

Stanley County School District #57-1 Unofficial School Board Minutes

The Stanley County School District, #57-1, Board of Education met in regular session November 9, 2022, at 6:00 P.M., in the Parkview Auditorium with Board members DeLynn Hanson, Chris Fosheim, Shaun Cronin, Mitchell Kleinsasser and Tyler Green present. Others in attendance were Superintendent Dan Baldwin and Business Manager Tate Gabriel. Visitors were Keely Bracelin, Brady Keil, Terri Mehlhaff, Curt Littau, Melody Littau, Ashley Keil, Shirley Swanson, Jen Milliken and Wyatt Johnson.

President Hanson called the meeting to order at 6:00 P.M.

Hanson led the Pledge of Allegiance.

Cronin moved to approve the agenda as published, seconded by Fosheim. All voted in favor. Motion carried.

Conflict of interest declaration – none.

Fosheim moved to approve the consent agenda as published, seconded by Kleinsasser.

- Approve the Board meeting minutes for October 12, 2022, Regular Board Meeting.
- Approve bill listing for November 9, 2022.
- Approve Imprest expense;
- Approve financials for October 2022

All in favor. Motion carried.

Bill listing for November 9, 2022:

GENERAL FUND		
ADMIN PARTNERS, LLC	Monitor/Record Keeping	125.00
BALDWIN, DANIEL	IMPACT Aid Travel Reimbursement	196.00
BEST WESTERN--RAPID CITY	PBIS Training	862.80
BIG DAKOTA CONFERENCE	BDC Membership Dues	300.00
CAPITAL JOURNAL	PUBLICATION OF BUDGET	205.38
CENTURY BUSINESS PRODUCTS	Print Management	1,385.83
COCA COLA BOTTLING CO.	Concessions	1,477.16
COLE PAPERS	Custodial Supplies	760.48
CORE EDUCATIONAL COOPERATIVE	On Line Courses	650.00
COWBOY COUNTRY STORES	Concessions	89.95
DECKER EQUIPMENT	Maintenance Supplies	1,085.84
ELO PROF, LLC	Fiscal Year End Audit	6,762.59
FLOYDS TRUCK CENTER	Bus Annual Service	1,732.35
FORT PIERRE, CITY OF	Utilities	7,009.91
GATOR'S PIZZA	Conferences	154.00
GOLDEN WEST TELECOMMUNICATIONS	Communications	119.41

GRAINGER	Maintenance Supplies	469.97
HAUFF MID-AMERICA SPORTS	Girls Basketball Supplies	1,117.16
HEWLETT-PACKARD FINANCIAL SERVICES	Computer Ship Back	2,568.87
HIGH POINT NETWORKS	Telephone Services	47.50
INNOVATIVE OFFICE SOLUTIONS	Maintenance Supplies	6,096.52
JOHNSON CONTROLS	Elementary Air Handler Repair	3,863.27
JOSTENS, INC.	2022 Yearbook	989.56
JW PEPPER	Music Supplies	16.99
LYNN'S DAKOTAMART	Concessions	570.85
LYNN, JACKSON,SHULTZ & LEBRUN, P.C.	Professional Services	1,248.00
MENARDS PIERRE	Maintenance Supplies	482.78
METROPOLITAN COMPOUNDS INC.	Maintenance Supplies	2,394.00
MONTANA DAKOTA UTILITIES	Utilities	262.30
NAPA CENTRAL	Vehicle Supplies	228.65
NATIONAL ASSOCIATION FOR MUSIC EDUCATION	NAFME Membership Dues	122.00
OVERDRIVE INC.	TIE/SD Shared Digital Annual Fee	500.00
POPPLERS MUSIC STORE	Choir All State Music	33.45
PRAIRIE ATV	Ranger Maintenance	42.95
PRAXAIR DISTRIBUTION, INC	Classroom Supplies	150.51
REALLY GOOD STUFF LLC	Classroom Supplies	29.99
REINHART FOOD SERVICE, LLC	Concessions	2,043.52
RIVER BOTTOM SANITATION	Garbage Services	900.00
RIVER CITY TRANSIT	Transportation Services	172.00
SCHOLASTIC MAGAZINES	Scholastic Scope Magazine	1,280.07
SD DEPT. OF CORRECTIONS	Maintenance/FS Services	261.89
SD TEACHER PLACEMENT CENTER	Teacher Placement Membership Dues	435.00
SIoux NATION OF FORT PIERRE	Maintenance Supplies	751.13
STAGE SPOT	Theatre Supplies	84.78
STANLEY COUNTY SCHOOL	SEPTEMBER IMRPEST	6,702.99
STATE OF SD - EXECUTIVE MGMT	Records Management	9.18
SWEETWATER	Chorus/Band Supplies	5,036.28
TEACHER INNOVATIONS, INC	Planbook Subscription	135.00
TRUSCO MFG. CO.	Maintenance Supplies	166.50
WEST CENTRAL ELECTRIC	Utilities	210.12
WHEELHOUSE PLUMBING, INC.	Portable Toilet	290.50
WINNER SCHOOL DISTRICT	Oral Interp Fees	20.00

