

MONTROSE SCHOOL DISTRICT



2023-2024
6-12 HANDBOOK

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OBJECTIVES

To provide the environment, stimuli, and experience that may result in the maximum growth for that kind of person, which will function effectively in our modern society-- Montrose School believes in providing a program of activities that will encourage:

1. The acquisition of skills, knowledge, and interests appropriate to the most effective learning in the future.
2. An opportunity for exploration and guidance.
3. Contribution leading to school loyalty and happiness in school life.
4. Development of a wholesome sense of values.
5. Personality growth and mental hygiene.
6. Comprehension of the theory of American democracy and the establishment of habits conducive to promoting democratic actions.
7. Intelligent leadership and fellowship.
8. A sense of personal responsibility, favorable attitudes.
9. A respect for orderly procedures and duly constituted authority.

To implement these activities, it is the best intent of Montrose School to:

1. Maintain the best education facilities, curriculum, and instructional staff that community resources can provide.
2. Be cognizant of the fact that there is a constant need for evaluation and to recognize the need for revisions in a constantly changing society.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize students and parents with the rules, regulations and the organizations and activities of Montrose School. With this information it is our hope that a better understanding of the policies of the school by parents, students, and faculty members will consequently result in still better cooperation and closer harmony.

We want each student to feel that he/she is a citizen of the school. As citizenship is one of the main objectives of our educational system, we advocate that the student become aware of the restrictions that our complex, ever changing society is constantly making on us.

We welcome you to Montrose School. If you are ready to work and are willing to learn, your time spent here will be worth much more to you in the future.

A WORD TO PARENTS/GUARDIANS

You and your school faculty have something in common: a desire to see that your son or your daughter receives the very best education that our public schools can offer. For this reason, this booklet has been prepared. In it you will find a discussion of the curriculum of our high school. Through a thorough understanding of the things discussed here, the courses and the different goals toward which a student can aspire, we hope that all students will lay proper foundations for later life.

Your child is young and inexperienced; he or she needs guidance. While he/she is in school, though mistakes can be made, far fewer will be made if you and your family can plan together with your child to assure him/her of making the proper subject and extra-curricular selections. Each pupil's work will be greatly influenced by his/her school training. Can anything at this time then, be more important than the things he/she studies?

We hope that the study of this booklet and frank discussions with your son or daughter will lead to happy choices and eventually to a well-developed high school graduate.

It is important too, at this point, to remind all parents that achievement in school is important. Encourage your youngster to rise to the highest level of which he/she is capable. Good study habits

and regular attendance are tools for achievement; if both are practiced diligently it will never need to be said...

"I wish I had another chance."

"The more you know, the more you know you don't know."

"It is only the ignorant who despise education."

"Education is the best provision for old age."

SCHOOL PHILOSOPHY-- File: AD

In today's society, education is a continuous process of learning, not only for the present but for the future. Therefore, the Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is not just the development and refinement of mental capacity but a process that assists the students in meeting their physical, social, aesthetic, and emotional requirements.

The Board will strive to provide stimulation and assistance so that each child develops in accordance to his/her individual abilities, interests and potential. The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so that he/she can develop into a wholesome, happy and productive human being.

The Board recognizes the importance of the home as an influence upon the child and believes that a sympathetic, cooperative attitude between the teacher and the parent is necessary in the development of the student's integrated personality.

The total staff of the school system constitutes an inestimable and lasting force in the development of the student. The teacher is the most significant influence in the school and, therefore, it is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that mutual rapport among the home, student, staff, administration, school board, and total community is necessary to implement this policy.

Adoption Date: 4/14/97

Review Date: 1/11/2021

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

To qualify for high school graduation, all student entering high school starting 2019 must earn a total (minimum) of 24 units of credit. Students entering high school in 2019 must complete one of the three pathways established by the DOE. Students who want to be considered for class valedictorian or salutatorian must be in the Advanced Honors Endorsement pathway. The three pathways for graduation courses are as follows:

	Advanced Honors Endorsement	Advanced Endorsement	Advanced Career Endorsement	Graduation Requirements as of 7/16/18
Subject	Regents Scholar Diploma Valedictorian/ Salutatorian <u>Requirements- Needed for SD Opportunity Grant</u>	This pathway does not allow a student to qualify for the SD Opportunity Grant/ Regent Scholar diploma or Valedictorian/ Salutatorian	This pathway does not allow a student to qualify for the SD Opportunity Grant/ Regent Scholar diploma or Valedictorian/ Salutatorian	High School Graduation Requirements for all students entering 9 th grade in 2019 Basic diploma will not allow you to go to vo-tech or college
English	4 credits, including 1.5 of Writing, .5 of Speech, and 1.5 of Literature (including .5 of American Literature)	4 credits, including 1 unit of Writing, .5 unit Speech, and 1 unit of Literature (including .5 of American Literature) 1.5 units of electives	4 credits, including 1 unit of Writing, .5 unit Speech, and 1 unit of Literature (including .5 of American Literature) 1.5 units of electives	4 credits, including 1.5 of Writing, .5 of Speech, and 1.5 of Literature (including .5 of American Literature) 1.5 units of electives

Social Studies	3 credits, including 1 of US History, .5 of US Government, and .5 of Geography .5 World History Plus .5 elective	3 credits, including 1 unit US History, .5 unit US Government, and 1.5 units of electives	3 credits, including 1 of US History, .5 of US Government, and 1.5 units of electives	3 credits, including 1 unit of US History, .5 unit of US Government, and 1.5 units of electives
Math	4 Credits starting at 1 unit Algebra I 1 unit of Geometry 1 unit of Algebra II 1 unit of advanced math (Trig.Pre Cal)	3 credits 1 unit of Algebra I 1 unit of Geometry 1 unit of Algebra II	3 credits 1 unit of Algebra I 2 units of electives	3 Credits of Math 1 unit Algebra I 2 units of elective
Lab Science	4 Credits, Biology I, Chemistry, Physics- 1 lab science elective	3 credits 1 unit of Biology 2 units of elective lab science	3 credits 1 unit of Biology 2 units of electives lab science	3 Credits 1 unit of Biology 2 units of Lab science electives
Physical Education	.5 credit	.5 credit	.5 credit	.5 credit
Health	.5 credit	.5 credits	.5 credits	.5 credit
World Language Or CTE	2 credits World Lang.(includes sign language) or 2 Credits of approved CTE or a combination of both	1 credit 1 unit of approve CTE or 1 unit of world language or 1 unit capstone experience	2 units of either of the following or a combination of the two; Approved CTE or Capstone Experience AND silver or higher on the NCRC test	1 credit 1 unit of approve CTE or 1 unit of world language or 1 unit capstone experience
Fine Arts	1 credit	1 credit	1 credit	1 credit
Economics or Personal Finance	.5 Personal Finance	.5 Personal Finance	.5 Personal Finance	.5 Personal Finance
Total Required Credits	19.5	16.5	17.5	16.5
Electives	4.5	7.5	6.5	7.5
Total	24	24	24	24

VIRTUAL SCHOOL CLASSES/OUT OF DISTRICT CLASSES

Students are required to take all courses through the home district. If a student fails a required course and cannot schedule a retake of that course through their senior year they must meet with the principal and guidance counselor to discuss their options. The Montrose School District will not be responsible for any financial requirements that are a part of any registration process for course work a student signs up for, which is to include online options or out-of-district options. Academic credit will be based on course requirements. Any on-line elective courses a student may wish to take that are not offered through Montrose School or the DDN program, except for approved AP courses, may be taken at the student's own expense. Any elective course/s a

student may take on-line will not act as a substitute for any courses provided by the Montrose School or the DDN program. Academic credit will be given on course requirements.

HIGH SCHOOL CLASS MEMBERSHIP

To be classified at each level a student must meet the minimum requirements as outlined below:

Freshmen	0 credits minimum beginning of school year
Sophomore	6.5 credits minimum beginning of school year
Junior	13 credits minimum beginning of school year
Senior	19.5 credits minimum beginning of school year

The Montrose School Board wants to provide the best educational opportunities it can for all students attending the Montrose School District. To provide these educational opportunities the board requires that students in grades 9, 10 and 11 take 7 full class periods a semester with one study hall a semester. Exception will be if students take both band and chorus then a student will be allowed to have two study halls per semester. Students in grade 12 are required to take 6 classes a semester. Students in their junior and senior year, if they meet the requirements set by the Board of Regents and the Department of Education, can take dual credit classes to fill their class requirements. It is the student's responsibility to complete course work as assigned by the teacher. In order to receive credit in a course, the student must meet the requirements of the course as established by the teacher. Credits are issued on a semester basis. Students who fail a required course will be required to repeat the course at the earliest feasible time. Students who fail elective courses are not required to repeat that particular course, but must subsequently enroll in a sufficient number of courses in order to earn a minimum total of 24 credits.

