

Table of Contents

Mission Statement	4
Expectations of students.....	4
Academics	5
Graduation Requirements	5
Requirements for Course Credit	6
Class Membership Requirements	7
Promotion and Retention	7
Grading Policy	7
Academic Lettering	7
Advanced Placement (AP) Courses	7
Dual Credit Courses.....	8
Aide (Student)	8
Schedule.....	8
Schedule Changes	8
Semester Tests	8
Mogul Minutes/Study Hour Rules.....	8
Graduation Ceremony.....	9
Graduation Attire:	9
Valedictorian and Salutatorian	9
Application for Early Graduation	9
Attendance.....	9
Transfers and Withdrawals	10
Campus Procedures	10
Busing.....	10
Computer usage Fee	11
Cafeteria.....	11
Closing of School for Bad Weather	11
Electronic Devices	11
Fines	11
Freshman Initiation.....	12

Fund-raising Projects	12
Hall Passes.....	12
Immunizations	12
Legal Age	12
Lockers and Locker Searches	12
Medication	12
School Grounds.....	12
Skateboards	12
Social Events	12
Telephone	13
Vehicles (use of)	13
Work Release	13
Civil Defense/Emergency Plans.....	13
Tornado Plan	13
Fire Drill Plan	13
Evacuation Plan.....	13
Lock Down Plan.....	13
ALICE (Alert, Lockdown, Inform, Counter, Evacuate)	14
ACTIVE VIOLENT INTRUDER	14
PRINCIPAL/SITE ADMINISTRATOR ACTIONS:	14
STAFF ACTIONS:	14
Activities/Athletics/Extra-Curricular	15
Expected Behavior at Extra-Curricular Activities	15
Extra-Curricular Participants Code of Conduct	15
Participation of Jr. High Students in High School Extra-Curricular Activities.....	17
Concussion Policy.....	17
Admission to Athletic Events	17
Busing (student activity trips)	17
Dances.....	17
Discipline	18
Due Process.....	18
Grievance	18
GRIEVANCE PROCEDURE:.....	18

Offense Definitions	18
Because no two people and not two situations are identical, the consequences will not always be identical. The school will always attempt to be fair when administering discipline. The school will give each situation the most deliberate consideration and make the best judgment possible.....	18
Dress Code	21
Campus Policy Notifications.....	22
Asbestos Notification	22
Notice of Nondiscrimination	22
Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973	23
Sexual Harassment.....	23
Bullying and Cyber Bullying.....	24
Student Bullying	24
Student Cyber Bullying.....	25
Weapons	27
Appendices.....	28
Appendix A: GRIEVANCE FORM	28
Appendix B: Edgemont District 23-1 Internet Policy	28
Appendix C: Authorization to Administer Medication.....	31
Appendix D: Parental Involvement Policy.....	32
Appendix E: School-Parent Compact	32
Appendix F: Complaint Policy for Federal Programs	33
Appendix G: FERPA Annual Notice.....	33
Appendix H: FERPA	34
Appendix I: In Town Field Trip Form, Student Handbook Signature Form	35
Appendix J: Edgemont School District Meal Charge Policy.....	36

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.

Expectations of students

All students are expected to:

- Accept the leadership and authority of teachers, administration, 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.
- Refrain from displays of affection between couples.
- 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 others' rights to learn.

Academics

Graduation Requirements

	Advanced Endorsement Requirements (college bound)	Advanced Honors Endorsement Requirements (college bound w/ advanced scholarship opportunities)	Advanced Career Endorsement
Total Credits to Graduate	22	22	22
Language Art	No change from basic diploma requirements	Total 4 units including <ul style="list-style-type: none"> • Writing - 1.5 unit • Literature (must include .5 units of American Literature) - 1.5 units • Speech or Debate - .5 units • Language Arts Elective - .5 units 	No change from basic diploma requirements
Math	Total 3 units including: <ul style="list-style-type: none"> • Algebra I – 1 unit • Algebra II – 1 unit • Geometry – 1 unit 	Total 4 units including: <ul style="list-style-type: none"> • Algebra I – 1 unit • Algebra II – 1 unit • Geometry – 1 unit • Advanced Mathematics – 1 unit 	No change from basic diploma requirements
Lab Science	No change from basic diploma requirements	Total 4 units including: <ul style="list-style-type: none"> • Biology – 1 unit • Any physical science – 1 unit • Chemistry or Physics – 1 unit • Science Elective – 1 unit 	Total 3 units including: <ul style="list-style-type: none"> • Biology – 1 unit • Science Elective – 2 units (one may be a computer science elective)
Social Studies	No change from basic diploma requirements	Total 3 units including: <ul style="list-style-type: none"> • U.S. History - 1 unit • U.S. Government- .5 unit • World History - .5 unit • Geography - .5 unit • Social Studies Elective – .5 unit 	No change from basic diploma requirements
World Language or Approved Career & Technical Education	Total 1 credit combined *Includes Capstone Experience	Total 2 units combined	Total 2 units from: <ul style="list-style-type: none"> • Approved Career and Technical Education classes from same career cluster OR • Capstone Experience AND Attainment of an industry-recognized credential OR National Career Readiness Certificate of Silver or higher
Fine Arts	No change from basic diploma requirements	1 unit	No change from basic diploma requirements
Personal Finance or Economics	No change from basic diploma requirements	.5 unit	No change from basic diploma requirements
Physical Education	No change from basic diploma requirements	.5 unit	No change from basic diploma requirements
Health/ Health Integration	No change from basic diploma requirements	.5 unit	No change from basic diploma requirements
Capstone Experience			
Elective	No change from basic diploma requirements	Total 2.5 units	Total 4.5 units