WR/LJ RURAL WATER	Utilities	72.50
Fund Number 10		62,723.48
CAPITAL OUTLAY		
CENTURY BUSINESS PRODUCTS	Print Management	1,076.01
SWEETWATER	Theater Package	5,479.16
VANTAGE FINANCIAL, LLC	Telephone Lease	780.00
Fund Number 21		7,335.17
SPECIAL EDUCATION		
22X	Professional Services	1,477.08
22X	Professional Services	1,350.00
22X	Professional Services	410.30
22X	Professional Services	1,366.74
CONNECTING POINT	Adjustable Mobile Stand	1,238.52
SCHOOL SPECIALTY, INC.	Classroom Supplies	1,505.69
STANLEY COUNTY SCHOOL	SEPTEMBER IMRPEST	18,663.45
Fund Number 22		26,011.78
Checking Account ID 1	Fund Number 51	FOOD SERVICE
EARTHGRAINS BAKING COMPANIES INC	Purchase Food	215.00
PRAIRIE FARMS	Purchase Food	1,323.43
REINHART FOOD SERVICE, LLC	Purchase Food	9,004.90
RIVER CITY TRANSIT	Transportation Services	172.00
SD DEPT. OF CORRECTIONS	Maintenance/FS Services	261.88
SERVALL UNIFORM & LINEN	Professional Services	320.48
Fund Number 51		11,297.69
Checking Account ID 1		107,368.12
AGENCY FUND		
BALL, BEV	VB OFFICIAL 10/8/22 TRIANGULAR	203.04
BLUE THUNDER, DAVID	VB TRI JV OFFICIAL	217.92
BORNS GROUP	Booster Club Program	1,831.00
BURNETTE, DANIELLE	VB JV OFFICIAL	120.00
CAPITAL REGION STUDENT COUNCIL	Capitol Region Student Council	98.00
CRIGGER, DWIGHT	MS FB OFFICIAL 10/10/22	45.00
DOZARK, KRISTOPHER	MS FB OFFICIAL 10/10/22	45.00
FERGUSON, BRANDON	NATIVE AMERICAN DRUM & SPEAKER	500.00
FREIER-FERRY, SHARON	VB OFFICIAL VS COLOME 10/6/22	230.00
KELLER, TERRY	VB OFFICIAL VS LYMAN 10/3/22	115.00
KINSLEY, ANGIE	VB OFFICIAL TRI 10/8/22	327.22
LITTAU, CURT	MS FB OFFICIAL 10/10/22	45.00
MAIER MEATS	Homecoming Feed	416.29

PHILIP HIGH SCHOOL	XC ENTRY FEE 10/8/22	75.00
PIZZA RANCH	NHS Blood Drive	71.97
SD FFA ASSOCIATION, SDSU	Chapter, State, National FFA Dues	245.00
WILLOW CREEK WILDLIFE INC.	Clay Targets	608.00
Fund Number 17		5,193.44
Checking Account ID 2		5,193.44

