Agenda
Deuel School District #19-4
Regular School Board Meeting
June 12, 2023
6:00 p.m.

I. Call to Order Chairperson Gubrud ___ p.m.

Brandt	Nielsen	Gubrud	TeKrony	Prins
Schiernbeck	Mitchell	Rahlf	Amdahl	

A. Adopt the Agenda.
Motion: **Second:**

B. Public Comment / Visitors
a.

II. Conflict of Interest Disclosures

III. Approve the consent agenda items.
A. Approve the minutes of the May 10, 2023 regular meeting, and the May 30 special meeting.
B. Approve May Financial Reports as follows:

	General Fund	Capital Outlay	Capital Projects	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance	1,481,559.56	5,551,493.79	3,793,069.15	348,665.13	5,034.05	(2,827.34)	127,451.31	108,653.60	11,413,099.25
Receipts:									
Local	648,497.12	580,498.71	14,655.90	257,771.85	37,025.57	750.00	77,257.12	-	1,616,456.27
State	118,996.93	-	-	-	-	-	-	-	118,996.93
Federal	20,880.00	-	-	-	-	-	-	-	20,880.00
Other	-	-	-	-	-	-	-	-	-
Total Receipts	788,374.05	580,498.71	14,655.90	257,771.85	37,025.57	750.00	77,257.12	-	1,756,333.20
G.L. Entries	-	-	-	-	-	-	-	-	-
Disbursements:									
Accts. Payable	51,798.05	43,451.37	1,045,512.55	6,192.57	17,173.88	-	79,785.21	-	1,243,913.63
Hourly Payroll	60,331.51	-	-	30,953.33	16,892.44	-	-	-	108,177.28
Contracted Payroll	245,759.29	-	-	29,279.34	-	-	-	-	275,038.63
P-Card	3,041.61	5,531.88	-	-	-	-	1,344.60	-	9,918.09
Flex/HS Deducts	-	-	-	-	-	-	684.36	-	684.36
Prior Adj	-	-	-	-	-	-	(915.00)	-	(915.00)
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paids	27.35	-	-	-	-	-	23.95	-	51.30
Total Disbursements	360,957.81	48,983.25	1,045,512.55	66,425.24	34,066.32	-	80,923.12	-	1,636,868.29
Balance	1,908,975.80	6,083,009.25	2,762,212.50	540,011.74	7,993.30	(2,077.34)	123,785.31	108,653.60	11,532,564.16

C. Authorize payment of May Payroll as follows:

	May, 2023 Payroll			
Hourly	General	Spec. Ed.	Food Serv	Other Ent.
OASI	$ 7,491.24	$ 3,384.42	$ 1,839.26	$ -
FIT	$ 1,666.24	$ 752.53	$ 209.85	$ -
INS	$ 5,714.36	$ 6,214.68	$ 3,301.57	$ -
SDRS	$ 4,034.06	$ 2,391.44	$ 1,395.32	$ -
OD	$ 368.69	$ 446.00	$ 275.00	$ -
NET	$ 41,056.92	$ 17,764.26	$ 9,871.44	$ -
TOTAL	$ 60,331.51	$ 30,953.33	$ 16,892.44	$ -
Total Hourly		$ 108,177.28		
Contracted	General	Spec. Ed.	Other Ent.	
OASI	$ 28,745.16	$ 2,880.04	$ -	
FIT	$ 12,453.31	$ 933.45	$ -	
INS	$ 31,214.23	$ 7,850.22	$ -	
SDRS	$ 22,635.86	$ 2,510.56	$ -	
OD	$ 5,624.08	$ 664.05	$ -	
NET	$ 145,086.65	$ 14,441.02	$ -	
TOTAL	$ 245,759.29	$ 29,279.34	$ -	
Total Contracted		$ 275,038.63		
Total Payroll		$ 383,215.91		

Motion: **Second:**

IV. Motion to payment of May bills. (Attached)
Motion: **Second:**

V. Transactions of Official Business

A. Motion to approve Performance Foodservice as the Prime Vendor for the 2023-2024 school year through the Dakota 11 Group.
Motion: **Second:**

B. Motion to accept resignation of Hannah Swenson as Head Golf Coach.
Motion: **Second:**

C. Motion to approve the SPED Comprehensive Plan
Motion: **Second:**

D. Motion to adopt the following new policies and exhibits:
   i. JECBA FOREIGHN EXCHANGE STUDENTS
   ii. JHCD-E(1) ADMINISTRATION OF MEDICAITONS TO STUDENTS
   iii. JO-D(1) STUDENT RECORDS NOTICE OF RIGHTS
Motion: **Second:**

E. Motion to accept the following reviewed policies:
   i. JA STUDENT GOALS
   ii. JB EQUAL EDUCATIONAL OPPORTUNITIES
   iii. JEA COMPULSORY ATTENDANCE AGES
   iv. JEAA STUDENTS ALTERNATIVE INSTRUCTION
   v. JECA ADMISSION OF RESIDENT STUDENTS
   vi. JECAA STUDENTS ENROLLING FROM ALTERNATIVE INSTRUCTION AND UNACCREDITED SCHOOLS
   vii. JECB OPEN ENROLLMENT

viii. JED STUDENT ABSENCES AND EXCUSES
ix. JEDA TRUANCY
x. JEE STUDENT ATTENDANCE ACCOUNTING
xi. JEFA SENIOR PRIVILEGES
xii. JEG EXEMPTIONS FROM SCHOOL ATTENDANCE
xiii. JF STUDENT RIGHTS AND RESPONSIBILITIES
xiv. JFA STUDENT DUE PROCESS RIGHTS
xv. JFAA SEARCH AND SEIZURE-STUDENT
xvi. JFB EDUCATION OF HOMELESS CHILDREN
xvii. JFC STUDENT CONDUCT
xviii. JFCD BULLYING
xix. JFCD-E(1) BULLYING-REPORT FORM
xx. JFCD-E(2) BULLYING-APPEAL TO SUPERINTENDENT
xxi. JFCD-E(3) BULLYING-APPEAL TO SCHOOL BOARD
xxii. JFCH ALCOHOL AND OTHER DRUG USE BY STUDENTS
xxiii. JFH STUDENT COMPLAINTS AND GRIEVANCES
xxiv. JGB RESTRAINT AND SECLUSION
xxv. JHC STUDENT HEALTH
xxvi. JHCD ADMINISTRATION OF MEDICAITONS TO STUDENTS
xxvii. JHCDE ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS
xxviii. JHFA SUPERVISION OF STUDENTS
xxix. JHG REPORTING CHILD ABUSE
xxx. JN STUDENT FEES, FINES, AND CHARGES
xxxi. JO STUDENT RECORDS
xxxii. JOA STUDENT DIRECTORY INFORMATION

Motion: **Second:**

F. Motion to rescind the following policy:
i. JFCA STUDENT DRESS CODE

Motion: **Second:**

VI. Reports and Discussion
A. Superintendent Schiernbeck
i. Building Update
ii. Gymnastics Canby
iii. East Wall
iv. Bus/Vehicle
v. Surveys Results
vi. Insurance
vii. 1003 Funds
viii. CSI/Book Read
ix. Upcoming Events
1. June Interim Meeting-TBD
2. Regular/Annual Meeting-July 10th, 2023

B. Principal Mitchell
i. First Reading of the Middle School / High School Handbook

C. Principal Rahlf
i. Student of the Month

1. K – Owen Lipp
2. 1st – Landon Kuipers
3. 2nd – Grace Dailey
4. 3rd – Lincoln Salzer
5. 4th – Hallee Hourigan
6. 5th – Emorie Timmons

ii. Cardinal Card Winners
1. Jimena Ariaza
2. Nixon Shea
3. Clara Collins
4. Erich Fokken
5. Cole Stangeland

iii. Summer School
1. 43 students participating
2. 24 of those students are utilizing school transportation
3. 11 teachers agreed to help teach this summer

iv. Data Retreat
1. June Interim meeting

v. Elementary Handbook – first reading

D. Athletic Director

i. State Track
1. State place winners
a. Robert Begalka in the discus with a toss of 143' 11" for 6th place
b. Boys medley relay was runner up with a time of 3:40.09
c. Team members were Braydon Simon, Oliver Fieber, Caleb Ronne and Ricky Berndt
d. Ricky Berndt in the 800 with a time of 1:57.61 for 5th place
e. Oliver Fieber in the 100 with a time of 11.04 in finals for 4th place (the only freshmen that made finals)
f. Ricky Berndt in the 1600 with a time of 4:25.52 for 5th place
g. The boys team ended up placing 8th as a team

ii. State Softball
1. Congratulations to the softball team on placing 7th in the 1st SDHSAA State Softball Tournament

iii. State Golf
1. Congratulations to the following for qualifying for the state golf meet.
a. Victoria Preheim
b. Annika Kriz
c. Brandon Fieber
d. Trey Maaland
e. Jarod Hotzler

iv. FAT Timing System – track

E. Business Manager Amdahl

i. Election
1. Joel Brandt will remain on the board

ii. Food Service Review

1. Training, Training, Training!

iii. Finance Meeting

1. Budget

F. NESC Representative Prins –May 15, 2023 Meeting

VII. Other Business

VIII. Motion to enter Executive Session for personnel matters per SDCL 1-25-2(1) at ____ pm.
Motion: **Second:**

IX. Motion to adjourn at ____ pm.
Motion: **Second:**

Minutes
Deuel School District #19-4
Special School Board Meeting
May 30, 2023
6:00 p.m.

The special meeting of the Deuel School Board of Education was called to order on Tuesday, May 30, 2023, at 6:02pm by Chairperson Gubrud. Members present included Brandt, Gubrud, Nielsen, TeKrony and Prins. Other present included Superintendent Schiernbeck, Principal Mitchell, Principal Rahlf, Business Manager Amdahl, Mick Linder and Darwin Mack.

Action 5B-1: Motion by Nielsen, seconded by Brandt to adopt the agenda with the amendment to move Business Manager Amdahl's Report to the beginning of the meeting, and remove a duplicated action item. All present voted aye. Motion carried.

Business Manager Amdahl presented the Preliminary 2023-2024 Budget. Amdahl reported on the building project finances, potential wind revenue, grant funds, and the financial impact of the negotiation process.

Public Comment / Visitors
Mick Lindner spoke to the board regarding bus driver responsibilities.

Action 5B-2: Motion by Brandt, seconded by Prins to enter Executive Session for personnel matters per SDCL 1-25-2(1) at 6:42pm. All present voted aye. Motion carried.

Chairperson Gubrud declared the board out of executive session at 7:49pm.

Action 5B-3: Motion by Brandt, seconded by Nielsen to approve Multi-Media Stipend to Scott Mitchell for $5,625 and Derek Benck for $675. All present voted aye. Motion carried.

Action 5B-4: Motion by TeKrony, seconded by Nielsen to approve the bus bid from Harlow's for $126,060.56. All present voted aye. Motion carried.

Action 5B-5: Motion by TeKrony, seconded by Brandt to approve contract with Chad Schiernbeck as Superintendent. All present voted aye. Motion carried.

Action 5B-6: Motion by Tekrony, seconded by Nielsen to approve contract with Todd Rahlf as Elementary Principal. All present voted aye. Motion carried.

Action 5B-7: Motion by Brandt, seconded by Prins to approve contract with Dylan Amdahl as Business Manager. All present voted aye. Motion carried.

Action 5B-8: Motion by Tekrony, seconded by Prins to approve contract with Mike Gohring as Technology Coordinator. All present voted aye. Motion carried.

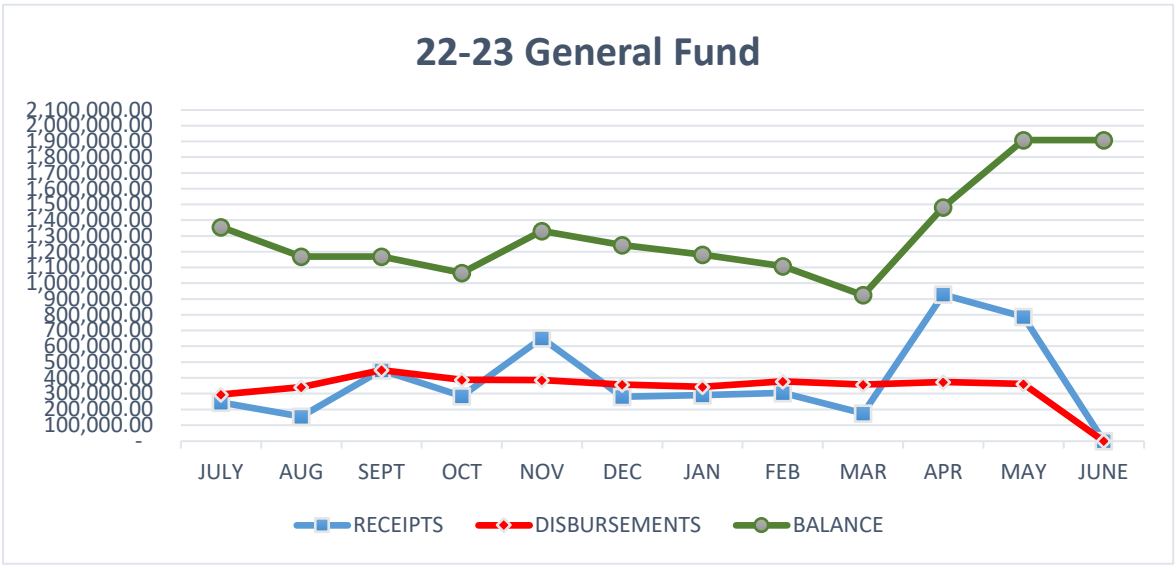
Action 5B-9: Motion by Nielsen, seconded by TeKrony to approve contract with Emma Ruby as a paraprofessional. All present voted aye. Motion carried.

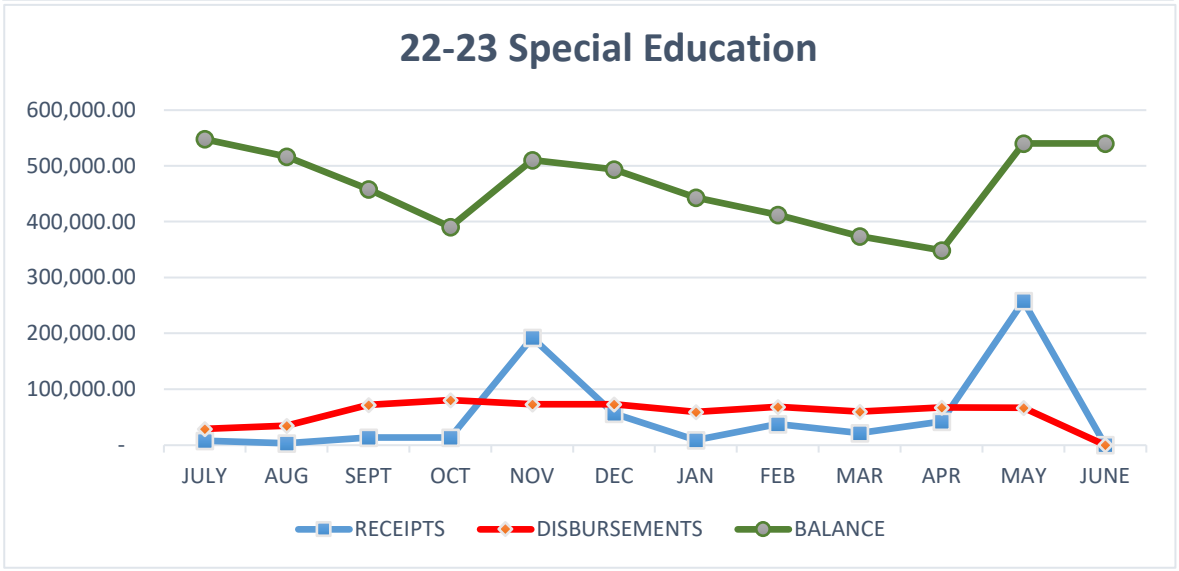
Action 5B-10: Motion by TeKrony, seconded by Nielsen to approve the following contracts for the 2023-2024 School Year: Deb Adkins, Hallie Amdahl, Alyssa Beckius, Sandi Block, Carman Boeke, Carolyn Burns, Alyssa Cassels, Tawnya Dahl, Elizabeth Deboer, Nicole Decker, Karan Domina, Douglas Dyk, Kim Eggers, Shayla Engen, Jessica Folk, Billie Giesel, Lindsey Gorder, Carter Gordon, Lindsy Gratz, Michelle Gross, Lynn Gudmundson, Sarah Hagberg, Kelsey Hall, Robert Hayes, Amanda Hilleshiem, Catharine Hinker, Brooke Hockett, Dustin Hourigan, Marvin Keimig, Kea Kellen, Anita Kenyon, Lynn Kindopp, Cindy Konold, McKensey Konold, Taylor Krause, Steve Kruiter, Leslie Larson-Cutshaw, Mick Lindner, Hannah Lunden, Sara Maaland, Melvin Maass, Caleb Mack, Darwin Mack, Rosanne Mack, Sharon Milton, Levi Moeller, Nicole Palmquist, Jonathen Peterreins, Andrew Rathbun, Morgan Salanoa, Kathi Salley, Danielle Schiernbeck, Ellen Schmahl, Desaray Schmaltz, Andrea Shea, Pat Spain, Lynn Stoltenburg, Hannah Swenson, Jayna Swenson, Bonnie Tekrony, Jayda Tempelton, Destiny Thomas, Edajeanne Timmons, Jeanne Timmons, Amy Tvedt, Brian Tvedt, Kristopher Ulmer, Jennifer VonEye, Alexis Warren, LeRoy Wieber, Lynette Winter, Rhonda Young, and Kara Zaug. All present voted aye. Motion carried.

