

**Stanley County School District #57-1**  
**Board of Education – Regular Meeting Agenda**

**December 14, 2022 – 6:00 P.M.**  
**Board Room – Parkview Auditorium**

**Proposed Agenda**

1. Call meeting to order
2. Pledge of Allegiance
3. Approval of Agenda
4. Conflict of Interest Declaration
5. Consent Agenda
  - a. Approval of Minutes for November 2, 2022, Special Board Meeting and November 9, 2022, Regular Board Meeting
  - b. Approval of Bills
  - c. Imprest Expense
  - d. Financials for November 2022
6. Public Comment
7. Student Report
8. Buildings and Grounds
9. Public Return to Learning Plan Hearing – 6:15 P.M.
10. Approval of Policy JFCD: Bullying
11. Approval of Policy JFCK: Cell Phones
12. Approval of Policy JHCD: Administration of Medications to Students
13. Approval of Exhibit JHCD-E(1): Administration of Medications to Students
14. Approval of Policy JHCDD: Administration of Opioid Antagonists
15. Approval of Policy JHCDE: Administration of Medical Cannabis to Qualifying Students
16. Approval of Exhibit JHCDE-E(1): Administration of Medical Cannabis to Qualifying Students
17. 1<sup>st</sup> Reading of Policy GCA: Professional Staff Positions
18. 1<sup>st</sup> Reading of Exhibit JFCD-E(1): Bullying – Report Form
19. 1<sup>st</sup> Reading of Exhibit JFCD-E(2): Bullying – Appeal to Superintendent
20. 1<sup>st</sup> Reading of Exhibit JFCD-E(3): Bulling – Appeal to School Board
21. Administrators Report
22. Executive Session – per SDCL 1-25-2 (1) Personnel, (2) Student Matters
23. Open Enrollment
24. Adjournment

# **STANLEY COUNTY SCHOOL DISTRICT**

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## ***RETURN TO LEARNING PLAN***

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After seeking input from families, staff, and community, the Stanley County School District has developed a Roadmap to Return plan. The information below reflects our District's commitment to providing a high-quality educational experience.

Date of school board plan approval: 8/9/21

Date of last review: 6/8/2022

Contact Superintendent Dan Baldwin  
[Dan.Baldwin@k12.sd.us](mailto:Dan.Baldwin@k12.sd.us)

If you need this in another language, we recommend using Google translate.  
<https://translate.google.com>



## Traditional Learning

Traditional learning represents a return to the school campus and the classroom where students will interact directly with their teacher(s) and classmates. The school day will follow the standard schedule that includes all the core classes and other subject areas– with several significant changes involving enhanced health and safety precautions.

Our goal is to create an environment that provides an opportunity for students to return to the traditional school experience, while providing safeguards to protect the health and safety of students and staff.

### Health Actions on Every Campus

- Practice safe social distancing to the greatest extent possible
- Post signage and provide lessons to strongly encourage frequent hand washing and hygiene practices
- Provide hand sanitizer throughout the campus
- Increased cleaning protocols throughout the campus, including frequency and foggers
- Symptom screening for all staff and students

*\*Extra-curricular activities will resume and will adhere to recommendations from SDHSAA.*

*\*Should community/county changes occur, the Stanley County School District will re-evaluate the current plan and it may be subject to change to keep our students and staff healthy and safe.*

*\*The Stanley County School District supports those students and staff who choose to wear masks.*

## Health and Safety

### ***Will students and staff wear masks and/or face shields on campus?***

Should community/county changes occur, the Stanley County School District will re-evaluate the current plan and it may be subject to change to keep our students and staff healthy and safe. The Stanley County School District supports those students and staff who choose to wear masks.

### ***What steps will be taken to ensure that surfaces are clean in classrooms?***

School custodians will clean frequently touched surfaces throughout the day and conduct overall cleanings at the conclusion of every day. Other non-custodial staff members will be expected to do their part to keep surfaces clean. Teachers will have access to cleaning supplies for their classroom. The district purchased disinfection foggers to assist in killing viruses in classrooms. The district is in the process of updating HVAC systems to recycle out air to purify the air in our classrooms.