Financials for October 2022

	General Fund	Capital Outlay	Special Ed	Pension
Balance 10-1-2022	-475,344.49	3,546,186.72	1,441,944.81	0.00
County Revenue	0.00	0.00	0.00	0.00
Local Rev & Bank Int	60,601.69	30,573.36	17,867.79	0.00
State/Fed Revenue	117,257.00	0.00	0.00	0.00
Accounts Payable	-62,723.48	-7,335.17	-26,011.78	0.00
Payroll	-289,355.45	0.00	-57,410.19	0.00
Misc	0.00	0.00	0.00	0.00
Balance 10-31-2022	-649,564.73	3,569,424.91	1,376,390.63	0.00

	Impact Aid	Food Service	Enterprise Fund	Fiduciary Funds
Balance 10-1-2022	2,897,409.83	21,072.15	31,292.85	121,922.97
County Revenue	0.00	0.00	0.00	0.00
Local Rev & Bank Int	291.71	9,546.47	0.00	33,065.46
State/Fed Revenue	0.00	13,122.92	0.00	0.00
Accounts Payable	0.00	-11,297.69	0.00	-15,148.24
Payroll	0.00	-7,191.88	0.00	0.00
Misc	0.00	225.88	0.00	0.00
Balance 10-31-2022	2,897,701.54	25,477.85	31,292.85	139,840.19

Detail is available at the Business Office in Parkview Auditorium

Public comment – None.

Green moved to adopt Policy GCPD: Suspension Without Pay and Dismissal of Professional Staff Members, as presented, seconded by Kleinsasser. All in favor. Motion carried.

Fosheim moved to adopt Policy GCPDA: Professional Staff Member Administrative Leave with Pay, as presented, seconded by Green. All in favor. Motion carried.

Kleinsasser moved to adopt Policy GCQAB: Tutoring for Pay, as presented, seconded by Cronin. All in favor. Motion carried.

First reading of Policies JFCD: Bullying; JFCK: Cell Phones; JHCD: Administration of Medications to Students; JHCD-E(1): Administration of Medications to Students; JHCDD: Administration of Opioid Antagonists; JHCDE: Administration of Medical Cannabis to Qualifying Students; JHCDE-E(1): Administration of Medical Cannabis to Qualifying Students

Kleinsasser moved to appoint Cronin as general contractor for facilities building, seconded by Green. All apposed. Motion defeated.

A brief discussion was had on the general contractor and the process of going about it. Discussion was had if we do an RFP or bids.

Elementary Principal, Terri Mehlhaff, updated the board on the happenings in the elementary. Mehlhaff congratulated Kim Guyon on receiving the October Elementary Staff of the Month. Mehlhaff reported that they held a Parent Reading Night on October 24. StarBase was here October 24-November 3rd. Mehlhaff also reported that the elementary will be serving cotton candy at the Fall Festival, the big Thanksgiving lunch will be on November 17, the elementary Christmas concert will be December 12th and the Cheyenne school Christmas program will be December 15th at Kirley Hall. Melody Littau, Special Education Director, reported that they are in the process of screening and evaluating several students for possible entry into the special education program, due to the reduced special ed staff they are revamping the MS and HS special education rooms. Ms. Littau also talked about the in-service which was held on November 4th. Curt Littau, MS/HS Principal, congratulated Shirley Swanson as the Staff of the Month and the students of the month, Brooklyn Kleinsasser, Taylor Huckins, Rider Roseland, Seanna Forster, Morgan Hoffman, Brian ‘Max’ Juhas, and Riley Runge. Top AR students for first quarter include: Delaney Stoesser, Timber Hanson, Ethan Hunt, Hailey Deal, Kaysen Magee, Karley Reiter, and Cloey Voigt. The Veteran’s Day poem winners were John Krieger, Audri Rattling Leaf, Jersey Anderson and Kasyah Studentberg. Ag Teacher Wyatt Johnson spoke briefly on the Associated General contractors of South Dakota Career Construction camp held at TF Riggs HS. Six students attended. Superintendent Baldwin reported that Stanley County was host to the naturalization ceremony on November 4th that saw 123 people become citizens and the Veteran’s Day program was held November 9th. The Fall Festival will be held November 10th and the Fort Pierre tree lighting will be November 25.

