hall. A student may be assigned to the “CABIN” for a number of reasons, including: in-school-suspension; removal from a course by the administration for the duration of the semester; the duration of a period after a student has been asked to leave a class; loss of release time; parental request; and after school detention. If a student is in the “CABIN” for ISS or for disciplinary action, he or she may not leave the room except in an emergency.

Students assigned to the “CABIN” for other reasons may check out to get help on schoolwork if a teacher gives him or her a pass to do so. The guidelines in the “CABIN” are no food or drink, no sleeping, no music, and bringing materials necessary to work on school related activities.

STUDENT ACTIVITIES

Activities Attendance Policy

Students who participate in extra-curricular activities at Lead-Deadwood High School are expected to be students first. Therefore, there is an expectation that students who wish to participate in activities need to be in school to do so. The building administration realizes that at times situations arise that dictate students missing class. Therefore, the following guidelines will be used:

- Students who miss class on the day of an activity due to an appointment must provide notification to the school at least one day prior to the events in order to participate in the activity.
- Students who are ill or are gone for personal reasons on the day of an activity, must be in attendance for at least one full block prior to departing on a road event or in attendance for at least the last two blocks for a home event in order to participate.
- Students going on school-sponsored trips will be granted an excused absence. Students who are going to be absent from school due to an activity are responsible for securing assignments and completing work. The coaches/advisors must submit a list of students/participants who will be absent due to an activity to the office at least one day in advance of the event. Students/participants may be kept “home” from activities by principal or activities director if deemed necessary.

Riding To and From School Activities

Students are expected to ride to and from a game or contest in school vehicles. Students are allowed to travel home from a game only with their own parent. Each sponsor or coach will be provided a check-out sheet that one parent must sign in person at the contest. After signing the student out, the student is under the supervision of their own parent. Students wishing to travel to a contest in a non-school vehicle may only do so with his or her own parent and will need to acquire prior permission from the coach or advisor.

Clubs

Students are encouraged to participate in activities. Membership in student organizations shall be open to all students. Some organizations may establish qualifications for membership. Questions about these organizations should be directed to the sponsor or building administration. For a complete list of clubs and activities please stop at the activities office.

Eligibility

The primary function of educational institutions is to help students achieve success in the classroom through teaching. A major component of student success is the acceptance of responsibility for their own learning through commitment and dedication towards academics. As a student participant, academic eligibility is of utmost importance in order to maintain the privilege of being involved in extra-curricular activities.

For students to be eligible for activities at Lead-Deadwood Middle/High School, the following criteria must be followed. This applies to students in Grades 6-12 students involved in middle/high school programs.

To be eligible to participate in extra-curricular activities at Lead-Deadwood Middle/High School, students must meet the requirements of the South Dakota High School Activities Association (earn a minimum of 2 credits for a semester) and be in good standing as a member of Lead-Deadwood school's student body as well as meet the following standards:

Any 6-12 participant must be passing all current classes. They may not have an "F" in any class for the current weekly grading period. Each participant's grades will be checked each week on Friday at 8:00 AM. If the participant has an "F" as a current grade, they will be deemed ineligible for that week – eligibility will go from Sunday thru Saturday.

All students will be eligible at the beginning of the quarter, and their eligibility will be determined based on grades in the current quarter. The exception is that if a student has not passed the minimum 2 (two) credits the prior semester, they are deemed ineligible by the SDHSAA for the entire semester. A failing grade list and a danger/watch (D grade) list will be sent out to the staff, coaches and advisors each week. It is the responsibility of the coach/sponsor to check the list for eligibility and inform the student of their status. It is the student's responsibility to monitor their grades and maintain eligibility.

Academically ineligible students will be allowed to practice but may not travel with the team if the team leaves during school hours. They may not dress for competition but may sit on the bench.

All activities are subject to the eligibility rule, including all SDHSAA activities, NFL speech, and 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.

As per South Dakota High School Activities Association Criteria: SDHSAA By-Laws Chapter 1, Part IV, if a student passes the locally required number of courses for the 2nd or 4th quarter but fails to pass at least four courses for the semester he/she will sit out for the entire next semester. 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. 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.) Fundraising 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 (regardless if the activity has taken place in the past or is new). School sponsored organizations may raise funds for an outside organization or cause with prior administrative approval. 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.

Fundraising at school or school events by any organization, group, agency, or individual not part of, connected with or related to the Lead-Deadwood Public Schools is prohibited unless other arrangements are made. Students will not be let out of class to fundraise. Flyers distributed or displayed for the purposes of soliciting funds must indicate who is trying to raise funds and what the money is going to be used. 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.