ACTIVITIES

The following activities are a part of the Montrose co-curricular program:

Band/Vocal, Boys Basketball, Girls Basketball, Cheerleading, Boy Track, Girls Track, Boys & Girls Golf, Wrestling, Football, Cross Country, Volleyball, Annual Staff, Oral Interp, One Act, Student Council.

Band/Vocal students will not be allowed to drop band/vocal during 2nd or 4th quarters. If course requirements are met, band and vocal will earn credits which may be used for the 24 credits needed for graduation, and will be limited to a total of two credits. 146 contact hours are required for one-half credit.

ELIGIBILITY

The beginning of each quarter a student will have two weeks to establish their grades. After the second week of each quarter weekly grade checks will happen every Monday. Any student who has an F in a subject will not be allowed to participate in their activity until their grade is above an F. MS/HS students can participate in practice but they cannot participate in events while on the ineligible list.

CLASS OFFICERS

The Student Council President will be elected as per election guidelines set by the Student Council. After the election of Student Council officers, each class shall elect their class officers and the junior class will elect three student council representatives. Sophomore class will elect two student council representatives and the freshmen class will elect one student council representative. Each class shall be assigned one Advisor. An advisor must first approve any activities by students as a class such as spending money. An advisor should be present at all class meetings.

PARENT-TEACHER CONFERENCES

The school hopes to adequately inform the parents or guardians of their child's growth and development through reports and parent-teacher conferences. Report cards will be prepared after each academic quarter and parent-teacher conferences will be scheduled twice per year. If more conferences are desired by the teacher or by the parent either party may schedule these individual conferences.

GRADING SYSTEM

Students will receive grades according to the following scale: A+ (100%), A (99%-97%), A- (96%-93%), B+ (92%-91%), B (90%-88%), B- (87%-85%), C+ (84%-82%), C (81%-75%), D+ (74%-73%), D (72%-70%), D- (69%-65%), F (64%-0). Pluses and minuses will be used in the computation of grade point averages. A grade of A+ will be the highest and the grade of F is a failing grade. The teacher in charge of the class makes determination of the letter grade given to the student. Since all subjects are different by their nature, grading procedures will vary among different departments.

HONOR ROLL

The honor roll will consist of students who achieve 3.5 or above. GPA does not round up.

GRADUATION WITH HONORS

In order for any student to be recognized as a graduating senior with honors he or she must have a G.P.A. of 3.5 or better. GPA does not round up.

SCHOOL DAY

The school day for students shall begin at 8:25 A.M. and continue until 3:30 P.M for high school students. Middle school will run from 8:25 AM-3:30 PM. Students should not be in the school building prior to 8:00am or after 3:45 unless under supervision of a teacher.

GRADE REDUCTION POLICY

MS/HS Students will receive a 25% grade reduction on any assignment that is turned in after the instructor's due date. A student will have 3 school days after the original due date to get the late assignment turned in. At the end of the three-day period a zero will be given for that assignment.

DROP/ADD POLICY

Students have to drop/add classes before the first Friday of the semester to drop a class and have no grade recorded. After the first Friday of each semester students will not be allowed to drop a class. Any course a student may want to take after a course is in session may do so only at the discretion of the principal, guidance counselor, and classroom teacher. Students will need to retake any required course/s that are dropped in order to receive academic credit. If a student drops a class they need to make sure they still meet the requirements for classes per semester.

LOCKERS

You will be assigned a locker the day of registration. All lockers will include a combination lock. Students are encouraged to lock all items of value in their lockers during the day.

Lockers may be inspected at any time by the administration. The administration may also ask for the assistance of law enforcement personnel, which includes the Drug Canine Division.

When you go to your first class take along the material for your first two or three classes. This will reduce the congestion at the lockers.

Policies for students to follow in each study hall will be nearly uniform. You will be informed of them and will be expected to follow them. You will be expected to bring enough work to study hall to last the entire period. You should not ask to check out to your locker unless the study hall monitor believes there is a need to make an exception.

BOOK BAGS—

Students are prohibited from carrying their bookbags to class. Students will keep their bookbags in their locker.

CELL PHONES

Students can use their phones between classes and at lunch after they have received their meal. Students will turn in their cell phones at the beginning of each class and pick them up when class is over. Students failing to turn their cell phone in will lose their cell phone for the day. See Schedule of Consequences for Cell Phone Use.

SCHOOL BUS

To operate the bus to the best advantage of all, it is important that you be at your place at the right time. The bus drivers are entitled to the same courteous treatment as you extend to the faculty of the school. Drivers have the full authority to maintain order on the bus.

- 1) Be silent when the bus stops for railroad crossings.
- 2) No loud talking or horseplay at any time.
- 3) No standing when the bus is in motion.
- 4) Always cross in front of the bus and only when the driver signals that it is safe to cross.
- 5) Always look both ways for oncoming cars.
- 6) Do not block the aisle with horns, athletic equipment, school bags, etc.
- 7) The emergency exit is for emergencies only and should not be used without permission of the bus driver.

BUS TRIPS

A student who goes on any school-sponsored trip is expected to go by school bus unless otherwise designated. Any student who rides to an event on a school bus is also expected to return on the bus. The only exception to this rule is the personal request by your parent(s), to the activity supervisor, requesting to transport their own child home after the event. Parents requesting to transport their own child home after a school event will be required by the activity supervisor to sign a form documenting their request.

SCHOOL BUILDING AND GROUNDS

The school building and grounds are the home of approximately 150 students every day. Treat them as your own home, even better. This school belongs to all of us, so let's take care of the way our school looks. We should all be proud of our school buildings and grounds. Help keep vandalism down to a minimum. Do your part in keeping our school clean by using the wastebaskets for all waste products. Clean your shoes outside in bad weather.

TEXTBOOKS/COMPUTERS

Basic textbooks, computer hardware and software are furnished by the school district at no cost to you. If a textbook or computer hardware/software is lost, damaged, or defaced, you will be charged for the damage, replacement or repair.

FIRE AND TORNADO DRILLS

There will be occasional fire and tornado drills throughout the school year. Students are to leave the building quickly and orderly at the sound of the alarm. Students will leave the classrooms and study hall in single file while keeping to the right. When out of the building move at least 100 feet away from the building. Instructions explaining the procedures to be used for the drills are posted throughout the buildings.

SEVERE WEATHER/EMERGENCY SCHOOL CLOSING

In case of severe weather or other emergencies the official announcement for school closing will be made through the school reach phone call, text message and posted on the school's Facebook page. School closing will also be broadcast over the following: television stations KELO, KSFY, and KDLT. The decision to call off school is never an easy decision. Parents and guardians are advised, that if you believe that conditions warrant not sending your child to school, that it is your right and responsibility to make that decision for your child.

FUND-RAISING PROJECTS

Any group wishing to fund-raise money for their organization must complete the forms in policy IGDF. All fund-raising projects must be approved in advance by the administration. The organization advisor must be present at the location where the fundraiser is taking place. All fundraising profits are to be collected by the advisor and must be turned in to the business manager where the account will be maintained. Fund raisers for any activity may last no longer than one month in its duration. No school-sponsored activity may have more than 5 fundraisers for that activity or function.

INITIATION

The Montrose School does not sponsor nor permit the initiation of 9th graders or any individual or group of students. Offenders will be dealt with in accordance with district policy on student conduct.

DETENTION AND DISCIPLINARY POLICIES

Most students have little or no problems with the disciplinary policies of the district, as the conduct of the student body is generally very acceptable. There will be the assignment of detention for those occasions when it is necessary to deal with those students who violate the rules of the district. It is also understood that detention is not always successful. As a result, other methods may be used in addition to detention to discourage discipline problems, unexcused tardies, unexcused absences, unauthorized driving of a vehicles during the school day, classroom disruptions due to misbehavior, and other inappropriate behaviors. Detention will be held every night after school from 3:33 to 4:00pm. If a student serving detention needs to secure transportation after school OR they have an athletic event/game, they will be given one school day to make the proper arrangements. Students who earn a detention will miss practice or secure their own transportation to practice after detention has been served.

Other methods of discipline are to include In-School suspension, Out of School suspension, or expulsion (short term or long term). Refer to "Schedule of Consequences" at the end of this handbook. Any student who fails to serve his/her consequence will automatically be assigned the next higher level of consequence plus fulfill their first consequence.

