

Lead-Deadwood Middle School Handbook



2023-2024

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Lead-Deadwood Middle School
Student Handbook

Welcome to the 2023-2024 school year at Lead-Deadwood Middle School. This handbook has been developed to inform students and parents about their school. Certain guidelines are needed to help any school run efficiently and LDMS is no different. Be sure to read the handbook and refer to it often. There are seven major sections in this handbook. They are Academics, Attendance, School Guidelines, Consequences, Student Activities, General Information, Emergency Procedures, and FERPA (Family Educational Rights and Privacy Act). If a student or parent desires to see a complete copy of a School Board Policy they may inquire in the principal's office (605-717-3898).

The school maintains an active website. Additional information about school and activities calendar, announcements, school closures due to inclement weather, menus, and individual classroom websites can be found at www.lead-deadwood.k12.sd.us . We encourage you to check us out.

We are proud of the fine students, faculty, and many educational opportunities offered at LDMS. It is a privilege for each of us to be a part of this outstanding organization. The rules and guidelines of this handbook should help you and assist us with providing a quality education. If everyone works together it will ensure that LDMS is the best! We hope you have a rewarding, enjoyable, successful school year.

Sincerely,

LDMS Faculty

Mission

Our students will graduate equipped with the skills needed to be successful and responsible citizens.

Vision

Our school district will focus on core academic subjects, while ensuring the development of the whole child through positive relationships, character, service, wellness, and community collaboration.

Beliefs

STUDENTS AND LEARNING—We believe that:

All students can learn.

Different students learn at different paces and have different learning styles.

Motivated students are productive students.

Productive students show up, work hard, and follow the rules.

Responsible students treat others as they wish to be treated.

Students need to share in the responsibility for their own learning and achieving.

TEACHERS AND LEARNING—We believe that:

Positive relationships are the essence of good teaching.

Individualized programs and differentiated instruction maximize learning.

Teachers must be involved in the decision making process of the school district.

Commitment to the content standards is important.

Technology must be integrated in an effective 21st century learning experience.

SCHOOL AND DISTRICT/COMMUNITY—We believe that:

A strong family and community support base is the foundation upon which all learning is built.

Families must be positive, active partners with schools in educating children.

Open communications between the community and schools must be an ongoing commitment.

All school personnel play a vital role in student success.

Decisions must be based on what is best for students.

A school environment that promotes health and wellness is beneficial to students and their futures.

Lead-Deadwood School Loyalty Song

**We're loyal to you Lead High
We're maroon and white Lead High
We'll back you to stand 'gainst the best in the land
For we know you have sand Lead High, Rah! Rah!
So smash that blockade Lead High
Go crashing ahead Lead High
Our team is the famed protector,
On boys for we expect a victory from Lead High**

**Chee cha cha rah rah! Chee cha cha rah rah!
Rah! Rah! LHS!**

**So fling out that dear old flag of maroon and white,
Lead on your classmates who are fighting for you,
Like men of old time giants, placing reliance,
Shouting defiance, Oskeewawa!
Amid those rich gold mines that nourish our land,
For honest labor and learning we stand,
And unto thee we pledge our heart and hand.
We're loyal to you Lead High School!**

**MASCOT – GOLDDIGGERS
COLORS – MAROON AND GOLD**

LEAD-DEADWOOD MIDDLE SCHOOL
DAILY SCHEDULE 2023-2024

Sixth Grade:

8:30-9:19 Core
9:22-10:11 Core
10:14-11:03 Exploratory
11:06-11:28 Lunch
11:31-12:01 Home Room
12:04-12:53 Core
12:56-1:45 Social Studies
1:48-2:37 Exploratory
2:40-3:29 Band/Choir/Directed Study

Seventh Grade:

8:30-9:19 Core
9:22-10:11 Exploratory
10:14-11:03 Core
11:06-11:28 Lunch
11:31-12:01 Home Room
12:04-12:53 Core
12:56-1:45 Social Studies
148-2:37 Band/Choir/Directed Study
2:40-3:29 Social Studies

Eighth Grade:

8:30-9:19 Core
9:22-10:11 Core
10:14-11:03 Core
11:06-11:28 Lunch
11:31-12:01 Home Room
12:04-12:53 Exploratory
12:56-1:45 Exploratory
1:48-2:37 Band/Choir/Directed Study
2:40-3:29 Social Studies

LDMS 2 HOUR LATE START SCHEDULE

Period 1: 10:30-11:02
Period 2: 11:05-11:37
Lunch: 11:40-12:02
HR: 12:05-12:34
Period 3: 12:37-1:09
Period 5: 1:12-1:44
Period 6: 1:47-2:19
Period 7: 2:22-2:54
Period 8: 2:57-3:39

LDMS 2 HOUR EARLY RELEASE SCHEDULE

Period 1: 8:30-9:02
Period 2: 9:05-9:37
Period 3: 9:40-10:12
Period 5: 10:15-10:47
Period 6: 10:50-11:22
Lunch: 11:25-11:47
HR: 11:50-12:19
Period 7: 12:22-12:54
Period 8: 12:57-1:29

Parent Teacher Conference Schedule

Period 1: 8:30-8:57
Period 2: 9:00-9:27
Period 3: 9:30-9:57
Period 5: 10:00-10:27
Period 6: 10:30-10:57
Period 7: 11:00-11:27
Period 8: 11:30-11:57
Lunch: 12:00-12:22

ACADEMICS

Family Night Out
(Conferences)

Parent-teacher conferences are held once during each semester. Parents and students are urged to attend to discuss the child's progress. Conferences will be held in the classrooms at the following times:

Thursday, November 2, 2023 1:00-7:00
Wednesday, March 14, 2024 1:00-7:00

Will you make the grade?
(Grading Scale)

The following grading scale will be used by all departments and all instructors. It will determine grade point average (GPA).

97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33

83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
68-69	D+	1.33
66-67	D	1.00
64-65	D-	0.67
63-Below	F	

On your honor...