Poster/Flyer Display

Posters, signs and information concerning school-sponsored events may be posted in the building with the approval of the activity sponsor. All signs, posters, flyers, and materials not directly sponsored by the school or its organizations must be approved by the building administration.

Dances and Social Events

All high school dances are for high school students and their guests. No middle school students are permitted. Students may invite one guest to attend the social event. Guests must sign up and receive approval in advance from the principal and present a photo ID before admittance. In order for guests to attend, they must be pre-registered and show identification. No one over the age of 20 may attend a high school dance without prior permission from the principal. Students will not be allowed to bring back packs or open containers to school dances. Students must be in school the day of the dance at least the last 2 periods of the day in order to attend. Students who have been suspended/expelled from school may not attend these social events if the suspension/expulsion occurs at the same time of these social events. Students will not be admitted to the dance more than one-half hour after the scheduled start time unless prior administrative approval has occurred. Any student who leaves a dance will not be readmitted.

Training Rule Violations

The prohibition on the use of alcohol, drugs and tobacco shall be in accordance with Board Policy JFCI, JFCH.

For specific guidelines regarding training rules please refer to the Lead-Deadwood School District activities handbook issued by the activities director.

Wednesday Evening-Non-school Activities

There are no scheduled school activities after 6:00 p.m. on Wednesday nights that involve students. This allows the students to participate in the youth activity programs of their choice.

GENERAL INFORMATION

Activity Tickets

Activity tickets may be purchased in the high school office or at home activities. It entitles the holder to admission to all home athletic events, band concerts, choir concerts and school musicals and plays.

Emergency Closing/Delay for Inclement Weather

Should it become necessary to call off school for reasons such as weather, or building emergency, announcements will be made on the following TV, radio stations or on the school's website, www.lead-deadwood.k12.sd.us/

Radio Stations:

KDSJ (578-1826) KSQY (343-0888) KDDX (642-5747) KZZI (642-5747)

TV Stations:

KOTA (394-7777) KEVN (394-7777) KCLO (341-1500)

On some occasions, weather conditions develop during the day that present a need to dismiss school early to allow buses additional time and better road conditions. Heavy snow, ice, or drifting snow may make early dismissals necessary. Please take necessary precautions during the winter season for early dismissal.

Immunizations

The parents or guardian of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of the State Department of Health that the child has received immunization against diphtheria, pertussis, tetanus, measles, rubella, German measles, mumps, and poliomyelitis.

Lunch

The lunch system is computer operated and students are assigned an Identification Number that will allow them to access their account. Applications for free or reduced lunches are available in the principal's office. Students are encouraged to keep a running balance in their account.

LDHS is a closed campus which means that students are not to leave the school building/grounds once the school day has begun. Senior students may leave for lunch. Students who choose to skip lunch will be treated as being truant and assigned consequences.

Medication Policy

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.

Medication Administered by School Personnel

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.

-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.

School Resource Officer

The School Resource Officer acts in a resource capacity by providing assistance and information to students and staff on an individual or group basis. The S.R.O. does not become involved in day-to-day school disciplinary matters unless the law has been broken. Following is a list of specific expectations for a School Resource Officer:

1. To take direct police action in an emergency.
2. To interview suspects or witnesses with the approval of the principal and notification of the parents.
3. To provide information and assistance to students, parents and teachers

4. To participate as a resource person in classroom discussions, assemblies and parent group meetings.
5. To interpret the law for students.
6. To assist in the investigation of delinquent acts which occur within the school and immediate area.
7. To make resource material available to students.
8. To represent and impress upon the students a good image of the Deadwood Police Department through his/her appearance, good manners and conduct.
9. To prevent juvenile delinquencies through close contact with students and school personnel.
10. To make contact with students in the hallways, gyms, cafeteria or school grounds.
11. To participate and/or attend extracurricular activities such as school plays and sports, open house evenings, home and school meetings, field trips and dances, where time permits.
12. To assist in monitoring the grounds in and around school buildings.

Telephone Calls

Except in an emergency, students will not be allowed to use the office telephones behind the counter. A student telephone is provided on the shelf in the school office.

Students will not be called out of class for telephone calls except in extreme emergencies (Board policy JER).

Visitors

Students are not allowed to bring visitors to school unless approved by the Principal. Only people with school related business should be on campus. Parents of students are always welcome. Students not attending Lead-Deadwood High School providing rides for Lead Deadwood High School students are not to be in the building and should wait in their cars. There should be no visitors during the lunch hours. Those with school related business should report to the high school office and receive a visitor's pass (Board Policy KK).