Parents will be contacted by phone or email when their student has earned a detention.

DEFINITION OF TERMS

Terms used in this handbook, unless the context indicates otherwise, mean:

1. "Short-term suspension", the exclusion of a student by the Principal or Superintendent from class or from school for not more than ten days. Short-term suspension includes in-school suspension or out-of-school suspension.
2. "Long-term suspension", the exclusion by the School Board of a pupil from a class or classes for more than ten school days.
3. "Expulsion", the action of the School Board to terminate a pupil's membership in school for a period of time not to extend beyond the end of the school year.
4. "In School suspension"- Removal from the classroom setting. Student will receive a 25% automatic reduction of grade for all class assignments during the suspension and will be counted as absent for that time.
5. "Out-of-school suspension", Removal from the school setting. Students will receive a 25% automatic reduction of grade for all class assignments during the suspension and will be counted as absent for that time.

HALL RULES

Classes are going on at all times during the day so we must show our respect for them. It is also the responsibility of each individual in the school to assist in keeping the halls clean.

- 1) Students are not to loiter or congregate in groups in the hall when school is in session.
- 2) Disturbances of all kinds, unnecessary noise, pushing, shoving, tripping, and boisterous conduct will not be indulged in while passing to and from classes.
- 3) Walk, do not run, through the halls.

Refer to the Schedule of Consequences at the end of this handbook.

CAR & MOTORCYCLE REGULATIONS

All students who drive cars or motorcycles to and from school are to park them and leave them there for the remainder of the day. If at any time it becomes necessary for you to drive your vehicle during the noon hour or at any time during the school day, permission must be obtained in advance from the administration. Violations have resulted in the following to be adopted as official policy:

“At no time during the noon hour or during school time will students be permitted to drive or sit in their cars unless permission is first obtained from the administration. Any student riding with the student in violation of the above rule will also be considered in violation.”

Student vehicles are to be parked on the west side of the new addition on the blacktop or on the street during the school day.

Refer to Schedule of Consequences at the end of this handbook.

DRESS CODE

File: JFCA

STUDENT DRESS CODE

The responsibility for the dress and appearance of students enrolled in the Montrose School District primarily rests with parents/guardians and the students themselves. However, some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. In general, students shall not dress or groom themselves in a manner that causes a disruption, poses a significant risk of a disruption to the orderly operation of the school, or subject other students to the presence of inappropriate clothing being worn at school.

One of the main objectives of the Montrose School District is to assist students in presenting themselves in a manner that promotes a positive and productive school environment, personal pride, academic success, and also to ensure the right of all students to not be subjected to inappropriate clothing worn by other students. The school, as a center of learning, shall provide for the development of habits and attitudes conducive to acceptable wearing apparel, and good grooming. Wearing apparel shall not be of the type that would detract from the primary purpose of the school, which is academic instruction, nor shall accessories carried by student to school be disrupting to the conduct of the school, have the potential of creating a serious risk of disruption, or hazardous to student welfare. Student's dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices.

Inappropriate clothing and appearance are disruptive to the school program and Principal's or Principal designees shall enforce compliance with this policy by those students within their jurisdiction. When it is determined that a student's clothing does not comply with the dress code, the student will be required to cover or change the article of clothing and a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may, with parental/guardian permission, be sent home in order to change clothes. If the student refuses to cover the inappropriate

clothing or is unable to change into appropriate clothing, the student will be placed in in-school suspension for the remainder of the school day. In addition, the student will also receive a disciplinary consequence for violating the school's dress code policy.

This policy does not apply to clothing provided to students by the school for student school activities.

Violations of this Policy:

Violations of this policy shall be addressed with the following consequences:

First Offense:

A warning will be issued to the student and will be recorded as a first offense.

The student will be required to cover or change the article of clothing or the parent/guardian of student will be called asking them to bring an appropriate change of clothing. The student with parental/guardian permission may be sent home in order to change clothing. Any class time missed will be an unexcused absence. If for any reason a student refuses to comply with the directive to cover or change the inappropriate clothing the student will be placed in In-School Suspension for the remainder of the school day and is subject to Short-Term Suspension.

Second Offense:

Parents/Guardians will be notified that their student has had a second offense of not following the proper dress code. The student will be required to cover or change the article of clothing or the parent/guardian of student will be called asking them to bring an appropriate change of clothing. The student with parental/guardian permission may be sent home in order to change clothing. Any class time missed will be an unexcused absence. The student will be placed in In-School Suspension for the remainder of the school day. If for any reason a student refuses any of the above consequences the parents/guardians of that student will be notified and the student will be sent home that day as an unexcused absence and will be subject to Short Term Suspension.

Third Offense and Subsequent Offenses:

Parents/Guardians will be notified that their student has had a third offense of not following the proper dress code. The student will be required to cover or change the article of clothing or the parent/guardian of student will be called asking them to bring an appropriate change of clothing. The student with parental/guardian permission may be sent home in order to change clothing. Any class time missed will be an unexcused absence. The student will be placed in In-School Suspension for the remainder of the school day. The student will be subject to Short Term Suspension for a Third Offense and subsequent offenses will subject the student to Long Term Suspension or Expulsion. If for any reason a student refuses any of the above consequences the parents/guardians of that student will be notified and the student will be sent home that day as an unexcused absence and will be subject to Expulsion.

Student Dress Code General Guidelines:

1. Undergarments may not be exposed.
2. The size of shirts and blouses shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
3. Spaghetti straps and tank tops with appropriate neck lines, may be worn with an outer shirt covering, but may not be worn alone.
4. Halter-tops, midriff tops, tube tops, or clothing that exposes the upper torso are not allowed.
5. The size of the pants/jeans shall be appropriate to the student's body size and shall not be unduly "oversized and/or undersized."

6. Students may wear hemmed walking shorts, athletic shorts or Bermuda shorts but they cannot be shorter than the tip of the thumb when both arms are extended by the side.
7. Garments must be pulled up high enough to cover undergarments and backside.
8. The hem of girl's skirts or dresses shall not be shorter than the tip of the thumb when both arms are extended by the side
9. Hooded sweatshirts will be allowed, but hoods of any type are not allowed to be up in the building.
10. All students shall wear appropriate shoes/footwear (no slippers).
11. Wearing and displaying any items that identify gang activity or gang association is prohibited (as gang activity/affiliation is determined by law enforcement).
12. Clothing encouraging the use of drugs, alcohol, or violence and clothing which refers to sexual conduct is prohibited.
13. Clothing associated with discrimination of the basis of age, color, handicap, national origin, marital status, race, religion, or sex is prohibited.
14. Clothing (or lack thereof) exposing any portion of the torso or upper thighs such as see-through garments, mini-skirts, or mini-dresses, halters, or backless dresses is prohibited.
15. Tube tops, tank tops, spaghetti straps or shirts and blouses that have necklines so low that they are provocative, are not allowed.
16. The mid section of the body shall have no skin exposed at any time.
17. Spandex-style "bicycle" shorts are not permitted.
18. Overalls worn with one or both straps unfastened are prohibited.
19. The wearing of sunglasses, gloves, caps, stocking caps, hoods, scarves, hairnets, or bandanas is prohibited from the time classes begin to the time classes end during the school day.
20. The wearing of trench coats by students during school hours and at school activities is strictly prohibited.

Exemptions to the Dress Code Policy:

Exemptions to the Dress Code Policy shall be permitted by the Principal upon appropriate documentation:

In the event the wearing of clothing in compliance with the Dress Code violates a student's sincerely held religious belief, or materially impacts a student's documented medical condition, then such student and the student's parent/guardian shall submit a signed affidavit setting forth the religious or medical issue and the requested exemption to the Dress Code Policy. The Principal may request additional documentation to substantiate the requested exemption and the student and student's parent/guardian shall provide the additional documentation as requested. The Principal, within the reasonable exercise of his or her discretion, shall determine if an exemption to the Dress Code Policy is appropriate, and communicate that decision to the student and student's parent/guardian

DISMISSAL FROM CLASS

A teacher may dismiss any student from class who, in his/her opinion, is disrupting the normal class procedure and interfering with the rights and privileges of other class members. In case of dismissal from class, the student shall report to the Principal immediately after dismissal. After review of the student's report and talking with the teacher, the Principal will talk to the student about the dismissal from class. The principal will determine if the student is to return to the class or to not return to the class for the remainder of that class period. All class assignments will be required to be turned in for grading.

Refer to Schedule of Consequences at the end of this handbook.