Fosheim moved to declare the Board in Executive Session for SDCL 125-2 (1) Personnel, (2) Student Matters at 7:11 P.M., seconded by Cronin. All voted in favor. Motion carried.

Hanson declared board back in open session at 8:12 P.M.

Cronin moved to authorize Business Manager to offer Letter of Intent to Breanne Nolen as Elementary Paraprofessional/Kitchen in the amount of \$16.00 per hour for the 2022-2023 school year, seconded by Fosheim. All in favor. Motion carried.

Fosheim moved to authorize Business Manager to amend Keely Bracelin’s contract in the amount of \$5,177.00 to reflect five-eighths teacher salary for the 2022-2023 school year, seconded by Cronin. All in favor. Motion carried.

Cronin moved to authorize Business Manager to offer Nichole Hahn a contract as Counselor in the amount of \$35,588.00 for the remainder of the 2022-2023 school year, seconded by Green. All in favor. Motion carried.

Fosheim moved to approved Kadie Nickerson, Rachel Sundstrom, Amy Brady, Emerie Stephens, and Wyatt Harrowa as volunteers for the 2022-2023 school year, seconded by Green. All in favor. Motion carried.

Cronin moved to adjourn meeting at 8:14, seconded by Kleinsasser. All in favor. Motion carried.

DeLynn Hanson, President

Tate Gabriel, Business Manager

Approved:

Policy GCPD: SUSPENSION WITHOUT PAY AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 11/03/2022

Suspension without pay and dismissal of certified staff members is the responsibility of the Board and will conform with the conditions and procedures specified in state law.

An employee may be suspended without pay or an employee's contract may be terminated at any time, or non-renewed in the case of continuing contract status, for just cause including:

- plain violation of contract;
- gross immorality;
- incompetency or neglect of duty;
- poor performance;
- unprofessional conduct;
- insubordination;
- violation of any policy or regulation of the school district;
- neglect.

The Superintendent will give notice of the intent to recommend suspension without pay or termination. The notice must specify the grounds for the recommendation, and inform the right to request a hearing.

Policy GCPDA: PROFESSIONAL STAFF MEMBER ADMINISTRATIVE LEAVE WITH PAY

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 11/03/2022

The placement of a certified staff member on administrative leave with pay will be governed by the applicable collective bargaining agreement. In the absence of an applicable collective bargaining agreement provision, this policy will apply.

When there is reasonable cause to suspect employee breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district, the employee may be placed on paid administrative leave by the superintendent. Placement on paid administrative leave is for the purpose of stabilizing the situation and shall not constitute disciplinary action taken by the employer. While on paid administrative leave, the employee will be temporarily disengaged from their responsibilities until the matter which resulted in the placement on paid administrative leave is concluded. An employee on paid administrative leave shall continue to receive all the benefits of employment. The employee on paid administrative leave may subsequently be reinstated to his/her responsibilities or be notified of a recommendation that he/she be suspended without pay or a recommendation that his/her employment with the District be terminated.

Policy GCQAB: TUTORING FOR PAY

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 11/03/2022

To assure all students reasonable instructional assistance without charge from their own teachers, and to avoid placing a teacher in a position where they may have a conflict of interest, teachers will not be permitted to receive money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to pass.

Teachers may not tutor any student for pay during their regular working hours. This policy excludes school-sponsored programs that are held after regular school hours.