(Honor Roll)

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each quarter. Honor roll designations are restricted to an “A” honor roll and a “B” honor roll. A grade point of 3.66 must be attained to make the “A” honor roll and 2.66 for the “B” honor roll. Students receiving a failing grade (F) in any class are not eligible for the honor roll.

Get your work finished!

(Incompletes)

All grades reported as incomplete must be removed within two weeks following the end of a grading period unless special permission for an extension is granted by the building administration. An incomplete will be recorded as an “F” if it is not removed within two weeks. It is the student’s responsibility to complete the work and hand it in to the instructor.

Parent teacher conferences every day?

(Parent Portal)

The Lead-Deadwood School District is participating with the State of South Dakota’s school management program. The school management program is called “Campus”. Once you have signed up to gain access to the “parent portal” you will continue to have an account as long as your child is enrolled with the school district. Specifically, you will have online access to your child’s attendance, tardy information, and transcript data. You will also have access to grading data for each class your child is enrolled in with assignments updated on a regular basis. For more information or to sign up, contact the middle school office at 717-3898.

Report Cards

Student progress reports shall be issued at mid-term and at the end of each quarter. If a student is failing a class or doing poorly, the parent will be notified by the instructor of the class. The end of year report card will be mailed home within one week of the last day of school.

Moving on Up?

Promotion/Retention

If a student has failed two or more classes, that student may be considered for grade level retention for the following school year. All retention decisions are based on administrative discretion.

Summer School

Students may be required to attend summer school for poor academic performance and/or excessive absences. It may also be used in lieu of grade level retention. All decisions regarding summer school will be based upon teacher input and administrative discretion.

Student Attendance

Parent explanation is necessary for all absences. Parents/guardians should call the office to excuse their child as early in the morning as possible and must be excused within 24 hours. If the absence is unconfirmed, the office will attempt to reach parents during the day. If the school is not contacted or the school was unable to reach the parent/guardian within the twenty-four hours, the absences will be counted as unexcused. Please call the middle school office between 7:30 AM to 3:30 PM at 605-717-3898 to excuse your child.

Specific school policies

A student is allowed (2) school days for make-up work for each excused absence.

Students will be considered absent if they come to class more than 20 minutes late.

Unlimited Absences

The Lead Deadwood School District recognizes and grants unlimited absences for the following reasons:

1. Illness or injury with a doctor's excuse, in which a doctor or mid-level provider recommends that the student does not attend school
2. Family emergencies, such as a death, serious injury, etc.
3. Participation in school-sponsored activities
4. Other reasons at administrator's discretion – examples include special circumstances with prior approval-

Limited Absences

Students will be allowed 10 limited absences (from any given class or cumulative whole days) per semester that can be excused by a parent or guardian for reasons such as illness, appointments, or other reasons at parent or guardian discretion. The district will follow the procedure below in tracking and communicating with families regarding limited absences.

- After 5 limited absences in a semester, a letter will be sent home reminding parents of our attendance policy, their statutory obligation, and the school's obligation to report truancy.
- After 8 limited absences in a semester, a follow-up phone call will be made to the parents.

- Any absences beyond 10 limited absences will be treated as truant, and a truancy ticket may be issued. Prior to issuing a truancy ticket, the district will set up a meeting with the parent or guardian to discuss steps forward, including strategies to assist the family with attendance, any extenuating circumstances, and whether a truancy ticket is appropriate. If the parent or guardian refuses the meeting or delays the meeting unreasonably, the district will issue a truancy ticket without further discussion.

Students Unaccounted For

These procedures apply to situations in which a student’s whereabouts are unknown, or if a student is skipping. When a student’s whereabouts are unknown, safety is the first concern, so the school will aggressively seek the student out.

- Immediately upon finding that a student is unaccounted for, the school secretary, principal, school resource office, or superintendent will attempt to contact the parents by phone.
- When the student is located or returns to school, he or she will face grade-level appropriate consequences consistent with district discipline policies.

Hustle up! Don’t be tardy!

Students will be allowed two reported tardies per class per quarter before earning after-school detention. At the end of the nine-week period, students will start fresh. Students will be considered tardy if they are up to 20 minutes late. After twenty minutes it will be considered an absence. Beginning with the third tardy per class per quarter, a student will attend detention. The following guidelines will be used: 3rd = 1 detention; 4th = 2 detentions; 5th = 3 detentions; 6th = 4 detentions; 7th or more = 5 detentions. Failure to report to detention will be dealt with as insubordination and appropriate further disciplinary action will be taken.

SCHOOL GUIDELINES

The authority of the school to set guidelines exists during school hours and extends beyond the building to school grounds and to all places where school-sponsored activities are held, including athletic contests and other activities. Violations will be dealt with on an individual basis and disciplinary measures applied after an investigation of the incident/referral.

Tobacco and E-cigarettes

Students are forbidden to possess, use, sell, barter or misuse tobacco **and E-cigarettes** in school, on school properties, at school activities, or in personal and/or school vehicles (**Board Policy JFCI**). Parents/legal guardians and appropriate legal authorities must be notified in incidents involving possession or use of tobacco **and E-cigarettes** . The first violation of this policy will result in three days in or out-of-school suspension, reduced to one-day in or out-of-school suspension if the student participates in a tobacco class. All costs are the responsibility of the student and family. Parent participation in the class is encouraged. A student will be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in three days in or out-of-school suspension with no academic credit available. Third and subsequent violations of this policy will result in long-term suspension.

Staff members and administrators may confiscate any cigarettes, smoking materials, **E-cigarettes** or chewing tobacco brought on the school grounds or building. Any damage to school property through the use of tobacco products **and E-cigarettes** will be assessed to the student. Any student who resists

or becomes abusive upon being given a request by a staff member to turn in tobacco products **and E-cigarettes** will be treated as having a second violation of this regulation.