Total Credits Req. to Graduate	22
Language Arts	Total 4 credits including: <ul style="list-style-type: none"> • 1.5 units Writing • 1.5 units Literature (must include .5 credit of American Literature) • .5 unit Speech or Debate • .5 unit Language Arts elective
Math	Total 3 credits including: <ul style="list-style-type: none"> • Algebra I – 1 unit • Geometry – 1 unit • Math Elective - 1 unit
Lab Science	Total 3 credits including: <ul style="list-style-type: none"> • Biology – 1 unit • Any Physical Science – 1 unit • Science Elective - 1 unit (may include a computer science elective)
Social Studies	Total 3 credits including: <ul style="list-style-type: none"> • U.S. History – 1 unit • U.S. Government – .5 unit • Social Studies Electives – 1.5 units
World Language or Approved Career & Technical Education (CTE)	Total 1 unit combined
Fine Arts	1 unit
Personal Finance or Economics	.5 unit
Physical Education	.5 unit
Health/ Health Integration	.5 unit
Capstone Experience	.5 unit
Elective	Total 5 units

All high school students must enroll in a minimum of six classes each semester.

Requirements for Course Credit

Credits are issued on a semester basis. Students will receive ½ credit for each semester of successfully completed coursework regardless of which semester it is. The Edgemont School District will grant yearly credit in situations where a student fails first semester but passes second semester with a grade average high enough that the average of both semesters will give that student a final passing average. Passing first semester grades will not be used to average out failing second semester grades for a passing yearly average.

Class Membership Requirements

In order to be classified at each class level students must meet the minimum credit requirements as outlined.

Freshman	0
Sophomore	5.5
Junior	11
Senior	16.5

Promotion and Retention

Parents will be informed if retention is being considered. If retention is being considered, a conference will be held before the end of the school year with the parents, the classroom teacher, the administration. Other team members may be invited to the conference. The advice of the parents and other special school personnel will be considered by the teacher before recommending retention.

The decision to promote or retain will be made by the administration based on input from parents, the classroom teacher, and other relevant information pertaining to the student. The administration, as a representative of the school, will have final authority to promote or retain a student in grades K-8.

Grading Policy

Grades 6th grade through 12th grade

Grade A - Excellent	93.5-100
Grade B - Above Average	86.5-93
Grade C - Average	77.5-86
Grade D - Below Average	69.5-77
Grade F - Failing	69 & Below

I – Incomplete

Weekly, quarterly, semester, and final grades are averaged to the nearest percent.

A - 4.0 B - 3.0 C - 2.0 D - 1.0 F - 0

Honor roll for grades 6th-12th grade will be published at the end of each nine-week period. Honor roll students are those with a 3.0 to 4.0 average. Students who are on a modified grading scale will not be eligible for honor roll.

Academic Lettering

1. Lettering will occur yearly. A student can be eligible for lettering each year they are in high school.
2. Students must have a "B" or above in the core curricular areas: Math (Pre-Alg., Algebra I, II, Geometry, Trig.), Science (Physical Sci., Bio. I, II, Anat. & Phys., Chemistry, Physics), English (Eng. I, II, III, IV), and Social Sciences (World History, Geography, Am. History, Government). No other classes will be averaged.
3. A student must maintain a minimum "C" in all other classes.
4. A student must have been in the district at least a semester to be eligible. Only full-time students will be eligible.
5. Grades will be figured after the fourth quarter.

Advanced Placement (AP) Courses

Any student who is capable of and wishes to do an advanced placement course should be permitted to do so and given assistance in enrolling in an advanced placement course.

Any 11th or 12th grade student may enroll in an advance placement course if the time and space is available in the current class schedule. Upon completion of this course the student will be eligible to receive .5 honor points per semester for an A or B in these courses.

Fees associated with college credits will be paid by the student.

Dual Credit Courses

Any student who is capable of, and wishes to do, college-level work while in high school should be permitted to do so and given assistance in enrolling in dual credit courses.