TARDINESS

Punctuality is a good habit to build. Prospective employers and post high school institutions are requesting students' attendance records. A student is tardy if she/he is not in the classroom or study hall when the bell rings. Most students are punctual, however, latecomers create a problem for themselves, for other students and for the teacher.

Refer to Schedule of Consequences at the end of this handbook.

ATTENDANCE POLICY

The Montrose School Board, administration, and teachers feel very strongly in student attendance on a regular basis. It is the opinion of the district that regular attendance is a strong criteria for academic performance: and as a result, must be a factor in a student receiving academic credit for their courses of study.

Therefore, whenever a student has missed 10 classes or 10 days of school during a semester of study the student will not receive credit for that class or classes. If a student or their parent feel there is a justifiable cause for the student's absence from school for more than the allowable time, they must present their case to the school administration within seven calendar days after the end of the semester. If the reason for the excessive absences is due to medical reasons, verification must be presented in writing by the attending health care provider or medical facility. If the reason is something other than medical, the parents must present the reason/s for the excessive absences in writing.

The final appeal for reinstatement of academic credit for that semester will be made by the Montrose School Board at the first regularly scheduled school board meeting following the board review of the written explanation by the parents or health care provider.

Attendance is a part of each student's permanent record and one of the major concerns of an employer when inquiring about a student's school record.

It is the duty of school officials to know the whereabouts of students during school hours. Students may be excused for specific purposes only through the principal's office and with written permission from parent(s) or legal guardian(s). Failure to report to the office shall result in being charged with an unexcused absence.

No one will be allowed to leave school during the school day to retrieve forgotten assignments, books, homework, including going home or down town to eat dinner without a parental permission note or telephone call to the school before you leave. In case of an emergency, it will be left to the discretion of the Principal to allow a student to leave the school grounds.

If a student will be absent, parents shall call the school between 8:00 and 8:30 A.M. unless previous written approval has been received by the school. If no phone call is received by 9:00 A.M., the school will call the home and make every effort to contact a parent and verify the absence.

When a student returns to school after an absence, IT WILL BE THE RESPONSIBILITY OF THE STUDENT TO MAKE ARRANGEMENTS WITH THE TEACHER FOR ASSIGNMENTS MISSED DURING ALL ABSENCES.

In the case of an excused absence, the student shall make up the work and receive full credit. An incomplete will be given until the makeup work is completed. If the work is not turned in at the scheduled time the student will receive a zero for the assignment.

Students who are absent for one day will have two days to make up the work. Students who are absent for 2 days will have 4 days to make up the work. Students who are absent more than 2 days will work out a schedule with the teacher to make up the work that was missed during the absence.

Generally the only absences excused are:

1. Personal illness
2. Family emergency
3. Funerals
4. Religious observances
5. Dental or medical appointments that cannot be made on Saturdays or after school
6. School sponsored activities

7. Parental request: Absences to accommodate family plans must be requested in advance by a parent or guardian and be approved by the administration. It is recommended that arrangements for absences to accommodate family plans be made at least two days in advance. When contact by a student, parent or guardian is made in advance for this type of absence; teachers will attempt to offer assistance to students in providing make-up assignments. There may be situations, however, when make-up of schoolwork missed is not possible. Exceptions will be made only in case of an emergency.

E-LEARNING EXPECTATIONS

If the school is closed down and students are required to meet virtually on-line, the following expectations are as follows:

1. All MS/HS students will log-in to their scheduled class at the appropriate time.
2. All MS/HS students will have their computer cameras on so teachers can see them.
3. All MS/HS students will be appropriately dressed for class.
4. All MS/HS students will be in an appropriate setting as to not cause distraction to the class.
5. Students will not be allowed to eat during class.

ATTENDANCE

The 10 day absence per semester policy will apply to E-Learning. A student will be counted absent if they do not login to their class and/or the students does not have their computer camera on so the teacher can see them. If a student turns their camera off during the class they will be counted absence for that period. The exception is if the teacher allows/dismisses students to work on their assignment.

UNEXCUSED ABSENCES:

Absences for which a 25% automatic reduction in the grade for an assignment when it is submitted in accordance with policy:

- a. In School Suspension
- b. Out-of-school suspension.
- c. Absence without appropriate notification or verification from parent or guardian.
- d. Absence not considered legitimate for missing school: (shopping, haircuts, tanning, etc.)

The principal (not the parent) will determine if absences are to be excused or unexcused and determine circumstances not covered in this policy.

Refer to Schedule of Consequences at the end of this handbook

COLLEGE VISITATION POLICY

The Board believes for students to make the best decision about their future, they need the opportunity to visit a University, College, or Vocational Technical school. Each senior will be given the opportunity to go and spend a day on campus to visit with the Professors, and other college personal to determine if that institution would be the best placement after graduation.

The Board understands that this decision is not an easy decision to make, so the board is allowing three (3) college visit days to every student their senior year and one (1) visitation their Junior year.

To ensure that students are taking advantage of this opportunity to plan for their future, a college visitation form must be filled out and signed by the student and parent. The form must be turned in and approved by the principal before the day is granted. If a student does not have the form approved before leaving, that student will be given an unexcused absence and the consequence that goes with an unexcused absence will be enforced.

The college visitation forms can be picked up in the High School Office or from the Guidance Counselor.

COLLEGE VISITATION FORM

Student's Name _____
Date to visit the University, College or Vo-tech. _____
Name of the University, College or Vo-Tech. _____
Name of the Admissions Counselor or person in charge of visitations. _____

Contact number and/or email address for that contact person. _____

Student's signature _____
Parent's signature _____

CHEMICAL ABUSE--FILE JFCH

ALCOHOL AND OTHER DRUG USE BY STUDENTS

The following document outlines policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Students and parents/guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

POLICY

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, give, exchange or be under the influence of alcohol, illicit drugs, narcotics, dangerous or illegal chemical substances. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs.

Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

First Offense:

1. The administration will notify the parent(s)/guardians(s) and schedule a conference;
2. The administration shall suspend the student for ten (10) days in compliance with student due process procedures;
3. The administration shall notify available law enforcement authorities;

The suspension of a student who completes a drug/alcohol assessment from a certified or licensed addiction counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.

3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days. The ninety (90) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
 2. The administration shall notify available law enforcement authorities.
 3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
 4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.
- B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):
1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
 2. The administration shall notify available law enforcement authorities.
 3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
 4. A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
 5. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
 6. State and federal regulations regarding special education students will be followed.

STUDENT UNDER THE INFLUENCE

- A. Staff member reports student suspected of being under the influence to an administrator immediately.
- B. Administrator follows the procedures cited in the section "Students in Possession of Alcohol/Illicit Drugs." Procedures followed will be dependent upon whether it is a first or second offense for either chemical use or possession of alcohol or illicit drugs.

REASONABLE SUSPICION THAT A STUDENT IS UNDER THE INFLUENCE

- A. A staff member reports the problem to an administrator immediately.
- B. An administrator, and/or reporting staff member and/or guidance counselor confer with the student as soon as possible. The following will apply:

If it is determined that the student is not under the influence, administrator or his/her designee calls the student's parents or the guardian of the student. In the conference the following issues will be addressed:

- a) A review of the circumstances (behaviors) which necessitated the conference.
- b) A request for information from both the student and parents or guardian to aid in determining the possible reasons for the student's behavior.
- c) Review possible referral sources within the school and community, both medical and counseling, that may help the parents or guardian and student in dealing with the behavior exhibited. All costs will be at the legal guardian's expense. Follow-up with the guidance counselor.

STUDENT DUE PROCESS RIGHTS & STUDENT SUSPENSION/EXPULSION--FILE JGD
STUDENT SUSPENSION AND EXPULSION

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

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

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

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

- In case of a suspension by the Superintendent for more than ten school days, the Superintendent will schedule a hearing before the Board of Education and the hearing shall be scheduled within ten (10) school days of the first day of the student's suspension.
- Additional procedures mandated by state and federal law apply to special education students.
NOTE: Statute states that no school board may impose a lesser consequence than those established in SDCL 13-32-9 but may by board policy adopt more strict consequences for adjudication, conviction, informal adjustment or court-approved diversion program, or a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana. Statute also says the suspension "may" be reduced and the student "may" be allowed to practice during the period of suspension. To avoid discriminatory application, it is ASBSD's recommendation that the Board decide, for policy purposes, if the suspension period is to be reduced upon the student meeting the requirements, and if reduced to what extent, and whether the student may participate in practice during a period of suspension.

