

Elementary handbook

2021-2022



Edgemont School • 605-662-7254 • edgemont.k12.sd.us

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Asbestos Notification

In 1986, the United States Government passed a law relating to asbestos in school buildings. This law, called AHERA, required that every school building be inspected for asbestos by an EPA certified inspector, that each school building have an "Asbestos Control Plan", and that annual notifications be provided regarding asbestos in the district's buildings and the availability of the "Asbestos Management Plan". It is the intention of the Edgemont School District to keep all building occupants informed as to the exact nature of this health hazard as it relates to our school district.

At the present time, the following areas of the Edgemont School District contain asbestos materials:

JH High Addition - vinyl flooring

In general, asbestos-containing building materials that are hard (such as sheetrock and floor tile) are not dangerous. Therefore, the floor tiles are of little concern if these materials are maintained. All asbestos containing materials in the Edgemont School District have been placed on an operations and maintenance program ensuring proper maintenance, re-inspection, and periodic monitoring to prevent exposure to asbestos, wherever it may occur.

The purpose of the "Asbestos Management Plan" is to assure building occupants that any asbestos containing materials that may be present in the buildings are kept in a "safe, undamaged" condition. The public is advised that this plan is available for viewing during normal office hours at the Edgemont School District's Administration office. It is also possible to receive a copy of this plan for the cost of printing.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Edgemont School District 23-1 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. The superintendent has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination. The superintendent can be contacted for inquiries concerning the school's compliance with discrimination regulations at Edgemont School District 23-1, Box 29, Edgemont, SD 57735.

Complaints may be filed with: U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, Telephone: (816)880-4200, TDD: (816)891-0582, Fax: (816)891-0644.

Mission Statement

The Edgemont School District supports the academic, physical, and social development of each student and challenges them to become productive members of a rapidly changing world.

The Edgemont School District 23-1 shall endeavor to develop in each student

- The skills needed for responsible citizenship by promoting strong character and personal well-being.
- A mastery of basic skills in communications and mathematics.
- A knowledge and appreciation of the social sciences, applied sciences, and the arts.
- The knowledge and skills needed for practical application in vocations and avocations.
- Physical and mental well-being.

Concussion Policy

Any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from the contest and shall not return until a medical release is issued and signed by a medical doctor.

An annual Concussion Course is required for all coaches (faculty and non-faculty).

Adopted: October 11, 2010

Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 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 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.

The Edgemont School District 23-1 acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Complaints may be filed with the U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, Telephone: (816)-880-4200; Fax: (816)-891-0644; TDD: (816)-891-0582.

Sexual Harassment

It is the Edgemont School District's Policy that sexual harassment is not appropriate behavior and it will not be tolerated. Any employee or student will be subject to disciplinary action including termination or expulsion for a violation of this policy.

Definition:

Unwelcome sexual advances, requests for sexual favors, solicitation of sexual activity by promise of rewards, physical conduct of a sexual nature, coercion of sexual activity by threat of punishment or reprisal, verbal sexist remarks or physical assaults constitute sexual harassment.

Sexual harassment occurs when (1) submission to such conduct is made, either explicitly or implicitly, a term of an individual's employment or student's safety and well-being, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating, an intimidating, hostile, or offensive work environment or educational environment (regardless of intent).

Responsibility:

Edgemont School District, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. Explanation of this policy will be provided by the school district at workshops and at other activities. Careful scrutiny will be undertaken of all allegations of sexual harassment.

Complaints:

Any employee or student who believes they have been victimized by sexual harassment by another person on the premises should promptly report the incident to their immediate supervisor, counselor, or administrator. A sexual harassment complaint must be confirmed by the person being harassed. All reported incidences of sexual harassment will be thoroughly investigated in a timely manner and, if well-founded, the individual will be subject to immediate and appropriate disciplinary action which

could include termination/expulsion.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he may utilize the grievance procedure available to that individual.

Investigation and Recommendation:

By authority of the District, the superintendent, upon receipt of the report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by district officials or by a third party designated by the District. The investigating parties shall provide a written report of the status of the investigation within ten (10) working days to the superintendent.

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

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

In addition, the District may take immediate steps, at its discretion, to protect the complainant, student and employees pending completion of an investigation of alleged sexual harassment.

School District Action:

Upon receipt of a recommendation that the complaint is valid, the District will take

such action as appropriate based on the results of the investigation.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the District. The report will document any disciplinary action taken as a result of the complaint.

Reprisal:

The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Reference: Board Policy ACAA

Expectations of students:

All students are expected to:

- Accept the leadership and authority of teachers, principals, and other staff members.
- Come to class prepared.
- Practice good citizenship.
- Cooperate with all staff members and other students.
- Demonstrate respect toward all people and their property.
- Be regular and punctual in attendance.
- Practice good health habits and cleanliness.
- Dress appropriately and neatly.
- Be honest and courteous at all times.
- Use acceptable language - no profanity or obscenity.
- Obtain authorization from school official before using the telephone.
- Remain on school grounds until dismissal or given permission to leave by school authorities.
- Report observed accidents to school personnel.
- Walk and speak quietly in the hall.
- Assist in keeping the school and grounds free of litter.
- Refrain from all forms of fighting, menacing, assault and harassment.
- Represent themselves and their school in a positive manner.
- Read and become familiar with rules, guidelines and policies.
- Obey and follow all rules, guidelines and policies established in the Student Handbook.
- Respect other's rights to learn.