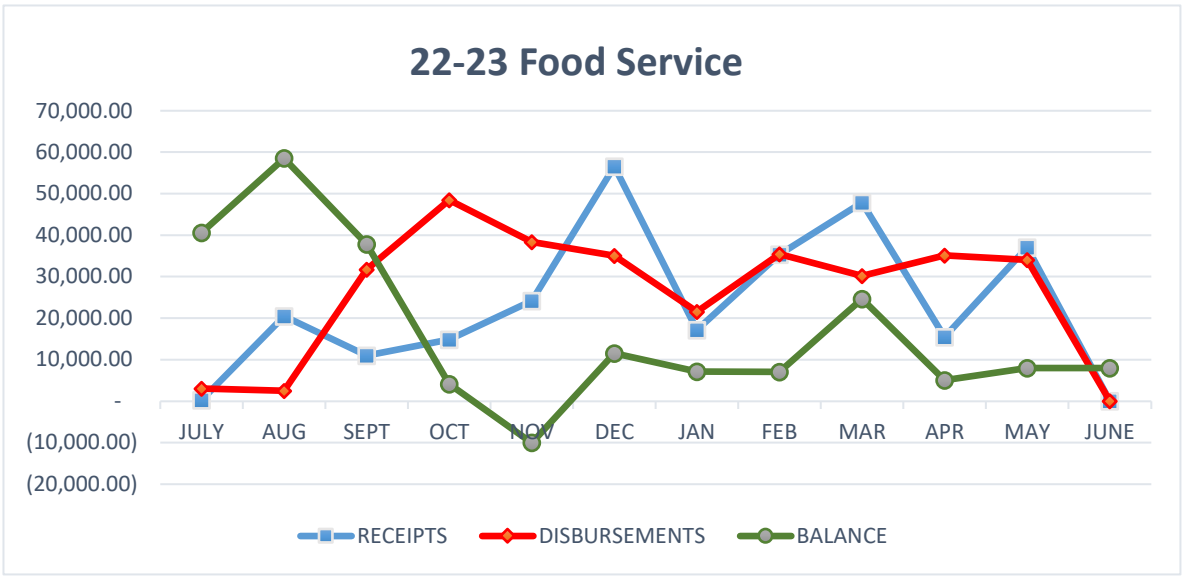
Superintendent Schiernbeck reported on a potential school van, the exterior wall of the small gym, survey results, academic meeting, and roads.

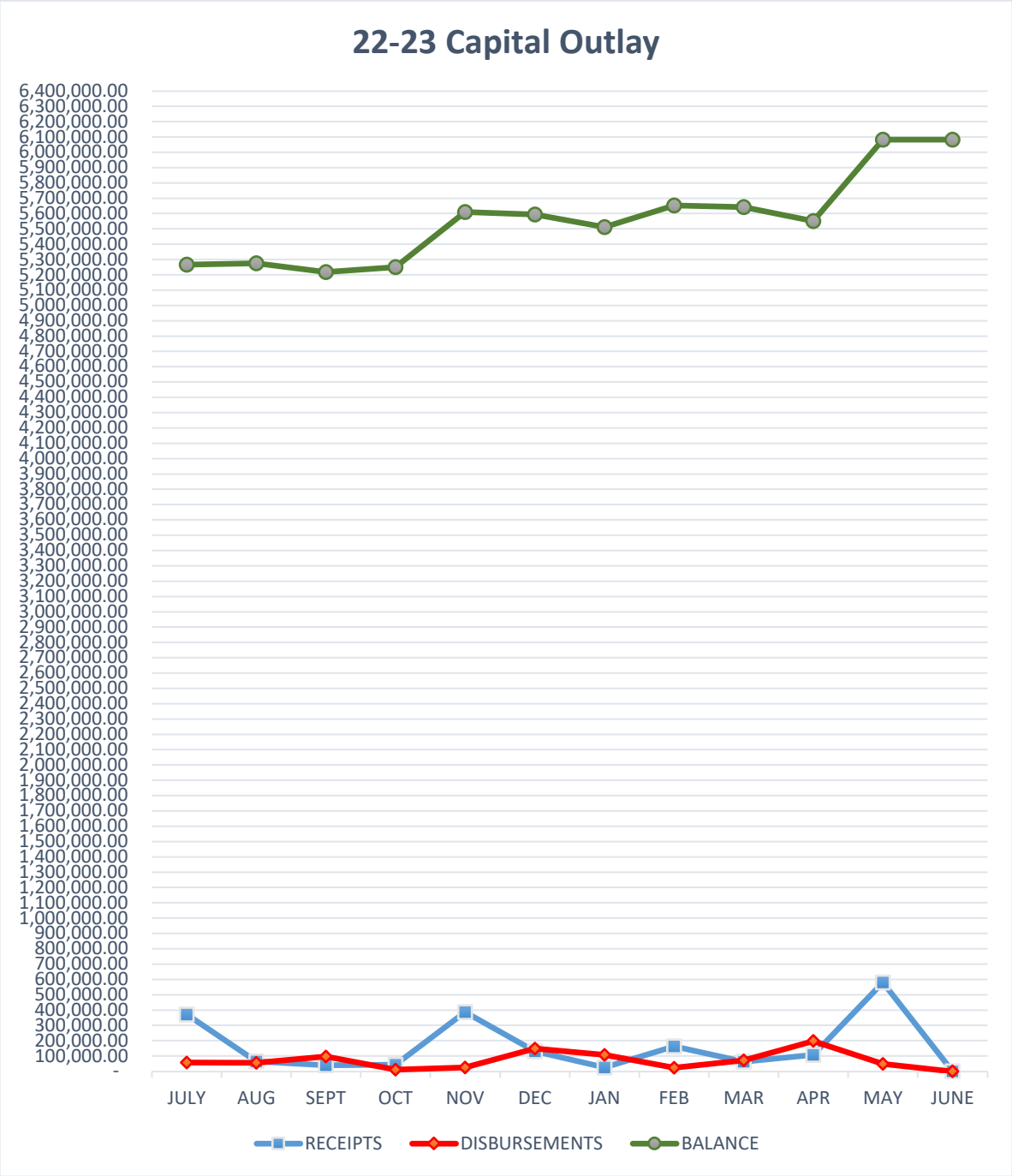
Superintended Schiernbeck provided a school tour of the new facilities and updated the board on the construction progress. Additionally, the board meeting location will be moved to the Media Room (Room 311) in the High School.

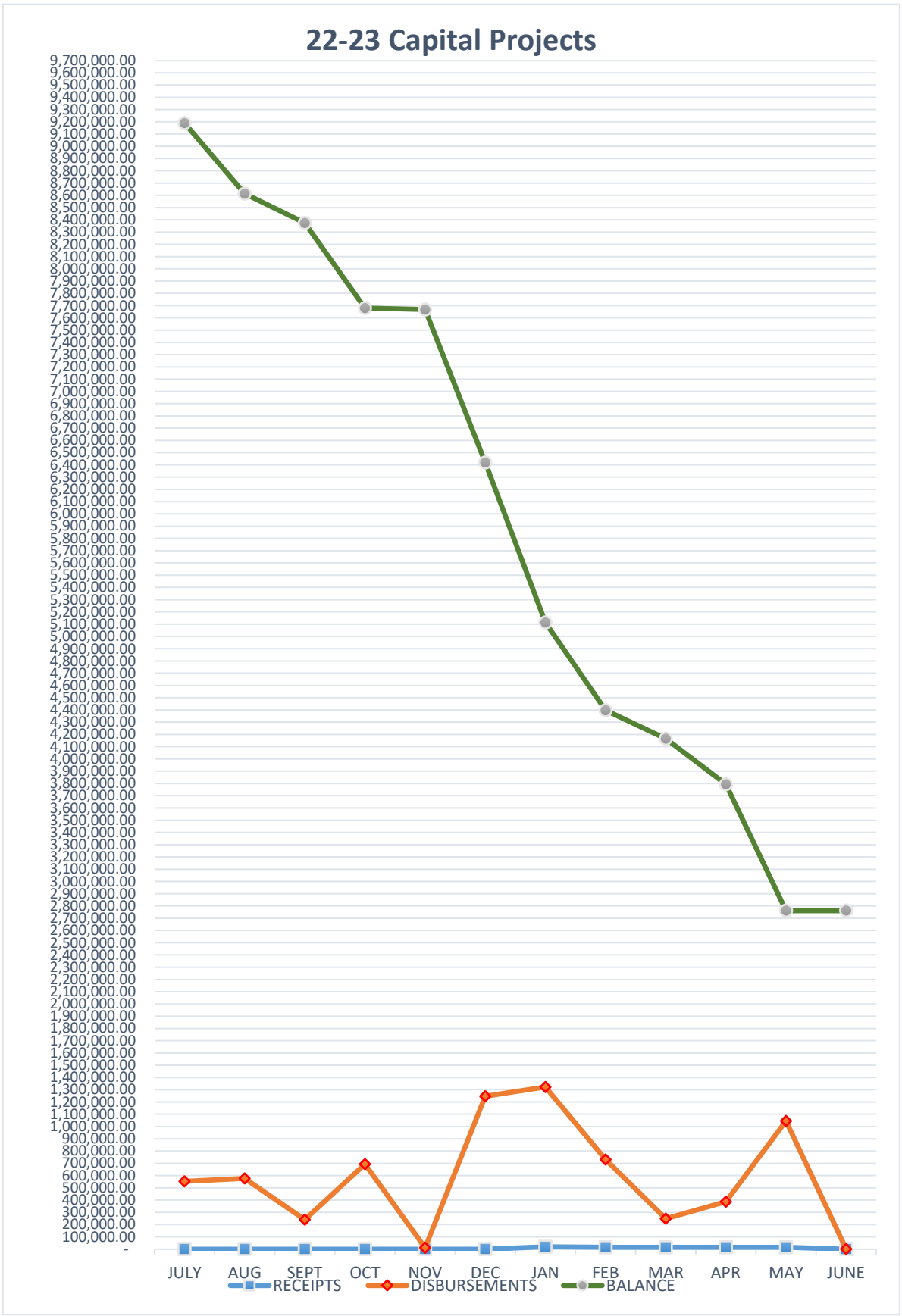
Action 5B-11: Motion by Nielsen, seconded by Prins to adjourn at 9:00pm. All present voted aye. Motion carried.


22-23 General Fund
2,100,000.00
2,000,000.00
1,900,000.00
1,800,000.00
1,700,000.00
1,600,000.00
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1,400,000.00
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JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE
RECEIPTS
DISBURSEMENTS
BALANCE


22-23 Special Education
600,000.00
500,000.00
400,000.00
300,000.00
200,000.00
100,000.00
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JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE
RECEIPTS
DISBURSEMENTS
BALANCE


22-23 Food Service
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-
(10,000.00)
(20,000.00)
JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE
RECEIPTS
DISBURSEMENTS
BALANCE


22-23 Capital Outlay
6,400,000.00
6,300,000.00
6,200,000.00
6,100,000.00
6,000,000.00
5,900,000.00
5,800,000.00
5,700,000.00
5,600,000.00
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BALANCE


22-23 Capital Projects
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9,100,000.00
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	10 GENERAL FUND	21 CAPITAL OUTLAY	22 SPECIAL EDUCATION FUND	41 CAPITAL PROJECTS FUND	51 FOOD SERVICE	53 OTHER ENTERPRISE FUND	Total
Total Assets and Deferred Outflows of Resources							
Current Assets							
101 GF Demand Deposits	(10,380.38)	58,381.12	0.00	(29,250.00)	0.00	0.00	18,750.74
102 PAYROLL DEPOSITS	(9,425.31)	0.00	(703.80)	0.00	0.29	11,386.23	1,257.41
105 POOLED FUND DEPOSITS	1,928,781.49	6,024,628.13	540,715.54	2,791,462.50	7,993.01	(13,463.57)	11,280,117.10
108 GF Advance Payments	5,356.35	0.00	0.00	0.00	0.00	0.00	5,356.35
110 220 TAXES RECEIVABLE	(8,826.81)	(4,723.33)	(2,499.35)	0.00	0.00	0.00	(16,049.49)
110 221 SE Tax Receivable - Payable 2022	21,176.50	(30,164.26)	(13,003.50)	0.00	0.00	0.00	(21,991.26)
110 222 SE - Taxes Receivable - Payable 2023	(855,926.62)	(717,565.49)	(329,607.61)	0.00	0.00	0.00	(1,903,099.72)
112 216 TAXES RECEIVABLE	(882.35)	(907.34)	(553.40)	0.00	0.00	0.00	(2,343.09)
112 217 TAXES RECEIVABLE	(421.81)	(180.52)	(323.81)	0.00	0.00	0.00	(926.14)
112 218 TAXES RECEIVABLE	56.98	(300.10)	265.16	0.00	0.00	0.00	22.04
112 219 TAXES RECEIVABLE	1,018.69	842.69	273.78	0.00	0.00	0.00	2,135.16
112 220 SE Tax Receivable - Payable 2021	2,574.40	1,821.18	978.97	0.00	0.00	0.00	5,374.55
112 221 SE - Taxes Receivable - Payable 2022	(3,841.39)	(2,377.64)	(1,258.18)	0.00	0.00	0.00	(7,477.21)
120 011 GF Accounts Receivable Regular	1,546.38	0.00	0.00	0.00	285.76	0.00	1,832.14
120 012 GF Accounts Receivable Collections	0.00	0.00	0.00	0.00	3,382.25	1,567.78	4,950.03
120 ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00	691.07	0.00	691.07
140 GF Due From Federal Govt	99,007.80	0.00	0.00	0.00	0.00	0.00	99,007.80
170 101 SUPPLIES INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	2,261.97	0.00	2,261.97
171 101 FOOD INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	9,439.11	0.00	9,439.11
172 101 COMMODITY INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	6,709.47	0.00	6,709.47
191 DEPOSIT INSURANCE POOL	40,546.00	0.00	0.00	0.00	0.00	0.00	40,546.00
196 NET PENSION ASSET	0.00	0.00	0.00	0.00	152.12	22.83	174.95
Current Assets	1,210,359.92	5,329,454.44	194,283.80	2,762,212.50	30,915.05	(486.73)	9,526,738.98
Long-term Assets							
204 EQUIPMENT-LOCAL	0.00	0.00	0.00	0.00	61,635.17	0.00	61,635.17
205 EQUIPMENT-FEDERAL ASSIST.	0.00	0.00	0.00	0.00	2,893.26	0.00	2,893.26