EMERGENCY PROCEDURES

Bomb Threat/Crisis Procedures

Bomb threats and other crises are very disruptive to students, staff, parents, the community and the instructional program. In order to ensure safety and to minimize disruption and confusion, the following procedures will be used.

In the event of a threat to safety, immediate arrangements will be made to evacuate the high school. The Principal will officially notify the teachers, custodians and office staff within the building. All personnel will be required to take the students to the designated area immediately, where roll will be taken. Students are to remain with their teacher. The superintendent and Police Department will subsequently be notified. Students will not be allowed to use motor vehicles during this period of time.

Student phone calls will be allowed only in emergency situations with permission from the building administration. Parents are discouraged from picking up their children. Requests to remove students for medical or dental appointments, work, etc., will be handled on an individual basis by the building administration.

Building administrators, in conjunction with the Activities Director and Superintendent will decide whether after-school activities will take place. The decision will be communicated to students and to the public.

As soon as specific information is known, the students and teachers will be notified so that they can return to the building or go home.

Any student caught making a bomb threat will be charged with a felony and face severe disciplinary action.

Response to an Intrusion

After notifying the building administration, the following steps should be taken in the event an intruder/suspicious person is on the premises:

1. Make sure the hallways are clear of students and staff.
2. Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches and is visibly armed with a weapon.
3. Monitor the location of the intruder/suspicious person, if it can be done safely, and report his location to the administration.
4. Bring into the classroom any student found in the hallway and lock the door.
5. Allow no one to leave the room.
6. Close all windows and blinds.
7. Keep the students calm and quiet.
8. Do not allow students to leave the classroom unless authorization is obtained from the main office.
9. Do not open classroom doors unless clearance is obtained from the main office.

Fire Drill

When the fire alarm rings in the school students should file out of the classroom through the exterior exit pre-assigned for that room. The teacher will be the last one out of the classroom making sure all windows and doors are closed for the room. This should be done very quickly so teachers can follow their students outside to supervise them. Students and staff should move at least 100 feet from the building.

Tornado Drill Procedures

In case of tornado drill, the announcement will occur by the intercom. Students and staff should immediately pass to their designated area and stay clear of any glass. Go to an interior wall at the lowest level of the building if possible and get under something sturdy. Students and staff should lie face down, draw knees up under themselves, and cover the back of the head with their hands.

Student Records

The Principal in the building where your child attends school has charge of your child's school records. If you wish to access those records, please contact the Principal. The school district will comply with a request to inspect and review the educational records of your child within a reasonable period of time, but in all cases within 45 days.

To be in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988, the

Lead-Deadwood Board of Education makes the following annual notification of its intent to disclose to the press, media, and other authorized school officials, personally identifiable data designated as Directory Information. The parent of a student or eligible student may refuse to be personally identified on any or all of the information categories. Such refusal may be made in writing and submitted to the student's principal within 15 days after publication of this notice. The following information will be entitled Directory Information:

- Student's name, address, and telephone listing
- Student's date and place of birth
- Dates of student's attendance
- Degrees, honors, and awards a student received
- Any other information, which denotes accomplishments, achievements, or special recognition given to a student.
- Most recent educational agency or institution attended by a student
- Individual and group photographs pertaining to any of the above activities

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when

the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district’s education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct.
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity.

- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
- 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
- 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
- 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not

impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to
any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy AC.

4. **Response to Sexual Harassment**

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a nonstudent employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district’s education program or activity;

- 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
- 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure

of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

- 5.3.3. **Discretionary Dismissals.** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.
- 5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- 5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:
 - 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
 - 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this

section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or

proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit

written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

5.7.1. Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. Written Determination. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decisionmaker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. Recordkeeping.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decisionmaker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
 - 7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.
- 7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
- 8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.
 - 8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
 - 8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.
- 9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
- 10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy AC.

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Dear Parents, Teachers, Building Occupants and Employees,

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing and fire-retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos material generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer or asbestosis.

In 1986, The U.S. Congress passed the Asbestos Hazard Emergency Response Act, (AHERA), which requires schools to be inspected to identify any asbestos containing building materials, (ACBM). Suspected ACBM are located, sampled and rated according to condition and potential hazard.

The law further requires an asbestos management plan to be in place. The Lead-Deadwood School District developed a plan in 1988 as required, which will be continually updated. The plan has several ongoing requirements, which includes this annual notification, plan availability for review and the status of all asbestos related activities.

Our school buildings here in Lead-Deadwood School District are free of ACBM with the exception of the floor tile and some pipe insulation. This material is well covered and will not pose a health hazard unless disturbed. We will continue to monitor this area as required and ensure that no building materials used in future construction contain asbestos.