Suspension from Extra-Curricular Activities:

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

First offense: The student shall be suspended one year which shall be reduced to thirty calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is ineligible for a minimum of two South Dakota High School Activities Association sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's

suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

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

A suspension begins on:

1. The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or
2. The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.

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

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

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

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

Amended: June 13,2022

BULLYING, POLICY PROHIBITING - File JFCK

SECTION 1

The Montrose School District 43-2 is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying by Montrose School District students of other persons, including other students of the Montrose School District, students of other schools who are at a Montrose School District activity, school employees, and guests and visitors of the Montrose School District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

This policy shall apply to persons on school property and at school activities and events on non-school property, including when the person is in any school vehicle or when in a private vehicle located on school property. The prohibition against bullying shall also apply to Montrose School District students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with the work of the school, causes material and substantial interference with school work and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

Montrose School District students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Third persons who violate this policy may be prohibited from being on school property.

SECTION 2

Definitions:

1. Bullying: "Bullying" is defined as a pattern of repeated conduct that:

- ** has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, and/or
- ** has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment).

The definition of bullying specifically includes stalking, harassment and threatening/harassing contacts by telephone or other communication devices as set forth in SDCL 22-19A-1, SDCL 22-19A-4 and SDCL 49-31-31:

SDCL 22-19A-1. Stalking: No person may:

- (1) willfully, maliciously, and repeatedly follow or harass another person;
- (2) Make a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or
- (3) willfully, maliciously, and repeatedly harass another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.

SDCL 22-19A-4. Harasses defined. Harasses means a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose

SDCL 49-31-31. Threatening or harassing contacts by telephone or other electronic communication device.

No person may use or knowingly permit a telephone or other electronic communication device under his or her control for any of the following purposes:

- (1) To contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act;
- (2) To contact another person with intent to threaten to inflict physical harm or injury to any person or property;
- (3) To contact another person with intent to extort money or other things of value;

- (4) To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

Examples of bullying prohibited by this policy include, but are not limited to intentional or reckless verbal, nonverbal, physical, written or electronic conduct that

- is threatening in nature (implied or explicit)
- is demeaning in nature
- causes fear, suffering, discomfort or injury to a student;

2. Electronic: "Electronic" is defined as any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means, and includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, land-line telephones, electronic text messaging or similar technologies. Bullying through electronic means is often called "cyberbullying."

3. Third Parties: "Third parties" is defined as persons, including but not limited to, school volunteers, school guests and visitors, students from other schools when at a Montrose School District activity, and contractors (including contractor's employees).

SECTION 3

A. REPORTING PROCEDURE: Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or being subject to bullying should immediately report it to a school administrator. The report initially may be made verbally or in writing. If the person making the complaint wishes the District to take disciplinary action against another person, the individual making the complaint will be required to either submit a signed written complaint or sign an information reporting statement written by the person to whom the report was given and verifying the contents of the reporting statement. The written complaint or reporting statement must include the name of the person making the complaint, the person(s) alleged to have bullied the complaining party or another person, the date(s) and the specific conduct giving rise to the bullying complaint. The District shall investigate all written reported instances involving bullying.

B. PROCEDURE FOR ADDRESSING COMPLAINTS: The District strictly prohibits retaliation against any person because he or she has made, reported, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with complaint should immediately contact a school administrator.

- (1) Should there be a written complaint of bullying which alleges a Montrose School District student has been subjected to bullying or has bullied by a third person and the person alleged to have committed the bullying act(s) is subject to this policy, an investigation of the alleged incident(s)/behavior(s) will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities of the victim (and if so, in what manner), identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification and from other persons. If the alleged conduct may constitute a violation of SDCL 22-19A-1 (Stalking), SDCL 22-19A-4 (Harassment) or SDCL 49-31-31 (threatening or harassing contacts by telephone or other electronic communication device) the District shall notify local law enforcement or state's attorney.
- (2) The person alleged to have bullied another person will be notified in writing that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.
- (3) Pending the outcome of the investigation the Superintendent may take such action consistent with law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved.
- (4) Upon reasonable suspicion by the person responsible for the investigation that the allegation of bullying may be true, the student or third person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).
- (5) The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator investigating the complaint

determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have abused the other person has the right to know the identity of the person(s) making the complaint in order that he/ she may have an opportunity to defend himself/herself against the complaint.

- (6) The student alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing but is not required to submit a written response.
- (7) At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline upon the student and not refer the matter to the Board, the student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.
- (8) If the administration refers the matter to the Board of Education the student alleged to have bullied another person a hearing will be held before the Board of Education consistent with due process procedures.
- (9) If there is reasonable suspicion to believe that a third person bullied a Montrose School District student, employee or guest while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

C. BOARD HEARING:

- (1) Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.
- (2) At the hearing, the Administration shall present evidence relative to the allegation of bullying and the student accused of violating this policy will have an opportunity to present evidence in his/her defense.
- (3) The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

D. BOARD DISCIPLINARY ACTION: If following the Board hearing the Board determines there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following:

- (1) If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities.
- (2) If the person found violating this policy is a third person that person may be prohibited from being on school property or at school activities for such time as may be determined by the Board.

DANGEROUS WEAPONS IN THE SCHOOL-File JFCJ

State and federal law and board policy prohibits any person except law enforcement officers from the bringing of dangerous weapons to school or school sponsored activities, on school premises, including in any vehicle on school property, and at school activities at a site other than on school district property. A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, which is calculated or designed or intended to or has the risk of inflicting death or bodily harm. For purposes of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. This policy does not apply to starting guns while in use at athletic events, firearms or air guns at firing ranges, guns shows and supervised schools or sessions for training in the use of firearms.

Any weapon taken from a pupil shall be reported to the pupil's parents and may be reported to the police. Discipline and/or legal action shall be pursued by the District.

Any student found to have a firearm on school grounds or at a school activity shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The student, prior to the expulsion, shall be entitled to a hearing pursuant to the District's student suspension/expulsion procedure. The superintendent shall have the authority to recommend to the school board that the one year expulsion be modified on a case-by-case basis.

STUDENT INTERVIEWS Policy JFGA

LAW ENFORCEMENT AND DEPARTMENT OF SOCIAL SERVICE STUDENT INTERVIEW POLICY

When students are at school or involved in a school activity off school ground, the school has an obligation to the students and their parents, and also an obligation to authorities such as law enforcement and the Department of Social Services. This policy balances the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters related to suspected child abuse and neglect. It is therefore the policy of the District that:

1. should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school or at a school activity and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not grant permission for the law enforcement officer to talk with the student unless the school has first notified the student's parent(s)/guardian(s) and received permission from a parent/guardian for the student to talk with the law enforcement officer. Parents/guardians have the right to deny the request from law enforcement to talk with the student. Parents/guardians shall also be afforded the opportunity to be present during the interview should permission be granted by parent/guardian for a law enforcement officer to talk with the student. However, should the law enforcement officer order school personnel to present the student so the officer may talk to the student, after documenting the law officers order to present the student, the school personnel shall comply with the officer's order and an administrator shall then immediately contact the student's parent.
2. should the Department of Social Services (DSS) or a law enforcement officer be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school, the request to talk with a student shall be documented by the school administrator, including the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.

* Upon the student reaching the age of 18, the student is a legal adult and has the authority to make the decision whether or not to talk with the law enforcement officer or DSS and without parental involvement. However, the student shall be afforded the opportunity to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or the Department of Social Services.

POLICY PROHIBITING SEXUAL HARASSMENT, -File ACAA

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, Shawnya McGregor. (shawnya.mcgregor@k12.sd.us or call 605-363-5025) or to the Assistant Secretary for Civil Rights of the Department of Education, or both. (34 CFR § 106(b)(1))

POLICY STATEMENT

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District's policy prohibiting sexual harassment is ACAA. This regulation supplements that policy, and the policy and these regulations are consistent with the federal regulations set forth in 34 CFR Part 106.

Students who violate the policy prohibiting sexual harassment shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

Complaints based on nondiscrimination in federal programs, complaint against school employees, and complaints related to bullying are addressed through other school district policies and not through the policy prohibiting sexual harassment and this regulation.

SECTION 2 - Definitions

- A. Sexual Harassment. Federal law (34 CFR § 106.30) defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
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 recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct, constitutes sexual harassment. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations, advances or propositions;
- Verbal comments, jokes, or abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Displaying pornographic material;
- Physical contact or language of a sexually suggestive nature.

B. Other definitions. Other definitions applicable to these Regulations are the definitions as set forth in Policy ACAA, Sexual Harassment, Section V.