Any 11th and 12th grade student whose admission to a college-level course is recommended by his/her counselor may enroll in a course at an accredited university or college for college/high school credit.

If the student wishes to receive high school credit for the course, he/she must be granted permission by the Administration and counselor, to apply the course toward high school graduation requirements. All students must be advised that all college credits may not be accepted by all universities and colleges.

College credits will be paid by the student, and all other fees will be paid by the school district.

Aide (Student)

1. It is recommended that a student may be an aide only one time during the school year.
2. The grading standard for an aide will start at a "B" for all acceptable work. If, in the eyes of the supervising staff member, the aide has performed superior work and has done his/her duties above and beyond the call of duty the standard grade can be raised above a "B." If the aide does inferior work and is irresponsible in his/her work habits, the supervisor can lower the standard grade of "B." The supervising staff member will recommend to the Administration that if a student performs less than a B standard as an aide, the student will be removed from their aide position. The administration will determine whether or not the aide will be removed.
3. Students will receive .25 credit per semester for being an aide.

Schedule

School Day	7:50 am-3:40pm
MS Lunch	12:15-12:45
HS Lunch	11:45-12:15

Students are not to report to the school grounds prior to 7:40 a.m. Students are not to remain on school grounds after classes are dismissed unless participating in sanctioned school activities or at the request of a teacher.

Schedule Changes

Changes in students' class schedules will only be allowed the first week of classes (4 days) in each semester.

Courses that students have pre-enrolled in and are an added expense to the district cannot be dropped until semester. Exceptions due to special circumstances will be determined by the administration.

Semester Tests

Semester tests will be administered at the end of each semester for all students in grades 9-12. Teachers are responsible for giving an appropriate semester test for each class they teach. It may be in a format that is best suited for the class (paper-pencil, project-based, demonstration, etc.). Semester tests will be completed on the last two days of the semester. Open campus rules are still in effect.

Mogul Minutes/Study Hour Rules

Mogul Minutes are intended to allow students to demonstrate their learner agency. Students will have the responsibility to control their use of time during the Mogul Minutes period.

1. All students will be assigned a homeroom for attendance purposes.
2. Each student is responsible to properly check in and out with the homeroom teacher before going to a different classroom to learn.
3. Students may work together so long as they are not disrupting other students or unless the teacher asks them not to.
4. If a specific teacher has requested a student, that student must report to that teacher.

If students have not acquired the learner agency skills that it requires to be responsible for their use of Mogul Minutes, then those students will lose some of the autonomy for that time until they can demonstrate they are ready to accept the responsibility again. Some of the actions that may result in a student “being grounded” during Mogul Minutes (having the teachers be responsible for choosing where a student will spend Mogul Minutes) include (but are not limited to):

1. Failing a course
2. Not being on teacher pace for a course
3. Not properly checking in or out with a teacher
4. Not being in the classroom they had checked out to

Graduation Ceremony

Graduation Attire:

Students participating in graduation ceremonies will wear designated, unaltered cap and gown approved by school official.

Valedictorian and Salutatorian

The following criteria will be utilized to select a class valedictorian and salutatorian:

1. The final grade used for calculation of grade point averages for determination of honor students will be taken at the end of the third quarter grading period of the senior year. This third quarter grade will be prorated as the equivalent of one-half of a semester.
2. Accuracy for determining honors grades will be calculated to the thousandths decimal place.
3. The highest GPA will take the highest honor – Valedictorian. The next highest GPA will take the next highest honor – Salutatorian.
4. Those grades that are identical to the thousandths place will share that specific honor.
5. A minimum cumulative high school grade point average of 3.00 will be necessary before any student will be considered for high honor student status.
6. Other than the valedictorian and salutatorian, Edgemont senior students will not be ranked.

Application for Early Graduation

1. Students must apply for early graduation prior to the beginning of their junior year. This application must be submitted to the Administration. In addition, the letter must be signed by the student and parent.
2. To be eligible, the student must have a 3.00 accumulated grade point average.
3. The administration will establish a committee to review the request for early graduation. This committee will consist of the administration, the student advisor, and two instructors that are familiar with the student. Within 30 days of the request for early graduation, the committee will make a recommendation to the Board of Education to either support or not support the request for early graduation.
4. The application for early graduation and the committee recommendation will be submitted to the Board of Education at its next regularly scheduled meeting. Graduation prior to the completion of the fourth year of high school must be approved by the Board of Education.
5. The administration will notify the student in writing the day following the regular board meeting whether the Board approved or rejected the student’s application to graduate early.