Policy JFCD: BULLYING

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | Last Reviewed Date: 11/03/2022

SECTION 1 – Policy Statement

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

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

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

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

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

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

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

involvement with a bullying report should immediately contact a school administrator.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
 3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 4. causes physical hurt or psychological distress to a person, and/or
 5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 6. disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
 2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
 3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
 4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - (1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - (2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - (3) to contact another person with intent to extort money or other things of value,
 - (4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

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

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of

bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent :

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

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

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;

- C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

Policy JFCK: CELL PHONES AND PORTABLE DIGITAL MEDIA DEVICES

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | Last Reviewed Date: 11/03/2022

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

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

Unless specific permission is granted by school personnel, cellular phones and portable digital media devices are:

1. To remain powered-off and inoperable during the regular school day or when their use is otherwise prohibited by school personnel; and
2. To be stored in a student's locker or car during the regular school day. Lunch exceptions?

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

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

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

1. Justified at its inception and based on reasonable grounds that the search would reveal evidence of a student's severe violation of this policy;
2. Reasonably related to its objectives and not excessively intrusive in light of the nature of the infraction; and
3. Conducted in accordance with district policy and in the presence of a student's parent or guardian.

As necessary for the implementation of this policy, the superintendent may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of cellular phones or portable digital media devices.

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

Policy JHCD: ADMINISTRATION OF MEDICATIONS TO STUDENTS

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | Last Reviewed Date: 11/03/2022

School personnel shall not administer prescription or nonprescription medication to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical cannabis. The administration of medical cannabis shall be in accordance with the Board's policy on administration of medical cannabis to qualified students.

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the school district nurse acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/ guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification, the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in medication administration. Prescription medications to be stored and/or administered must be in the original pharmacy labeled container. The label must specify the student's name, name of the medication, name of the physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

Prescription medication administration may be delegated only to those individuals who have successfully completed the training program as required by law. No school employee, other than the school nurse, shall be required to be trained by a licensed health care professional for the purpose of being trained in the administration of prescription medication, or shall be required to administer prescription medication, without the employee's prior written consent.

Exhibit JHCD-E(1): ADMINISTRATION OF MEDICATIONS TO STUDENTS

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

See PDF on the next page.

Associated School Boards of South Dakota	NEPN Code: JHCD-E(1)
Policy Reference Manual	

**ADMINISTRATION OF MEDICATIONS TO STUDENTS
CONSENT FORM**

1. I am the parent/guardian of _____ and I authorize my child/ward _____, grade _____, to be administered the prescription/nonprescription medication identified below while on school property or at a school-related event or activity by the school nurse or employee trained in the administration of prescription medication.
2. I hereby release the District and its employees and agents from liability for injury arising from the school's administration of the medication while on school property or at a school-related event.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the school to inform appropriate school employees who would have a need to know of the administration of medication (i.e., such as school nurse, instructors, teacher aides, school administrators, activity supervisors, bus drivers).
5. I acknowledge and agree that the school shall secure (store) the medication for the student until administration of the medication is necessary, and that in no circumstances shall the medication be stored in the student's locker.

Medication: _____

Dose: _____

Time: _____

Authorization Start Date: _____

Authorization End Date: _____

Signature of Parent/Guardian

Date

Adopted: 5/30/2014 Revised: 2/24/2016 Reviewed:

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

Policy JHCDD: ADMINISTRATION OF OPIOID ANTAGONISTS

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 11/03/2022

The Board may acquire opioid antagonists and make them available to personnel who are trained by the SD Department of Health (SD DOH) or equivalent to possess and administer the medication for opioid overdose situation in accordance with state law and administrative rules.

Before school personnel may administer an opioid antagonist in the event of a suspected opioid overdose, training must be provided by an individual qualified to do so.

The training must include:

1. Signs and symptoms of an opiate overdose;
2. Protocols and procedures for administration of an opioid antagonist;
3. Signs and symptoms of adverse responses to an opioid antagonist;
4. Protocols and procedures to stabilize the patient if an adverse response occurs;
5. Procedures for transporting, storing, and securing an opioid antagonist.
6. Opioid antagonist duration;
7. The protocols and procedures for monitoring the suspected opioid overdose victim and re-administration of opioid antagonist if necessary for the safety and security of the suspected overdose victim; and
8. The method of opioid antagonist administration being taught.