Alcohol, Tobacco And Other Drugs

A student shall not possess, use, transfer, conceal, sell, deliver or be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, tobacco, or chemical substances which affect psychological functions or affect the educational system of the school. This prohibition exists in school, on school properties, in school vehicles, in personal vehicles on school property, or at school activities, or in any other area where school-related functions are occurring. Students shall not possess, use, transfer, conceal, sell, deliver or be under the influence of alcohol, tobacco, marijuana, any controlled drug or substance, and any other mind or mood altering substance including any drug paraphernalia as defined in SDCL 22-42A. The term drug includes non-prescription or prescription drugs if the student cannot show that they have a medical need for the possession of said items. Look-alike substances or substances that mimic the effect of drugs will be treated as illegal substances.

Once You are Here, You Stay Here

(Closed Campus)

Middle School Students do not have an open campus, meaning that they cannot leave for lunch or any other reason without a parent picking them up or providing for other accommodations. Once a student arrives at the Lead-Deadwood Middle School campus, they are to stay there until the end of the school day. Students getting off the bus, or being dropped off by parents, will not be permitted to leave the school for snacks, coffee, or any other reason. These errands should be done before arriving at school.

Bullying

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

The three main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumors, excluding someone from social groups)

Students who have been bullied will be supported and have the opportunity to speak to a teacher, a counselor, a peer tutor if appropriate and/or an administrator about the event. Students will be reassured that this type of behavior is not acceptable and will not be tolerated. **Board Policy JFI-R2**

How do I get in this place?

(Entrance Doors)

Students are permitted to enter the school through the front doors. Students are encouraged not to arrive before 8:00 AM as all building doors will be secured with the exception of the office door. All visitors must check in with office personnel. Middle school students are not allowed on the high

school campus including the bus barn area and Mountain Top Field, unless they have an assigned class at the high school or are accompanied by a teacher.

Fighting

Fighting or causing others to fight is specifically prohibited on school property and at all school functions. For the purposes of this regulation, fighting is defined as taking part in a physical struggle, with or without the use of fists or weapons. Fighting is not an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher or administrator when problems arise. Fighting endangers the health and safety of students and interrupts the proper order of the school. Violations of this regulation will result in a request for suspension.

Off Campus Misconduct

How students behave off campus can play a role in the effective learning environment for other students. In accordance with **Board Policy JFCB**, students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspension, expulsion, detention, Saturday School, as well as removal from participation in extracurricular activities such as interscholastic sports teams, club sports, student government positions, class trips, class proms, and graduation ceremonies. Examples of such conduct include, but are not limited to: illegal activity involving violence or aggression, threats of violence or aggression to persons or property, fighting, hazing, using technology to harass and/or intimidate, or other violent or aggressive offenses against persons or property. The Student Disciplinary Code and all penalties shall apply to aggressive or violent conduct off school grounds that disrupts school or that affects a health or safety factor of the school or its programs.

Harassment

The Lead-Deadwood School District is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age, or other basis prohibited by law. Any behavior that creates or contributes to an intimidating, hostile, or offensive environment is absolutely prohibited and will result in disciplinary action.

It shall be a violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, or age. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy applies on all School District property and to all School District sponsored, approved, or related activities at any location. **Board Policy JFAC**

That's not very fun!

(Hazing)

Hazing is a term that refers to ritual activities that range from causing mild embarrassment to bodily injury. It can include harassment, threats, intimidation, and physical harm. It is often an act directed at fellow students for the purpose of initiation, affiliation, or belonging to a particular group. Soliciting, aiding, participating in or encouraging this type of conduct is prohibited and in violation of **Board Policy JFCF**.

Insubordination

Students who continually refuse to respond to school guidelines and/or reasonable requests are insubordinate. This conduct is disruptive to the learning process and will be dealt with accordingly.

Not to be said...

(Language Problems)

The definition of a language problem is a student's use of profanity, obscenity, or abusive language. This will not be tolerated whether the communication is written, spoken, or a gesture. Language problems are not acceptable in the hallways, classrooms, on school grounds, or at any school sponsored event and may result in a request for suspension.

Laser Pointers

Laser pointers are a disruption to the learning environment and potentially a health risk to students and staff. They are not permitted on school grounds during school hours or at school activities.

Ring! Ring!

(Cell Phones, Smart Watches and other electronic devices)

Cell phones and other electronic devices such as Smart Watches can be a disruption to the learning environment. They are not to be used in the school building between the times of 8:30-3:32. Students may possess them, but they should not be visible during classroom instruction. Using cell phones to take photographs or videos are not permitted in the school at any time. Cellular phones and Smart Watches are not to be used at any time in locker rooms or restrooms including during, before, and after school as well as during practices and games. Violations may result in disciplinary procedures up to and including suspension and may result in confiscating the phone/watch and a parent conference. In an instance where a photograph or video has been taken of a person without permission, the incident may be treated as harassment and dealt with according to Board Policy.

Public Displays of Affection/Inappropriate Touching

Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging, kissing or holding hands in the building or on the school grounds before, after or during school hours.

Who said you could be here?

(Passes)

Students are required to use a hall pass when moving in the hallways during class time. The student planners will be designated hall passes if signed by the teacher

Lock it up!

(School lockers)

Security of personal property is the individual responsibility of each student. A locker is provided for each student. In addition a PE locker will be assigned at the high school. The administration urges all students to keep their lockers locked at all times. Generally speaking, large sums of money and articles of considerable value such as electronic devices should not be brought to school. The school is not responsible for broken, stolen and or lost articles. Be sure locker doors are closed and all books and papers are inside before leaving your locker. The lockers belong to the school and thus the school has the right to search them. You are encouraged to put a lock on your locker but your homeroom teacher must be given the combination or a key.

School Property

Should any school property be damaged, the student will be contacted to make adequate repair, pay for the damaged item or pay the cost by working for the school district. Appropriate disciplinary action will be used and a court complaint may be signed.

School Supplies

Students may be required to purchase some supplies for their classes. Individual teachers will inform parents of student supply lists. In addition, a LDMS Student Planner is required. Students will be provided a planner at no charge.

All textbooks are loaned to students by the Board of Education. Students are expected to keep books in good condition. If a book is lost or damaged, the student will be expected to pay for the loss or damage.

Snacks

(Food and Drink)

No food or drink is allowed in the Library, the CABIN, or Auditorium. Individual teachers will determine if food and drink is allowed in the classroom.