Admission

Students currently enrolled in the Edgemont School will be admitted free to all athletic events except tournaments.

Admittance of Students to School Activities

Students may be removed from school activities for the remainder of the season or school year for disruptive behavior.

Announcements (daily)

Daily announcements are the main means of school communication.

Announcements will be read, emailed and put on the school website each day. Items for the announcements should be submitted in writing to the secretary.

Attendance

1. For all absences a written or verbal excuse from the parent/guardian must be given to the office upon returning to school.
2. An absence is not being in class ten minutes into a class period. Students will be allowed a maximum of seven (7) absences per semester, exclusive of the following:
 - a. Medical or dental treatment or examination, illness, or injury, when a written doctor's statement justifying the absence is filed with the school office upon the student's return to school. This must be provided the day a student returns to school or it will count as one of the seven (7) days allowed.
 - b. Quarantine
 - c. Funerals
 - d. Religious holidays or special religious activities
 - e. Attendance at events of educational value as part of a state or nationally recognized youth program, as per SDCL 13-27-6.1, maximum of five (5) days.
 - f. Any absence that falls outside the excused absences listed will be handled on an individual basis by the Administration.

3. Make-up Work

Students are expected to make up all work missed. Students are responsible for consulting with their teachers regarding make-up work. Students will be given the same number of days to make up work as the number of days absent. If the work is not completed, zeros will be given.

4. Unexcused Absence

An unexcused absence is an absence without a written or verbal excuse from the parent or guardian or after the seventh absence excused by the parent or guardian. Zeros will be given on class work when a student has an unexcused absence. Parents will be notified that zeros were given.

Upon the fifth (5) absence a letter will be sent home notifying the parent or guardian of the school attendance policies. Upon the seventh (7) absence a letter will be sent home and also to the States Attorney's office.

Tardy (To the class at school. Defined as not in classroom when bell rings.) **Upon the fifth (5) tardy each additional tardy will be listed as an absence.**

Bicycles

Students who ride bicycles to school will park them properly and will not ride during recess and lunchtime.

Busing

School bus drivers have the same authority as classroom teachers. The following rules will be in effect while riding school buses on activity trips, or field trips:

1. Students will be seated before the bus is placed in motion.
2. Students will not use language that is loud or vulgar.
3. Students will not throw wastepaper or rubbish on the floor or out of the windows of the bus.
4. Students will not open or close the windows without the permission of the bus driver.
5. Students will not put their hands, arms, or heads out of the bus windows.
6. Students will immediately report to the bus driver any damage to the bus.
7. Students will enter the bus in an orderly fashion and go directly to their seat.
8. Students must stay in their seats while the bus is in motion.

Cafeteria

The privilege of eating in the cafeteria may be lost through improper conduct.

Lunch costs:

All lunches are free of charge for K-12 students for the 21-22 school year.

Extra milk or juice cost \$.45 (cannot be charged for on family account)

Adults--\$4.45 Elementary Guest--\$3.75

All students, except seniors, must stay on campus during the lunch period.

Civil Defense

Emergency Tornado Plan

The following rules and procedures will be observed:

1. No one will leave the building during a tornado alert.
2. Students will exit the room immediately following the alarm without stopping to secure wraps or any other property.
3. There will be no talking.
4. Everyone will kneel down, put their head between their knees, and cover their head with their hands.
5. Everyone must stay in this position in the lower hall until the signal to move is given by the Administration or Superintendent.

Fire Drill Plan

The following rules and procedures will be observed:

1. Find the location of fire exits.
2. Students will exit the building immediately following the alarm without stopping to secure wraps or any other property.
3. There will be no talking.
4. All lines will move steadily and rapidly until they reach their assigned places.
5. Everyone will remain in place until the signal is given to return by the Administration or Superintendent.

Bomb Threat Plan

The following rules and procedures will be observed:

1. The building should be evacuated, using fire drill procedures. Following instructions from Administration, all students and staff will walk directly to the Fair Grounds Exhibit Building.
2. Make note of any strange vehicle or people near school.
3. Roll will be taken to make sure all students and staffs are accounted for.
4. Only after everyone is accounted for will students be instructed to return to school or sent home. No one will be allowed to return to school buildings or school grounds until after the authorities have declared them safe. No students will be sent home until their parents have been notified. A list of parent phone numbers will be located at the Fairgrounds exhibit building.