Any school personnel who will have access to the medication and who may administer the medication must receive the required training. Training provided by the SD DOH is at no cost to the District. Training is not required for school personnel who will not have access to the medication or who will not potentially be administering the medication.

Naloxone is an opioid antagonist that comes in either an injectable form or a nasal spray. The medication provided to the schools through the SD DOH will be the nasal spray, and therefore, the SD DOH training will focus exclusively on the nasal spray. The cost of the medication provided by or through the SD DOH will be at no cost to the District. All opioid antagonists must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in administration of opioid antagonists or administration of medication.

A standing order by a physician is required for the District to possess the medication. The SD DOH has identified a contract physician who will provide the standing order for the District.

Because opioid antagonists are used in opioid overdose emergency situations, prior parental consent is not required before administration of an opioid antagonist.* Emergency medical services and the parents or guardians will be contacted immediately following the administration of an opioid antagonist.

The District will report naloxone use to the SD DOH on a form developed by SD DOH.

Pursuant to state law, no school district, administrator, school board member, school nurse, or designated school personnel possessing or making available opioid antagonists in accordance with state law, and no health care professional providing training in relation thereto, may be held liable for any injury or related damage that results from the administration of, the self-administration of, or the failure to administer an opioid antagonist, if such action or inaction constitutes ordinary negligence. This immunity does not apply to an act or omission constituting gross, willful, or wanton negligence. The administration of an opioid antagonist does not constitute the practice of medicine. The immunity provided pursuant to SDCL 13-34A-24 is in addition to, and not in lieu of, any other immunity provided by law.

NOTES: Adapt Pharma, the company that manufactures Narcan (a brand name of naloxone), has offered to all South Dakota high schools an initial supply (two doses) of the medication free-of-charge. The SD DOH has also committed to re-supplying the medication free-of-charge when necessary as long as DOH has the medication available in their stockpile.

* SDCL 20-9-4.1. Immunity from liability for emergency care--Exception. No peace officer, conservation officer, member of any fire department, police department and their first aid, rescue or emergency squad, or any citizen

acting as such as a volunteer, or any other person, is liable for any civil damages as a result of their acts of commission or omission arising, out of and in the course of their rendering in good faith, any emergency care and services during an emergency which is in their judgment indicated and necessary at the time. Such relief from liability for civil damages extends to the operation of any motor vehicle in connection with any such care or services. Nothing in this section grants any relief to any person causing any damage by his willful, wanton or reckless act of commission or omission.

Policy JHCDE: ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | Last Reviewed Date: 11/03/2022

The School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner's recommendation, administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

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

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

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

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

Definitions

The following definitions apply for purposes of this policy:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.
2. "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical cannabis to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protection against misuse may be made. Smoking or vaping medical cannabis is strictly prohibited and is not a permissible form of medical cannabis for students in a school setting under any circumstances.
3. "Designated caregiver" means the qualifying student's parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student's registered designated caregiver and who has a caregiver's card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to school and all other applicable policies.
4. "School property" means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district's functions.

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

Permissible administration of medical cannabis to a qualifying student

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

1. The qualifying student's parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school-sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:
 - a. The qualifying student's valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health's confirmation of registration authorizing the student to receive medical cannabis;
 - b. The completed and signed Form JHCDE-E(1)(Medical Cannabis Administration Plan);
 - c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and
 - d. Written certification dated and signed by the student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.
2. The qualifying student's parent/guardian provides written notice to the school within ten (10) days of any of the following:
 - a. Change in a designated caregiver;
 - b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or
 - c. The registered identification card is void, expired or revoked.
3. In the event that a new registered identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;
4. The qualifying student's parent/guardian signs the written acknowledgement in Form JHCDE-E(1)(Medical Cannabis Administration Plan) assuming all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;
5. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;
6. The district will determine the location and the method of administration of a permissible form of medical cannabis so to not create risk of disruption to the educational environment or exposure to other students;
7. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;

8. The written dated and signed plan contained in Form JHCDE-E(1)(Medical Cannabis Administration Plan) is prepared that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

Additional parameters

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

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

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

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

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

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

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

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

**Exhibit JHCDE-E(1): ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING
STUDENTS**

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 11/03/2022

See PDF on the next page.