Attendance

1. An absence is not being in class ten minutes into a class period. Students will be allowed a maximum of four (4) 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 four (4) 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. Two days for college visitation or military recruitment.
 - g. Any absence that falls outside the excused absences listed will be handled on an individual basis by the administration.
2. For all absences, a written or verbal excuse from the parent/guardian must be given to the office upon returning to school.
 3. Upon the third absence, parent/guardian will be notified by administration of Edgemont Board of Education attendance policy.
 4. Excessive Absences:
 - a. Upon the fourth absence, a school official will meet with parent/guardian to discuss attendance plan. The plan could include, but is not limited to, grade reduction, Friday school, law enforcement referral, State's Attorney referral, suspension from ungraded extra-curricular events such as field trips, dances, senior trip, etc.
 - b. If a meeting is not held within four days after notification the matter will be referred to the State's Attorney's office.
 5. Make-up Work
 - a. Students are expected to make up all work missed. Students are responsible for consulting with their teachers regarding make-up work. Students must get a make-up slip from the office for all absences. Students will be given the same number of days to make up the work as the number of days absent, with a maximum of eight days. If a student needs more time to make up missed work, then those arrangements will be made at the discretion of individual teachers. Students absent for OSS and ISS will have the opportunity to make up work missed, but that work is due the day the student returns to the classroom. If the work is not completed at that time, zeros will be given.
 6. Tardy (Defined as not in the classroom when the bell rings.)
 - a. 1st offense a warning from teacher and recorded on the daily attendance.
 - b. 2nd offense will result in detention and recorded on daily attendance.
 - c. 3rd offense will result in an absence for the class for the day and each additional tardy will be recorded as an absence.

Transfers and Withdrawals

Students wishing to 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.

Campus Procedures

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 the windows of the bus.

4. Students will not open or close windows without 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.
9. Electronic device use will be at discretion of the coach or chaperone.

Computer usage Fee

Students in grades 9-12 will be assigned an annual \$50.00 usage fee in order to check out a laptop in August. This laptop will be checked in at the end of the year. Once the annual \$50 usage fee has been paid, the student will have the option to take the laptop home. The fee will cover any minor damage to the laptop. Parents will be responsible for the entire price of any major damage to the laptop. Each laptop will have a remote monitoring and management system (Intune for Education) installed to allow students access to school appropriate content both on and off campus. If there are any concerns about the \$50.00 usage fee, please contact the superintendent.

Students in grades 6-8 will also be assigned a laptop, but will only be allowed to use the computer in the school building, under supervision of school staff. As such, they will not be assessed a \$50.00 fee. School devices will only be checked out to go home under special circumstances approved by a teacher or administration (e.g. an extended absence for illness, quarantine, etc.).

Cafeteria

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

Lunch costs: There is no charge for lunch students for the 21-22 school year.

Extra milk or juice cost \$.45. (cannot be charged to lunch account) Adults--\$4.45

Student grades 6th grade – 11th grade must stay on campus during the lunch period. A student may leave with a parent if the parent signs them out in the office. Seniors and 18-year-old students must have a parental permission slip on file in the office to leave campus during lunch.

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 (97.5FM) KCSR (610 am) and KEVN (FOX TV), Channel in Rapid City, KELO, KNBN (New Center 1), KOTA, and the school messaging system.

Electronic Devices

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

1. **To remain powered-off and inoperable during the academic school day unless otherwise permitted 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 the student, parents, and administration.

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.

Freshman Initiation

There will be no freshman initiation.

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.

Hall Passes

Students in grades 7 through 12 must have hall passes or have signed out of their class if they are outside of the classroom during time when class is in session.

Immunizations

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

Legal Age

Students of legal age shall have control over access to their school records in accordance to school board policy, shall be personally and financially responsible for proper care of school buildings, grounds, equipment, and supplies, and shall be responsible for their personal behavior within the limits of the law. Parents of students who are of legal age also have legal access to school records. Students over 18 may sign their own forms if they have parental permission to do so on file. Administration reserves the right to make a final decision whether an absence is excused or unexcused.

Lockers and Locker Searches

School authorities have the right to inspect lockers periodically.

Students placing locks on their lockers are required to leave an extra key or combination to the lock with the principal's office prior to placing it on the locker. Failure to do this will result in the lock being cut off the locker.

Medication

No medications, including aspirin, will be dispensed by the teacher. 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.

School Grounds

School grounds are not to be used for horseback riding or operation of any motorized vehicles (snowmobiles, motorcycles, etc.) except on roads provided for these purposes. No gum allowed at any point on school grounds.

Skateboards

Skateboards, rollerblades, or any footwear that contain wheels will not be allowed on the school grounds.

Social Events

The administration must approve all school-sponsored student functions such as parties, dances, etc. All school-sponsored social functions must be chaperoned by at least one faculty member and at least two qualified adults. All school-sponsored functions must be held in the school buildings or on school grounds unless otherwise approved by the administration. Students not currently in the Edgemont School District and students serving suspensions, expulsions, or who are ineligible shall not be eligible to attend school-sponsored social events without the express written consent of the administration. Students present are liable for the care of the school facilities.