	10 GENERAL FUND	21 CAPITAL OUTLAY	22 SPECIAL EDUCATION FUND	41 CAPITAL PROJECTS FUND	51 FOOD SERVICE	53 OTHER ENTERPRISE FUND	Total
208 ACCUM DEPRECIATION-LOCAL	0.00	0.00	0.00	0.00	(51,127.90)	0.00	(51,127.90)
209 ACCUM DEPR-FEDERAL	0.00	0.00	0.00	0.00	(2,893.26)	0.00	(2,893.26)
Long-term Assets	0.00	0.00	0.00	0.00	10,507.27	0.00	10,507.27
Deferred Outflows of Resources							
252 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	0.00	24,206.05	3,965.11	28,171.16
253 OE OPEB Deferred Outflows	0.00	0.00	0.00	0.00	1,295.00	240.00	1,535.00
Deferred Outflows of Resources	0.00	0.00	0.00	0.00	25,501.05	4,205.11	29,706.16
Total Assets and Deferred Outflows of Resources	1,210,359.92	5,329,454.44	194,283.80	2,762,212.50	66,923.37	3,718.38	9,566,952.41
Total Liabilities, Deferred Inflows of Resources, and Fund Equity							
Current Liabilities							
402 ACCOUNTS PAYABLE	277.20	0.00	88.20	0.00	0.00	0.00	365.40
404 CONTRACTS PAYABLE	32,200.67	0.00	225.00	0.00	0.00	0.00	32,425.67
451 FICA PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452 FIT PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
453 INSURANCE PAYABLE	2,836.59	0.00	673.83	0.00	20.68	122.24	3,653.34
454 RETIREMENT PAYABLE	87.00	0.00	0.00	0.00	0.00	0.00	87.00
455 OTHER DEDUCTIONS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456 TSA PAYABLE	25.00	0.00	0.00	0.00	0.00	0.00	25.00
457 BENEFITS PAYABLE	13,235.44	0.00	3,585.84	0.00	3,115.00	0.00	19,936.28
471 DEPOSITS PAYABLE	0.00	0.00	0.00	0.00	11,207.11	0.00	11,207.11
Current Liabilities	48,661.90	0.00	4,572.87	0.00	14,342.79	122.24	67,699.80
Long-term Liabilities							
506 Net OPEB Liability	0.00	0.00	0.00	0.00	14,502.00	2,689.00	17,191.00
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	12,655.54	0.00	12,655.54
Long-term Liabilities	0.00	0.00	0.00	0.00	27,157.54	2,689.00	29,846.54
Other Liabilities							
475 Unearned Revenue	0.00	0.00	0.00	0.00	37,923.30	0.00	37,923.30
Other Liabilities	0.00	0.00	0.00	0.00	37,923.30	0.00	37,923.30
Deferred Inflows of Resources							

	10 GENERAL FUND	21 CAPITAL OUTLAY	22 SPECIAL EDUCATION FUND	41 CAPITAL PROJECTS FUND	51 FOOD SERVICE	53 OTHER ENTERPRISE FUND	Total
551 UNAVAILABLE REVENUE-PROPERTY TAXES	(845,072.41)	(753,554.81)	(345,727.94)	0.00	0.00	0.00	(1,944,355.16)
554 PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00	0.00	20,210.48	1,652.48	21,862.96
555 OE OPEB Deferred Inflows	0.00	0.00	0.00	0.00	(8,789.54)	717.00	(8,072.54)
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	0.00	1,390.07	1,390.07
Deferred Inflows of Resources	(845,072.41)	(753,554.81)	(345,727.94)	0.00	11,420.94	3,759.55	(1,929,174.67)
Fund Balance							
704 005 UNDESIGNATED FUND BALANCE	0.00	0.00	0.00	(6,602,340.36)	0.00	0.00	(6,602,340.36)
706 TOTAL FIXED ASSETS	0.00	0.00	0.00	0.00	10,507.27	0.00	10,507.27
707 RESTRICTED NET POSITION	0.00	0.00	0.00	0.00	(5,341.77)	(4,441.61)	(9,783.38)
708 008 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	4,420.61	4,420.61
708 080 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	28,762.66	28,762.66
708 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	(29,086.70)	(31,594.07)	(60,680.77)
710 920 GF Restricted Fund Balance Perkins	(19,269.31)	0.00	0.00	0.00	0.00	0.00	(19,269.31)
722 Capital Projects Fund Balance	0.00	0.00	0.00	9,364,552.86	0.00	0.00	9,364,552.86
723 RESTRICTED-CAPITAL OUTLAY	0.00	6,083,009.25	0.00	0.00	0.00	0.00	6,083,009.25
724 RESTRICTED-SPEC. ED.	0.00	0.00	535,438.87	0.00	0.00	0.00	535,438.87
753 ASSIGNED-UNEMPLOYMENT	17,707.00	0.00	0.00	0.00	0.00	0.00	17,707.00
760 UNASSIGNED -GENERAL FUND	2,008,332.74	0.00	0.00	0.00	0.00	0.00	2,008,332.74
Fund Balance	2,006,770.43	6,083,009.25	535,438.87	2,762,212.50	(23,921.20)	(2,852.41)	11,360,657.44
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	1,210,359.92	5,329,454.44	194,283.80	2,762,212.50	66,923.37	3,718.38	9,566,952.41

Fund: 60 TRUST AND CUSTODIAL

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
60 704 854	Drama Club	1,166.00	2,369.00	1,550.00	0.00	347.00
60 759 804	CLASS OF 2022	(183.91)	0.00	0.00	0.00	(183.91)
60 759 807	FFA	9,279.63	282.50	0.00	0.00	8,997.13
60 759 808	HS STUDENT COUNCIL	3,942.38	672.30	124.23	0.00	3,394.31
60 759 809	NATIONAL HONOR SOCIETY	1,229.83	0.00	0.00	0.00	1,229.83
60 759 810	KEY CLUB	3,124.87	364.93	1,145.55	0.00	3,905.49
60 759 811	CLEARING ACCOUNT	5,103.98	830.50	768.00	0.00	5,041.48
60 759 812	ACTIVITY TICKETS	4,151.75	0.00	0.00	0.00	4,151.75
60 759 813	IMPREST FUND	886.21	9,386.51	4,368.01	0.00	(4,132.29)
60 759 819	BAND	10,227.67	0.00	0.00	0.00	10,227.67
60 759 822	MENTORSHIP PROGRAM	2,727.84	150.00	0.00	0.00	2,577.84
60 759 823	VOCAL	1,638.46	0.00	0.00	0.00	1,638.46
60 759 825	CHEERLEADERS	1,024.66	0.00	0.00	0.00	1,024.66
60 759 828	TEACHERS LOUNGE	963.54	73.19	0.00	0.00	890.35
60 759 829	LAPTOP DEPOSIT	6,647.56	0.00	277.00	0.00	6,924.56
60 759 831	RACHELS CHALLENGE	4,914.70	0.00	0.00	0.00	4,914.70
60 759 835	BAND TRIP FUND	5,647.92	6,494.00	4,935.00	0.00	4,088.92
60 759 836	YEARBOOK STAFF	1,427.34	0.00	0.00	0.00	1,427.34
60 759 837	GYMNASTICS CLUB	68.77	0.00	0.00	0.00	68.77
60 759 838	ART CLUB	2,127.99	0.00	0.00	0.00	2,127.99
60 759 840	MEDICAL TRUST	11,564.45	57,206.21	56,287.80	0.00	10,646.04
60 759 853	Play Donation	400.00	0.00	0.00	0.00	400.00
60 759 855	SPECIAL OLYMPICS	4,632.60	0.00	0.00	0.00	4,632.60
60 759 861	MS STUDENT COUNCIL	2,307.49	685.02	81.31	0.00	1,703.78
60 759 863	BOX TOPS	4,109.38	735.57	200.20	0.00	3,574.01
60 759 864	Class Composites Project	694.48	0.00	0.00	0.00	694.48
60 759 865	CARDNIAL CARDS	259.83	0.00	0.00	0.00	259.83
60 759 868	PLAYGROUND CLEARING	514.97	0.00	0.00	0.00	514.97
60 759 869	DISTRICT/REGIONAL EVENT	(1,531.45)	0.00	0.00	0.00	(1,531.45)
60 759 870	STUDENT ASSISTANCE	5,359.32	37.56	445.00	0.00	5,766.76
60 759 875	PRESCHOOL PARENTS	1,559.25	0.00	0.00	0.00	1,559.25
60 759 876	SCOREBOARD ADS	27,200.00	0.00	1,200.00	0.00	28,400.00
60 759 885	ENGRAVER-RESALE	1,018.61	0.00	0.00	0.00	1,018.61
60 759 886	MULTI MEDIA ADS	3,205.10	0.00	0.00	0.00	3,205.10
60 759 900	CONNECT FOR KIDS	2,379.68	889.04	5,531.50	0.00	7,022.14
60 759 901	SPECIAL DONATIONS	5,200.00	0.00	0.00	0.00	5,200.00
60 759 902	GOLF	3,842.72	0.00	0.00	0.00	3,842.72
60 759 910	SECT. 125 REIMB.	(3,083.29)	708.31	355.52	0.00	(3,436.08)

Fund: 60 TRUST AND CUSTODIAL

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
60 759 920	DEWAL PERKINS	(5,765.80)	0.00	0.00	0.00	(5,765.80)
60 759 923	Class of 2023	183.91	50.48	0.00	0.00	133.43
60 759 924	Class of 2024	412.56	0.00	0.00	0.00	412.56
Fund Total: 60		130,581.00	80,935.12	77,269.12	0.00	126,915.00

Vendor	Description	Invoice Amount
Fund: 10 GENERAL FUND		
A&B PURE WATER	Supplies	172.50
A-OX WELDING SUPPLY CO. INC	Supplies	17.56
ANDOR, INC	Supplies	1,346.26
AUGUST 17TH GOURMET COFFEE & SANDWICH SHOPPE	Supplies	336.50
BJERKE SANITATION	Garbage Removal	400.00
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON & BURNS LLP	Purchased Services	661.36
CITY OF CLEAR LAKE	Water & Sewer	1,263.78
CLEAR LAKE BUILDING CENTER	Supplies	1,984.21
CLEAR LAKE COURIER	Purchased Servicez	1,230.73
College Board	Purchased Services	128.00
County Wide Directory, LLC	Supplies	365.00
DEUEL COUNTY CENEX	Fuel & Supplies	11,348.97
DEUEL COUNTY MOTOR SUPPLY	Supplies, Repairs & Maintenance	776.49
DEUEL SCHOOL - TRUST & CUSTODIAL	Imprest Reimbursement	9,960.55
FLORAL & FINDS	Supplies	426.00
HILLYARD/SIOUX FALLS	Supplies	1,939.56
ITC	Telephone	744.21
JW PEPPER & SONS INC.	Music	109.70
KIBBLE EQUIPMENT LLC	Repairs & Maintenance	1,753.35
MARSH & McLENNAN AGENCY LLC	Insurance	135.00
MAYNARDS	Groceries, Concessions & Supplies	375.32
MILBANK GLASS & MORE	Supplies	93.26
NIELSEN ELECTRIC	Repairs & Maintenance	1,538.86
NORTHEAST EDUC'L SERVICES COOP	Co-op Services	62.16
NORTHWESTERN	Natural Gas	629.86
OTTER TAIL POWER COMPANY	Electricity	24,329.77
Performance Foodservice	Groceries & Supplies	39.98
PIZZA & BURGER SHACK	Purchased Services	1,200.00
POPPLERS	Music	159.45

Vendor	Description	Invoice Amount
Quality Inn - Aberdeen	Travel	3,861.00
RON'S SAW SALES	Supplies	44.94
SANFORD USD MEDICAL CENTER	Purchased Services	187.20
SD HIGH SCHOOL ACTIVITIES ASS	Supplies	98.00
SD Lining Solutions	Repairs & Maintenance	4,653.07
STAPLES	Supplies	409.72
TITAN MACHINERY	Repairs & Maintenance	855.90
USPS	Postage	252.00
WILLOW LAKE SCHOOL DIST	Supplies	2,630.11
WWTIRE SERVICES	Repairs & Maintenance	1,277.60
	Fund Total:	**77,797.93**
Fund: 21 CAPITAL OUTLAY		
A&B BUSINESS SOLUTIONS	Purchased Services	5,924.88
DAKOTA SPORTS INC	Equipment	560.00
HIGH PLAINS TECHNOLOGY, INC.	Computer Equipment	2,547.00
STAPLES	Supplies	101.50
	Fund Total:	**9,133.38**
Fund: 22 SPECIAL EDUCATION FUND		
DEUEL SCHOOL - TRUST & CUSTODIAL	Imprest Reimbursement	150.96
NORTHEAST EDUC'L SERVICES COOP	Co-op Services	5,209.75
	Fund Total:	**5,360.71**
Fund: 41 CAPITAL PROJECTS FUND		
Foerster Testing Limited	Buildings	5,455.00
HASSLEN CONSTRUCTION	Buildings	407,438.64
Satellite Shelters, Inc.	Buildings	4,240.00
	Fund Total:	**417,133.64**
Fund: 51 FOOD SERVICE		
Brandon Valley School District 49-2	Purchased Services	5,000.00
EAST SIDE JERSEY DAIRY, INC	Groceries	1,825.89
MAYNARDS	Groceries, Concessions & Supplies	3,845.19
Performance Foodservice	Groceries & Supplies	9,829.17
SIMPLY GOOD FOOD, LLC	Purchased Services	289.00
	Fund Total:	**20,789.25**
	Checking Account Total:	**530,214.91**

Vendor	Description	Invoice Amount

Policy JECBA: FOREIGN EXCHANGE STUDENTS

Status: ADOPTED

Original Adopted Date: 11/08/2012 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

Foreign exchange students must meet all district entrance requirements (i.e., age, place of residence, immunization). International students will be able to participate in a foreign exchange program approved by the school board;

Proper I-20 forms (US Department of Homeland Security documents) and any other required papers must be processed by the district, the student, and the sponsoring organization before an international student can be formally admitted to school. The school board reserves the right to limit the number of foreign exchange students, require a proficiency level of English, and limit participation to grades 11 and 12 in order to insure the continued quality of educational programming in the school district.

NEW!

Deuel School District 19-4	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: 6/12/2023
Revised:
Reviewed:

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

NEW!

Deuel School District 19-4	NEPN Code: JO-E(1)
Policy Reference Manual	

STUDENT RECORDS
NOTICE OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for 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 the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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.

NEW

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.

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.

NEW

- To organizations conducting studies for, or on behalf of, the school, in order to:

  (a) develop, validate, or administer predictive tests;
  (b) administer student aid programs; or
  (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To parents of a student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.

- Information the school has designated as "directory information."

Adopted: 1/1/2007
Revised: 9/24/2012; 5/30/2014
Reviewed:

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

Policy JA: STUDENT GOALS

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The student is the focal point of all operations of a school district, consequently, the board will spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Board and staff will work together to establish an environment conducive to the best learning achievements for each student through meeting the following goals regarding students.

1. To tailor the learning program in order to provide appropriately for each student according to his or her specific background, capabilities, learning styles, interests, and aspirations;

2. To protect and observe the legal rights of students;

3. To enhance the self-image of each student by helping him or her feel respected and worthy through a learning environment that provides positive encouragement through frequent success;

4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;

5. To deal with students in matters of discipline in a just and constructive manner;

6. To provide for the safety, health, and welfare of students;

7. To promote faithful attendance and good work.

Policy JB: EQUAL EDUCATIONAL OPPORTUNITIES

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

All students of the district will have equal educational opportunities. The Board will not discriminate on the basis of race, color, creed, religion, sex, disability, economic status, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Board will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Board recognizes, however, that in implementing this policy children vary widely in capabilities, interests, and social and economic background, and that no two children can be treated exactly alike if the fullest development of each is to be achieved.