Check the Mirror!

(Student Appearance)

Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student safety, disrupt school, offend other student/staff, or relate to gangs, drugs, sex, violence, or alcohol. Students are encouraged to “dress for success” as mature young adults and make clothing choices consistent with a positive and safe learning environment.

In order to promote a positive and safe learning environment, all students will follow these guidelines:

- a) Students may not wear clothing with writing, slogans, symbols, or symbols that depict alcohol, tobacco, drugs, obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
- b) Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. Examples include (but are not limited to) spaghetti strap tops, tube tops, midriff tops, backless tops, and skirts/shorts that do not come to the mid-thigh. If the pockets extend beyond the fabric of the shorts, they are too short.
- c) Students may not wear sunglasses during the school day
- d) Students may not wear hats, bandannas or hoods in the school
- e) Students may not wear headbands that are offensive or that become a distraction to the educational process.
- f) Students may not wear pants in a sagging manner below the hips
- g) Students may not wear pajamas in the school

If the way you dress offends someone else to the point where they inform you that it is offensive, find something different to wear. Students in violation of the dress code may be removed from the classroom setting and asked to contact a parent for a change of clothing or provided school apparel to wear. Inappropriate dress is also subject to disciplinary action.

Parking and Driving

Automobiles or other vehicles parked in parking lots owned by or under the control of the school district may be subject to search. Parking lots between the high school and middle school, in front of

the high school gym and in front of the middle school are reserved for staff. The high school parking lot is available for parking. Lead-Deadwood Middle School assumes no liability for damage to vehicles or for any loss while these vehicles are operated or parked on campus. Please keep vehicles locked at all times. Do not park in posted “No Parking”, “Fire Lanes”, or areas for people with disabilities.

Lead-Deadwood School District

District Technology Acceptable Use Agreement

We are pleased to offer students of the Lead-Deadwood School District access to the district computer network resources, Email and the Internet. To use these resources, all students must sign and return the district’s Acceptable Use Policy. Students under age 18 must obtain parental permission.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree through the Lead-Deadwood School District Acceptable Use Agreement to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district cloud services will always be private.

Internet

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction, and research related to the curriculum.

The district reserves the right to monitor staff and student website access and to take the necessary steps to prohibit access to certain inappropriate sites or to provide consequences for access to such sites. The district may also monitor public sites, such as Sanpchat or Facebook, to ensure that information placed on those sites does not violate any school policy. The district also requires that students agree not to place anything on public sites that would have a negative impact on the school environment to include, but not limited to, cyber-bullying, slander or libel of students or staff members, or other information deemed inappropriate or illegal. The district reserves the right to provide consequences for such action.

The Lead-Deadwood School District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with the rules, regulations and policies of the district. Users who disregard the district's acceptable use agreement may have their privileges suspended or revoked. In some cases, where applicable, law enforcement officials may become involved in actions that violate state or federal regulations or laws. Users granted access to the Internet through

the Lead-Deadwood School District assumes all responsibility and liability, both civil and criminal, for their use of this service. The district makes no warranties of any kind, expressed or implied, for the Internet service that is provided. The district will not be responsible for any unauthorized financial obligations resulting from use of this service.

Email

Students and staff have access to email. All emails generated or received through the Lead-Deadwood School District are the property of the district. Staff members are allowed to use their school email address for personal use as long as the use does not interfere with their assigned duties or violate any district policy. Students have access to e-mail, for educational purposes, through the state e-mail. The school reserves the right to monitor staff and students e-mail contents and staff and students may be subject to disciplinary action for inappropriate use.

*Students who use prescription drugs by a licensed physician do not violate this policy if the students conform to policy JHCD. If students possess or use medications without the appropriate paperwork and signatures as required by Board Policy JHCD, the school office will contact the student's parent/guardian and request the correct forms be completed before administration or self-administration of the medication can occur. Academic and/or disciplinary sanctions (including but not limited to an educational project, suspension or expulsion) for students violating Board Policy JHCD may be imposed or recommended by the building administrator, depending upon the facts and circumstances involved.

Disciplinary Sanctions and Implementation for Alcohol and Other Drugs:

The first violation of this policy will result in ten days in or out-of-school suspension, reduced to three days in or out-of-school suspension if the student participates in a certified alcohol/drug diversion program. All costs are the responsibility of the student and family. Parent/guardian participation in the class is encouraged. A student will be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy may result in long-term suspension. Parents/legal guardians and appropriate legal authorities must be notified of incidents involving possession or use of controlled substances, alcohol, and/or other drugs.

Staff members and administrators may confiscate any controlled drug or substance, alcohol, marijuana, and other mind or mood altering substance including drug paraphernalia as defined in SDCL 22-42A found on the school grounds or buildings. Any damage to school property through the use of such products will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in these products will be treated as having a second violation of this regulation.

Disciplinary Sanctions for Tobacco and Implementation Procedures:

The first violation of this policy will result in three days in or out-of-school suspension, reduced to one-day in or out-of-school suspension if the student participates in a tobacco class. All costs are the responsibility of the student and family. Parent participation in the class is encouraged. A student will be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in three days in or out-of-school suspension with no academic credit available. Third and subsequent violations of this policy will result in long-term

suspension. Parents/legal guardians and appropriate legal authorities must be notified in incidents involving possession or use of tobacco.

Staff members and administrators may confiscate any cigarettes, smoking materials, or chewing tobacco brought on the school grounds or building. Any damage to school property through the use of tobacco products will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in tobacco products will be treated as having a second violation of this regulation.

The Most Serious

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of schools. Accordingly it is the policy of the Board to forbid the possession, custody, and use of weapons by students and other unauthorized persons on school premises or school-sponsored transportation or to any school function at any time of the day or year.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. § 3351 (a) (1) and the provisions of SDCL 13-32-7 prohibiting the possession of firearms and air guns on or around any school property. It is, therefore, the intention of the Board that this policy is to be interpreted to conform to provisions of those referenced laws.