Lock Down Plan/ALICE Protocol

After notification from the central office or Administration the following rules and procedures will be observed:

1. The school secretary or business manager will lock the outer office and phone the law enforcement.
2. All students will remain in the classroom.
3. Any student not in a classroom will report to the nearest classroom.
4. All teachers will lock their classroom doors and close windows and blinds.
5. Custodial staff and Administration will lock all outer doors.
6. The school will remain locked down until notice from the administration to discontinue lock down or go into soft lock down.
7. Soft Lock Down Plan. Students and teachers are to remain in locked classrooms and should continue classroom activities until further notice by administration.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

ACTIVE VIOLENT INTRUDER

A violent intruder involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb, or other harmful devices. A violent intruder will result in law enforcement and other safety and emergency services responding to the scene as soon as they are notified. Protection and safety must be the priority in a violent intruder event. With the prevalence of deadly violence in school all personnel in Edgemont School District and its students must receive ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training for violent intruders in order to minimize the casualties caused from a single individual.

Definitions:

- A** - Alert - All are authorized to announce; no codes are used.
- L** - Lockdown - Must include barricading and proactive resistance measures
- I** - Inform - Use technology to provide play-by-play information
- C** - Counter - Interrupt the skill set needed to shoot accurately
- E** - Evacuate - Get away from danger if possible.

MY RALLY POINT WILL BE PRE-DETERMINED BY THE STAFF

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Upon notification of a violent intruder on campus, send an ALERT to campus (intercom, radios, cell phone, yelling, messenger, etc.). Try to provide the location at a minimum. Also, if possible, provide the nature of the emergency, number and description of intruders, type of weapons, and whether 911 has been called. Initiate A.L.I.C.E.
- Call 911 when safe to do so.

STAFF ACTIONS: Based on individual situations, each person must make a decision for the safety of themselves and the students in the building.

- Initiate A.L.I.C.E.
- Evacuate if possible (best option) to the school designated rally point or other designated location. Direct students and staff to the rally point. Accountability is second to survivability, get everyone who is able out of the area.
- If there is no safe way to evacuate the building, then lock the doors, cover the windows to the hall, barricade the door, spread out in the room and prepare to counter if the violent intruder gets into the room.
- If you stay in the building attempt to get communication to police or staff through cell phones and intercom of the location of the violent intruder and what you know about the violent intruder.
- Do not open your door for anyone.
- Find a secondary means of escape (window, another door, etc.)
- If in lockdown (doors barricaded, ready to counter), wait for police arrive (verify police have arrived through any means) before opening door.
- If you run into the violent intruder keep moving. If you must, counter the individual. Use swarm technique and throw things at the intruder's head to distract him to aide others in escaping and swarm measures.
- If you swarm you must hold onto the intruder until police arrive.
- NEVER pick up the weapon, the police do not know who the violent intruder is and police may mistake you for the violent intruder.
- Aide staff and students with injuries.
- Aide police in locating individuals who may not have gone to the rally point.

Closing of School for Bad Weather

In the case of inclement weather, the closing of school will be announced by 6:30 a.m., KQSK (97.5 FM) and KCSR (610 am) in Chadron, NE, and KEVN (FOX TV) Channel in Rapid City, KNBN (News Center 1), KOTA, KELO and School Messenger telephone calling system.

Discipline

DTR = Detention room before or after school to make up time missed because of behavior.

ISS = In School Suspension (During school hours, advanced assignment sheets used, but student is removed from regular classroom.)

OSS = Out of School Suspension (Only Administration removes student from school or activities for a period of time.)

DRP = Discipline Remediation Plan (A contract with student and parent to modify behavior.)

Expulsion = Recommendation of Administration to Board of Education to deny student educational privileges for up to 12 months.

Teachers or the Administration may assign detention to be served during recess, lunch, or after school. Detention will be served the same day that the infraction occurred. If after school detention is assigned, bus students will have one day to notify their parents and the detention will be served the next day. Students are required to provide their own transportation home. Failure to report to detention will result in doubling the time to be served or alternate disciplinary action.

The parent/guardian will be notified when a student is assigned detention or removed from a classroom. At the discretion of the teacher or the Administration, a conference with the student's parent/guardian will be scheduled.

The actions listed below will have the following consequences:

1. Cheating
 - a. 1st Consequence - a zero for the assignment, parent contacted. Infraction reported to the Administration.
 - b. 2nd Consequence - a zero for the assignment, parent contacted by teacher. Infraction reported to the Administration. ISS
2. Profanity
 - a. 1st Consequence-Parent will be notified. Infraction reported to the administration. DTR
 - b. 2nd Consequence - Parent contacted by the Administration. Infraction reported to the Administration. DTR, ISS, or OSS.
3. Disrespect
 - a. 1st Consequence - Parent will be notified. Infraction reported to the Administration. DTR.
 - b. 2nd Consequence - Parent contacted by the Administration. Infraction reported to the Administration. DTR, ISS, or OSS.
4. Insubordination
 - a. 1st Consequence - Parent will be notified. Infraction reported to the Administration. DTR.
 - b. 2nd Consequence - Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, or OSS.
5. Skippping Class
 - a. 1st Consequence - Parent will be notified. Infraction reported to the Administration. Zero for all assignments missed. DTR.
 - b. 2nd Consequence - Parent will be notified. Infraction reported to the Administration. Zero for all assignments missed. DTR, ISS, OSS.
6. Fighting
 - a. 1st Consequence - Infraction reported to the Administration. Parent contacted by the teacher. DTR.