Telephone

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.

Vehicles (use of)

1. All students driving cars to school must have a signed parking registration form from the office. Students must complete the slip and return it to the office. All vehicles the student intends on driving to school must be registered.
2. All traffic laws shall be obeyed.
3. The speed limit in the parking lot is 5 m.p.h.
4. Students shall park in the designated areas of the east parking lot. Do not park in the restricted areas. Restricted areas include the business office parking lot; grass areas; fire hydrants; handicapped parking spaces; and the areas in the east area of the parking lot that are painted blue.
5. Students are not to be in the parking lot or vehicles during the school day except for transportation to lunch and back.
6. Any infraction of the above rules will result in loss of driving privileges at school.

Work Release

Only employed senior students who are passing all classes, and are on good behavior are eligible for work release. These students must obtain a permission form and have all the proper signatures prior to being released.

Civil Defense/Emergency Plans

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.

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.

Evacuation Plan

Please see the ALICE protocol.

Lock Down Plan

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.
- Aid staff and students with injuries.
- Aid police in locating individuals who may not have gone to the rally point.

Activities/Athletics/Extra-Curricular

Expected Behavior at Extra-Curricular Activities

Students will demonstrate appropriate behavior when attending extra-curricular activities. This includes refraining from making negative comments toward opponents, fans, and officials. 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 may be removed from school activities for the remainder of the season or school year for disruptive behavior.

Extra-Curricular Activities Eligibility Rules

Extra-curricular are those school activities outside the school's regular curriculum that are voluntarily engaged in by students, have approval of the school administration, and are sponsored by the school. Rules concerning eligibility apply to fine arts and sports as they are considered both curricular and extra-curricular.

1. Grade averages for eligibility purposes will be figured on an accumulative basis from Monday to Thursday each week.
2. Students can become ineligible with a failing grade in any subject they are taking. A student is ineligible if they fail one class two grading periods in a row at the high school level and if a student fails two classes two grading periods in a row at the junior high school level.
3. Grade averages will start over each nine weeks.
4. Students on a warning list have a one-week grace period to bring up their grades.
5. Students who are still failing in the same subject the second week will be placed on the ineligibility list and will not be permitted to participate in extra-curricular activities that week. Students will be ineligible from Monday to Monday including Saturday.
6. Eligibility status will not be carried over from fall semester to spring semester or from spring semester to fall semester, except as required by the South Dakota High School Activities Association.
7. Students carrying incompletes for a semester will be ineligible until work is made up.

Extra-Curricular Participants Code of Conduct

Each school year every student must be certified as to the adequacy of his/her health by a fully licensed doctor of medicine, on an official SDHSAA form, before being allowed to participate in interschool athletics.

1. All participants must ride to extra-curricular events/activities in school provided transportation. All participants must ride home from extra-curricular events/activities in school provided transportation or with their parent or guardian. If a participant is going to ride home with his/her parent/guardian, the parent/guardian must provide the coach/advisor with written permission.
2. Participants will not be granted special privileges during the school day and are expected to attend all classes.
3. Any violation of this code of conduct, training rules which occur outside the school day or problems occurring during the school day may result in disciplinary action in an extra-curricular activity.
4. Participants will be held responsible for school equipment issued to them. Participants will pay for lost equipment issued to them. Equipment is to be used during practice and game situations only. No private use of school equipment is permitted. Participants will not receive their awards or be allowed to go out for another activity until all obligations are met.
5. Participants are expected to attend award events.

6. Participants must attend all practices, games, and events unless excused by the coach/advisor.
7. Participants who are absent any part of a school day (which includes ISS and OSS) will not be allowed to participate in an event that day or evening, which includes practice. Prearranged absences may be excused.
8. There will be no initiation of participants.
9. Coaches/advisors may establish training rules and guidelines in addition to those listed in this handbook.
10. During the extra-curricular school year, a participant shall not:
 - a. Use or have in their possession beverage containing alcohol.
 - b. Use or have in their possession any form of tobacco.
 - c. Use, have in their possession, buy, sell, or give away any controlled or illegal substance.

Violation of a. or b. listed above will result in the following penalties:

1. First Violation during the extra-curricular school year:
 - a. The student shall be suspended from participation in all extra-curricular events for the next four weeks.
 - b. The student will still be required to attend all regular scheduled practices during the time suspended.
 - c. If, after the first violation, the student of his/her own volition becomes a participant in a program with a licensed professional counselor, the student may be certified for reinstatement in Edgemont School activities after a minimum of two weeks and (2) football games, (4) volleyball games, (4) basketball games, and (2) track meets.
 - d. If a student comes forward and reports his/her violation, the penalty will be reduced to two weeks and (2) football games, (4) volleyball games, (4) basketball games, and (2) track meets. With no counseling required. Repeat offenders do not receive this privilege.
2. Second and Subsequent Violations of rules a. and b. listed above.
 - a. The student shall be suspended from participation in all extra-curricular activities for the next twelve (12) months.
 - b. If after the second or subsequent violations, the students on his/her own volition becomes a participant in a counseling program involving a licensed professional counselor, the student may be certified for reinstatement in Edgemont School District activities after a minimum period of eight (8) weeks.