### ***What other steps are being taken to ensure a healthy environment?***

The Stanley County School District will partner with parents in educating students on the importance of staying home when sick, washing hands, practicing good hygiene, and maintaining social distancing. The Student Symptoms Screening Checklist is to be completed at home, prior to arrival, and during the morning on a routine basis. Hand sanitizer will be made available in classrooms and workplaces.

Accommodations to health and safety policies will be made on an individual basis to ensure all students including students with disabilities have access to instruction and district services.

### ***What will my student's school do if a classmate or staff member is exhibiting COVID-19 symptoms?***

The district will follow the recommended process/procedures as outlined by the South Dakota Department of Health. <https://doe.sd.gov/coronavirus/startingwell.aspx>

### ***Will I receive communication if an individual in my child's classroom is quarantined due to being a close contact or exhibiting symptoms?***

No. The act of quarantine is a proactive precautionary approach to isolate a potential infection. An individual that is required to quarantine due to being a close contact of a person with a positive COVID-19 test will not result in communication to parents. Only confirmed positive cases, by the Department of Health or a medical provider, will be communicated to families. This follows the recommended process/procedures as outlined by the South Dakota Department of Health.

### **Will the general public be informed of an individual's COVID-19 test results?**

No. We will not disclose an individual's health information, including the result of a COVID-19 test. Such an action would be a violation of Federal Law (HIPAA). This follows the recommended process/procedures as outlined by the South Dakota Department of Health.

## Testing and Screening

Parents will screen their children for symptoms at home. If your child is symptomatic, please call your family health care provider. Students should not come to school if symptomatic. COVID-19 vaccinations are not mandatory but are readily available throughout the community for eligible students and staff. The Stanley County School district will have QuickVue testing available for students to take home and have their parents test them.

## Services to address student academic needs and learning loss

The Stanley County School District realizes and understands the importance and the need to accommodate student learning loss and student social, emotional, and mental health needs through the Covid-19 pandemic. The district is investing in our student body by providing a summer school program, providing a BUFFS tutoring program before and after school which encourages positive interactions and accommodates learning loss. The district has purchased more chromebooks and ipads to ensure our district is one to one.

Stanley County School District realizes the pandemic has not only affected the students, but also the staff. The district continues to offer sick leave (85 hours) and personal leave (25.5 hours) and encourages staff to stay home if they do not feel well.

The Stanley County School District offered a summer feeding program for all students in the district. The district firmly believes no matter that if our students are in-person or remote learning we will continue to feed them.

## Student Activities

### *Will activities still be offered during the 2022-2023 school year?*

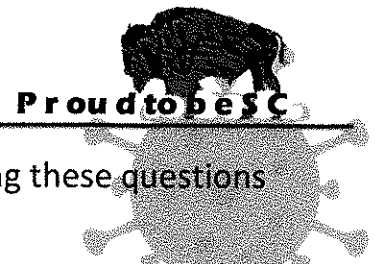
Yes, we will offer activities during the 2022-2023 school year. We will be following the recommendations and guidelines from the SDHSAA.

## Reviewing Schedule

**The Stanley County School District will review the Safe Return plan at the following regularly scheduled board meetings.**

- \*December 2021
- \*June 2022
- \*December 2022
- \*June 2023


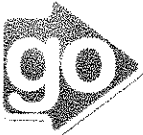
## Appendix A Student Symptom Screening Checklist



Parents must complete a daily symptom screening check by answering these questions before sending their child to school.