Policy JEA: COMPULSORY ATTENDANCE AGES

Status: ADOPTED

Original Adopted Date: 10/11/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

Under South Dakota law, a child who is at least six (6) years old by the first day of September, but who has not exceeded the age of eighteen (18) is of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's attendance at school, either public, nonpublic, or alternative instruction, until the child has reached the age of eighteen (18), unless excused.

All children shall attend kindergarten prior to age seven. Any child who transfers from another state may proceed in a continuous educational program without interruption if the child has not previously attended kindergarten.

Any person who does not see to the school attendance or alternate instruction of a child in their care may be guilty of a misdemeanor and if convicted, may be subject to a fine as established by law.

No student will be denied the right of attending school without due process of law.

SCHOOL-BASED GED PROGRAM

Students enrolled in high school may be eligible for a school-based GED preparatory program if they meet the following criteria:

- Sixteen or seventeen years of age, and
- The student must present written permission from the student's parent or guardian and one of the following:
    1. Verification from a school administrator that the child will not graduate with the child's cohort class because of credit deficiency;
    2. Authorization from a court services officer;
    3. A court order requiring the child to enter the program;
    4. Verification that the child is under the direction of the Department of Corrections; or
    5. Verification that the child is enrolled in Job Corps as authorized by Title I-C of the Workforce Investment Act of 1998, as amended to January 1, 2009.

KINDERGARTEN

All children entering kindergarten for the first time must be five (5) years of age on or before September 1.

When a child has been enrolled in kindergarten prior to moving to the district and does not meet South Dakota entrance age requirements, a conference involving the building principal, the teacher, and the parent will be held. The parent will be informed that the child will be placed in kindergarten on a trial basis until such time as the principal and teacher can determine whether the welfare of the child can best be served by retaining him or her in school or by withholding admission until the following school year. In most cases, the trial period will not exceed two or three weeks.

FIRST GRADE

All children entering first grade must be six (6) years of age before September 1. A parent may request a waiver of compulsory attendance requirement under the age of seven years of age. First grade transfer students who do not meet state age requirements will be handled in the same manner as the kindergarten students. A student not yet prepared for first grade may be placed in kindergarten.

Proof of birth date will be required, by submitting a certified copy of the child's birth certificate or affidavit. The school will make a copy of the original and place it in the school files.

Policy JEAA: STUDENTS ALTERNATIVE INSTRUCTION

Status: ADOPTED

Original Adopted Date: 10/11/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

Children of compulsory school age must regularly attend school, either public, nonpublic, or alternative instruction.

Notification:
Notification of alternative instruction must be submitted on the South Dakota Department of Education notification form that declares the child will be provided with alternative instruction. The notification may be submitted electronically through the SD Department of Education's online system or by providing the completed paper notification form to the District or the SD Department of Education. If the District receives a completed paper notification form, the District will date and sign or stamp the form acknowledging receipt of the notification and provide a copy to the parent, guardian or other person having control of the child. The District will then provide the completed paper notification form to the SD Department of Education. The notification will be kept confidential.

The alternative instruction notification shall be submitted to the SD Department of Education or the District within thirty (30) days from the first time the child begins an alternative instruction program, enrolls in a public or nonpublic school, or moves to a different school district.

Upon filing of a notification with the SD Department of Education or the District from the parent/guardian or other person having control of the child, the South Dakota Department of Education or the District has been notified that the child is being provided with alternative instruction.

Enrollment on Partial Basis:
Upon request from a child's parent or legal guardian, the District will admit a child who is a resident of the District who is being provided alternative instruction to enroll in one or more classes, while receiving alternative instruction for the balance of his or her education. Upon enrollment, the partially enrolled alternative instruction students must comply with the District's rules and procedures and have the same rights and responsibilities as publicly enrolled students.

Open Enrollment:
School board approval is required in order for a nonresident alternative instruction student to be enrolled in the District, in accordance with the District's open enrollment policy.

Note: The DOE Form, Alternative Instruction Notification, can be found on the SD DOE website under "Home School".

Policy JECA: ADMISSION OF RESIDENT STUDENTS

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The legal residence of a student, for the purpose of claiming free school privileges under the South Dakota Constitution will mean the legal residence or domicile of the student's parents or legal guardian.

The parents or legal guardian may not establish residency in a district for the sole purpose of obtaining free schooling in that district.

When a child is residing in a foster home on a permanent or temporary basis, the child has school residence in the district where the foster home is located.

Children of Military Personnel

A child meets the residency requirement for school attendance in the school district in which the parent or guardian resides or will reside if the parent or guardian of the child is transferred to or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Upon issuance of such order, the child is eligible to be registered and enrolled with a state-approved distance learning provider by the school district in which the parent or guardian will reside. A military installation is a base, camp, post, station, yard, center, or other installation under the jurisdiction of the United States Department of Defense.

Policy JECAA: STUDENTS ENROLLING FROM ALTERNATIVE INSTRUCTION AND UNACCREDITED SCHOOLS

Status: ADOPTED

Original Adopted Date: 10/11/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

An elementary aged child who has been attending an unaccredited school in another state or country or has been receiving alternative instruction and seeks to enroll in the District shall be placed at the child's demonstrated level of proficiency as established by the standardized test administered to enrolled students in that grade in this District. Such child's placement may be in one grade level higher than warranted by the child's chronological age assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement the child may be advanced according to his or her demonstrated performance.

A child of secondary school age who has been attending an unaccredited school in another state or country or has been receiving alternative instruction who seeks to enroll in the District shall be placed in English and math at the level of achievement demonstrated by standardized tests administered to enrolled students of that age, and in all other subjects on a review of transcripts according to this policy. The child's placement may be in one grade level higher than warranted by the child's chronological age assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement the child may be advanced according to his/her demonstrated performance.

The building principal will determine placement based on credits received and prior courses taken. All students who have attended an unaccredited school or alternative program and enrolling in the District shall be required to meet District graduation requirements before being issued a diploma.

Any parent or guardian who is dissatisfied with the District's placement of the child may appeal it to the secretary of the Department of Education.

The following procedure shall be used to address an appeal of the Principal's placement decision.

1. The appeal shall be in writing.The appealing party must attach the Principal's written decision.

2. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant, (b) meet and discuss the matter with the Complainant and Principal, or (c) meet and discuss the matter with the Principal.

3. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Principal; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.

4. The Superintendent's decision may be appealed by the Complainant to the Secretary of Education within (10) ten calendar days of receipt of the Superintendent's written decision.

Policy JECB: OPEN ENROLLMENT

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

State law provides nonresident parents and students an opportunity to apply for enrollment within the District. It also allows resident parents and students an opportunity to apply for enrollment in an attendance center within the District other than that to which the student has been assigned.

The parent or legal guardian of a South Dakota kindergarten through twelfth grade student, or a student who is at least 18 years old, and resides in another school district (i.e., nonresident student), and who wishes to enroll the student in the District, or the parent or legal guardian of a South Dakota kindergarten through twelfth grade student, or a student who is at least 18 years old, and resides within the District and wishes to enroll the student at an attendance center within the District other than that to which the student has been assigned, must apply to open enroll in the School District.

1. Nonresident student open enrollment: The District shall grant a request for a transfer into the district of a child who is a resident of another school district unless the transfer would result in an inability to provide a quality educational program based on criteria established by the District pursuant to statute and this policy.

2. Nonresident alternative instruction student open enrollment: The District shall grant a request to admit into the district a child who is a resident of another school district and who is receiving alternative instruction in the resident district pursuant to law, unless admitting the nonresident child would result in an inability to provide a quality educational program based on criteria established by the District pursuant to statute and this policy.

3. Resident student open enrollment to different attendance center: The District shall grant a request from a resident of the District for a student transfer to an attendance center within the District other than that to which the student has been assigned unless the transfer would result in an inability to provide a quality educational program based on criteria established by the District pursuant to statute and this policy.

A. GENERAL RULES:

1. Transfers from another school district into the District may only take place prior to the last Friday in September during the first semester of any school year, and prior to the last Friday in January during the second semester of any school year. If the District approves an application for such a transfer after the deadline in the first semester, the transfer will occur at the start of the second semester. If the District approves an application for such a transfer after the deadline in the second semester, the transfer will occur at the start of the following school year. The deadlines for transfer do not apply if:

(1) A student is seeking to transfer to an alternative school or a specialized nonpublic educational program;
(2) A student enrolls in a school district after the deadline in either semester; or
(3) The District's Superintendent determines that special circumstances exist and allows a student to transfer into the District after the deadline.

2. All nonresident requests for open enrollment into the District must be submitted to the District's Superintendent on the official application form provided by the South Dakota Department of Education.

3. Nonresident student open enrollment applications to attend school within the District will be reviewed and acted upon in the order in which they are received. However, if the applicant is a sibling of a student accepted into and currently enrolled in the District, that student's application shall take priority over all other applications.

4. The Superintendent shall either approve or deny the application for open enrollment. A decision of the Superintendent to deny an open enrollment application may be appealed to the School Board. A decision of the School Board to deny student's application for open enrollment may be appealed to the circuit court pursuant to State Law. [a]

5. Decisions to accept or reject open enrollment applications will be based on the criteria listed in "Open Enrollment Application Standards" (Section C).

6. The applicant and the resident school board will be notified within five days of the decision.

7. An application may be withdrawn by the applicant prior to the approval of the request and upon written notification to the District's Superintendent.

8. Once approved by the District, the approved application serves as the applicant's notice of intent to enroll in the District and obligates the student to attend school within the District during the school year, unless the affected school board or boards agree in writing to allow the student to transfer back to the resident district or assigned school, or unless the parents, guardians, or emancipated student change residence to anther district. A decision by either school board to deny a request to return to the resident school district may be appealed to circuit court pursuant to law.

9. Once enrolled under open enrollment in the District, the student may remain enrolled and is not required to resubmit annual applications.

10. The parent or legal guardian of a student who has been accepted for transfer under open enrollment is responsible for transporting the student to and from school without reimbursement. (b)

11. The District shall accept credits for any course completed in any other accredited school district but shall award a diploma to a nonresident student only if the student satisfactorily meets the District's graduation requirements.

12. If two or more nonresident students from the same family, residing in the same household, request open enrollment into the District, all requests from that family must be either approved or denied and the District shall not deny an application if doing so would result in children from the same household enrolling in different school districts. However, if the District cannot provide an appropriate education for a child in need of special education or special education and related services, the District may deny that child's application for open enrollment.

13. Any student under long term suspension or expulsion will not be allowed to open enroll until the suspension or expulsion is completed. (c)

14. The rules of the South Dakota High School Activities Association will govern eligibility for participation in activities.

B. RESIDENT STUDENT TRANSFERS:

The provisions of this policy apply to resident student transfers except at modified below:

1. Resident student open enrollment applications to attend an attendance center within the District other than that to which the student has been assigned will be reviewed and acted upon in the order in which they are received. However, if the applicant is a sibling of a student accepted into and currently enrolled in the attendance center to which the applicant is wishing to enroll, that student's application shall take priority over all other applications.

2. If a student is transferred from one attendance center to another attendance center within the District at the request of the student's parent or guardian, the District shall not provide transportation services to the student. (d)

C. OPEN ENROLLMENT APPLICATION STANDARDS: (e)

The following standards will be used to accept or reject nonresident student open enrollment applications to enroll within the District and resident student applications to attend an attendance center within the District other than that to which the student was assigned:

Open enrollment requests will be granted on a space available basis at the time the request is considered. The approval of an open enrollment request may not result in exceeding the average student to teacher ratio, program capacity, or building capacity. The ratios listed for grade level student to teacher ratios are for open enrollment purposes only and actual class sizes may be greater than the capacity because of students residing within the school district and school attendance center area.

- Kindergarten through grade twelve: Enrollment may not exceed attendance center building capacity.

- An open enrollment transfer may not cause a building or program to exceed capacity, including special education programs.

- Open enrollment of a special education student will not be approved if the students cannot be accommodated at current staffing levels or the program is at capacity.

D. OPEN ENROLLMENT OF SPECIAL EDUCATION STUDENTS:

1. A request to transfer a student in need of special education or special education and related services may be granted only if, after a review of all relevant student education records and direct communication with the student's parent or guardian and representatives of the resident district, the School District determines that the district can provide an appropriate instructional program and facilities, including transportation if required as a related service, to meet the student's needs. If the request to transfer is granted, the district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services. If the student requires transportation as a related service, the district shall provide or ensure the provision of transportation within the boundaries of the District.

2. If the District is not able to confirm that the District can provide an appropriate instructional program, facilities, and transportation if necessary, based on the records review and communication with the student's parent or guardian and representatives of the resident district, the District shall initiate an individual education program team meeting consisting of representatives from the District, the resident school district and the parents or guardians, to determine whether the District can provide an appropriate instructional program, facilities, and transportation necessary.

3. A request to transfer a student in need of special education or special education and related services may be denied only pursuant to the "Open Enrollment Application Standards" (Section C) or if the individual education program team as set forth in "Open Enrollment of Special Education Students" (Section D.2.) determines that the District cannot provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.

4. If a parent or guardian of a student in need of special education or special education and related services request to transfer the student back to the resident district, the affected school boards must agree in writing to allow the student to transfer back to the resident district or unless the parents, guardian, or emancipated student change residence to another district.

5. If two or more students from the same family residing in the same household request open enrollment and the District determines it can provide an appropriate special education or special education and related services for the special education student(s), the applications shall be approved subject to consideration of the Open Enrollment Application Standards (Section C). However, if the District cannot provide appropriate special education or special education and related service for one or more of the students in need of special education or special education and related services, the District may deny the application for open enrollment related to the individual special education student(s).

6. If it is determined that a parent or guardian of a student, or an emancipated student, in need of special education or special education and related services submitted a request for an open enrollment transfer, but did not indicate on the application that the student has an IEP and needs special education services, as required on the form, any approval by the District of the open enrollment transfer application will be deemed void.

Policy JED: STUDENT ABSENCES AND EXCUSES

Status: ADOPTED

Original Adopted Date: 10/11/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

While it is true that written work can be completed for make-up, class instruction or presentations, discussions, some audio-visual presentations, or student-teacher interaction can never be made up.

Certain absences of students will be excused by the principal on receipt of a written, signed explanation from the parent or guardian. These absences will include:

1. Illness or quarantine;

2. Bereavement or serious illness in family;

3. Weather so inclement as to endanger the health of the child;

4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator. Also with such approval, students may be eligible to be counted for school attendance for up to five days each term if an excuse from actual school attendance is requested by a parent or guardian for attendance at a state or nationally recognized youth program of educational value or for the purpose of working as a precinct election official if the student is at least eighteen years old.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. Any absence other than excused absence is considered truancy.

Policy JEDA: TRUANCY

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

Through cooperation with parents, strict adherence to regulations in regard to tardiness and unexcused absence, and diligence in investigating the causes of absence, the Board will endeavor to reduce tardiness and truancy.

The district truancy officer or designee will be responsible for enforcing the compulsory attendance laws which require regular attendance, provide for penalties if parents and guardians do not carry out their responsibilities, and establish procedures for referral of a truant student to juvenile authorities.

The district truancy officer or designee shall make and file truancy complaints, and any teacher, school officer or any citizen may make and file a truancy complaint before the circuit court judge.

Policy JEE: STUDENT ATTENDANCE ACCOUNTING

Status: ADOPTED

Original Adopted Date: 10/11/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The Board recognizes the importance of student accounting. Accurate information regarding the whereabouts of school-age children, both public and private, is essential to the operation of the school district.