Violation of c. listed above:

1. For the first violation, the student will be suspended for one year.
 - a. The one-year suspension may be reduced to 30 calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities, as per SD Codified Law 13-32-9.
2. Second Violation of c. listed above the student will be suspended for one year.
 - a. The one-year suspension may be reduced to 30 calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. (As per SD Codified Law 13-32-9)
3. A third violation of c. listed above:
 - a. that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. (As per SD Codified Law 13-32-9)

Participation of Jr. High Students in High School Extra-Curricular Activities

JV and Varsity participants will be determined by the coaches, student, and his/her parents if the individual is not in high school. A mutual agreement must exist between the athletic director, coaches, student, and parents of an athlete if there is an interest for the student to play at a higher level. The mutual agreement should include, but not be limited to, the following:

- At which level will the student participate and when?
- Which practice sessions will the student be required to attend?
- Is the student athlete ready for the higher level of competition?

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

Admission to Athletic Events

Students currently enrolled in the Edgemont School will be admitted free to all athletic events except tournaments. Those students who are in ISS or OSS will not be allowed to attend athletic events.

Busing (student activity trips)

1. All school district bus rules will be in effect.
2. For athletic contests: (spectator bus)
 - a. There will be a charge varying by distance, collected before the student boards the bus, to cover the cost of transportation.
 - b. A minimum of 16 paid riders will be necessary before arrangements will be made for a spectator bus.
 - c. Only students in grades seven through twelve are permitted to take the bus for "away" games.
 - d. The bus leaves for home immediately after the game.
 - e. No spectator bus will be offered if another varsity event is scheduled at home.
 - f. Students who are in ISS/OSS will not be able to attend.

Dances

Once at the dance, a student may not leave and return to the building. Ticket prices for dances are to be determined by the sponsoring organization. Middle school dances may be attended only by Edgemont students in grades 6 through 8. High school dances will be attended only by Edgemont students in grades 9-12, with the exceptions of homecoming and prom. Participants who are absent for any part of a school day (which includes ISS and OSS) will not be allowed to participate in an event that day or evening, unless prior arrangements are approved by administration.

Guests who are not Edgemont students must be the age of 19 or under and registered with the Principal by completing a consent form in advance. If an Edgemont student registers a guest, that student will be expected to accompany that guest to the activity and remain with that guest during the activity. The behavior of the guest is the Edgemont student's responsibility. All guests must abide by the rules/policy of the Edgemont School.

Discipline

Please also refer to the expectations of students.

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/guardian 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/guardians.

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 (s) he should:

1. Obtain a "Grievance Form" from the office. (See Appendix A of handbook)
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, (s) he 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, (s) he may appeal, in writing, to the Edgemont Board of Education.
5. An informal conference will be held, in executive session, at the next scheduled board meeting. The board's decision will be final.

Offense Definitions

Because no two people and not two situations are identical, the consequences will not always be identical. The school will always attempt to be fair when administering discipline. The school will give each situation the most deliberate consideration and make the best judgment possible.