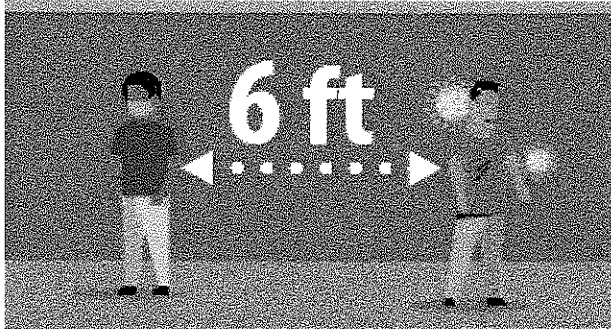
Has your child had close contact (within 6 feet for at least 15 minutes) with a confirmed case of COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does your child have new or worsening shortness of breath?	___ Yes	___ No
Does your child have new or worsening cough?	___ Yes	___ No
Does your child have a fever of 100.4 or greater?	___ Yes	___ No
Does your child have chills?	___ Yes	___ No
Does your child have diarrhea?	___ Yes	___ No
Does your child have unexplained muscle pain?	___ Yes	___ No
Does your child have a headache (not related to a known health condition i.e. migraines)?	___ Yes	___ No
Does your child have a sore throat?	___ Yes	___ No
Does your child have a new loss of taste or smell?	___ Yes	___ No
Has your child been vomiting or is experiencing nausea?	___ Yes	___ No

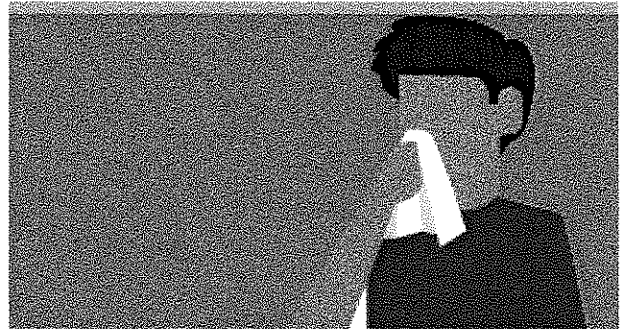
	<p>If <b>YES</b> to <b>ANY</b> of the questions <b>DO NOT SEND YOUR CHILD TO SCHOOL.</b> Please seek guidance from your medical provider. Contact your school to inform them of your child's symptoms. You may also contact the South Dakota Department of Health at 1-800-592-1861 with questions.</p>
	<p>If <b>NO</b> to <b>ALL</b> questions, go to school</p>

# Stop the Spread of Germs

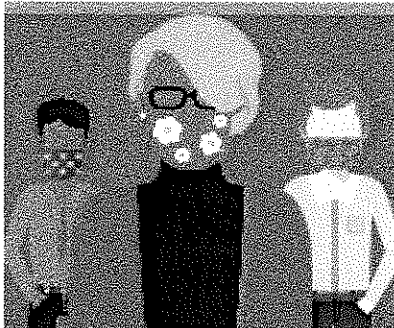
**Help prevent the spread of respiratory diseases like COVID-19.**



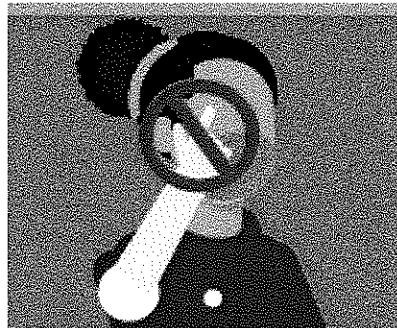
**Stay at least 6 feet (about 2 arms' length) from other people.**



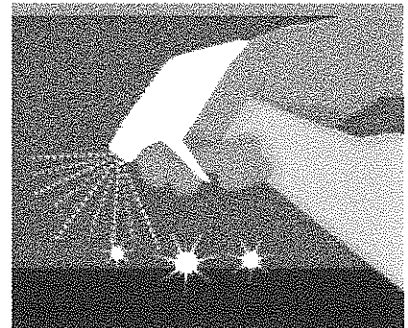
**Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.**



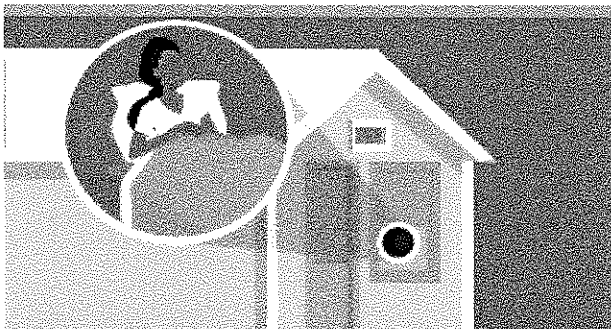
**When in public, wear a cloth face covering over your nose and mouth.**



**Do not touch your eyes, nose, and mouth.**



**Clean and disinfect frequently touched objects and surfaces.**



**Stay home when you are sick, except to get medical care.**



**Wash your hands often with soap and water for at least 20 seconds.**



**Policy JFCD: BULLYING**

Status: DRAFT - 2nd  
Reading

Original Adopted Date: Pending | Last Reviewed Date: 12/05/2022

**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 - 2nd  
Reading

Original Adopted Date: Pending | Last Reviewed Date: 12/06/2022

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 **administration**, 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, **car, or checked in with the teacher** during the regular school day.