- b. 2nd Consequence -Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, or OSS.
 - c. 3rd Consequence - Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, OSS, possible expulsion.
- 7. Intimidation or Bullying
 - a. 1st Consequence -Infraction reported to the Administration. Parent contacted by the teacher. DTR.
 - b. 2nd Consequence -Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, or OSS.
 - c. 3rd Consequence - Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, OSS, possible expulsion.
- 8. Stealing
 - a. 1st Consequence -Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, OSS. (Possible notification of Law Enforcement.)
- 9. Tobacco Usage (Law enforcement will also be notified.)
 - a. 1st Consequence -Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, OSS. (Possible notification of Law Enforcement.)
- 10. Alcohol Usage (Law enforcement will also be notified.)
 - a. 1st Consequence -Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, OSS. (Possible notification of Law Enforcement.)
- 11. Drug Usage (Law enforcement will also be notified.)
 - a. 1st Consequence -Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, OSS.
- 12. Vandalism (Restitution will also be made.)
 - a. 1st Consequence -Infraction reported to the Administration. Parent contacted by the Administration. DTR, ISS, OSS. (Possible notification of Law Enforcement.)
- 13. Threats of any kind that state or infer bodily harm.
 - a. 1st Consequence -Infraction reported to the principal. Parent contact by the Administration. DTR, ISS, OSS.(Possible notification of Law Enforcement.)
- 14. School Grounds. No gum will be allowed at any time on the school grounds.
- 15. Aggressive Hitting/Physical Contact to another student or staff member
 - a. 1st Consequence - Infraction reported to the Administration, Parent Contacted - DTN, ISS or OSS
 - b. 2nd Consequence - Infraction reported to the Administration, Parent Contacted - ISS or OSS
 - c. 3rd Consequence - - Infraction reported to the Administration, Parent Contacted - OSS

The junior high/high school discipline process will be implemented for serious discipline problems. A copy of that process is available in the school office.

ANY STUDENT THAT IS SUSPENDED FROM SCHOOL EITHER ISS OR OSS, IS NOT ALLOWED TO ATTEND EXTRA-CURRICULAR ACTIVITIES OR OTHER SCHOOL FUNCTIONS (STUDENT COUNCIL EVENTS, MUSIC CONCERTS, ECT.) THAT TAKE PLACE THAT NIGHT OR DURING SUSPENSION.

Bullying and Cyber Bullying

Student Bullying

The School Board is committed to maintaining constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or a third party is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. Has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

It shall be the responsibility of the superintendent to develop administrative regulations, in accordance with this policy, to protect the district's students from the harmful effects of bullying. Regulations accompanying this policy shall include, but are not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students, and parent of the district's bullying prevention policies and efforts.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process upon the rights of others.

Adopted: July 9, 2012 Board Policy JFCE

Student Cyber Bullying

A. Definitions

1. **Bullying:** For the purpose of this policy, "bullying" means the persistent physical, verbal, written or electronic conduct directed toward a student or staff member that is so severe, pervasive, and objectively offensive that it:
 - a. Has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
 - b. Has the purpose or effect of substantially or unreasonable interfering with a student's academic performance which deprives the student access to educational opportunities.

- c. Also student and parents should also be advised of SD Codified law 13-32-6. Disturbance of school as misdemeanor. A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

Bullying may include, but is not limited to the following behaviors and circumstances:

- a. Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - c. Implied or explicit threats concerning grades, achievement, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - d. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - e. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.
2. **Electronic:** For the purpose of this policy, "electronic" means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, paper service, cell phones, electronic text messaging or similar technologies.
 3. **Third Parties:** For the purpose of this policy, "third parties" includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to the District control at inter-district and intra-district school events.

B. Reporting

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a form available from the district office in School Board Policy-JFCD-E(1). At the time the report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

1. **Designated Personnel.** Personnel will be designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by administration. Upon receipt of a written report, designated personnel shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. Failure to forward any report as provided herein will result in disciplinary action. If the complaint involves the designated personnel, the complaint shall be filed directly with the superintendent.

2. **District wide.** The School Board hereby designates the superintendent to receive report of bullying from the designated personnel as outlined above. The superintendent shall designate an individual to receive reports in such case that a report alleges bullying by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the Board Chair.
3. **Confidentiality.** The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.
4. **Procedure.** Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but not limited to: individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. **Required Reporting.** If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

C. Investigation

Upon receipt of a written report, the designated personnel shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the designated personnel's discretion, an investigation may be conducted by an alternate investigator as designated by the superintendent. After completion of the investigation, the investigating party shall provide written conclusion and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party

In addition, the District may take immediate steps, at its discretion, to protect students and employees pending completion of the investigation.