OFFENSE	DEFINITION	EXAMPLES
Academic Insubordination	Failure or refusal to complete and submit assigned work	
Alcohol	Possession, use sale; liquor law violations	Being intoxicated at school or school-sponsored event, bringing alcohol on school grounds
Alter/Falsify School Records	This category includes, but is not limited to: <ol style="list-style-type: none"> 1. Erasing and/or altering names from attendance forms. 2. Having anyone other than parents or guardians excuse an absence. 3. Changing grades on report card or school record. 4. Altering progress reports 5. Falsifying an excused absence 	Falsifying a pass or altering a grade.
Arson	Setting a fire on/in school property; to Unlawfully; and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.	Fires; firecrackers, fireworks, and trash can fires, IF resulted in fire.
Battery	Physical attack/harm; actual and intentional striking or violence to another person against his/her will; intentionally causing bodily harm to an individual.	Striking that causes bleeding, broken nose, kicking while a student is down, attack with a weapon; use category only if attack is serious enough to warrant a call to law enforcement.
Breaking and Entering/ Burglary	The unlawful entry into a building or other structure with the intent to commit a crime; includes attempt.	Weekend or after hours break in at the school; breaking into vehicles on school campus.
Cheating/Plagiarism	To deceive, mislead, act dishonestly, or fraudulently on a test, assignment, project, etc. Plagiarism is defined as: To steal and use (the ideas or writings of another), as one's own. If you are guilty of cheating or plagiarism, the teacher will give you a zero for the work.	Copying another student's work. Copying online material in an attempt to pass off as one's own work.
Detention – No Show	Failure to attend an assigned detention within the allowable time frame will result in assignment to ISS and restriction from activities	
Insubordination	Deliberate and defiant refusal to follow appropriate direction given by a staff member.	Not responding to direct request or blatantly refusing to follow school rules.
Larceny/Theft	The unlawful taking, carrying, leading, or leading away of property of another person without threat, violence or bodily harm; differs from Robbery in that Larceny/Theft does not involve threat or battery.	Pocket picking, purse or backpack snatching if left unattended or no force is used, theft of bicycles, hub caps, motor vehicle parts or accessories.
Name Calling	Verbally insulting someone by using impolite, degrading, and/or unpleasant labels, names, or phrases. Note: Include under Bullying if behavior is repeated and creates a pattern of harassment.	Insults, teasing, mean nicknames, making fun of someone.
Pushing/Shoving	Physical contact such as pushing, shoving, tripping, or scuffling that could harm others.	Rough contact in hallways, in class, or on school property.
Physical Assault of Faculty/ Staff Member	If you physically attack a faculty or staff member, whether they are injured or not, the faculty or staff member will be encouraged to press charges. The school will recommend that you are suspended.	
Robbery	The taking or attempting to taking anything of value that is owned by another person, by force	Extortion of lunch money, taking purse or backpack by force.

	or threat of force or violence; differs from Larceny in that robbery involves threat or battery.	
Sexual Harassment	Unwanted, repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient, causes discomfort or humiliation, interferes with school performance, and warrants contacting law enforcement.	Grabbing, groping, suggestive comments or jokes, pressure to engage in sexual activity, using the computer to leave or send sexual messages.
Sex Offense	Lewd behavior; indecent exposure: includes sexual contact without force of threat of force and where the involved parties are capable of consenting.	Consenting sexual behavior involving students, flashing, mooning. Note: Does not include kissing.
Tardiness	Students may be counted tardy if the are not in the designated room at the time the tardy bell rings	
Threat/ Intimidation	Physical or verbal threat; to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjection the person to actual physical attack.	Bomb threat, threats made over the phone or text, or threats that an individual will hurt or injure someone else, severe enough to call law enforcement.
Threatening a Staff Member	Threatening a district employee with physical hostility. Threats are expressions of intentions to injure, punish, or inflict pain on another. Consequences of such threats will be out of school suspension. For more serious threats law enforcement will be contacted.	Examples of threats are "I'll get you!" or "I'll see that you get yours!" or "I know where you live!"
Tobacco	Possession, use, distribution, or sale of tobacco products. This is to include e-cigarettes or vapes.	Cigarette smoking on school grounds/ event. Chewing tobacco.
Trespassing	To enter or remain on school campus without authorization or invitation.	Entering school property after hours without authorization; includes students under suspension or expulsion, or persons who have been asked to leave.
Vandalism	Willful and/or malicious destruction, damage, or defacement of school or personal property without consent.	Destroying school computer records, graffiti, spray painting walls, destroying other students' property.
Weapons (Firearms)	Possession or use of a weapon designed to or may be concerted to expel a projectile by the action of an explosion.	Possession of firearms, rifles, handguns, shotguns, loaded or unloaded; destructive devices that contain an explosive such as bomb, grenade, pipe-bomb, starter gun, flare gun. Does not include air-powered guns such as BB guns.
Weapons (other)	Use or intention of use of any instrument or object; to inflict harm on another person or to intimidate any person.	Possession of other weapons- BB or pellet gun, knives (including pocket or pen knife), chains, pipes, razor blades, Chinese stars, stun guns, clubs. Includes other instruments used for intimidation or with in intention of using a weapon, including pencils, scissors, and other objects.

Behavior Matrix

Recommended Disciplinary Actions ISS = In-School Suspension OSS = Out of School Suspension	Formal Warning	Detention	3 Days Detention	Refer to Office		
				1 Day ISS	1 to 5 Days ISS	1 to 10 Days OSS
Academic Insubordination		1+				
Alcohol						1+
Alter/ Falsify School Records		1	2	3	4+	
Arson						1+
Battery						1+
Burglary	Refer to Law Enforcement					
Bullying				1 or oss		2 & 3
Bullying	Possible referral to law enforcement					
Cheating or Plagiarism				1 & 2	3	
Detention No Show				1	2+	
Disorderly Conduct						1+
Disregard of School Rules		1	2		3+	
Disrespectful or Obscene Language		1	2	3	4	
Disruptive Conduct		1	2	3	4	
Drugs Other Than Alcohol						1+
Fighting						1+
Flagrant Insubordination				1	2	
Gang Activity	1					2+
Inappropriate Dress		1		2 & 3		
Instigating		1	2		3	
Insubordination		1	2		3	
Larceny/Theft ¹	Consequences may range from restitution to Referral to Law Enforcement					
Name Calling		1	2	3	4	
Pushing and/or Shoving	1				2+	
Physical Assault on Staff						1+
Robbery ²	Refer to Law Enforcement					
Sexual Harassment					1+	
Sex Offense ³	Refer to Law Enforcement					
Skipping Class (2 or less periods)				1	2+	
Skipping Class (3 or more periods)					1+	
Threat or Intimidation				1	2	3
Threatening a Staff Member						1
Tobacco					1 & 2	3
Trespassing						1
Vandalism ⁴	Consequences may range from restitution to Referral to Law Enforcement					
Weapons (Firearms)	Refer to Law Enforcement					
Weapons (Other)						1+