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 constitutes 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 **administration** 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 parents 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.

Original Adopted Date: Pending | Last Reviewed Date: 12/09/2022

## MEDICATION POLICY

In the interest of keeping the school environment safe for all students, medication should be taken by students during non-school hours whenever possible. Nevertheless, in certain situations, it may be necessary for a student to take medication during school hours.

### Prescription Medication

Prescription medication may only be dispensed by a school employee that is registered with the South Dakota Board of Nursing as a medication aide (hereafter referred to as a school medication aide). All school medication aides operate under the guidance of a registered nurse contracted by the school to oversee medication administration.

School medication aides may dispense prescription medication but may not administer medication. School medication aides may measure a dose of prescription medication but may not calculate a dose of medication. School medication aides may not dispense the first dose of a newly ordered medication, nor may they administer medication that needs to be injected. (Although insulin and insulin needles must be kept in the office or other space designated for prescription medication storage and a school medication aide may confirm insulin dosage, insulin may not be injected by a school medication aide.)

In middle school and high school, it is the responsibility of the student to come to the office to take prescription medication at the appropriate time. It is not the responsibility of school personnel to remind students to take their medication.

All prescription medication must be in the possession of parent/guardian or school personnel at all times while on the school campus with the exception of inhalers belonging to a middle school or high school student, which may be in the possession of the student to which they are prescribed. If a middle school or high school student needs to carry an inhaler at school, written notice must be provided to the school by a parent/guardian. All such notices will be kept on file at the school for the length of time that the student carries the inhaler or until the end of the school year. A new written notice must be provided at the beginning of the next school year.

Paperwork. A parent/guardian must fill out an authorization form at the start of each school year and at the start of any new prescription (including prescriptions for the same medication but at a different dosage). A parent/guardian must also fill out a medication log for every prescription and refill brought to the school.

In extenuating circumstances and at the discretion of the administration, prescription medication may be accepted from someone other than a student's parent/guardian if arrangements have been made in advance and the quantity of medication has been confirmed with the parent/guardian.

All paperwork having to do with medication administration shall be filed in a student's cumulative file.

Labeling. All prescription medication must be given to the school in a container with a pharmacy or manufacturer label containing the name of the student, the name and dosage of the medication, and the frequency with which it is to be dispensed, including the time of day it should be taken. If the time of day is not listed on the prescription label, a note from the prescribing doctor specifying the time of day that it should be taken must be kept on file.

Quantity. The school may not be in possession of more than a thirty-day supply of prescription medication at any one time.

Storage. All prescription medication shall be stored in a lockbox that is kept locked except when medication is being retrieved. Access to the medication lockbox shall be limited to school medication aides.

Activities Outside of school. In the event of a sporting event, field trip, or other school-sponsored activity that requires a student receiving prescription medicine to be out of the school building at the time of administration, and if there is not a school medication aide in attendance at the activity, then a prescription medication may be sent with

and dispensed by another designated school employee. In such a case, the parent/guardian must provide written approval in advance and the written approval must be kept on file in the office.

Nonprescription Medication: Middle school and high school students may have nonprescription medication in their possession at the discretion of their parent/guardian if it is in an original bottle with the proper label and the student's name is written on the bottle. Students may under no circumstances, share nonprescription medication with anyone.

Stanley Co. School District WILL NOT PROVIDE medication of any kind.

#### **ASSOCIATED FORMS**

Medication log (Found in Student Handbook)

Parental authorization to assist with Self Administration (Found in Student Handbook)

Medication error report (Found in Student Handbook)

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#### **Supporting Documents**



[JHCD Medication 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.