It is the intention of the Lead-Deadwood School District to comply with all Federal and State Regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the Asbestos Management Plan.

Bill Snow is our designated asbestos program coordinator. All inquiries regarding the asbestos plan or asbestos related issues should be directed to him.

I have read and am aware of the asbestos information of the Lead-Deadwood School District.

Signature _____ Date _____

Dear Parents/Guardians of Lead-Deadwood Students:

The purpose of this letter is to inform you about access to student information and allow you the opportunity to restrict that access if you so choose. The Principal in the building where your child attends school has charge of your child's school records. If you wish to access these records, please contact the Principal. The school district will comply with a request to inspect and review the educational records of your child within a reasonable period of time, but in all cases within 45 days.

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 and awards received 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 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 disclosure 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. If you wish to restrict the release of any of the information listed above according to our policy, please contact your school's Principal for further information and explanation. He can help you restrict that information if it is your decision to do so. Thank you.

Sincerely,

Dr. Erik Person
Superintendent
Lead-Deadwood School District

Family Educational Rights and Privacy Act Lead-Deadwood School District

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ education records: They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The principal will make arrangements to access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Lead-Deadwood School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medial consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Lead-Deadwood School District does not to discriminate on the basis of disability, race, color, national origin, sex or age in its programs and activities and provides equal access CTE programming and other designated programs. Lead-Deadwood School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Jay Beagle, who has been designated to coordinate the efforts of Lead-Deadwood School District to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Lead-Deadwood School District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jay Beagle, 504 Coordinator
320 South Main, Lead, SD 57754
Telephone No. 605-717-3890

Dr. Erik Person
Title IX Coordinator
320 South Main, Lead, SD 57754
Telephone No. 605-717-3890

South Dakota Regional US Office for Civil Rights:
US Department of Education
Office for Civil Rights
8930 Ward Pkwy, Ste 2037
Kansas City, MO 64114-3302
Ph: 816-268-0550 Fax:
816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

6-12 Discipline Guidelines

Offenses	1 st Time	2 nd Time	3 rd Time	4 th or more
Level 1				
Tardy	Warning	Warning	1 Detention	2+Detentions
Truancy/Out of Bounds	1 Detention (Per Period)	1 Detention (Per Period)	1 Day ISS	2 Days ISS
Dress Code/Hats	Warning	Warning	1 Detention	2+ Detentions
Cell Phones (+watches)	Warning	1 Detention	2 Detentions	1+ ISS
Inappropriate Displays of Affection	Warning	Warning	Warning	1 Detention
Parking Violation	Warning	Warning	1 Detention	1 Detention
Disruption/ Inappropriate Behavior (office referral)	1 Detention	1 Detention	1 Day ISS	2 Days ISS
Teasing/ Name Calling	Warning	Warning	1 Detention	1-3 Days ISS
No Checkout	1 Detention	1 Detention	1 Day ISS	2 Days ISS
Level 2				
Profanity	1-3 Days ISS	1-3 Days ISS	1-3 Days ISS	1-3 Days OSS
Insubordination/ Defiance / Disrespect	1-3 Days ISS	1-3 Days ISS	1-3 Days ISS	1-3 Days OSS
Cheating/ Lying/ Plagiarism	Zero 1-3 Days ISS	Zero 1-3 Days ISS	Zero 1-3 Days OSS	Zero 1-3 Days OSS
Technology Abuse	1-3 Days ISS	1-3 Days ISS	Loss of Computer (1 week)	Loss of Computer (2 weeks)
Inappropriate Searches	Warning	1 Detention	3 Days ISS	1-3 Days OSS
Level 3				
Bullying	3 Days ISS	3 Days ISS	5 Days OSS	5 Days OSS

Hazing	3 Days ISS	3 Days ISS	5 Days OSS	5 Days OSS
Harassment	3 Days ISS	3 Days ISS	5 Days OSS	5 Days OSS
Theft	3 Days ISS	3 Days ISS	5 Days OSS	5 Days OSS
Destruction of School Property	3 Days ISS	3 Days ISS	5 Days OSS	5 Days OSS
Fighting	3 Days ISS	3 Days ISS	5 Days OSS	5 Days OSS
Level 4				
Bomb Threat	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Weapons	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Arson	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Threat of violence	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Assault	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Fire alarm	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Alcohol/drugs	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Tobacco/e-cigarettes	3 days ISS or OSS; Up to 10 days OSS			
The administration reserves the right to deviate from the discipline matrix to fit the needs of individual students, school personnel, and/or the circumstances.				