1. Definitions

- a. **Weapon:** For purposes of this policy, a “weapon” is any firearm, air gun, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. This definition does not apply to normal school supplies such as pencils or compasses.
- b. **Firearm:** For purposes of this policy, and for purposes of compliance with the federal Gun Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device as defined in 18 U.S.C. 921.

2. Prohibitions and Exceptions

No person, including students, shall bring a weapon onto any school premises and no student shall carry or keep any weapon while attending or participating in any school activity, including during transportation to or from such activity or otherwise use or possess a weapon brought there by another. This ban does not apply to starting guns while in use at athletic events; firearms or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms; or to the ceremonial presence of unloaded weapons at color guard ceremonies.

3. Enforcement and Disciplinary Measures

- a. Any student found to be in violation of this policy due to possession of any **weapon** shall be subject to discipline including short-term suspension up to ten (10) school days, long-term suspension up to ninety (90) school days, or expulsion.
- b. However, any student who is found to be in violation of this policy due to the intentional possession of a **firearm, air gun, or other destructive device**, as defined in this policy,

- shall be expelled from school for a period of not less than one calendar year, provided that the Board of Education may modify such disciplinary measure in their discretion.
- c. In addition to administrative and school board disciplinary action, any student who has brought a firearm, air gun, or other destructive device onto school premises or to any school activity or onto any vehicle used to transport to or from any such activity, shall be reported to local law enforcement authorities.
4. This Policy Shall be Interpreted in a Manner Consistent with the Individuals with Disabilities Education Act (IDEA)
 - a. In accordance with the provisions of 20 U.S.C § 141e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of the school district may be placed in an interim alternative educational setting as specified by the IEP team.
 - b. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

What Happens If.....
(Consequences)

The principal or his/her designee has complete authority to deal with disciplinary problems in the school, and the district administration shall be called into a disciplinary action only when requested by the principal or upon written request of the student involved, or their parents. Consequences for poor choices include but are not limited to the following interventions: Detention; Saturday School; Suspension (Short-term—ten days or less, Long-term—11-90 days, In-School, Out-of-School) or Expulsion (a period of time up to but not exceeding one year); and the “CABIN”.

Detention

Detention will be used to hold students accountable for being habitually tardy and other minor behavioral problems. Detention will be held Monday through Thursday from 3:35 PM to 4:30 PM in the “CABIN”. It will not take place on days when there is no school the following day. Students are expected to use the time as a study hall. Administrators or his/her designee assign students to detention. Detention time will accumulate and be served consecutively. Failure to attend detention will be dealt with as insubordination.

Suspension

The principal or his/her designee may suspend a student for up to ten (10) days or recommend a longer suspension or expulsion. Suspension is only used under the guidelines of due process described in **Board Policy JGD-R**. The following conduct exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion: Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value; Causing or attempting to cause damage to private property or stealing or attempting to steal private property; Fighting; Possessing or transmitting any firearms, knives, explosives, or other dangerous objects; Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; Use or possession of tobacco products; Behavior which is detrimental to the welfare, safety, or morals of other students; and insubordination--continued disobedience or persistent defiance of proper authority. Students are not allowed to attend school activities or practice during the suspension.

In-School Suspension

Students who are assigned in-school suspension will work in the “CABIN.” The student’s parents/guardians will be contacted as soon as possible of this action. Teachers will be notified when a student is in-school suspended and asked to supply the student with schoolwork for the length of suspension. Students will have the opportunity to complete their class work and to earn credit providing they have their assignments done by the end of the suspension period. Students in ISS may eat lunch in the lunchroom. Inappropriate behavior in ISS might result in an extension of the ISS time or OSS. A student’s time in ISS will not count toward a student’s sixteen absences pertaining to loss of credit.

Out-of-School Suspension

Students who are assigned out-of-school suspension will not be allowed to attend school during the duration of their suspension. The student’s parents/guardians will be contacted as soon as possible of this action. The students’ teachers will be notified when a student is out-of-school suspended and asked to supply the student with schoolwork if the student’s parents/guardians contact the teacher. Students will not receive credit for work they do during the suspension. A student’s time in OSS will count toward a student’s sixteen absences pertaining to loss of credit unless otherwise stated in board policy. When a student is out-of-school suspended, a conference between a building administrator, the student, and a parent/guardian is required upon the student’s return.

Long-Term Suspension and Expulsion

Long-term suspension and expulsion must be recommended to the School Board by the principal or the superintendent. These actions will be conducted under the guidelines of due process. Students who are long-term suspended or expelled will not be permitted on school property other than by appointment with administrators (**Board Policy JGD-R**).

Suspension of Students with Disabilities

Students with disabilities may be suspended. The suspension may be affected immediately upon the decision of the designated building principal or his/her designee. The administration must make and document efforts to contact and notify the parent(s) prior to the suspension. The suspension of students on IEP’s or 504 plans shall include the general due process procedures used for all students. Before a long-term suspension or expulsion can occur, a manifestation determination of the relationship between the action, behavior, or activity and the student’s disability must be completed.

The “CABIN”

The CABIN is designed to facilitate an isolated learning environment for students, and functions similar to a study hall. A student may be assigned to the “CABIN” for a number of reasons, including: in-school-suspension; removal from a course by the administration for the duration of the semester; the duration of a period after a student has been asked to leave a class; loss of release time; parental request; and after school detention. If a student is in the “CABIN” for ISS or for disciplinary action, he or she may not leave the room except in an emergency. Students assigned to the “CABIN” for other reasons may check out to get help on schoolwork if a teacher gives him or her a pass to do so. The guidelines in the “CABIN” are no food or drink, no sleeping, bring materials necessary to work on school related activity and no music.

Want To Be On My Team? (Student Activities)

Activities Attendance Policy

Students who participate in extra-curricular activities at Lead-Deadwood Middle School are expected to be students first. Therefore, there is an expectation that students who wish to participate in activities need to be in school to do so. The building administration realizes that at times situations arise that dictate students missing class. Therefore, the following guidelines will be used:

- Students who miss class on the day of an activity due to an appointment must provide notification to the school at least one day prior to the events in order to participate in the activity.
- Students who are ill or are gone for personal reasons on the day of an activity, must be in attendance for at least one full block prior to departing on a road event or in attendance for at least the last two blocks for home event in order to participate.
- Students going on school-sponsored trips will be granted an excused absence.