Dress Code

Appropriate Dress will include the following:

1. Caps, hats, beanies, and other head coverings may not be worn in the high school building or other buildings on campus unless under special circumstance or privilege
2. Pants should be of appropriate size and NOT exposing boxer shorts, underwear or otherwise preventing modesty. Pajamas or yoga pants are not to be worn unless under special circumstance.

3. Shorts must be no shorter than mid-thigh. Spandex-style shorts, leggings, and tights are to be worn only as an undergarment.
4. Skirts and dresses must be no shorter than mid-thigh.
5. All shirts and blouses must cover the mid-section (abdomen and lower back). Shirts with low cut necklines or spaghetti straps are not permitted in school. Shirts (tops) must have 1" wide straps and the underarm must be cut tightly under the arm.
6. Footwear is to be worn in the building at all times. No slippers.
7. Students are not allowed to wear clothing, jewelry, buttons, or other items or markings which are offensive, suggestive, or indecent; associated with gangs; encourage use of drugs, tobacco, alcohol or violence; or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender, or sexual orientation.
8. Remember, dress for success for school. Appropriate dress will not disrupt the school day for any of our learners.

1st Consequence –Student must change offensive clothing. Parent notified.

2nd Consequence – meeting with administrator, immediate correction of problem, and ISS or OSS.

3rd Consequence – meeting with administrator and parent, immediate correction of problem, ISS or OSS.

Campus Policy Notifications

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:

Jr. 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 as long as these materials are maintained. All asbestos containing materials in the Edgemont School District have been placed on an operations and maintenance program insuring proper maintenance, 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.

Reference: Board Policy AD/AE

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 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: 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 officers, 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 or she may utilize the grievance procedure available to that individual.

Investigation and Recommendation:

By authority of the district, the superintendent, upon receipt of the report of 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 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 the 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 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

Bullying and Cyber Bullying

Student Bullying

The school board is committed to maintaining a 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 parents 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 unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.
 - c. Also students 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 businesses 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 be 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 includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or testified, 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.

1st Consequence – ISS or OSS

2nd Consequence – OSS

3rd Consequence – OSS or possible expulsion

Adopted: July 9: 2012 Board Policy JFCE-R

Weapons

No person, other than a law enforcement officer, is permitted to intentionally carry, have in his or 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.

Appendices

Appendix A: GRIEVANCE FORM (form can be obtained in the office)

I, _____ (student's name) hereby file a grievance to _____ (Administrator's Name) concerning an incident which occurred on _____ (date). I am basing this 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. 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: Edgemont District 23-1 Internet Policy

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, 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 three 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 the district as inappropriate.

- 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.
- 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; 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, 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 superintendent.

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 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 18 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). 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 basis, relating to each violation.

Board Policy IIBG Revised: 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 C: Authorization to Administer Medication (if applicable form is in the office)

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 _____ to _____. The dosage is _____ to be administered at _____.

We designate _____ as the person 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 _____, _____. Parent or Legal Guardian _____

Appendix D: Parental Involvement Policy

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 E: School-Parent Compact

Dear Parent/Guardian: 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.
 - 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 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: Title I Teacher Phone: 662-7254 email: Susan.Ostenson@k12.sd.us

Appendix F: Complaint Policy for Federal Programs

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal ESSA 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 G: FERPA Annual Notice

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: 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, contact the following address: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington DC 20202-4605.

Appendix H: FERPA

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 ESSA 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 within two weeks of registration. Edgemont School District has designated the following information as directory information: [Note: the district may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Name(s) of parent(s)
- Education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- E-mail address
- 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

Becky Harding Student Advisor: 605-662-7254 email: 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 I: In Town Field Trip Form, Student Handbook Signature Form

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 service 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.

Signature of parent/guardian_____ date_____

Student Handbook

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_____

The forms you see here are included in the parent packet. Please sign and return student forms that are included in the parent packet. Thank You.

Appendix J: 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 school 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 12th 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.
5. 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."

School Board Policy DL Revised: August 14, 2017