D. Prohibition against Retaliation

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation included, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or testifies, assisted or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for the truth is subject to disciplinary action consistent to district policy.

E. Consequences

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration or the Board. Individuals may also be referred to law enforcement.

F. Notification

The district's bullying prevention efforts shall be annually discussed with students and staff and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students, and parents.

Adopted: July 9: 2012 Board Policy JFCE-R

1st Consequence - ISS or OSS

2nd Consequence - OSS

3rd Consequence - OSS or possible Expulsion

Due Process

The following steps will be utilized to determine alleged misconduct:

1. The Administration will investigate the alleged misconduct or violation.
2. If it is determined that a misconduct or violation has occurred, the Administration will give oral or written notice of the incident to the student as soon as possible after the incident. Parent will also be notified when appropriate.
3. When appropriate, the notice will state the policy allegedly violated and the time and place where a meeting will be conducted by the Administration.
4. The Administration will render a decision as soon as possible after the meeting and inform the student and parents.

Dress/attire

Clothing is to be worn as it was intended.

Electronic Devices

Cellular phones, telecommunication devices, and portable digital media devices are:

1. To remain powered-off and inoperable during the academic school day or when their use is otherwise prohibited by school personnel; and
2. Not to be visible during the academic day.

1st consequence - device will be taken to office till end of day and parent notified.

2nd consequence - device will be taken to office and parent notified and parent will have to get device.

3rd consequence - device will be held until a conference is held with student, parents, and administration.

Extra-curricular Activities

The Edgemont School staff and Administration encourage all children to take part in extra-curricular activities. All Edgemont School employees may assume the responsibility of monitoring student behaviors at all times during school sponsored activities. • Students will demonstrate appropriate behavior when attending extra-curricular activities. • Students will also not be allowed in the lobby area or loiter at the entrance of the commons area except during half-time and between activities. • Students are allowed on the playground during school activities if accompanied by an adult. • To ensure safety at all extra-curricular events all children in grades K-3 or not yet in school need to be supervised by a parent or guardian. If the parent or guardian does not attend the activity a person responsible for the supervision needs to be determined. • Any parents/guardians that do not follow these safety considerations will jeopardize the opportunity for their child to attend extra-curricular activities in the future.

Fines

Reasonable fines will be assessed to students who damage or deface district property. Fines will be determined by the teacher or principal. Lost books or equipment will be paid for based on the actual value of the article.

Fund-raising Projects

Fund-raising must be justified for purpose and need. Justified fund-raising will be permitted for school classes or groups of students, under the supervision of a faculty member, provided they are approved by the Superintendent and benefit all members of the class or group. The faculty member will submit an accounting of money raised to the Business Manager.

Grading Policy

| | |
|--------------------|---------------|
| E - Excellent | (Advanced) |
| S - Satisfactory | (Proficient) |
| P - Progressing | (Basic) |
| U - Unsatisfactory | (Below Basic) |

| | |
|-------------------|--------------|
| A - Excellent | (94-100) |
| B - Above Average | (87-93) |
| C - Average | (78-86) |
| D - Below Average | (70-77) |
| F - Failing | (69 & Below) |
| I - Incomplete | |

Grievance

DEFINITION: A grievance is defined as a complaint lodged by a complainant against a staff member or administrator alleging one or more of the following unfair practices.

1. That a school policy discriminates between students based on sex, age, race, color, religion, national origin, handicap or homelessness.
2. That an unfair procedure was used to arrive at a punishment.
3. That there was a lack of due process.

A grievance must be filed within 30 days after the alleged violation. The burden of proof is upon the complainant to show that a policy discriminates, a procedure was unfair, or there was a lack of due process.

GRIEVANCE PROCEDURE

If a complainant has a grievance, he/she should:

1. Obtain a "Grievance Form" from the office.
2. Complete the form in writing and present it to the Administration. Upon receipt of the completed form, the Administration will schedule a time and date for an informal conference and discussion of said grievance. Following the conference, the Administration has five working days to respond to the allegations and make a ruling.
3. If the complainant is not satisfied with the resolution made by the Administration, he/she may appeal, in writing, to the Superintendent for an informal conference and discussion of said grievance. Upon receipt of completed form, the Superintendent has five working days to respond to allegations and make a ruling.
4. If the complainant is not satisfied with the resolution made by the Superintendent, he/she may appeal, in writing, to the Edgemont Board of Education. An informal conference will be held, in executive session, at the next scheduled board meeting. The board's decision will be final.

Immunizations

New students will not be permitted to attend classes until health/immunization records are current.

Medication

No medications, including aspirin, will be dispensed by the teacher. Parents may, however, request the teacher to remind a child to take his/her medication. Parents are to send only enough medication for the doses needed during school hours. All medication that students are required to take must be given to the Administration for disbursement.