Students who are going to be absent from school due to an activity are responsible for securing assignments and completing work. The coaches/advisors **must** submit a list of students/participants who will be absent due to an activity to the office at least one day in advance of the event. Students/participants may be kept “home” from activities by the principal or activities director if deemed necessary.

Riding To and From School Activities

Students are expected to ride to and from a game or contest in school vehicles. Students are allowed to travel home from a game only with their own parent. Each sponsor or coach will be provided a check-out sheet that one parent must sign in person at the contest. After signing the student out the student is under the supervision of his or her own parent. Students wishing to travel to a contest in a non-school vehicle may only do so with his or her own parent and will need to acquire prior permission from the coach or advisor.

Clubs

Students are encouraged to participate in middle school activities. Membership in student organizations shall be open to all students. Some organizations may establish qualifications for membership. Questions about these organizations should be directed to the sponsor or building administration.

Can I Play?

(Eligibility)

The primary function of educational institutions is to help students achieve success in the classroom through teaching. A major component of student success is the acceptance of responsibility for their own learning through commitment and dedication towards academics. As a student participant, academic eligibility is of utmost importance in order to maintain the privilege of being involved in extra-curricular activities.

For students to be eligible for activities at Lead-Deadwood Middle/High School, the following criteria must be followed. This applies to students in Grades 6-12 students involved in middle/high school programs.

To be eligible to participate in extra-curricular activities at Lead-Deadwood Middle/High School, students must meet the requirements of the South Dakota High School Activities Association (earn a minimum of 2 credits for a semester) and be in good standing as a member of Lead-Deadwood school’s student body as well as meet the following standards:

Any 6-12 participant must be passing all current classes. They may not have an “F” in any class for the current weekly grading period. Each participant’s grades will be checked each week on Friday at 9:00 AM. If the participant has an “F” as a current grade, they will be deemed ineligible for that week – eligibility will go from Sunday thru Saturday.

All students will be eligible at the beginning of the quarter for two weeks, and their eligibility will be determined based on grades in the current quarter. The exception is that if a student has not passed the minimum 2 (two) credits the prior semester, they are deemed ineligible by the SDHSAA for the entire semester.

A failing grade list and a danger/watch (D grade) list will be sent out to the middle and high school office, coaches and advisors each week. It is the responsibility of the coach/sponsor to check the list for eligibility and inform the student of their status. It is the student’s responsibility to monitor their grades and maintain eligibility.

Academically ineligible students will be allowed to practice but may not travel with the team if the team leaves during school hours. (See Activities Handbook for more information)

Fundraising

School sponsored organizations may raise funds for their own organization only with prior administrative approval. The first step in all fundraising activities must be to fill out an approval form (regardless if the activity has taken place in the past or is new). School sponsored organizations may raise funds for an outside organization or cause with prior administrative approval. Individual students not connected with a particular school sponsored organization wishing to raise funds at, through, or under the auspices of the school for themselves or an outside organization or cause must seek and gain administrative approval prior to the event. Fundraising at school or school events by any organization, group, agency, or individual not part of, connected with or related to the Lead-Deadwood Public Schools is prohibited unless other arrangements are made. Students will not be let out of class to fundraise. Flyers distributed or displayed for the purposes of soliciting funds must indicate who is trying to raise funds and for what the money is going to be used. Requests and descriptions of fundraising activities should be submitted at the beginning of the school year to reduce repetition and conflicts in scheduling. It is understood that this will not be possible in all cases.

Signs, Signs, Everywhere a Sign

(Poster/Flyer Display)

Posters, signs and information concerning school-sponsored events may be posted in the building with the approval of the activity sponsor. All signs, posters, flyers, and materials not directly sponsored by the school or its organizations must be approved by the building administration.

Shall We Dance?

(Social Events)

All middle school dances are for Lead-Deadwood Middle School students only. No high school students are permitted. Only 6th, 7th and 8th grade students may attend dances or other social events sponsored by the middle school. Students will not be allowed to bring backpacks or open containers to school dances or other social gatherings. Students absent the day of the social event will not be permitted to attend without administrative approval. Students must attend 4th period through homeroom to be permitted to the social event if they were absent in the morning. Students who

have ISS or OSS on the day of the social event are not permitted to attend. Students will not be admitted to the social event/dance more than one half hour after the scheduled start time without administrative approval. Any student who leaves a social event/dance before the scheduled ending time will not be readmitted and must be released to a parent/guardian.

Training Rule Violations

For specific guidelines regarding training rules please refer to the Lead-Deadwood School District activities handbook issued by the activities director.

Wednesday Evening-Non-School Activities

There are no scheduled school activities after 6:00 PM on Wednesday night that involve students. This allows the students to participate in the youth activity programs of their choice.

GENERAL INFORMATION

Bicycles and Skateboards

Bicycles, skateboards, roller blades and scooters are permitted for transportation to and from school. Once a student enters the middle school or high school campus they are not to be used. At no time may you use these items in a way that will damage school property.

The Yellow Limo

(Buses)

Those students transported to school by the school district are subject to the guidelines and regulations that are established while at school. Simply put, the bus is an extension of the classroom, if you can't do something at school, don't do it on the bus.

Snow, Snow, and more Snow

(Emergency Closing/Delay for Inclement Weather)

Should it become necessary to call off school for reasons such as weather, or building emergency, announcements will be made on the following TV, radio stations or the school districts web site, www.lead-deadwood.k12.sd.us/

Radio Stations:

[KDSJ \(578-1826\)](#) [KSQY \(343-0888\)](#) [KDDX \(642-5747\)](#) [KZZI \(642-5747\)](#)

TV Stations:

[KOTA \(394-7777\)](#) [KEVN \(394-7777\)](#) [KCLO \(341-1500\)](#) [KNBN \(355-0024\)](#)

On some occasions, weather conditions develop during the day that present a need to dismiss school early to allow buses additional time and better road conditions. Heavy snow, ice, or drifting snow may make early dismissals necessary. Please take necessary precautions during the winter season for early dismissal.