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:
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*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.*

~~APPENDIX FF~~

J H C D

## MEDICATION POLICY

In the interest of keeping the school environment safe for all students, medication should be taken by students during non-school hours whenever possible. Nevertheless, in certain situations it may be necessary for a student to take medication during school hours.

### Prescription Medication

Prescription medication may only be dispensed by a school employee that is registered with the South Dakota Board of Nursing as a medication aide (hereafter referred to as a school medication aide). All school medication aides operate under the guidance of a registered nurse contracted by the school to oversee medication administration.

School medication aides may dispense prescription medication but may not administer medication. School medication aides may measure a dose of prescription medication but may not calculate a dose of medication. School medication aides may not dispense the first dose of a newly ordered medication, nor may they administer medication that needs to be injected. (Although insulin and insulin needles must be kept in the office or other space designated for prescription medication storage and a school medication aide may confirm insulin dosage, insulin may not be injected by a school medication aide.)

In middle school and high school, it is the responsibility of the student to come to the office to take prescription medication at the appropriate time. It is not the responsibility of school personnel to remind students to take their medication.

All prescription medication must be in the possession of parent/guardian or school personnel at all times while on the school campus with the exception of inhalers belonging to a middle school or high school student, which may be in the possession of the student to which they are prescribed. If a middle school or high school student needs to carry an inhaler at school, written notice must be provided to the school by a parent/guardian. All such notices will be kept on file at the school for the length of time that the student carries the inhaler or until the end of the school year. A new written notice must be provided at the beginning of the next school year.

Paperwork. A parent/guardian must fill out an authorization form at the start of each school year and at the start of any new prescription (including prescriptions for the same medication but at a different dosage). A parent/guardian must also fill out a medication log for every prescription and refill brought to the school.

In extenuating circumstances and at the discretion of the administration, prescription medication may be accepted from someone other than a student's parent/guardian if arrangements have been made in advance and the quantity of medication has been confirmed with the parent/guardian.

All paperwork having to do with medication administration shall be filed in a student's cumulative file.

Labeling. All prescription medication must be given to the school in a container with a pharmacy or manufacturer label containing the name of the student, the name and dosage of the medication, and the frequency with which it is to be dispensed, including the time of day it should be taken. If

the time of day is not listed on the prescription label, a note from the prescribing doctor specifying the time of day that it should be taken must be kept on file.

**Quantity.** The school may not be in possession of more than a thirty-day supply of prescription medication at any one time.

**Storage.** All prescription medication shall be stored in a lockbox that is kept locked except when medication is being retrieved. Access to the medication lockbox shall be limited to school medication aides.

**Activities Outside of School.** In the event of a sporting event, field trip, or other school-sponsored activity that requires a student receiving prescription medicine to be out of the school building at the time of administration, and if there is not a school medication aide in attendance at the activity, then a prescription medication may be sent with and dispensed by another designated school employee. In such a case, the parent/guardian must provide written approval in advance and the written approval must be kept on file in the office.

**Nonprescription Medication:** Middle school and high school students may have nonprescription medication in their possession at the discretion of their parent/guardian if it is in an original bottle with the proper label and the student's name is written on the bottle. Students may under no circumstances share nonprescription medication with anyone.

Stanley Co. School District WILL NOT PROVIDE medication of any kind.

#### **ASSOCIATED FORMS**

Medication log (Found in Student Handbook)

Parental authorization to assist with Self Administration (Found in Student Handbook)

Medication error report (Found in Student Handbook)

(Adopted 10/08/12)

(Updated 5/13/13)

(Amended 8/13/18)



JHCD-E(2)

Stanley Country School District #57-1  
112 South First Street, PO Box 370  
Fort Pierre, SD 57532  
Phone 605.223.7741  
Fax 605.223.7750

Parent/Guardian Authorization for Self-Medication Administration

**Student's Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Licensed Prescriber Information**

Name: \_\_\_\_\_ Clinic: \_\_\_\_\_

City/State: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Other Contracts in Case of Emergency**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Medication Information to be Self-Administered**