Playground Rules

1. Always have fun but remember not at others expense.
2. Balls are the only objects to be thrown on the playground.
3. Only flag or touch football is allowed (no tackle football).
4. Playing on ice is very dangerous so find something else to play on.
5. The boundaries of the playground do not include the trees on the north and west side of the playground.
6. Please do not bounce or throw objects off the building.
7. Improper use of playground equipment can get you hurt. This includes but not limited to:
 - standing on the teeter-totters
 - putting gravel on the slides
 - crawling or walking up the slides
 - swinging sideways or with a partner in a spider position
8. Only leave the playground with permission from the playground supervisor.
9. Students should bring all necessary items, outerwear, etc. out for recess. Students will not be allowed back in the building other than in case of an emergency.
10. Playground supervisors are to make sure students have picked up ALL toys and put them away.
11. Questionable weather contact Administration if recess will be held inside or outside.

Progress Reports

Grade reports showing how well the student is doing in all subjects will go home to all elementary students after or at the parent/teacher conference of each nine-week period.

Prohibited Articles

Appearance of any of the following articles will result in disciplinary action and/or confiscation of the article.

1. Squirt guns or toy guns
 2. Balloons
 3. Fireworks
 4. Skate boards, roller blades, or remote control cars
- Skateboards will not be allowed on the school's sidewalks at any time.
1st Consequence - Skateboards will be kept in the principal's office until the student's parents can come in and pick them up.
5. Matches or lighters
 6. Anything that can be termed a weapon or that could cause an injury.

Promotion and Retention

Parents will be informed of a possible retention and a conference held well before the end of the school year. The advice of the school counselor and other special school personnel will be taken into consideration by the teacher.

The decision to promote or retain will be made by the Administration based on recommendations from the teacher. Teachers (in recommending retention) and the Administration (in assigning the retention) will give reasons why they feel the student should be retained. The Administration, as a representative of the school, will have final authority to promote or retain a student in grades K-8.

Report Cards

Report cards will be issued the week following the end of each quarter.

Schedule

The school day hours are 7:50 a.m. to 3:40 pm.

Students are not to report to the school grounds prior to 7:40am

Students are not to remain on school grounds after classes are dismissed unless participating in a school activity or at the request of a teacher.

Telephone

Phones in all buildings are to be used for official school business only.

Students must receive permission to use phones. Students will not be called to the phone for personal calls unless they are of an urgent nature.

Transfers and Withdrawals

Students wishing to withdraw from school or transfer to another school district should contact the Administration. Arrangements should be made with the office to transfer student records to the appropriate school. All outstanding obligations to the Edgemont School District must be satisfied before records will be released.

Weapons

No person, other than a law enforcement officer, is permitted to intentionally carry, have in his/her possession, store, keep, leave, place, or put into the possession of another person, any firearm or air gun whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise-making purposes at a school activity or on school property which includes buildings, grounds, parking lot, and school buses and vehicles.

Weapons are defined as any firearm, knife, device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict serious bodily harm or death, or by the manner in which it is used is likely to inflict serious bodily harm or death.

This policy does not apply to starting guns while in use at athletic events, supervised educational purposes, supervised firing ranges, gun shows, or supervised gun safety training sessions.

Students, who violate this policy, will have the weapon(s) confiscated and their parent/guardian notified. A report may also be filed with the appropriate law enforcement personnel.

Violation of this policy will subject student(s) to disciplinary action which may result in suspension or expulsion.

Appendix A

EDGEMONT SCHOOL DISTRICT GRIEVANCE FORM (obtain form from the office)

I, _____, hereby file a grievance to (Student or his or her parent or guardian's name) concerning an incident which (administrator) occurred on _____. I am basing this (date) grievance on one or more of the following:

_____ That a school policy discriminates between students based on sex, age, race, color, religion, national origin, handicap or homelessness.

_____ That an unfair procedure was used to arrive at a punishment.

_____ That there was a lack of due process.

Explain what occurred that caused you to file this grievance:

Student's signature _____ Date _____

Another student, the student's parent, and/or staff member may attend the meeting if agreed upon by both parties. The student must be present at the scheduled time and place. Failure to appear at the scheduled time and place effectively waives the student's rights in the grievance process.

Appendix B

Acceptable Use Policy for Electronic Resources

The Edgemont District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA").

As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer P2P, and other forms of direct electronic communications or equipment provided by the District (the "network."). It also covers any outside equipment that uses the District's network to access the Internet.

Only current students or employees are authorized to use the network.

The Edgemont District will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. There shall be no physical tampering or destruction of computers, keyboards, printers, etc. Students and staff must keep their passwords private. Students and staff are responsible for all files in their directory. The Edgemont District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them as it deems necessary by the administration. The district will remove any files or e-mail accounts, by a student or staff, after leaving the district within 3 working days. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the network or Internet by the District. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the District's Computer Network or the Internet

Usage of the computer network and Internet access at the beginning of each school year will be documented with a signed AUP. Students who are under 18 must have their parents or guardians sign the AUP and the signed document page will be kept on file in the administrative office. (See last page). Once signed, the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of the policy or is no longer a student of this District.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. A state provided Internet filter, on and off site, has been installed so that all Internet use is monitored, filtered and reported. In general, this requires efficient, ethical and legal utilization of the network resources. If an Edgemont Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Edgemont Public School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Edgemont Public School District may limit the use of student electronic mail (K-12 State E-mail) to one source, determined by the administration.