I Need To Talk!

(Guidance Services)

The middle school counselor is available to all students unless written notification from the parent/guardian states otherwise. The counselor can help with educational planning, personal problems, informing the student and parents of overall progress, testing results, etc. The counselor can assist in arranging conferences with teachers and can refer a parent to private agencies for additional help if the need arises.

That Hurts My Arm!

(Immunizations)

The parents or guardian of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of the State Department of Health that the child has received immunization against diphtheria, pertussis, tetanus, measles, rubella, German measles, mumps, and poliomyelitis.

School Insurance

School insurance does not cover students. Please be aware that during the course of the school year students will be participating in activities that could result in an injury. If you have any concerns or do not want your child to participate please notify the building principal.

Insurance is available to all students. Parents can purchase rather inexpensive insurance each year. A packet is sent home with each student after the first day of school. All claims go directly to the insurance company.

Yummy!

(Lunch/Breakfast)

The lunch system is computer operated and students are issued an identification number that will allow them to access their account. Applications for free or reduced lunches are available in the middle school office. Students are encouraged to keep a running balance in their account. Breakfast is served daily from 7:45 AM to 8:15 AM.

LDMS is a closed campus, which means that students are not to leave the school building/grounds once the school day has begun. If a student must leave, a parent or other designated adult must come to school and sign out the student unless other arrangements have been made through the school administration. A student going to lunch with a parent must follow this sign out procedure. Students must plan ahead and notify the office one day in advance.

Backpack Program

The Lead-Deadwood School District offers a weekend backpack program to all students in need of extra food over the weekend. Backpacks are stuffed with nutritious, easy to prepare food, for the weekend. Any parent may request to participate in the backpack program by contacting the school guidance counselor. Participation in the program is strictly confidential. School personnel will place the backpacks in the student's locker on the last day of school for the week. If there is not a backpack in the locker one will be placed in the locker for transport of the food. The students are expected to return the borrowed backpacks the following week so they can be restocked.

So You Have A Headache?

Middle School Student Handbook Medication Policy (Shorten for handbook)

It is the position of the board that the presence of medicines on school property and/or the taking of medicine by students during school hours must be carefully monitored to prevent the development of harmful situations to the students.

Whenever possible, students are encouraged to receive medicine outside school hours. However, in those cases where medicine must be taken during the student's time at school, the following procedures are to be followed.

Medication Administered by School Personnel

-All medication must be brought to school on behalf of the student by the parent, guardian or a responsible designated adult and given to the school secretary or nurse. All medications must be in the original container in which the medication was purchased and should clearly state the name, strength, and dose of the medication. A signed copy of the Medication Consent Form must be on file with the medication name and correct dosage before any medication will be administered. A written order from the prescriber must accompany any changes in the medication dosage or schedule and a new Medication Consent Form must be filled out by the parent/guardian. If it becomes apparent that a child has medicine at school without the proper paperwork on file, the parent/guardian or responsible designated person will be notified, and the medication will be held in a secure location until it can be picked up by the parent/guardian or responsible designated person or a Medication Consent Form is on file.

-Parent/guardian or designated person's requests to store and/or administer any medication to a student must be in writing. This must include a signed and dated copy of the Medication Consent Form, which must state the specific instructions for administering the medication, which are consistent with the directions given by the physician or Advance Practice Provider (APP) on the prescription. A record of all written Medication Consent Forms will be kept on file with the District Nurse. If there is a change in specific instructions by the provider a new Medication Consent Form must be updated by the parent/guardian or responsible designated person. All Medication Consent Forms must be renewed annually.

-All medications must be stored in a secure area, managed by the school nurse, and removed from the usual workstations of the students. Emergency medications may be carried by a student with special written consent from the healthcare provider (renewed annually) and parent, guardian, or a responsible designated adult, and demonstrate to the nurse, the proper dosage and use of the medication.

-Prescription medications to be stored and/or administered must be in a pharmacist labeled container which specifies the student's name, the prescribing providers name, the date of the prescription, and the directions for use.

-Non-prescription medications to be stored and/or administered should be in their original container, labeled with the student's name. Administration of non-prescription medications will be according to manufacturer's recommendations.

See full policy **JHCD** for further information.

Telephone Calls

Except in an emergency, students will not be allowed to use the office or classroom telephones. If a student needs to use a telephone they must 1st obtain permission from a staff member.

Students will not be called out of class for telephone calls except in extreme emergencies (Board policy JER).

A class will not be interrupted with phone messages unless there is an emergency.

Students are not permitted to use cell phones to make calls (see cell phone policy). Parents are to call the school phone number if they need to contact their child (717-3898).

Parents....Always. Others....Maybe

(Visitors)

Students are not allowed to bring visitors to school. Only people with school related business should be on campus. Those with school related business should report to the middle school office and receive a visitor's pass (**Board Policy KK**). Parents are always welcome at Lead-Deadwood Middle School.

K9

Our school district has a contract with Interquest Detection Canines of Montana to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specifically trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and other articles on school property are subject to inspection. **All (not bold)** inspections will be conducted within the scope of law and with knowledge of the student.

EMERGENCY PROCEDURES

Bomb Threat/Crisis Procedures

Bomb threats and other crises are very disruptive to students, staff, parents, the community and the instructional program. In order to ensure safety and to minimize disruption and confusion, the following procedures will be used.

In the event of a threat to safety, immediate arrangements will be made to evacuate the middle school. The Principal will officially notify the teachers, custodians and office staff within the building. All personnel will be required to take the students to the designated area immediately, where roll will be taken. Students are to remain with their teacher. The superintendent and Police Department will subsequently be notified. Students will not be allowed to use motor vehicles during this period of time.

Student phone calls will be allowed only in emergency situations with permission from the building administration. Parents are discouraged from picking up their children. Requests to remove students for medical or dental appointments, work, etc., will be handled on an individual basis by the building administration.