Medical Cannabis Administration Plan

Before the administration of medical cannabis on school property or at a school-sponsored activity, at the beginning of each school year and at any time when the qualifying student’s administration of medical cannabis changes, the student’s parent/guardian must complete and submit to the district this form, the student’s registry identification card, the designated caregiver(s) card, and a written signed certification¹ by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

To be completed by the parent/guardian:

Name of Qualifying Student²: _____

School: _____ Grade: _____

Name and Phone Number of Student’s Designated Caregiver(s)³: _____

By initialing the following statements and signing below, the undersigned parent/guardian hereby acknowledges:

____ I have read and agree to comply with the procedure regarding the administration of medical cannabis to qualifying students as outlined in Policy JHCDE.

____ I assume all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis to my child.

____ I understand that no school personnel are required to administer medical cannabis to my child, and that only a registered designated caregiver will be allowed to administer medical cannabis to my child.

____ I understand that I or the designated caregiver for my child will not at any time possess on school property an amount of medical cannabis that exceeds my child’s prescribed daily dosage, that it will be transported in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and that as soon as I or my child’s designated caregiver administer the dosage of medical cannabis, I or my child’s designated caregiver must remove any remaining cannabis from the school property or school-sponsored activity.

____ I understand that the district will determine a designated location and any protocols regarding the administration of medical cannabis to my child and that this plan does not allow for the administration of medical cannabis on federal property or any location that prohibits cannabis on its property.

____ I agree to notify the School District of any change in circumstances as outlined in Policy JHCDE.

____ I understand that permission to administer medical cannabis in accordance with this plan may be revoked for the failure to comply with the procedure, rules or requirements of the administration of medical cannabis to qualifying students or other policies.

By signing below, I hereby release and hold harmless the School District, its officers, agents, employees, and volunteers from any and all liability, damages, injury or other legal claims which I now have or may hereafter have arising out of the administration of medical cannabis to my child.

Date: _____

Signature of parent or guardian

¹ “Written certification” means the completed South Dakota Department of Health form dated and signed by a physician, physician assistant or advanced practice registered nurse, who is licensed with authority to prescribe drugs to humans, affirming that the document is made in the course of a bona fide practitioner-patient relationship and stating that the patient has a qualifying debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient’s debilitating medical condition and the expiration date of the qualifying patient’s written certification, which cannot exceed one year after the date of issue.

² “Qualifying student” means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.

³ “Designated caregiver” means the qualifying student’s parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student’s registered designated caregiver and who has a caregiver’s card approved by the SD Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student.

To be completed by the school:

I have received the following:

___ Student's registry identification card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student. The expiration date is: _____

___ The designated caregiver(s) card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student.

___ Written certification signed by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The student's identified designated caregiver's administration of the permissible form of medical cannabis in the designated location has been conditionally approved as follows:

Permissible form(s)⁴ of medical cannabis to be administered:

Oil/Lotion Tincture Edible Product Other: _____

Administration method to be used: _____

Dosage Amount: _____ Time(s) to be Administered: _____

Location of administration⁵ on school property or at a school-sponsored activity:

Date: _____

Name and Signature of Nurse: _____

Name and Signature of Administrator: _____

Copies of the current registry identification card and the registered designated caregiver(s) card will be retained in the student's educational record and updated as needed.

Provide copies of the Administration Plan to:

- Parent/Guardian
- Designated Caregiver (if different than parent/guardian)
- School Principal
- Student's Teacher(s)
- School Nurse

ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.

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Adopted: 7/20/2021 Revised: 5/16/2022 Reviewed:

⁴ "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Other non-smokable forms may be approved on a case by case basis.

⁵ "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.