Name of Medication: \_\_\_\_\_ When to be Taken: \_\_\_\_\_

Required Storage Conditions: (circle one) Room Temp    Refrigerated    Frozen

Name of Medication: \_\_\_\_\_ When to be Taken: \_\_\_\_\_

Required Storage Conditions: (circle one) Room Temp    Refrigerated    Frozen

Name of Medication: \_\_\_\_\_ When to be Taken: \_\_\_\_\_

Required Storage Conditions: (circle one) Room Temp    Refrigerated    Frozen

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Policy JHCDD: ADMINISTRATION OF OPIOID ANTAGONISTS**

Status: DRAFT - 2nd  
Reading

Original Adopted Date: Pending | Last Reviewed Date: 12/08/2022

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.

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 - 2nd  
Reading

Original Adopted Date: Pending | Last Reviewed Date: 12/05/2022

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 - 2nd  
Reading

**Original Adopted Date:** Pending | **Last Reviewed Date:** 12/05/2022

*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 certification<sup>1</sup> 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 Student<sup>2</sup>: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name and Phone Number of Student's Designated Caregiver(s)<sup>3</sup>: \_\_\_\_\_

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 \_\_\_\_\_

<sup>1</sup> "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.

<sup>2</sup> "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.

<sup>3</sup> "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)<sup>4</sup> 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 administration<sup>5</sup> 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:
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<sup>4</sup> “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.

<sup>5</sup> “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.

**Policy GCA: PROFESSIONAL STAFF POSITIONS**

Status: DRAFT - 1st  
Reading

| Last Revised Date: 08/10/2022 | Last Reviewed Date: 12/05/2022

All professional staff positions in the school district will be created initially by the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Board may abolish a position it has created.

Each time a new position is established by the Board, the Superintendent will present for the Board's approval a job description for the position, which specifies the job holder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

*\*All professional staff positions referenced in this board policy manual are considered certified staff members and are part of the negotiated agreement.*

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**Exhibit JFCD-E(1): BULLYING - Report Form**

Status: DRAFT - 1st  
Reading

Original Adopted Date: Pending | Last Reviewed Date: 12/05/2022

See PDF on the next page.

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

**BULLYING  
COMPLAINT REPORT FORM**

Date Form Completed: \_\_\_\_\_

Form Completed by: \_\_\_\_\_

Person Reporting the Bullying: \_\_\_\_\_

Address/Phone # of the Person Reporting the Bullying:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nature of Complaint: (With specificity, identify the person(s) alleged to have bullied, the conduct which is the basis of the bullying complaint, when/where the conduct occurred, the person(s) alleged to have bullied, witnesses, and any other pertinent information):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ (use additional sheets if necessary).

\_\_\_\_\_  
 Date School Employee Completing the Bullying Report Form

\_\_\_\_\_  
 Date Person Reporting the Bullying

Adopted: 6/1/2011 Revised: 12/8/2014 Reviewed:
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*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.*

**Exhibit JFCD-E(2): BULLYING - Appeal to Superintendent**

Status: DRAFT - 1st  
Reading

**Original Adopted Date:** Pending | **Last Reviewed Date:** 12/05/2022

*See PDF on the next page.*





**Exhibit JFCD-E(3): BULLYING - Appeal to School Board**

**Status:** DRAFT - 1st  
Reading

**Original Adopted Date:** Pending | **Last Reviewed Date:** 12/05/2022

*See PDF on the next page.*

Associated School Boards of South Dakota	NEPN Code: JFCD-E(3)
Policy Reference Manual	

**BULLYING  
COMPLAINT APPEAL TO THE SCHOOL BOARD**

I/We Appeal the Superintendent's Step 2 decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Superintendent's decision is wrong]:

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ATTACH A COPY OF THE BULLYING COMPLAINT REPORT (Exhibit JFCD-E(1), PRINCIPAL'S DECISION, COMPLAINT APPEAL TO THE SUPERINTENDENT (Exhibit JFCD-E(2)), EMPLOYEE'S STEP 2 WRITTEN RESPONSE, AND SUPERINTENDENT'S DECISION.

_____ Date	_____ Complainant
_____ Date Received	_____ Business Manager

Adopted: 12/8/2014 Revised: Reviewed:
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*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.*