SECTION 3 - Sexual Harassment Reporting Procedure

Any person may report 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), 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) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Title IX Coordinator is Shawnya McGregor.

- Email shawnya.mcgregor@k12.sd.us
- phone 605-363-5025

Any student who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The written complaint or Sexual Harassment - Complaint Report Form, ACAA-E(1), must include the following:

- the date the written Complaint was filed or the Sexual Harassment - Complaint Report Form was completed,
- the school employee receiving the Complaint (if applicable),
- the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the sexual harassment .

If the signed written complaint was given to a teacher, guidance counselor or administrator, or if the Sexual Harassment - Complaint Report Form was completed by a teacher, guidance counselor or administrator, the teacher, guidance counselor or administrator shall forward the complaint or Sexual Harassment - Complaint Report Form to the Title IX Coordinator.

Regardless of whether or not a formal complaint is filed, should the District have actual knowledge of sexual harassment in a District educational program or activity against another person in the United States, the District shall respond promptly in a manner that is not deliberately indifferent (i.e., if the

District's response to sexual harassment is clearly unreasonable in light of the known circumstances).

SECTION 4 - Retaliation Prohibited

- A. Neither the District or 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 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.
- B. The prohibition against retaliation related to a sexual harassment complaint is set forth in full in Policy ACAA, Sexual Harassment, Section XIII, and by this reference incorporated herein as if set forth in full.

SECTION 5 - Procedure for Addressing Sexual Harassment Complaints

A. General Provisions.

- 1. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures (see Policy ACAA, V(m)) and 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.
- 2. The timeframes set forth in these regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frame may be within which the District is required to complete a step may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities;
- 3. Nothing in the policy or these regulations prohibit 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, 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, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in the policy or regulations may 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. Additionally, nothing in the policy or regulations prohibits the District from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in the policy or regulations may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

B. Confidentiality

- 1. The District shall 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 Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- 2. The District shall 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.

C. Informal Resolution:

1. The District may 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 policy, may not require the parties to participate in an informal resolution process under this policy, and may not offer an informal resolution process unless a formal complaint is filed.
2. Policy ACAA, Sexual Harassment, Section VII, is the section explaining informal resolution and by this reference incorporated herein as if set forth in full.

D. Formal Complaint:

1. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known:
 - a. Notice of the District's grievance process, including any informal resolution process.
 - b. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, 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 must 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 shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall 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.
2. The District shall 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. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the District's education program or activity.
3. The District shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

E. Investigation of a Formal Complaint

1. The District must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that does not preclude action under another provision of the District's code of conduct.
2. Unless the nature of the complaint and investigation dictate otherwise, the Investigation should be completed within sixty (60) calendar days of receipt of the complaint.
3. When investigating a formal complaint and throughout the grievance process, the District:
 - a. shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility;
 - b. shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 - c. shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence, provided, however, nothing in this provision prohibits the District from taking disciplinary action due to a party retaliating against any person due to that person having 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;
- d. shall 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.
4. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision D.1., the District shall provide notice of the additional allegations to the parties whose identities are known.
 5. Any party whose participation is invited or expected, shall be given 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.
 6. All parties shall have 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 recipient 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.
 7. Prior to completion of the investigative report, the District must 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 must have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 8. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a determination by a decision-maker 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.

F. Determination

1. The decision-maker shall not be the same person as the Title IX Coordinator or investigator(s).
2. After the Investigator has sent the investigative report to the parties, and before reaching a determination regarding responsibility, the decision-maker must 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. All parties shall have ten (10) calendar days from the date the investigatory report was sent to the parties to submit written, relevant questions to the decision-maker, who shall forward the questions to the other party following the ten (10) period, unless all parties submitted questions prior to the end of the ten (10) day period and in such case the decision-maker shall forward the questions upon receipt of questions by all parties. All parties shall have (5) calendar days to submit to the decision-maker and the other parties any written responses to the questions.
3. The decision-maker shall have fourteen (14) calendar days, after the expiration of time frame set forth in E.8. above, to issue a written determination as to the complaint.

4. The decision-maker shall not conduct an adversarial hearing unless the Board conducts a hearing following an appeal of the Superintendent's decision to the Board, or following the Superintendent's recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled or recommend to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated.
5. Standard of evidence. For all formal complaints of sexual harassment filed against students and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard.
6. Upon recommendation of a decision-maker, on following an appeal of the decision-maker's determination, the Superintendent may make a recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled (ARSD 24:07:01:01). The Superintendent may also make a recommendation to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated. Should either recommendation be given by the Superintendent, a formal adversarial hearing shall be held before the Board.
7. Disciplinary sanctions. Following any determination of responsibility the District may implement disciplinary sanctions and remedies that include, but are not limited to:
 - a. if a student:
 - i. loss of privileges;
 - ii. detention;
 - iii. in-school suspension;
 - iv. long-term suspension;
 - v. expulsion.
 - b. if an employee
 - i. written reprimand;
 - ii. written plan of improvement, which may include directive to obtain training related sexual harassment and the prohibition against sexual harassment;
 - iii. suspension without pay;
 - iv. termination of employment.
 - c. if a guest or vendor
 - i. restrict access to school property;
 - ii. deny access to school property.
8. The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision-maker shall apply the preponderance of evidence standard of evidence.
9. The written determination shall include:
 - a. identification of the allegations potentially constituting sexual harassment;
 - b. 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;
 - c. findings of fact supporting the determination;
 - d. conclusions regarding the application of the District's code of conduct to the facts;
 - e. 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 recipient's education program or activity will be provided by the District to the complainant; and
 - f. the District's procedures and permissible bases for the complainant and respondent to appeal.

10. The District shall provide the written determination to the parties simultaneously.
11. The determination regarding responsibility becomes final either on the date that the recipient 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.

G. Appeal

1. Both parties have the right to appeal to the Board the Superintendent's determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein, on the following bases:
 - a. Procedural irregularity that affected the outcome of the matter.
 - b. 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
 - c. 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.
2. As to all appeals, the Title IX Coordinator shall:
 - a. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - b. ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - c. ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
 - d. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - e. ensure that a written decision is issued describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.
3. Appeal to the Superintendent. The following procedure shall be used to address an appeal of the decision-maker's determination to the Superintendent:
 - a. If a party is not satisfied with the decision-maker's determination, or if the decision-maker's determination does not without good cause render a written decision within fourteen (14) calendar days of the expiration of time frame set forth in E.8., that party may appeal to the Superintendent by filing form ACAA-E(2), Sexual Harassment - Complaint Appeal to the Superintendent. The appeal must be filed within ten (10) calendar days of receipt of the decision-maker's written decision, or ten (10) days of the deadline for the decision-maker's written decision, whichever comes first. The appealing party must attach the decision-maker's written determination.
 - b. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the decision-maker's decision, or the Superintendent may refer the matter back to the decision-maker for further investigation and supplemental decision which decision may restate, modify or reverse the decision-maker's initial decision. A supplemental decision by the decision-maker after a referral back to the decision-maker may be appealed to the Superintendent.
4. Appeal to the School Board. If a party is not satisfied with the Superintendent's decision, or if the Superintendent does not without good cause render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form ACAA-E(3), Sexual Harassment – Complaint Appeal to the School Board, within ten (10) calendar days of receipt of the Superintendent's written

decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the decision-maker's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a sexual harassment complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the sexual harassment policy;
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the sexual harassment policy, and Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
 - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
 - I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
 - J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
 - K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
 - L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet

with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date. Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;

- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the decision-maker and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a third person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal pursuant to law.

SECTION 6 - Miscellaneous

- A. 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 section to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- B. Dismissal of Complaint:
 - 1. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - a. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - b. the respondent is no longer enrolled in or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
 - 2. Upon a dismissal required or permitted pursuant to B.1. above, the District shall promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

3. Any party whose participation is invited or expected, shall be given 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.
4. Both parties shall have 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 recipient 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.

FILE JOA

STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a student's parent, guardian or an eligible student, does not want the District to disclose directory information from the student's education records without prior written consent, the student's parent, guardian or an eligible student must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment.

The District has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended.

The District shall provide, by November first of each year, a list of students by name in grades seven to twelve, inclusive, together with their mailing addresses, to the executive director of the Board of Regents and to each technical college located in the state unless the parent has directed that the District not release directory information about the student.