As required by state law, the Superintendent will be responsible for an accurate record of the attendance or nonattendance of all students who are enrolled in school. The school district truancy officer will also keep a record of all those children who are required by law to be enrolled in school and who do not attend, or whose attendance is irregular.

Policy JEFA: SENIOR PRIVILEGES

Status: ADOPTED

Original Adopted Date: 05/01/2010 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

As part of a developing plan to encourage independent study and self responsibility, the Board approves as policy the practice of permitting high school seniors released time from school.

The Board authorizes the Superintendent and/or High School Principal to develop criteria for granting privileges to high school seniors. The criteria shall contain minimum standards for granting these privileges, shall delineate the types of privileges that may be granted, and shall delineate the terms under which privileges may be revoked. Please reference the student handbook for specific criteria for seniors.

Policy JEG: EXEMPTIONS FROM SCHOOL ATTENDANCE

Status: ADOPTED

Original Adopted Date: 10/11/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

GED PROGRAM: Students aged 16 years of age or older will be exempt from compulsory attendance provided they are enrolled in and participating in a school-based or school contracted Graduate Equivalency Degree (GED) program . The student must present written permission from the student's parent or guardian and meets one or more of the following five conditions:

1. Verification from a school administrator that the child will not graduate with the child's cohort class because of credit deficiency;
2. Authorization from a court services officer;
3. A court order requiring the child to enter the program;
4. Verification that the child is under the direction of the Department of Corrections; OR
5. Verification that the child is enrolled in Job Corps as authorized by Title I-C of the Workforce Investment Act of 1998, as amended January 1, 2009.

RELIGIOUS EXEMPTION AFTER EIGHTH GRADE: A child of compulsory school age who has successfully completed the first eight grades is excused from compulsory school attendance if:

1. The child or the parents of the child are members of a recognized church or religious denomination that objects to the regular public high school education; and

2. The recognized church or religious denomination either individually or in cooperation with another recognized church or religious denomination provides a regularly supervised program of instruction in which each child participates in learning activities appropriate to the adult occupation that the child is likely to assume in later years.

STUDENT EXCUSED BECAUSE OF ILLNESS IN FAMILY: The School Board may excuse a child from school attendance because of serious illness in his immediate family, making his presence at home an actual necessity, or his presence in school a menace to the health of other pupils. The School Board may require the submission of medical evidence as a condition of granting an excuse pursuant to this section.

STUDENT EXCUSED TO ATTEND STATE OR NATIONALLY RECOGNIZED YOUTH EVENTS, AND WORK AS PRECINCT ELECTION OFFICIAL: A student is eligible to be counted for school attendance up to five days in a school term if an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value or for the purpose of working as a precinct election official if the student is at least eighteen years old.

Policy JF: STUDENT RIGHTS AND RESPONSIBILITIES

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The Board recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees offered all persons under the federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Students are responsible for the way they exercises their rights, and must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

STUDENT RIGHTS IN PUBLIC SCHOOLS

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

3. The right to due process of law with respect to suspension and expulsion.

4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.

5. The right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make, and delegate authority to its staff to make, rules regarding orderly operation of the schools.

Policy JFA: STUDENT DUE PROCESS RIGHTS

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

Discipline in the schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with disruptive students and student misconduct. The United States Constitution and The South Dakota Constitution entitle all students to due process when they are subjected to depravation of a property right. The Board recognizes the importance of safeguarding a student's constitutional rights.

Due process is an established course for judicial proceedings or other governmental activities designed to safeguard the legal right of the individual.

A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education

Due process procedures shall be fair and apply equally to all. Fairley enforcing due process procedures involves:

- Adequate and timely notice and an opportunity to prepare a defense;
- An opportunity to be heard at a reasonable time and in a meaningful manner and;
- The right to a speedy and impartial hearing on the merits of the case.

SPECIAL EDUCATION STUDENTS

Students who attend public school on an individualized educational program (IEP) are subject to due process procedures established by the South Dakota Board of Education under administrative rules for special education. The administration shall consult with a student's individualized education program (IEP) team to balance student disciplinary actions with the provision of a free and appropriate public education for students with disabilities.

Policy JFAA: SEARCH AND SEIZURE - STUDENT

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the district, and is intended for educational purposes, and district business, at all times.

Individuals using district-owned property (system users) shall have no expectation of privacy when using school property. The district reserves the right to monitor, inspect, copy, review and store (at any time and without notice) all usage of district property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district.

System users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in district-owned computers or on the district system or within the physical area of the district. School officials reserved the right to review district system/property use at any time to determine if such use meets the criteria set forth in school board policies and district regulations. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that the user has or is violating district policy or law. Once a problem is discovered, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

Employees or students violating acceptable use of district property, or policy, may be subject to disciplinary action by the Superintendent or designee, depending on the nature of the violation.

Policy JFB: EDUCATION OF HOMELESS CHILDREN

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

Every child of a homeless individual and every homeless child is entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;

2. Educational services for which a student meets eligibility criteria (e.g., Title I);

3. Educational programs for children with disabilities and limited English proficiency;

4. Programs in vocational and technical education;

5. Programs for gifted and talented students; and

6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Procedure.

Policy JFC: STUDENT CONDUCT

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The Board expects students in the district schools to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a safe harmonious school atmosphere.

Students are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property; while on school owned and/or operated school or chartered vehicles; or while attending or engaged in school activities.

To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Any of the following actions or similar behaviors will subject a student to suspension, expulsion or other school disciplinary measure:

1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property;

2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property;

3. Intentionally causing or attempting to cause physical injury to another person except in self-defense;

4. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object, except as allowed by law;

5. Knowingly possessing, using, transmitting, or being under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind except pursuant to a valid prescription which has been provided to the school;

6. Knowingly using or copying the academic work of another and presenting it as his or her own without proper attribution;

7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program;

8. Using a substance or device to communicate a terroristic threat;

9. Using a hoax substance or device to cause fear of a terroristic act;

10. Falsely reporting a threat.

In addition to school disciplinary measures some of the above actions are subject to punishment through civil and criminal authorities.

School building administrators will not recommend a student for suspension or expulsion, except when the student has engaged in one of the prohibited actions mentioned above or other acts of misconduct while on school property or taking part in a school activity off school grounds.

Policy JFCD: BULLYING **Status:** ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

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.

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.

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):

_____

_____

_____

_____

_____

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_____

_____ (use additional sheets if necessary).

_____ _____

Date School Employee Completing the Bullying Report Form

_____ _____

Date Person Reporting the Bullying

BULLYING
COMPLAINT APPEAL TO THE SUPERINTENDENT

I/We Appeal the Principal's Step 1 decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Principal's decision is wrong]:

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ATTACH A COPY OF THE BULLYING COMPLAINT REPORT AND THE PRINCIPAL'S DECISION.

_____ _____

Date Complainant

_____ _____

Date Received Superintendent

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

Policy JFCH: ALCOHOL AND OTHER DRUG USE BY STUDENTS

Status: ADOPTED

Original Adopted Date: 09/27/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The following document outlines policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Students and parents/guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

POLICY

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, give, exchange or be under the influence of alcohol, illicit drugs, narcotics, dangerous or illegal chemical substances. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs.

Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

First Offense:

1. The administration will notify the parent(s)/guardians(s) and schedule a conference;
2. The administration shall suspend the student for five (5) days in compliance with student due process procedures;
3. The administration shall notify available law enforcement authorities/school resource officer.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities/school resource officer.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.

2. The administration shall notify available law enforcement authorities/school resource officer.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
5. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
6. State and federal regulations regarding special education students will be followed.

Policy JFH: STUDENT COMPLAINTS AND GRIEVANCES

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his or her parent or guardian will be provided the opportunity to discuss with the student's teacher/coach a decision or situation which the student, parent, or guardian considers unjust or unfair.

2. If the incident remains unresolved, the student or his or her parent or guardian or the teacher/coach, may bring the matter to the principal's attention for consideration and action.

3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.

4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.

5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

Policy JGB: RESTRAINT AND SECLUSION **Status:** ADOPTED

Original Adopted Date: 08/13/2018 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

SDCL 13-32 provides legal authority and a responsibility for the Deuel School District to limit the use of restraint and seclusion in its educational programs.

1) The Deuel School District will notify the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion. This will be done within the school day if school is in session that day.

(2) No employee of the Deuel School District will use the method of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when that use is necessary and reasonable in manner and moderate in degree.

(3) No student will be placed in involuntary confinement in a locked room alone unless there is a clear and present danger.

(4) Following any incident requiring restraint or seclusion of a student, the Deuel School employee involved must notify the parent or guardian of the student who was affected.

Policy JHC: STUDENT HEALTH

Status: ADOPTED

Original Adopted Date: 06/30/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The Board realizes its responsibility to help protect and improve the health of students. The Board, therefore, will utilize the services of a nurse to coordinate school health services. The nurse, with cooperation from school administrators, will be responsible for organizing dental, medical, and immunization clinics for students within the school district.

Student health services will include the following:

1. Counseling for students, parents, and others concerning the findings of health examinations.
2. Help in preventing and controlling disease.
3. Emergency service for injury and sudden illness.
4. Consultation with parents and appropriate staff on the health of students.
5. Maintenance of health records for all students.
6. Assessment and implementation of services for students with special needs, administration of medications and performance of specialized health care procedures.

Of necessity, the health services provided will be limited largely to the detection and prevention of health problems, referral of problems through parents to the family physician, and emergency care.

Policy JHCD: ADMINISTRATION OF MEDICATIONS TO STUDENTS

Status: ADOPTED

Original Adopted Date: 09/27/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

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 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 profession 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.

Policy JHCDE: ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS

Status: ADOPTED

Original Adopted Date: 09/27/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

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 certification 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 protections 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 condition 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 registry identification card is void, expired or revoked.

3. In the event that a new registry 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 recommending 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.

Policy JHFA: SUPERVISION OF STUDENTS

Status: ADOPTED

Original Adopted Date: 06/12/2023 | **Last Reviewed Date:** 06/12/2023

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Superintendent and principals may discipline students for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs.

Policy JHG: REPORTING CHILD ABUSE

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The term, abused or neglected child, means a child:

1. Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
2. Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
3. Whose environment is injurious to the child's welfare;
4. Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
5. Who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;
6. Who is threatened with substantial harm;
7. Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
8. Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;
9. Who was subject to prenatal exposure to abusive use of alcohol, marijuana, or any controlled drug or substance not lawfully prescribed by a practitioner; or
10. Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

Any teacher or other school employee, who suspects that a child under 18 years of age has been neglected or abused by a parent or other person, will report orally or in writing this information to the building Principal or Superintendent. The Principal or Superintendent shall immediately report this information to the state's attorney, the department of social services, or to local law enforcement. The teacher or other school employee who witnessed the disclosure or evidence of the abuse or neglect must be available to answer questions when the initial report is made. If the Principal or Superintendent does not confirm to the teacher or other employee within 24 hours that the report has been submitted, the employee will report the information directly to the state's attorney, the department of social services, or to local law enforcement.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provided by law is a class one misdemeanor. Failure to make a report of abuse or neglect is a class one misdemeanor.

Policy JN: STUDENT FEES, FINES, AND CHARGES

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

It is a responsibility of the Board to assure that the children of the district are provided with free public education. Therefore, no fee or charges may be required as a condition of school year attendance, credit in a required course, or for materials or activities that are part of a course requirement. Students will be responsible for the cost of replacing any school district materials or property that is lost or damaged through the student's negligence.

Certain fees and charges, however, may be established under the following conditions:

1. When established to pay for optional activities, i.e. activity ticket fee, that are not part of the regular school program, nor essential to success in a course.

2. When established to pay for materials that are optional for use in a course, and when grades or credit are not dependent on their use.

3. When established to pay for materials that will result in shop products, clothing, or other items that the student will take home for personal use.

Certain other items or equipment required of students for personal use may be purchased by the school system and rented to the student. When these are no longer needed by the student, they may be returned to the school, with a refund of the rental fee, dependent upon their condition.

The Board will annually review a list of fees and charges proposed at the various school levels. In making recommendations, school administrators will consider the cost of the time and bookkeeping involved in collecting fees and rental charges for minor items.

Policy JO: STUDENT RECORDS **Status:** ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

A Federal law, the Family Educational Rights and Privacy Act, commonly called FERPA, requires prior written consent from a student's parent or guardian (or student age 18 or older) prior to any disclosure of a student's educational records unless a specific exception is applicable such that prior written consent is not required.

A student's educational records are those records that are:

(1) directly related to a student; and

(2) maintained by the District or by a party acting for the District.

Student educational records do not include:

(1) records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record,

(2) records of the law enforcement unit of the District, subject to certain limitations,

(3) records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:

(i) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity,

(ii) made, maintained, or used only in connection with treatment of the student, and

(iii) disclosed only to individuals providing the treatment. (For the purpose of this provision, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution,

(4) records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student and

(5) grades on peer-graded papers before they are collected and recorded by a teacher.

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.

- To organizations conducting studies for, or on behalf of, the school, in order to:

  (a) develop, validate, or administer predictive tests;
  (b) administer student aid programs; or
  (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To parents of a student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.

- Information the school has designated as "directory information."

The District shall not collect information which is not necessary for the determination of student academic progress, state and federal reporting requirements, or other duties prescribed to a school district, or for the calculation of funding for public education.

Policy JOA: STUDENT DIRECTORY INFORMATION

Status: ADOPTED

Original Adopted Date: 09/27/2021 | **Last Revised Date:** 06/12/2023 | **Last Reviewed Date:** 06/12/2023

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a student's parent, guardian or an eligible student, does not want the District to disclose directory information from the student's education records without prior written consent, the student's parent, guardian or an eligible student must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment.

The District has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended.

The District shall provide, by November first of each year, a list of students by name in grades seven to twelve, inclusive, together with their mailing addresses, to the executive director of the Board of Regents and to each technical college located in the state unless the parent has directed that the District not release directory information about the student.

The District shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students; and shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, unless the parent of the student has submitted a request to the District that the student's information not be released without prior written parental consent

The District shall annually notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's or eligible student's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to the South Dakota Board of Regents and each technical college located in the state and, upon request, to military recruiters, subject to a parent's or eligible student's request not to disclose such information without written consent; and
3. Notification on how the parent or eligible student may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

Policy JFCA: STUDENT DRESS CODE

Status: RESCIND

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 10/08/2018 **Rescinded Date:** 06/12/2023

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

- Building Update-
- Gymnastics Canby-
- East Wall-
- Bus/Vehicle-
- Surveys Results-
- Insurance-
- 1003 Funds-
- CSI/Book Read-

UPCOMING EVENTS

- June Interim Meeting-TBD
- Regular/Annual Meeting-July 10th, 2023

DEUEL SCHOOL DISTRICT #19-4 MIDDLE/HIGH SCHOOL PARENT/STUDENT HANDBOOK



Clear Lake, South Dakota

Deuel School District
P.O. Box 770
410 5th St. W.
Clear Lake, SD 57226
Phone – 605-874-2161
Fax – 605-874-8585

Chad Schiernbeck, Superintendent
chad.schiernbeck@k12.sd.us

Amber Thomas, Middle/High School Principal
scott.mitchell@k12.sd.us

Dylan Amdahl, Business Manager
dylan.amdahl@k12.sd.us

Deuel Middle School/High School Handbook

Mission Statement:

Empower students to become independent learners, personally accountable, and responsible citizens.

Belief Statement:

Deuel School District Believes:

Everyone in the community contributes to the education of the children in our schools.

Therefore, we are committed to:

*** Personal responsibility and accountability.**

*** Respecting others and maintaining an open line of communication in the district.**

*** Providing opportunities and resources for individual success.**

*** Maintaining and communicating high academic and professional standards**

PERSONNEL NON-DISCRIMINATION POLICY

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding negotiated agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Furthermore, the Deuel School District abides by the *Boy Scouts of America Equal Access Act* which addresses equal access to meet on school premises or in school facilities for the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the Deuel School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to coordinate the District's efforts to comply with the regulations implementing these regulations.