Building administrators, in conjunction with the activities director and superintendent will decide whether after school activities will take place. The decision will be communicated to students and to the public.

As soon as specific information is known, the students and teachers will be notified so that they can

return to the building or go home.

Any student caught making a bomb threat will be charged with a felony and face severe disciplinary action.

Response to an Intrusion

After notifying the building administration, the following steps should be taken in the event an intruder/suspicious person is on the premises:

1. Make sure the hallways are clear of students and staff.
2. Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches and is visibly armed with a weapon.
3. Monitor the location of the intruder/suspicious person, if it can be done safely, and report his location to the administration.
4. Bring into the classroom any student found in the hallway, and lock the door.
5. Allow no one to leave the room.
6. Close all windows and blinds.
7. Keep the students calm and quiet.
8. Do not allow students to leave the classroom unless authorization is obtained from the main office.
9. Do not open classroom doors unless clearance is obtained from the main office.

Fire Drill

When the fire alarm rings in the school students should file out of the classroom through the exterior exit pre-assigned for that room. The teacher will be the last one out of the classroom making sure all windows and doors are closed for the room. The teacher should also take their grade book, class list, and keys. This should be done very quickly so the teacher can follow students outside to supervise them. Students and staff should move at least 100 feet from the building.

Tornado Drill Procedures

In case of tornado drill, the announcement will occur by the intercom. Students and staff should immediately pass to their designated area and stay clear of any glass. Those students in physical education classes should go to the locker rooms. Students and staff should go to the hallway and line up next to the wall immediately to the right of the classroom. Students and staff should lie face down, draw knees up under themselves, and cover the back of the head with their hands. Go to an interior wall at the lowest level of the building if possible and get under something sturdy.

STUDENT RECORDS

Student Records

The Principal in the building where your child attends school has charge of your child's school records. If you wish to access those records, please contact the Principal. The school district will comply with a request to inspect and review the educational records of your child within a reasonable period of time, but in all cases within 45 days.

To be in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988, the Lead-Deadwood Board of Education makes the following annual notification of its intent to disclose to the press, media, and other authorized school officials, personally identifiable data designated as Directory Information. The parent of a student or eligible student may refuse to be personally identified on any or all of the information categories. Such refusal may be made in writing and submitted to the student's principal within 15 days after publication of this notice. The following information will be entitled Directory Information:

- **Student's name, address, and telephone listing**
- **Student's date and place of birth**
- **Dates of student's attendance**
- **Degrees, honors, and awards a student received**
- **Any other information, which denotes accomplishments, achievements, or special recognition given to a student.**
- **Most recent educational agency or institution attended by a student**
- **Individual and group photographs pertaining to any of the above activities**

Dear Parents/Guardians of Lead-Deadwood students:

The purpose of this letter is to inform you about access to student information and allow you the opportunity to restrict that access if you so choose. The Principal in the building where your child attends school has charge of your child's school records. If you wish to access those records, please contact the Principal. The school district will comply with a request to inspect and review the educational records of your child within a reasonable period of time, but in all cases within 45 days.

The School District also publishes "directory information." "Directory information" is defined as the student's name, grade level, information for an activity program such as height and weight, degrees and awards received and school related photos such as being in an athletic program or in the marching band. "Directory information" may be released by the school district without written consent of parents to any party. Information other than that listed as "directory information" will not be released to any third party, excluding administrative use for a legitimate educational purpose, without the written consent of the parent or guardian.

Congress has passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and "directory information" on those students. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. That student "directory information" will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. State law also requires the disclosure of similar information to the state Board of Regents.

A parent has the right to restrict access to "directory information" on their child as well. If you wish to restrict the release of any of the information listed above according to our policy, please contact your school's Principal for further information and explanation. He can help you restrict that information if it is your decision to do so. Thank you.

Sincerely,

Dr. Erik Person
Superintendent
Lead-Deadwood School District

**Family Educational Rights and Privacy Act
Lead-Deadwood School District**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ education records: They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The principal will make arrangements to access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parent or eligible students may ask the Lead-Deadwood School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with who the district has contracted to perform a special task (such as an attorney, auditor, medial consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Lead-Deadwood School District does not to discriminate on the basis of disability, race, color, national origin, sex, or age in its programs and activities and provides equal access CTE programming and other designated programs. Lead-Deadwood School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Jay Beagle, who has been designated to coordinate the efforts of Lead-Deadwood School District to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Lead-Deadwood School District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jay Beagle, 504 Coordinator
320 South Main, Lead, SD 57754
Telephone No. 605-717-3890

Tim Kusters
Title IX Coordinator
320 South Main, Lead, SD 57754
Telephone No. 605-717-3890

South Dakota Regional US Office for Civil Rights:
US Department of Education
Office for Civil Rights
8930 Ward Pkwy, Ste 2037
Kansas City, MO 64114-3302
Ph: 816-268-0550
Fx: 816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

Dear Parents, Teachers, Building Occupants and Employees,

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing and fire retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer or asbestosis.

In 1986, The U.S. Congress pass the Asbestos Hazard Emergency Response Act, (AHERA), which requires schools to be inspected to identify any asbestos containing building materials, (ACBM). Suspected ACBM are located, sampled and rated according to condition and potential hazard.

The law further requires an asbestos management plan to be in place. The Lead-Deadwood School District developed a plan in 1988 as required, which will be continually updated. The plan has several ongoing requirements, which includes this annual notification, plan availability for review and the status of all asbestos related activities.

Our school buildings here at Lead-Deadwood School District are free of ACBM with the exception of the floor tile and some pipe insulation. This material is well covered and will not pose a health hazard unless disturbed. We will continue to monitor this area as required and ensure that no building materials used in future construction contain asbestos.

It is the intention of the Lead-Deadwood School District to comply with all Federal and State Regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the Asbestos Management Plan.

Bill Snow is our designated asbestos program coordinator. All inquiries regarding the asbestos plan or asbestos related issues should be directed to him.

Thank You.