The District shall provide to military recruiters the same access to secondary school students as is

provided generally to postsecondary educational institutions or to prospective employers of those students; and shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, unless the parent of the student has submitted a request to the District that the student's information not be released without prior written parental consent

The District shall annually notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's or eligible student's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to the South Dakota Board of Regents and each technical college located in the state and, upon request, to military recruiters, subject to a parent's or eligible student's request not to disclose such information without written consent; and
3. Notification on how the parent or eligible student may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

NONDISCRIMINATION POLICY

SECTION 504 OF THE REHABILITATION ACT OF 1973 ANNUAL NOTICE

Section 504 is an Act, which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Montrose school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the high school principal, Section 504 Coordinator for the district, at phone number 363-5025.

NONDISCRIMINATION-File AC

The Board is committed to a policy of nondiscrimination to race, sex, religion, national background, age, and disability (as disability is defined in federal and state law and regulations). Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and

state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement. It is the policy of the Montrose School District that discrimination based upon race, sex, religion, national background, age, and disability (as disability is defined in federal and state law and regulations) is prohibited.

The school district shall:

1. Promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. Encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. Carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. Regularly review all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. Work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

EXTRA CURRICULAR PRACTICE REGULATIONS

Students must be in school during the afternoon session which begins at 11:45am in order to attend extra-curricular practice sessions unless they have been excused for medical or dental appointments. Any student who arrives to school after 12:00pm will NOT be allowed to participate in any extra-curricular activities. They may go to their activity and watch but they cannot participate.

OMISSIONS

School policies relating to several other areas may have been omitted and will be covered by what is reasonable and customary. If any policy in this handbook is contrary to School Board policy, then Board policy shall take precedent. The rules and regulations printed in this handbook may be subject to change (by adding or deleting) if and when the need arises for the occasion as directed by the Board of Education.

FEES

Lunch Program The school lunch program will again serve noon meals. All lunch tickets should be purchased in the Business Office. The prices per meal are set by the Department of Agriculture. **Please refer to "School Meal Policy" (File: DP).

Band Maintenance Drums -- \$30 per year; School owned horns -- \$50

Athletic Purchases coach is in charge

Industrial Arts as directed by the shop instructor

Science Lab Breakage as directed by instructor

Activity Tickets \$30.00 per year for adults, \$10.00 per year students K-12,

Admission to activities \$5.00 for adults, \$3.00 for students K-12, Senior Citizens (NA)

OPEN GYM/WEIGHT ROOM POLICY: FORMERLY FILE KGA

Students: It is the philosophy of the Montrose School Board that the gym/weight room is made available to our students throughout the year. Montrose School Students are encouraged to

utilize the gym/weight room during the summer months, on weekends, during holiday vacations and in the off-seasons.

Direct supervision is required for any Montrose student to use the gym/weight room. The supervisor shall be a Montrose School employee or a parent of one of the students using the gym./weight room. If a parent is providing the supervision, it is requested that arrangements be made with a school administrator in advance to check out a key to the school. Parent must sign a Building Key Policy Form (File GCRS) before a key will be distributed to them. Parents are responsible for everyone they bring into the building. Parents must lock up and turn out all lights when they leave.

No student is allowed to be in the school building without supervision.

Adults: Refer to file KG (Use of School Facilities Policy)

Any school employee/administrator may refuse use of the gym/weight room if that person becomes aware of or suspect a violation of the Open Gym/Weight Room Policy or Use of School Facilities Policy.

MEDICATION (FILE JHCD)

Parents are asked to consult with their physicians as to administering medications outside of the school day. The school day is very busy and every effort needs to be made to not complicate it more by having to deal with medications that can be scheduled to be administered at home.

The teacher will administer no medication, but a parent may request the teacher to assist with self-administration of medication by reminding your child to take his/her medication. Please send only enough medication for the doses needed during school. The medication must be accompanied by the form, which is signed by the doctor, stating the name of the medication, amount and times to be taken along with a signed parental request/authorization form (form included at the end of this handbook) requesting the teacher to assist their child with self-administration of the medication. School personnel will not provide aspirin, nor should any student ask for or offer any type of medication from/to a staff member or other student.

HEALTH ISSUES AND COMMUNICABLE DISEASES

The administration and staff of the Montrose School District, in accordance with District policy and in consultation with health professionals, will carry out district policy related to health issues. There may be times when a parent/guardian is contacted to come and get their child/children from school if there is a health/safety issue present with their child/children. Parents/guardians are asked to be very cooperative with the staff. Parents/guardians must realize that the staff are only doing their job, and even though it may cause an inconvenience for the parent/guardian, the welfare of all children has to be considered.

It is extremely important for each and every parent/guardian to continually be on the lookout signs and symptoms of potentially communicable diseases/parasites. Parents/guardians are advised to be in close communication with their health care provider.

SCHOOL VISITATION-FILE KK

The Board and staff of the school district welcome members of the community and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits.

The superintendent will encourage visitors to observe our schools; provide for appropriate hospitality for visitors; channel expressions of approval as well as constructive criticism to the Board; ensure that such visits will enhance the effect of the educational program.

All visitors must report to the school office and receive the superintendent's or principal's permission to be on the school grounds. Any person on school property who has not registered with the school office will be requested to report to the superintendent's or principal's office for permission to remain. Any request to be on school property for any purpose deemed by the school superintendent or principal or his designee to be disruptive of the educational process will be denied permission to remain.

If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the principal is authorized to request aid from the local law enforcement.

SCHEDULE OF CONSEQUENCES

OFFENSE

1st

2nd

3rd

4th

TARDIES	WARNING	WARNING—EMAIL SENT TO STUDENTS AND PARENTS	WARNING—EMAIL SENT TO STUDENTS AND PARENTS	A DETENTION FOR EVERY TARDY GOING FORWARD PARENTS WILL BE CALLED
CELL PHONE—STUDENTS WILL BE ALLOWED TO USE CELL PHONES IN STUDY HALL	STUDENT WILL PICK UP CELL PHONE AFTER SCHOOL	STUDENT WILL PICK UP CELL PHONE AFTER DETENTION-- PARENTS WILL BE CALLED	PARENTS WILL PICK UP CELL PHONE IN THE OFFICE	PARENTS WILL PICK UP CELL PHONE IN THE OFFICE
INAPPROPRIATE CELL PHONE USE PARENTS WILL BE CALLED	INAPPROPRIATE PICTURE/SITES/SEXING HARASSMENT/BULLYING LOSE OF CELL PHONE FOR THE SEMESTER. STUDENT WILL TURN PHONE INTO ADMIN BEGINNING OF DAY/RETURN END OF DAY			
CHEATING	DETENTION-- LOSS OF CREDIT FOR ASSIGNMENT-- PARENTS WILL BE CALLED	ISS—LOSS OF CREDIT FOR ASSIGNMENT-- PARENTS WILL BE CALLED	ISS—LOSS OF CREDIT FOR ASSIGNMENT-- PARENTS WILL BE CALLED	LONG TERM ISS/OSS--- LOSS OF CREDIT FOR ASSIGNMENT-- PARENTS WILL BE CALLED
DISMISSAL FROM CLASS FOR DISRUPTION/ INAPPROPRIATE: 1-BEHAVIOR 2-LANGUAGE	DETERMINED BY BUILDING PRINCIPAL	DETERMINED BY BUILDING PRINCIPAL	ISS DETERMINED BY BUILDING PRINCIPAL PARENTS WILL BE CALLED	ISS/OSS DETERMINED BY BUILDING PRINCIPAL PARENTS WILL BE CALLED
UNEXCUSED ABSENCES	ISS-- PARENTS WILL BE CALLED	ISS/ DETERMINED BY BUILDING PRINCIPAL PARENT CONFERENCE	ISS/ DETERMINED BY BUILDING PRINCIPAL PARENT CONFERENCE	LONG TERM OSS OR EXPULSION SUBJECT TO SCHOOL BOARD REVIEW
INAPPROPRIATE COMPUTER USE	LOSE TAKE HOME PRIVILEGES FOR 2 WEEKS-- PARENTS WILL BE CALLED	LOSE TAKE HOME PRIVILEGES FOR 4 WEEKS-- PARENTS WILL BE CALLED	LOSE TAKE HOME PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR-- PARENTS WILL BE CALLED	LONG TERM OSS OR EXPULSION
1)INSUBORDINATION 2)ABUSIVE LANGUAGE 3)PHYSICAL AGGRESSION 4)VERBAL THREATS 5) BULLYING 6) PORNOGRAPHIC MATERIAL	ISS - OR OTHER DISCIPLINARY ACTION DETERMINED BY BUILDING PRINCIPAL PARENTS WILL BE CALLED	ISS – DETERMINED BY BUILDING PRINCIPAL PARENT CONFERENCE	ISS/ OSS DETERMINED BY BUILDING PRINCIPAL PARENT CONFERENCE	LONG TERM OSS OR EXPULSION SUBJECT TO BOARD REVIEW
WEAPONS KNIVES—OR OTHER SHARP DEVICES---ANY TYPE OF FIREARM	LONG TERM OSS OR EXPULSION SUBJECT TO BOARD REVIEW	EXPULSION		

POLICY ON COMPUTERS, NETWORK & E-MAIL USE AND ELECTRONIC DEVICES

INTERNET ACCESS IS A PRIVILEGE, NOT A RIGHT

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. The District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements. This AUP applies even when District provided equipment (laptops, tablets, iPads, etc) is used on or off premises.