Superintendent
Deuel School District #19-4
410 Fifth Street West
P.O. Box 770
Clear Lake, SD 57226

Telephone 605-874-2161

Fax 605-874-8585

You may also contact the Section 504 Coordinator at the South Dakota Department of Education and Cultural Affairs by calling 605-773-3134 or the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd. Suite 310, Denver, Colorado 80202-3582.

ANNUAL NONDISCRIMINATION NOTIFICATION

Deuel School District 19-4 Annual Public Notice Career and Technical Education

Deuel Schools Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle school and high school levels. The program areas include the following.

- Ag Food and Natural Resources
- Architecture and Construction
- Business, Management and Operation
- Information Technology

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Lake Area Technical Institute. For more information about Career and Technical Education, call (605)874-2161.

The Deuel School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

504 Coordinator-Chad Schiernbeck
PO Box 770, Clear Lake SD 57226
605-874-2161

Title IX Coordinator-Chad Schiernbeck
PO Box 770, Clear Lake SD 57226
605-874-2161

South Dakota Regional US Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106

Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Dear Parents and Students,

Welcome to Deuel High School for the 2023-2024 school year. Deuel School District wishes that we all share a year of outstanding successes and that we might work together to provide a safe and quality educational environment for all.

It is my desire that each student avail himself/herself of all possible opportunities for personal growth and fulfillment.

It is your responsibility to become familiar with the material in this handbook. Have a great year!

Mrs. Amber Thomas
MS/HS Principal

TEACHING STAFF

MIDDLE SCHOOL FACULTY

English	Cindy Konold
Math	Amy Tvedt
Physical Education	Kris Ulmer
Science	
Social Studies	Dustin Hourigan
Middle School Special Education	Rhonda Young

HIGH SCHOOL FACULTY

Agriculture Education	Taylor Krause
English	Karen Domina and Kim Eggers
Industrial Tech	Brian Tvedt
Math	Sara Maaland and Lindsey Gorder
Business/Personal Finance/Accounting	Caleb Mack and Michael Gohring
Sciences	Carolyn Burns and Katie Hinker
Social Studies	Carter Gordon
High School Special Education	Kea Kellen

FACULTY PK-12

Art	Brooke Hockett
Band	Alyssa Cassels
Guidance	Jessica Folk and Amanda Hillesheim
Vocal Music	Doug Dyk
Physical Education	Lynn Gudmundson and Kris Ulmer
Technology	Mike Gohring

STATE GRADUATION REQUIREMENTS (HS)

Twenty-four units of credit must be attempted at Deuel High School. Seniors must accumulate a minimum of 22 credits to fulfill graduation requirements. These are in accordance with rules and regulations of the State Department of Education and the local Board of Education with exceptions as recommended by the Administration.

South Dakota Department of Education Required Curriculum

Language Arts	**4 units**
Mathematics	**3 units (must include Algebra)**
Science	**3 units (Must include Biology)**
Social Science	**3 units**
Fine Arts	**1 unit**
Personal Finance or Economics	**½ unit**
Health	**½ unit (Health Integration)**
Physical Ed.	**½ unit**
Required Electives	**1 unit of any of the following or a combination:** **Approved CTE course** **Senior Project** **World Language**

***Total Credits needed for graduation- 22 units**
***One unit equals one credit**

Opportunity Scholarship Curriculum***

Language Arts	**4 units**
Social Studies	**3 units**
Math	**4 units (Algebra I or higher)**
Science	**4 units (3 approved lab science)**
Fine Arts	**1 unit**
Economics or Personal Finance	**½ unit**
P.E.	**½ unit**
Health or Integration	**½ unit (MS Health)**
Physical Education	**½ unit**
Required Electives	**2 units of either of the following or a combination of the two:** **Approved career and technical education courses** **Modern or classical language**

**** To qualify for the Opportunity Scholarship a student must have a minimum score of a 24 on his/her ACT Exam and have NO grade below a "C" on his/her transcript to receive the monetary award**

Regents Scholar Curriculum

Language Arts	**4 units**
Math	**4 units (Algebra I or higher)**
Science	**4 units (3 approved lab science)**
Social Studies	**3 units**
Modern or Classical Language	**2 units (consecutive)**
Fine Arts	**1 unit**

****Student must have a 2.0 on a 4.0 scale on all coursework and maintain a "B" 3.0 on 4.0 scale throughout HS**

*****REGENT SCHOLAR – It is the Deuel School District's goal that all our students will strive to complete the Regent Scholar curriculum. Students who successfully complete the Regent Scholar curriculum automatically qualify for entry into any of the six state funded universities.**

STUDENT GRADUATION REQUIREMENTS (HS)

1. Seniors must have attempted 24 credits, and accumulate a minimum of 22 credits to fulfill graduation requirements.
   ***No more than one credit may be earned as an aide.
2. If students do not have the required amount of credits to advance to next grade level, they will be listed according to the number of credits they have earned. For example: if a junior did not pick up enough credits throughout the year to qualify for senior status, that student will be listed as a junior next year.

3. Any subject offered to students of lower grade level may be taken by a student of a higher grade level by securing permission of the principal.
4. Courses must be completed or no credit will be received.
5. Any senior who fails to meet the requirements for graduation will not be allowed to participate in the graduation ceremonies.

HIGH SCHOOL REQUIRED COURSES (HS)

9th Grade	English Language Arts 9, Algebra I, Physical Science, Geography, Leadership and Service, 9th English Literature & Physical Education
10th Grade	English Language Arts 10/Speech, Geometry, Biology, World History & Physical Education II
11th Grade	American Lit I & II, U.S History
12th Grade	Brit Lit I, Government, Personal Finance, Senior Capstone Experience

It is expected that students will have basic keyboarding skills and have had experience in using the Internet. These expectations may be met by high school course work or demonstrated by some other means.

GRADING SCALE (HS)

In order to maintain an equitable reporting system, it is essential that teachers at all levels use a similar grading scale. The following scale shall be used for determining grades on a percentage basis:

Letter	Percent	GPA
A	100-92	4.0
B	91-83	3.0
C	82-74	2.0
D	73-65	1.0
F	64 and below	0.0

SCHOLASTIC HONOR ROLL (MS and HS)

For those students who have displayed academic excellence, an honor roll listing their names will be published at the conclusion of each semester. Requirements for the Honor Roll are as follows:

1. 4.00 or higher in all classes for that semester
2. 3.5 and up to 3.99
3. 3.0 and up to 3.49

Grades received by students in music, P.E., and aide positions will not be counted towards honor roll points. However, students taking band or chorus all four years of high school will have grades counted towards honor roll points in their senior year. Students receiving a D or F for a subject will automatically be disallowed.

PROGRESS REPORTS/REPORT CARDS (MS and HS)

Report cards will be distributed approximately one week after the end of each semester grading period.

ADVANCED PLACEMENT (HS)

The Advance Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities. AP allows students to get a head start on college level coursework in high school with the opportunity to earn college credit in the process.
*Students must take and pass the AP exam in order to receive college credit.

INDEPENDENT STUDY (HS)

Independent study will be available for students who wish to pursue a topic depth beyond the regular classroom offering. This may be done in the following manner:

1. Make an application to the principal and instructor.
2. Must have demonstrated a proficiency in the academic area.
3. Must have a "B" average or better.
4. Must have the consent of the principal and instructor.
5. Instructor must have a written curriculum for the student.

DISTANCE LEARNING POLICY (HS)

Distance Learning is a means for school districts to provide courses that normally would not be offered because of low enrollment or other constraints.

Students currently have the option of enrolling in courses through Northern State University E-Learning Center, Apex Learning, South Dakota Virtual School, BHSU, SDSU, DSU, USD, NSU and all state technical schools. Students must communicate their desire to take these courses during registration in the spring. Students will be given information regarding these organizations prior to registering for classes.

NSU E-learning classes are two-way interactive video or online format class and are offered free of charge to students who are accepted through a registration process. The school will purchase any required materials provided that the student complete the course and follow the behavior policy. Any student who fails to complete the course or is removed from the class for disciplinary reasons will be required to pay for any material purchased by the school for said class.

South Dakota Virtual School is a clearinghouse of courses offered by various School Districts across the state. The cost of these courses vary by course and sending district. All costs associated with these courses are born by the student.

Course offered by State or Private Universities or Technical Schools have a variety of delivery methods and must be approved by administration and all costs are the responsibility of the student.

***Deuel school will accept credit given by the above listed, and it will count toward graduation from Deuel School. Permission to replace a class provided by Deuel School with a class from any State University or Tech School, APEX, SILDL, or DIAL must be approved by the Principal prior to registering for the class.
Students who register for classes from NSU will be allowed to drop prior to the class beginning providing no materials for the course have been purchased by the District.

Because of the uniqueness of Distance Learning, certain standards are expected of the students enrolling in these courses. This policy is intended to make both the students and parents aware of the standards expected of them when enrolling in such courses.

<u>Freshman</u>
-students will not be allowed to take an online course unless provided support from classroom teacher directly

<u>Sophomores</u>
-students will be allowed to take an online course with teacher or principal permission only based on specific situation.

<u>Juniors</u>
-no less than a 2.75 GPA
-must follow all established guidelines and requirements

-For all Dual Enrollment courses:
-students must maintain class pace, complete all assignments by posted deadline
-students must submit screen shots of gradebook or must allow advisor access to account to check progress

Seniors
-no less than a 2.75 GPA or successful online experience
-must follow all established guidelines and requirements

Note: The school calendar of the originating site will determine which days are in session. If the class meets on days Deuel Public Schools is not in session, class attendance is still required.

Procedure for noncompliance of guidelines in the Online classes:

1. When a student falls behind established pace guidelines:
    a. Meeting with Principal
2. When a student falls more than 10% behind established guidelines
    a. Meeting with Principal and Parents
3. When a student falls more than 20% behind established guidelines
    a. Student will be removed from class and deposit will not be returned

LATE WORK POLICY/BEST PRACTICES PROCEEDURE (MS and HS)

The policy will operate under the following premises:

- All assignments will be completed
- Deadlines set by the teacher will have to be met to avoid grade deduction. Assignments not turned in by the deadline and turned in the following week will receive a 50% reduction in grade. No credit will be given to assignments turned in after the conclusion of the chapter/unit.
- Parent contacts may be made when students have a D or F as a standing grade (MS and HS).
- Parents will be contacted with weekly emails explaining student/teacher pace (MS).

EXTRA-HELP FRIDAYS (MS and HS)

The Deuel School District will hold extra-help sessions on Fridays in which regular school classes are not in session. The extra-help sessions are designed to help students pass academic programs and an opportunity to have 1 to 1 time with classroom instructors. Students that choose not to attend are forfeiting an opportunity to improve and correct deficiencies. The District strongly encourages taking full advantage of this service.
***All students regardless of current letter grade have the opportunity to take advantage of the Help Sessions

TEXTBOOK (MS and HS)

All text and reference books are loaned to students without charge. Lost books must be paid for and fines will be charged for damage to books. Fines will be assessed as follows: 0-2 years - 50%; 3-4 years - 30% and 5 years or more - 15%. All textbooks will be evaluated by the teacher and student at the beginning and the end of the year to assess damages properly. The writing of obscenities in books will be treated as destroying the book and the student will be assessed the cost of replacing it.

ABSENCE AND ATTENDANCE POLICY (MS and HS)

Regular attendance is essential to a student's success in school. Scholastic achievement is often directly related to attendance, so it is vital that students attend regularly. South Dakota Law gives the responsibility for regular attendance to students and parents. Parental support of regular attendance is expected.

Parents are asked to call the school before 9:00 am each day that a student is absent. If parents do not call, the school will attempt to contact the parent. If the school cannot reach the parent during the day of absence, the absence will be unexcused. Students who arrive at class fifteen or more minutes late will be counted absent unexcused for that class period. Parents who are taking their child on an extended trip must call before leaving to excuse their child for the duration of the trip. Students must check out at the MS/HS principal's office when leaving during the day or the absence will be unexcused.

Completion of missed work is the responsibility of the student. The student will have two full days for each full day of excused absence, maximum of six full days, to complete work missed unless arrangements have been made with the individual classroom instructor. Please note that Fridays count as one of the six days providing staff are in session. Should the pattern of attendance persist the District may choose to remove credit for those classes.

GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES
School officials have the final decision in all situations.

Exempt Absences – DO NOT COUNT AGAINST STUDENT ATTENDANCE:
- School-sponsored activities (school sports, school activities)
- Doctor/Dentist Appointments verified by a doctor's office note
- Funerals/Religious Observations
- Court Appointment
- College Visit – Junior or Senior Year Only (Must have documentation of visit)

Excused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE
- Parent Request
- Personal Illness or accident
- Weather Related absences
- Suspension from School
- Death, serious illness, or injury within the immediate family/household/close friends
- Family Vacations for Multiple Days (Will count as 1 absence if the school is notified in advance and the necessary work is completed before trip)
- Other compelling situations which are approved by the administration

Unexcused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE
- Absences without permission from parent, guardian, or school official
- Examples of absences which may not be excused by school officials unless there are extenuating circumstances include, but are not limited to:
  - Oversleeping
  - Missing class to prepare for another class or activity
  - Failure to check out in the office before leaving during the school day

CONSEQUENCES FOR EXCESSIVE ABSENCES
- School Consequences
  - 7 Excused and/or Unexcused Absences: Notification to parents of attendance policy.
  - 10 Excused and/or Unexcused Absences: Notification to parents when students have missed 10 times in one or more classes.
  - 12 Excused and/or Unexcused Absences: If student has missed 12 or more days within a semester of school, the School Resource Officer may/will write a truancy ticket for excessive absences.

DISCIPLINE (MS and HS)

It is the objective of the Deuel School District to recognize, preserve and protect the individual rights of all students, and at the same time encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged.
The administration will enforce the district discipline policy unless unusual circumstances exist which can be more properly handled by other actions. Parent(s) or guardian will be notified for disciplinary actions involving out of school suspension. Parents will also be notified when law enforcement is involved except in cases of child abuse and/or sexual abuse.

GENERAL CONDUCT (MS and HS)

The issues addressed are general rules of the school, which are important procedures toward establishing an environment conducive to learning.

1. Student will not be at a locker during class time.
2. Hats, caps, stocking hats, blankets, and hoods will be removed and put away when in the building.
3. Passes will be used and times will be written on them.
4. Students will not use foul language.
5. Students will not demonstrate inappropriate, disruptive behavior.
6. Students will show proper respect to employees of the Deuel School District.

CONSEQUENCES (MS and HS)

Realizing that discipline is essential to the normal operation of the school, any or all of the following steps may be taken to help students who have demonstrated misbehavior:

1. Counseling
2. Parental Conference
3. Contracts
4. Detention
5. Suspension from class
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Understand that steps taken will depend on the nature of misbehavior, a student's past record, and more importantly, the school official's opinion as to what is necessary to ensure appropriate behavior by this particular student.

Definitions:

Detention: a form of discipline that detains a student outside of the normal school hours. Students involved in activities may miss the activity to fulfill detention requirements. Detention can be spent before school, over the lunch hour, and/or after school. A student who misses detention will have additional consequences assigned. Students serving detention will not be allowed to talk and should have homework to work on. No phone usage is allowed.

In-School Suspension (ISS): a temporary denial of a student to participate in any instructional or school activity for a period of time as determined by administration. Students will serve ISS in the office area. Students will be expected to make up all work missed during their time in ISS and will receive the full grade earned for the work completed. All make-up work given to the student on ISS will be due when the student returns to the classroom. No headphones or cell phones will be allowed during ISS. ISS may be served on Fridays or at the Principals' discretion.

Out – of -School Suspension (OSS): a temporary denial of a student to participate in any instructional or school activity for a period of time as determined by administration. Students will be expected to make up work missed and will receive the full grade earned for the work completed. All make-up work given to the student on OSS will be due when the student returns to the classroom. Students are not allowed to attend or participate in any extra-curricular or co-curricular activity including practices that day.