Staff Internet Use

Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network, e-mail or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network, E-mail or Internet

The following are examples of inappropriate activity, but the District reserves the right to take immediate action regarding activities that create security and/or safety issues for the District, students, employees, schools, network or computer resources. The Edgemont District will develop resources on content, in its individual discretion to determine if it lacks legitimate educational content/purpose or other activities as determined by District as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene pictures, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials

- Criminal activities that can be punished under law
- Selling or purchasing illegal items or substances
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programs or games are desired, they must be submitted to the administration. If these are allowed, they will be entered into the system by the technology coordinator.

Causing Harm to others or damage to their property, such as:

- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials

- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email

- 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

- Using any Edgemont District computer or device to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes"

Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Cyberbullying is prohibited.

Cyberbullying is a form of bullying and defined as bullying through:

- Instant messaging, email, a chat room, social networking, or cell phone messaging.

- Students who engage in any activity of cyberbullying are subject to disciplinary action, up to and including suspension or expulsion. Cyberbullying can take place anywhere and will be dealt with according to this bullying policy.

- Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

- The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention

- Any person who wishes to report bullying/harassment will file a complaint with the Principal.

Engaging in uses that jeopardize access or lead to unauthorized access into others' account or other computer networks, or e-mail account such as:

- Using another's account password(s) or identifier(s)
- Interfering with other users' ability to access their account(s)
- Disclosing anyone's password to others or allowing them to use another's account(s)

Using the network, E-mail or Internet for Commercial purposes:

- Using for personal financial gain
- Using the for personal advertising, promotion, or financial gain
- Conducting for-profit business activities and/or engaging in non-government related fundraising

Student Internet Safety

- Students under the age of eighteen should only access District accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use

- Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not: reveal their name, home address, telephone number, or display photographs of themselves or others

- Students shall not meet in person anyone they have met only on the Internet

- Students must abide by this District's Acceptable Use Policy

Internet Storage

The Edgemont School District recognizes the availability and advantages of internet based storage options (I.E. Dropbox, One Drive, One Drive for Business, etc.). Data that may be stored in an internet based storage include Staff and Student classwork and course material (provided copyrights are followed).

Sensitive material such as student records, grades, personal information and confidential documents shall not be stored in any internet based storage. Any information stored must comply with the District's Acceptable Use Policy.

Accounts may be created by staff and teachers using their K12 credentials only. No personal accounts (I.E. Hotmail.com, Outlook.com, etc.) shall be used for district use. Students may create internet based storage accounts only with teacher approval and only using their K12 credentials.

District internet based storage accounts may be shared between teachers and students within a classroom setting. District accounts will not be shared with other users or accounts including personal accounts.

When a staff member or student leaves the District, the K12 User Account will be locked, the password will be changed and any District information will be removed prior to the account being transferred to the new District or being deleted as applicable.

Internet based storage will not be backed up by the District and the District is not responsible for lost data.

Penalties for Improper Use

The use of a District account is a privilege, not a right. Misuse will lead to disciplinary actions; warning, two weeks' suspension, as determined by administration and misuse can result in the restriction or cancellation of the account. For both students and employees, this may include legal action, suspension, expulsion, dismissal from District employment, and/or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action of a specific issue or issues, on case by case bases, relating to each violation.

Board Policy Revised IIGB: August 14, 2017

Disclaimer

The Edgemont District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Appendix D

Authorization to Administer Medication (if applicable fill out form in parent packet)

We, (parents/legal guardian) of _____ state that it is necessary that our child receive medication during school hours. The medication is _____ as indicated on the container. It is to be administered for the period from _____ 20____ to _____ 20____. The dosage is _____ to be administered at. We designate office personal to administer medication.

1. The decision to administer medication during school hours and to leave our child in attendance during this period is solely our own. We have been informed that arrangements could be made to have the medication administered by other than school personnel, but it is not our wish to do so.
2. We state that we realize and have informed our child that it will be the child's responsibility to notify the appropriate school personnel should there be an immediate change of the child's condition which makes medication necessary.
3. We state that it is our responsibility to personally notify, in writing, the school personnel designated to administer the medication if there is any change in the above mentioned medication schedule.
4. We agree to instruct the necessary school officials as to the method of administering the medication to our child and will hold them harmless for the administering of such medication. On behalf of the above designated person who shall administer the medication, and the Edgemont School District.

We fully and carefully read the above authorization and in full awareness of its content, sign this authorization, this ____ day of _____, 20____.

Parent or Legal Guardian (signature) _____

Appendix E Parent Involvement

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. School districts and schools, in collaboration with the parents, shall establish and develop programs and practices that enhance parent involvement and reflect the specific needs of students and families.