ACCEPTABLE USE: The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is privilege not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the Districts. Faculty and staff may use the Network primarily in support of education and research consistent with educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Networks should be presumed to be copyrighted. Students and staff will only be allowed access to the school internet via their district issued device, no personal devices will be granted network access.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the district, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

INTERNET SAFETY: It is the policy of the District to protect computer users from harassment and unwanted or unsolicited electronic communications. The District cannot guarantee that users will not encounter inappropriate or offensive material on the Internet. If offensive material would cause the user embarrassment or other damage, the user should not use the system or report it to a teacher or administrator. The Montrose School District will make every reasonable effort to provide access to educationally appropriate resources, including Internet sites. However, it may not be technologically possible to limit Internet access to only those educationally appropriate

sites that have been designated for the purpose of instruction, and research related to the curriculum.

It shall be the responsibility of all personnel of this district to monitor students' online activities and use of the network to ensure that their uses is in compliance with CIPA and this policy. The state issued FortiAnalyzer program will be used to look at students and staffs internet history if needed.

NETWORK ETTIQUITTE: Users are expected to abide by generally accepted rules of network etiquette. These include but are not limited to:

- a) Be polite and don't become abusive to others. Do not send or encourage others to send messages that are abusive or harassing.
- b) Use appropriate language. Swearing and use of vulgarities will not be tolerated.

INAPPROPRIATE USE PROHIBITED

Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district or any other use that hampers the integrity or security of the school district's computer network or any computer networks connected to the Internet. The district reserves the right to define prohibited use of the Network, adopt rules and regulations applicable to Network Use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequences of such inappropriate use. Prohibited use includes but is not limited to the following:

- a) Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- b) Criminal activities that can be punished under law
- c) Illegal installation or transmission of copyrighted material
- d) The unauthorized collection of email addresses ("harvesting") of e-mail addresses for the Global Address List and other Districts directories
- e) Obtaining and/or using anonymous email sites: spamming, spreading viruses
- f) Bypassing of the District's filter to access blocked sites or use of anonymous proxy servers to negate firewall/filtering system
- g) Disclosure of minors personal information without proper authorization
- h) Causing harm to others or damage to their property, such as:
 - a. Deleting, copying, modifying, or forging other users names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous emails
- b. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance
- c. Using any District device to pursue "hacking" internal or external to the District, or attempting to access information protected by privacy laws
- d. Accessing, transmitting, or downloading larges files, including "chain letters" of any type of "pyramid schemes"
- i) Engaging in uses that jeopardize access or lead to unauthorized access to others' accounts or other computer networks, such as:
 - j) Using another's account password(s) or identifiers(s)
 - k) interfering with other's ability to access their account(s)

- l) Disclosing your own or anyone's password to others or allowing them to use your or another's account
- m) Using the network or Internet for Commercial purposes

OFF-SITE USE OF NETWORK

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers laptops, tablet, or iPads off-site if a parent or legal guardian supervises their usage at all times. The students' parent or guardian is responsible for monitoring the minors off-site use of the Network and ensuring use complies with this AUP. Off-site filter will be in place on all devices leaving the district.

VIOLATIONS AND CONSEQUENCES

Violations of school district policy or the law through the use of the school district's e-mail and Internet access may result in disciplinary action. Disciplinary action may be suspension or revocation of email and/or internet privileges, detention, in-school suspension, out-of school suspension, or expulsion. Students shall be afforded due process consistent with school district policy and state law. Suspected violations of law shall be reported to the proper authorities.

The Montrose School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, blogging, and cyber-bullying awareness response. The superintendent is delegated authority to implement these educational requirements.

Adopted: January 13, 1997

Amended: April 14, 2008

Amended: June 11, 2012

Amended; March 11, 2019

FILE JFCM

CELL PHONE AND PORTABLE DIGITAL MEDIA DEVICES

The School District, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices.

Students may possess cellular phones and portable digital media devices on school property, while in school-owned or school-operated vehicles and while students are attending or engaged in school-sponsored activities, subject to limitations of this and other policies and regulations of the District. Unless specific permission is granted by school personnel, cellular phones and portable digital media devices are:

1. turned in to the teacher at the beginning of every class period, and will be returned at the end of the class period.

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the cellular phone or portable digital media device. The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

1. Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;

2. Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
3. Academic dishonesty or cheating;
4. The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;
5. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or
6. Refusal to relinquish phone to persons of authority upon request.

This policy shall not be interpreted to justify unreasonable searches of cellular phones or other digital media devices by school personnel. Any search of a student's cellular phone or portable digital media device by school personnel shall be:

1. Justified at its inception and based on reasonable grounds that the search would reveal evidence of a student's severe violation of this policy;
 2. Reasonably related to its objectives and not excessively intrusive in light of the nature of the infraction; and
 3. Conducted in accordance with district policy and in the presence of a student's parent or guardian.
- As necessary for the implementation of this policy, the superintendent may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of cellular phones or portable digital media devices.

The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

USE OF COMPUTERS, NETWORKS, E-MAILS AND ELECTRONIC DEVICES
Parents/Guardians' Agreement

As parent/guardian of the student who has signed above, I have read the school district's Policy on Computers, Networks, E-mails and Electronic Devices. I understand that the school district's Internet use is designed for educational purposes. Further, I recognize it is possible that my child may procure material that is not consistent with the educational goals of the district. I hereby give my permission to the school district to provide Internet access for my student.

STUDENT(S) NAME(S): _____

Date _____

_____ PARENT/GUARDIAN SIGNATURE

Permission Form

Throughout the year, teachers will be updating their website and newspaper with photographs of the class or examples of student work/projects. The school's website can be viewed at <http://montrose.k12.sd.us> No last names will be used with any of the photographs placed on the website. Please read through the following options and check the appropriate box or boxes

☐

Yes, My child's picture may be displayed on the school's website/newspaper. I understand that no last names will be use.

☐

Yes, my child's work samples, art work or pictures of their completed projects may be displayed on the school's website/newspaper.

☐

No, neither my child's picture, nor any work completed by him/her may be displayed on the school's website/newspaper.

Student's Agreement

I understand and will voluntarily abide by the school district's Acceptable Use Policy on Computers and Networks. I further understand that any violation of this policy may result in the loss of my Internet access privileges and school disciplinary action may be taken. The signature on this document indicates that I have read the school district's Acceptable Use Policy, understand its significance, and voluntarily agree to comply fully with all its terms and conditions.

STUDENT'S SIGNATURE _____

DATE _____

Adopted: January 13, 1997

Amended: April 14, 2008

Amended: May 11, 2012

Reviewed: March 11, 2019

ADMINISTRATION OF MEDICATION TO STUDENTS
CONSENT FORM

If a student is 18 or older the student signature is required

Name of Student: _____

Student's Address: _____

Student's Phone Number: _____

Parent's Phone Number: _____

Physician's Statement (required only if school personnel are to supervise medication at school)

1. Name of Medication: _____
2. Reason for Medication: _____
3. Dosage and time(s) student is to take medication at school: _____

4. Duration (week, month) _____
5. Precautions and reactions to observe and report: _____

Physician's Signature
Date

Telephone Number

Parent's Statement (Initial Agreement Statement)

_____ I request and authorize personnel at the Montrose School District to supervise the self-administration of medication prescribed on this form to my child. I understand that the medication must be provided in a bottle, identifying the name and telephone number of the pharmacy, the student's name, physician's name and dosage of the drug the student is to take. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medication.

Parent's signature

Date

PARENT/STUDENT SIGNATURES FORM

Please return this form to your class adviser. Thank you.

We have read the Student/Parent Handbook.

Parent's Signature

Date

Student's Signature

Date

This signature indicates that you have read this handbook. It does not indicate that you agree with its entire contents.