Expulsion: Denial of a student to participate in any instructional or school activity on or off school property for a period of time as determined by the school board.

Progressive Discipline Chart

(Guidelines only, administration reserves the right to modify consequences)

Class 1 – Attendance (Per Quarter)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Tardy to School or Class	Warning and Recorded	Warning and Recorded	Detention and/or Parent Contact	Detention and/or ISS (1 Day) and Parent Contact
Skipping Detention/Leaving the Building w/o permission	1 Additional Detention	2 Additional Detentions	ISS (1 Day)	ISS (2 – 5 Day)
Class 2 – Behavior (per year)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Cell Phone/Electronic Device Violation	Confiscated (picked up in classroom at the end of the day)	Confiscated (picked up in office at the end of the day)	Confiscated (held in office until a parent/guardian picks it up), Detenion	ISS (1 Day)
Insubordination: Behavior that is disruptive, disrespectful, or interferes with teaching and learning	Detention	Additional Detentions	ISS (1 Day)	ISS (2 – 5 Days)
Technology Violation (Acceptable Use Policy)	Warning and Recorded	Detention	Detention (technology access limited for a period of time)	ISS (1 Day) (technology access limited for a period of time)
Class 3 – Safety (Per Year)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Aggressive/Disrespectful/Offensive Language, Obscene Gesture/Drawings,	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Harassment, Bullying, Intimidation, Racial Slurs	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Physical Aggression, Threatening Behavior/Words/Communication	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Class 4 – Illegal (Per High School Career)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Theft	ISS (# based on severity of offense), Police Referral, Restitution	OSS (# based on severity of offense), Police Referral, Restitution	OSS (# based on severity of offense), Police Referral, Restitution	Long Term Suspension, Police Referral, Restitution
Smoking/Tobacco/Vaping	OSS (# based on severity of offense, suggested 5 days)	OSS (# based on severity of offense, suggested 10 days)	Long Term Suspension	
Destruction of School Property/Vandalism/Trespassing	ISS/OSS (# based on severity of offense)	OSS (# based on severity of offense)	Long Term Suspension	
Alcohol, Drugs, or Mood Altering Substances (using, under the influence, or possession including paraphernalia)	OSS (# based on severity of offense, suggested 5 days)	OSS (# based on severity of offense, suggested 10 days)	Long Term Suspension	
Drugs/Alcohol – Possession of an amount that suggests distribution	Long Term Suspension			

ELECTRONIC COMMUNICATION DEVICES (MS and HS)

All electronic communication device policies are handled by the classroom teacher, and individual classroom rules will apply. Repeat offenders may be subject to grade deductions, detention, and possible in-school suspension. Students are allowed to use electronic communication devices in the hallways and during lunch periods. Students who use the electronic communication devices improperly are subject to having them confiscated by teachers and/or administration.

CHEATING OR PLAGIARISM (MS and HS)

Cheating or plagiarism will not be tolerated at the Middle or High school levels. Any student caught cheating or plagiarizing on a test or an assignment will receive a zero for that test or assignment. In addition to the zero score, students in possession of materials belonging to the teacher, the school, or another student, without the permission of those agents will be disciplined according to the Discipline policy.

DRESS CODE/PERSONAL HYGEINE (MS and HS)

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

BULLYING & HARASSMENT (MS and HS)

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.

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.

SEXUAL HARASSMENT POLICY (MS and HS)

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors 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 sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another 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 sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third 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 sexual harassment report should immediately contact a school administrator.

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. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

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

SECTION 2 – Sexual Harassment Defined

Sexual harassment is defined as sexually oriented words and/or actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

SECTION 3 – Sexual Harassment Reporting Procedure

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, 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 sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual Harassment Report Form, Exhibit ACAA-E(1), verifying the accuracy of its content. The written complaint or Sexual Harassment Report Form must include the following:

- the date the written complaint was filed or the Sexual Harassment Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed 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 sexual harassment .

If the signed written complaint was given to a teacher or guidance counselor, or if the Sexual Harassment Report Form was completed by a teacher or guidance counselor, the teacher or guidance counselor shall forward the complaint or Sexual Harassment Report Form to the teacher's building school administrator.

SECTION 4 – Procedure for Addressing Sexual Harassment Complaints

STEP 1: School Administrator Investigation and Determination.

Should there be a report which alleges a District student, employee, school volunteer, parent, guest, visitor or vendor has been subjected to sexual harassment, an investigation into the alleged sexual harassment 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 by the school administrator responsible for the investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint. Unless the nature of the complaint and investigation dictate otherwise, the investigation should be completed and determination made by the school administrator on the merits of the complaint within thirty (30) calendar days of receipt of the complaint.

The person alleged to have sexually harassed 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 sexual harassment did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of sexual harassment may be true, the employee, student or third person accused of sexual harassment 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 sexually harassed another person in violation of this policy shall be afforded an opportunity to respond to the allegation of sexual harassment 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 third person sexually harassed a student, employee or guest 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.

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

STEP 2: Appeal to the Superintendent

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

1. If either party is not satisfied with the school administrator's decision, or if the school administrator 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 ACAA-E(2). The appeal must be filed within ten (10) calendar days of receipt of the school administrator's written decision, or ten (10) days of the deadline for the school administrator's written decision, whichever comes first. The appealing party must attach the school administrator'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 school administrator's decision, or the Superintendent may refer the matter back to the school administrator for further investigation and supplemental decision which decision may restate, modify or reverse the school administrator's initial decision. A supplemental decision by the school administrator after a referral back to the school administrator 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 ACAA-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 school administrator'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 sexual harassment 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 sexual harassment 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 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 school administrator 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 sexual harassment, 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 third 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 pursuant to law.

TOBACCO PRODUCTS (MS and HS)

The Deuel School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property by students, employees, vendors, visitors and invitees is prohibited. Students and employees are also prohibited from using or promoting tobacco at school-sponsored activities off school property. Students participating in school activities are also subject to such rules as may exist pursuant to an applicable activity code of conduct.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco and electronic nicotine delivery devices (e-cigarettes), which may not contain tobacco;

2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;

3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;

4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

District employees in violation of this policy will be subject to disciplinary action. Visitors, vendors and invitees in violation of this policy will be subject to appropriate consequences, which may include being directed to leave school property.

The superintendent shall provide reasonable public notification of the district's policy within student and staff handbooks.

ALCOHOL AND OTHER DRUG USE (MS and HS)

The school years are among the most important in human development and the most vulnerable. Any substance that can interfere with the development of an adolescent must be evaluated as to its impact to both the young person and the community. Psychoactive and mood-altering drugs can destroy the health and wellbeing of an individual. The school defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

The following document outlines policy on student abuse of psychoactive or mood-altering chemicals in the Deuel School District. This policy is in effect on property owned or leased by the Deuel School District, at all school sanctioned activities on and off campus, on vehicles parked on school property. The Deuel School District will refer each case to the appropriate authorities.

Student members of the school community are expected to be aware of and understand these policies and comply with them. Parents are expected to be aware of and understand these policies and cooperate with the administration of them.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence ("under the influence" is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, restlessness, falling asleep, memory loss or inappropriate behavior.) of narcotics drugs, or alcohol or use chemical substances which can affect psychological functioning or affect the education system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia in specific to the use of chemicals. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the appropriate school policies.

The following procedures will be followed in dealing with possession, use, transmission, or being under the influence of chemicals:
1st violation
a. The principal will notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
b. The principal will suspend the student for five (5) days in compliance with student due process procedures.
c. Within twenty-four (24) hours, the principal will notify the parent(s)/guardian(s) in writing of the suspension.

The Deuel School District strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to two (2) days. The school will provide a list of agencies/professionals who can do the assessment and provide treatment. The choice of agency/professional is left to the student and family. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school principal that the student is willing to be evaluated and comply with the treatment process.
2nd and subsequent offenses:

a. The principal will contact the parent(s)/guardian(s) to arrange a conference.
b. The principal will suspend the student for ten (10) days in compliance with student due process procedures.
c. Within twenty-four (24) hours, the principal will notify the parent(s)/guardian(s) in writing of the suspension.
d. The principal will recommend to the superintendent that the student be expelled unless the following procedure is followed:
    1. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
    2. Upon appropriate authorization, the agency or professional notifies the school principal that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted.

Supplying/Sale of Chemical (Drugs/Alcohol) or Material Represented to be a Controlled Substance:

a. Within twenty-four (24) hours, the principal will notify the parent(s)/guardian(s) in writing of the suspension.
b. Supplying or selling of chemicals will result in a ten (10) day suspension. The principal will recommend to the superintendent that the student be expelled in compliance with student due process procedures.
c. The principal will refer the case to the police.
d. A hearing on the case conducted by the superintendent will be held. Based upon the results of this hearing, the superintendent may recommend expulsion to the Board of Education.

ALTERNATE INSTRUCTION REQUIREMENTS

The parent, guardian, or other person in control of a child being provided alternative instruction shall submit proof of age when participating in athletics, fine arts, or activities. Any child being provided with alternative instruction and participating in South Dakota High School Activities Association activities shall be held to the same local training rules and South Dakota High School Activities Association transfer and non-academic eligibility rules as enrolled students. Pursuant to § 13-27-3 and before the current season of the sport or activity the alternative instruction child is participating in, the parent, guardian, or other person in control of a child being provided alternative instruction shall provide the appropriate school official with a copy of a transcript of the previous semester's completed coursework that is issued by the parent, guardian, or other person in control of the child. The parent, guardian, or other person in control of a child being provided alternative instruction shall notify the appropriate school official if the child becomes ineligible under South Dakota High School Activities Association or local school rules in so far as those standards apply to § 13-27-3. Nothing in this section confers any vested right in any student wishing to participate in any interscholastic activity to be selected for competition in such activity. However, any enrolled student who leaves an accredited program during the course of the school year and who will be provided alternative instruction is ineligible for participation in interscholastic activities for the balance of the current season of the sport or activity the student is participating in at the time of notification of alternative instruction.

STUDENT INTERVIEW POLICY
POLICE / DEPARTMENT OR SOCIAL SERVICES (MS and HS)

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to authorities such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the District that:

1. Should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school and interview the students for a reason other than investigating suspected child abuse or neglect, the District will cooperate with all law enforcement agencies and allow them to interview your child. The District will make every attempt to notify you that your child is being interviewed.
2. Should the Department of Social Services or a law enforcement office be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school, the request to talk with a student shall be in writing and given to the school. The written request shall include the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.

*Upon the student reaching the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or the Department of Social Services.

LOCKERS/STUDENT VEHICLES (MS and HS)

Each student will be assigned a locker. In rare cases it may be necessary for two students to share the same locker. At the end of the year, the student will be responsible for the locker that was assigned to them in the fall. If for some reason the student wants to change locker assignments, it must be reported to the principal's office. Students are urged not to leave money, jewelry, or anything of value in their lockers, clothing or desks. If you do so, you do so at your own risk. The school cannot be responsible if such things disappear. All lockers are loaned to students and the school retains control of the lockers. Since the school retains control of the lockers, they may be inspected anytime there is reasonable suspicion that the student has something in the locker that is against school rules or state law. The District also reserves the right to cut or otherwise remove a lock from a locked locker. The same principle applies to the cars that are parked on school property. Students are not to open the locker of another student unless expressed permission is given from that student to do so. It is recommended that students take sufficient books, supplies, etc. with them for more than one class so that locker stops between classes are not necessary.

SEARCHES (MS and HS)

Safety is a major concern of the administration. The administration reserves the right to search students, student belongings, lockers and vehicles.

DRIVING MOTOR VEHICLES (MS and HS)

Students who drive regularly to school are to park on both sides of the street north of the school. Students will not be permitted to use cars during the school day or noon hour, unless they secure permission from the administration. If permission to drive is not secured from the administration, it will be considered as skipping school. The administration will use their discretion for punishment. The purpose of this regulation is to promote safety and to protect both parents and students. The courthouse parking area is not to be used by students. Violators may be given a ticket. Please cooperate with the county officials accordingly. Reminder, vehicles on school property and surrounding area may be

subject to random searches. Illegal substances/items of any kind are not permitted on school grounds, including but not limited to tobacco, alcohol, weapons and/or munitions, and drugs.

NATIONAL HONOR SOCIETY SELECTION PROCESS (HS)

Selection to National Honor Society is an honor recognized throughout the nation. Selection to NHS is a privilege, not a right. Students who are members of NHS have met high standards of scholarship, leadership, service, and character. It is assumed that they will strive to maintain these high standards. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. The Faculty Council consists of five faculty members selected by the high school principal. The NHS advisor is not a voting member of the Faculty Council. The following procedures will be followed in selecting members for National Honor Society:

1) Prospective members may be sophomores, juniors, or seniors with a cumulative grade point average of at least 3.5.
2) Students meeting the GPA requirement at the end of the fall semester will be invited to submit an information form to assist the Faculty Council in making their selections.
3) Any eligible student who does not submit an information form will not be considered for membership at that time.
4) The Faculty Council will meet as a group to consider each student's qualifications on the basis of service, leadership, and character. Each member of the Faculty Council vote on the individual qualifications of each prospective member.
5) Selection to NHS is by majority vote of the Faculty Council
6) Students who are not accepted for membership may be considered for membership the following year as long as the GPA requirements are met and a new information form is submitted.
7) As stated membership is a privilege and can be revoked, by vote of the committee, for conduct unbecoming to the National Honor Society.

STUDENT COUNCIL (HS)

The purpose and function of the Deuel High School Student Council is establishing better relations between faculty and students, to provide for student participation in school activities, to coordinate the activities of the school and to develop in the students a sense of personal responsibility.
The Student Council shall be made up of a student president, vice-president, and secretary/treasurer - elected by all students, and representatives from each class. Each senior high student running for president, vice-president, secretary/treasurer for the Student Council must pick up a petition in the guidance office and have 20 9th through 11th grade students sign it. After all petitions have been turned in to the guidance office, an election will be held with 9th through 11th grades voting. This will be done in the spring of the year.

CLASS OFFICERS (HS)

Each of the classes shall organize for the purpose of carrying on their functions and social activities. Each class will choose officers in the fall of the year. A complete record of all class meetings and a class roll and a financial statement shall be kept by the secretary or treasurer of the class. This will be done in a class record book that may be picked up in the principal's office at the beginning of the year. At the end of each year this book must be returned to the office for safe keeping. The administration will appoint faculty members to be advisors for each class. Class meetings may be called by the class president with permission from the advisors and the principal with at least two days' notice.

MEDICATION ADMINISTRATION (MS and HS)

The safe and effective use of medications for the treatment of illness and disability has enabled many children to attend school. At Deuel School, every effort should be made to administer all medications at home. When it is necessary that students receive medications at school, arrangements need to be made with the school nurse.

For students grades 9-12, two options exist for medication administration in the school setting:

#1 - - Supervised administration: This option allows the Deuel School personnel to supervise the administration of the medication prescribed for the student. Because the law requires the nurse to have an order from a physician in order to administer medications (including over-the-counter medications, such as Tylenol), it is important for students and parents to plan ahead when medication at school is anticipated. For example, arranging medication needs in advance, for conditions such as migraine headaches or menstrual pain, will help the school nurse keep students safe and comfortable at school.

#2 - - Self administration: This option allows the student to bring one day's dose of the medication to school and self-administer the medication. This option is not available for controlled substances (ex. Ritalin). Self-management privileges are lost if the student does not use medication properly or responsibly.

LUNCH PERIOD (MS and HS)

All students in grades six through eleven are expected to remain on campus during lunch break and students are required to be in the cafeteria, commons, or gym during their assigned lunch period. Students are not to be in other parts of the building or parking lot during their lunch break. Parents may not call students out for lunch.

Seniors have open campus during lunch if they have met the requirements for senior privileges.