To this end, the Board will support the development, implementation and regular evaluation of a parent involvement program, which will involve parents at all grade levels in a variety of roles. The parent involvement program will be comprehensive and coordinated in nature and will include, but not be limited to, the following:

1. Support to parents as leaders and decision-makers in advisory roles.
 2. Promotion of clear two-way communication between the school and the family as to school programs and children's progress.
 3. Assistance to parents and/or guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.
 4. Involvement of parents, with appropriate training, in instructional and support roles at the school.
 5. Provision of access to and coordination of community and support services for children and families.
- These forms of involvement are not mutually exclusive and require a coordinated school wide effort.

Adopted: August 10, 2020

Appendix F

Edgemont School District 23-1

School-Parent Compact

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - annual parent-teacher conferences,
 - frequent reports regarding your child's progress, and
 - opportunities to talk with staff, volunteer in class, and observe classroom activities.

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor your child's electronic device usage and encourage positive use of your child's Extracurricular time
 - Volunteer in your child's school and classroom if time or schedule permits
 - Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information.

Name: Susan Ostenson Title I Teacher Telephone Number: 605-662-7254

email: Susan.Ostenson@k12.sd.us

Appendix G

EDGEMONT SCHOOL DISTRICT COMPLAINT POLICY FOR FEDERAL PROGRAMS

Complaint Policy for Federal Programs

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

Appendix H Edgemont School District 23-1

Family Educational Rights and Privacy Act (FERPA) Annual Notice of Student Education Record Privacy

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: Barry Scott Telephone: 605-662-7254 Email Address: Barry.Scott@k12.sd.us

You will be notified of the place and time the record(s) may be available for review.

2. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Barry Scott Telephone: 605-662-7254 Email Address: Barry.Scott@k12.sd.us

3. **To control the disclosure of their child's personally identifiable information from their education record.** Parents may request that the school with certain exceptions obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests. Such as a person employed by the district: a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee. Such as a grievance or disciplinary committee or assisting another school official: and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605

Appendix I

Edgemont School District 23-1 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the Edgemont School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Edgemont School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- Honor roll or other recognition lists published at school or in newspapers
- Graduation programs
- Sports statistics listed in programs, such as football which may include height and weight of team members.
- School and district website
- Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:
 - Other schools the student is seeking to attend (transcripts, etc.)
 - Class ring manufacturers
 - State or federal authorities auditing, evaluating programs or enforcing state or federal laws
 - A court order or subpoena.

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names addresses, and telephone listings - unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want Edgemont School District to disclose Directory Information from your child's education records without your prior written consent, you must notify the district in writing two weeks after enrollment. Edgemont School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Name(s) of parent(s)
- Electronic mail address
- Education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, used ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Becky Harding

Student Advisor

605-662-7254

Becky.Harding@k12.sd.us

If you would prefer the Edgemont School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records, please contact the office for the form necessary to be filled out and signed.

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue. SW Washington. DC 20202-4605

Appendix J

*(**copy of forms to sign will be in student packet-handed out the first day of school)*

In Town Field Trip Form (sample)

In town field trips (city of Edgemont, some example are trips to the library, post office, museums, or the voting booth) both walking and driving, which would serve as an extension to the classroom, may be taken if directly supervised by the teacher. If you as a parent/guardian:

- ☐ Do not want our child to participate in these community educational activities or,
- ☐ Would prefer to sign a permission slip for each community educational activity
- ☐ We are granting permission for all community educational activities for the school year.

Please check the appropriate box above and sign below.

Parent Name _____

Signature of parent/guardian _____ date _____

Appendix K

Student Handbook Signature Page (sample)

I, the undersigned student, parent, or guardian, have read the **STUDENT HANDBOOK**. It is understood, also, that I as a student, parent, or guardian may contact the school at any time to clarify or discuss anything stated in the handbook.

Student/s Signed

Parent/Guardian's Signature

Edgemont School District Meal Charge Policy

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

- The food service cashier, Business Manager, Administrative Assistant: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefit. Applications are available in the business office or on the school website under the Lunch tab. www.edgemont.k12.sd.us Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.
2. Families are required to pre-pay for meals and money is accepted in the school office daily for payments on the day of service, at the point of sale at the end of the lunch line or can be mailed to P.O. Box 29 Edgemont, SD 57735. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the Edgemont website, and is included in the student handbook.

3. Families will be notified by the school of the Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the Edgemont School Website and in the student handbook.
4. Kindergarten through Twelfth grade students: The business office sends out statements each month indicating the "lunch balance" of each family or will send a "Collection Letter." The school will make a telephone call to the parents if the account is delinquent. They will also let the parents know that because of the balance the student(s) will have to bring cash to pay for lunch or bring a lunch from home.
 - a. Reminders are sent home to parents twice a week via Messenger with Voice once their child's balance falls below \$10.00.
 - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
6. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This will allow local officials to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt will be reclassified as "bad debt."

Board Policy DL Revised August 14, 2017