PASSES (MS and HS)

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a staff member. Students are responsible for obtaining the written pass. During the class period, students are not to be anywhere in the building except in their classes unless they have a pink pass. Teachers should not permit students to leave their classes without issuing them this pass. The teacher signing the pass is assuming responsibility for the student until the student returns. Passes will be the following types:

1. Passes for less than a full period to a specific area
2. Passes to leave the school grounds will be issued ONLY by the principal's office
3. All students with passes must turn them back in before the end of the period and check back into the classroom
4. Passes to the offices may be granted by the teacher if there is a good reason for doing so. Students should use this pass and all others responsibly.

BUS REGULATIONS (MS and HS)

By the authority of the Board of Education of Deuel School District, a student is entitled to ride the school bus provided that he or she adheres to the safety rules. In the interest of safety, a student will be reported in writing to the principal for continued or willful disobedience of the following safety regulations and may be suspended from riding the bus for a period of time to be determined by the administration. During inclement weather, it is the responsibility of you, the parent, to see that your child is properly clothed to withstand the weather conditions in case of mechanical problems with the bus.

We take this means to outline the basic responsibilities of your child while riding the Deuel School District bus:

a. Obey the bus driver
b. Students are not allowed to -
    1) Bring candy or other food items on the bus except lunches
    2) Put arms, head, or legs out the windows
    3) Use any profane language
    4) Throw any objects from the bus windows
    5) Leave their seats while the bus is in motion
    6) Strike, push or otherwise abuse another pupil while riding the bus

7) Be excessively noisy while riding the bus
8) Push while standing in line to board the bus
9) Board or leave the bus except at their regularly scheduled bus stop without written permission from the parent

c. No students will be allowed to ride the school bus unless they are registered to that particular bus unless permission has been granted by the administration.
d. Students are expected to enter and leave the bus in an orderly fashion.
e. Students are to be absolutely silent while the bus is approaching and proceeding across any railroad crossing.
f. If it is necessary to cross the road after leaving the bus, students are to cross ten feet in front of the bus after receiving a clear signal from the driver and all approaching traffic has stopped.
g. Students are to report promptly to their principal when instructed to do so by their driver.
h. Students shall observe classroom conduct while riding the school bus. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.

Please note: If a child is not to ride the bus home from school or activities or is to ride a different bus a note is necessary.

DANCES (MS and HS)

School dances must be authorized. The Student Council, along with their advisor may plan a series of school, class, or organization parties. The following applies to these parties:

a. The party must be planned by an organization under the direction of advisors, and the advisors will serve as chaperones.
b. Permission to hold the party must be obtained a week in advance from the principal.
c. Other dates **(grades 9-12)** must have registered in the principal's office by noon on the last school day before the dance. Out of town dates are not permitted at the MS level.
d. The sponsoring group must clean up the auditorium (or wherever the party is being held) immediately after the party.
e. Any contracts must be signed or approved by the principal.
f. Once a student has attended a party and leaves the party, he or she will not be permitted to return to the party. The only exception to this will be where permission to leave and return has been granted by the supervisor prior to leaving the party.
g. Before purchasing supplies for a party, you MUST secure a purchase order number from the business office and it is to be signed by the principal.
h. There will always be an appropriate number of adults at the function to act as chaperones, along with the school personnel.
i. No outside containers are allowed.
j. The adult(s) and/or supervisor(s) reserve the right to refuse admittance of any student, date or alumni.

STUDENTS INDEBTED TO THE SCHOOL (MS and HS)

Report cards for students indebted to the school for breakage, fees, lost books, mutilated equipment, music supplies and rentals, etc. are not given until such indebtedness is paid. Slips designating the amount due and the department to which the individual is indebted may be secured from the business office. If these are not paid by the beginning of the ensuing school year, students will not be able to register for classes.

INTERNET USAGE - DEUEL SCHOOL DISTRICT ACCEPTABLE USE AGREEMENT (MS and HS)

Rules of Appropriate Computer Use

- Do not use the computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do not interfere with the operation of the network by installing any software unless approved by administration
- Do not violate copyright laws
- Do not view, send or display offensive messages or pictures
- Do not trespass in another's folders, work or files
- Do not change system configuration
- Do not leave computer unattended
- Always use assigned computer bag to transport computer

Failure to follow these rules will result in suspension of computer privileges up to 30 days. Also, any accidental or intentional damage to the computer or network will be billed out to the student/parent as outlined in policy. If student owes money to the school district, the computer may be taken away until the amount is paid. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Internet

The Internet is a global electronic information infrastructure, a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing, and therefore, it is impossible to predict with certainty what information users might locate. The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. This networking environment requires that the user be responsible for the appropriate use of this service. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District. Availability of some materials on the Internet does not indicate endorsement of their content by the Deuel School District. The following rules apply to the use of the Internet:

- Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit or threatening language will not be tolerated.
- Never reveal your, or anyone else's personal information.
- Only State K-12 Students E-mail accounts are allowed unless permission is given by administration.
- You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene, or sexually explicit material and web sites that promote racism or religious intolerance.
- You and not the Deuel School District are responsible for possession of any and all materials, and for your actions with the use of the Internet.
- You must abide by and all local, state and federal rules and regulations.
- You are responsible for any action, artifice or scheme to defraud or obtain money, property, services and other things of value by false pretenses, promises or representations while using this access.
- Develop web pages only as directed by staff members to fulfill course or school related activities;
- Access is a privilege - not a right.
- Only files relating to classroom assignments may be stored on the network file sever

Any violation of District Internet policy or rules may result in loss of computer privileges for up to 30 days. Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved. The Deuel School District makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

Network

The use of the School District's network (LAN) and Intranet is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of network resources.
The School District does not guarantee that the network will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

User Accounts

User accounts are considered the property of the Deuel School District. The School District expressly reserved the right, at any time, to log, monitor and review, the subject, content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.
Persons, using the District network, shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District network.

Bring Your Own Device

Students bringing personal devices to school may or may not be allowed on the District's network. Student's that bring personal devices to school are not allowed to have Mobile Hotspots.

Rules of Network Use

Users of the School District Network shall:

- Be responsible for all use of the network under their accounts and user names, regardless of whether access is gained with or without the person's knowledge and/or consent;
- Use only your own account. You may not access any other person's material, information, or files without their permission;
- Immediately notify the School District if they suspect any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- Not harm or destroy in any way, the data of another user, including the uploading of, or the creation of computer viruses to any computer;
- Do not transmit, download, access or place unlawful information, any abusive, defamatory, obscene, profane, sexually explicit, threatening or illegal material on the network;
- Not use the District network to solicit sales or conduct business;
- Do not transmit copyrighted material without the express consent or authorization of the owner of the copyrights.
- Any sites that are deemed bandwidth intensive some as streaming music for streaming video or any other sites defined by the Deuel School District are not allowed for personal use.
- During school hours, school owned devices are only allowed to connect to school WiFi Network. Wireless connections to other non-school WiFi networks (including Hotspots) is prohibited unless approved by administration or network administrator.

Network Security

Security of all networks connected to the Deuel School District is a high priority. Anyone observing a security problem on the District network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District network.

Any violation of District policy on network use may result in loss of privileges to the network or computer devices for up to 30 days. Access to the School District network may be denied, and the appropriate disciplinary action shall be applied. The School District's discipline policy shall be applied to student infractions.

EDUCATION OF MINORS/INTERNET PROTECTION (MS and HS)

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. The Deuel School District uses various resources to protect its K-12 students. The District adopted the CommonSenseMedia.org curriculum in 2011 for grades K-8. This curriculum satisfies all criteria for E-Rate compliance and is aligned to national standards for ISTE (International Society for Technology in Education), AASL (American Association of School Librarians), and the ELA (English Language Arts) Common Core. The students 9-12 along with their parents receive a yearly CIPA seminar in conjunction with our laptop rollout where students and parents can ask questions and receive information on best practices.

ADMISSION TO EVENTS

Admission Students: $3.00 single, $3.00 doubleheader
Adults: $5.00 single, $6.00 doubleheader
Senior Citizen over 60: $3.00 single, $3.00 doubleheader

Adult Activity Tickets
20 punches Adults $60.00
Annual Pass Adult $90.00

Students Activity Fee:
All students grades 4-12 will pay a mandatory student activity fee in the amount of $10.00 (maximum $20.00 per family.) The student activity fee will allow admission to all Deuel School sponsored home activities (does not include post-season events sponsored by the SDHSAA.) Students in grades K-3 accompanied by a parent or guardian will not be charged admission to Deuel School sponsored events.

ATHLETICS/ACTIVITIES (MS and HS)

Local Requirements:

All participants in extra-curricular activities must maintain passing grades in all areas. Grades will be reviewed at the conclusion of each week. Any student that receives a failing grade at a grade check will be notified and become ineligible starting the following Monday. Students will remain ineligible for one week. If a student has all passing grades at the next immediate grade check they will become eligible the following Monday for activities.

Students enrolled in customized or self-paced classes will be expected to maintain a pace in which they can complete the course within the scheduled time frame of the course (i.e. semester or year). Students who are more than two weeks behind the established (teacher) pace will receive an incomplete for a class during a grade check period. A student receiving an incomplete will be ineligible until a passing grade is reported to the office by the instructor of the class. Once a passing grade has been reported to the office, the student will become eligible.

Extra Help sessions will be available on Fridays from 10:00-12:00 or by special arrangement between students and individual staff members, to students wishing to utilize the service. The intent of these sessions is to provide assistance to students to help them stay current with coursework or help them to comprehend difficult material.

The student is ultimately responsible for their academic performance. The school will make every effort to assist the student in this endeavor; however, it is the student's responsibility to take advantage of the services being offered.

S.D.H.S.A.A. Requirements:

To see SDHSAA requirements follow this link:
http://www.sdhsaa.com/Portals/0/PDFs/Handbook/Athletics/3-ConstitutionByLaws.pdf

Deuel High School is a member of the South Dakota High School Interscholastic Activities Association and the school abides by its regulations.

PARTICIPATION IN ACTIVITIES (MS and HS)

Any team member that participates in an event as an individual will be excused from that team for the remainder of that season, unless it has previously been arranged by the coach and administration.

NOTE: All student athletes should be aware that participation in an All-Star Basketball or Football Game that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year, consult your coach, athletic director or principal for further information.

Consult your coach or principal for additional information.

DUAL ATHLETIC PARTICIPATION GUIDELINE (MS and HS)

1. Athletic Rules – **Participation in two sports during the same season is highly discouraged and requires a meeting and written agreement from coaches involved, parents, and Athletic Director.**

   *****A student will be allowed to miss a maximum of two school days during an academic week.**

CO-CURRICULAR ACTIVITIES RULES FOR PARTICIPATION (MS and HS)

Uniform rules for ALL activities for Deuel High School are the following: Students are reminded that this activities policy runs from the start of fall practices to the midnight of the second day of the state golf meet. Certified school employees, non-certified school employees, law enforcement personnel, parents, or student confessions must be sources used for reporting these students. Deuel School District feels it is a privilege to be a member of our extra-curricular teams. With this privilege come a responsibility to be a dedicated, disciplined, and a contributing team player. Deuel School District's Rules for Participation reflect a low tolerance for students who use tobacco, alcohol, and drugs.

1. Suspension from classes for other disciplinary reasons
   a. Students who are suspended from classes for other disciplinary reasons are ineligible to participate in any activities during that suspension.
2. Smoking or use of drugs, alcohol, or tobacco; stealing; and/or destruction of property
   a. If seen by certified or non-certified school employees; either on or off school premises
   b. If reported by law enforcement personnel
   c. If reported by the parent/guardian of student
   d. If admitted by the student

Participants of extra-curricular activities shall not use, or have possession of, alcohol, tobacco, or participate in stealing, and/or destruct property during the stated timeframe regardless of quantity. Students violating this standard shall be suspended from participation in the activity in which he/she is a member.

The student will miss the next two (2) performances of an activity/activities starting with the next performance after the violation. Students will also be placed on a probationary period until midnight of the second day of the state golf meet. If a student has a 2nd offense during the probationary period, he/she will be suspended from participation for six (6) performances of an activity/activities starting with the next performance. If a student has a

3rd offense during the probationary period, he/she will be out of all activities for one (1) full year from the third infraction date. If a student has further infractions, the student will be out of all activities for one year from the last infraction date. If a student has no infraction during the probationary period, the student will start over with the process at the end of the probationary period (midnight of second day of state golf meet).

Law enforcement will contact a Deuel administrator on a year-round basis. Students and parents will be notified at the time of the infraction as to the 1st or 2nd offense and what the consequences will be. The Deuel School District recommends to parents that they seek professional counseling for their child. School counselors are available if parents and/or students need of or desire this service.

3. Students convicted of drug use are barred for one year from school sports and extra-curricular activities sanctioned by the South Dakota High School Activities Association. This association bans high school students from extra-curricular activities for using, possessing or selling drugs. High school students with a second drug offense are barred permanently from such activities. Deuel School District will follow these rules as set by the South Dakota High School Activities Association. A student will be barred for one (1) year from participation in all activities for using, possessing, or selling drugs. A student with a second drug offense will be permanently barred from all activities at Deuel School District.
4. Curfew during the season
   a. Suggested curfews for participants of extra-curricular activities shall be home by 11:00 p.m. on week-nights or nights preceding a school day, usually Sunday-Thursday. On weekends they may be out until 1:00 a.m. The coaching staff of each particular activity may adjust these hours.
5. School bus facilities provided for attendance by spectators and participants are required to travel by school bus.
   a. All participants arriving by bus to an activity must leave the activity by bus or with a parent only. Failure to do so may result in:
      1) Spectator or participant will not have access to school provided transportation thereafter for the rest of the year
      2) Participants in the activity will be dropped from the activity for the rest of the year
6. Absence day of an activity or activity practice
   a. All participants of extra-curricular activities must be here at least half of the day (any combination of 4 class periods of the school day constitutes a half day) of an activity unless prior approval is obtained from the principal.
   b. Students must check in with all teachers prior to leaving for an activity when a student knows in advance that they will be gone. If work required to be completed is not completed prior to leaving, it is the teacher's discretion to allow or disallow credit for the work
7. All practices and meetings for students during weekends and vacation must have prior approval from principals.
8. If school has been called off because of weather, there are to be no extra-curricular activities and/or practices. Whether or not to hold practice on a day school has been released early due to weather will be at the discretion of the administration.

ACTIVITY PRACTICE TIMES (HS)

Morning practices will not begin before 6:00 a.m. For evening practices, the quitting time will not be later than 10:30 p.m. No weekend practices unless approved by the administration.
When school is dismissed early (due to teacher in-service), students are not to be in the school building until 2:30 (Unless a coach is present).

CHURCH NIGHT (MS and HS)

Wednesday evening has been set aside as church night. Every effort will be made by school authorities to avoid scheduling school activities on Wednesday night. This will allow students to participate in the youth activity programs in the church of their choice.

INSURANCE (MS and HS)

The school makes insurance available to all grade and high school students. It is not compulsory except for boys or girls out for athletics; however, it is recommended for all students, particularly for children who drive or ride in automobiles to and from school. No profit is made in the program by anyone connected with the school.

STUDENT POLICY FOR A GUN-FREE SCHOOL (MS and HS)

Student and employee safety is a paramount concern to the Deuel School Board. With this in mind, the school board shall assist and cooperate with teachers and administration in the government and discipline of the school. The board may suspend or expel from school any student for violation of rules, policies, insubordination or misconduct and administration may temporarily suspend any student in accordance with SDCL 13-32-4.2. The rules on policies may include prohibiting the following:

(1) The use or possession of a firearm, as provided in SDCL 13-32-7, on or in any elementary or secondary school premises, vehicle or building that is owned, leased or used for elementary or secondary functions or activities.

The Gun-Free Schools Act of 1994 requires that schools:

(1) Comply with the state law requiring a one (1) year expulsion; that is, subject to the case by case exception, any student who brings a weapon to school must be expelled for not less than one (1) year.
(2) Provide assurance of compliance to the State Education Association.
(3) Provide descriptive information to the State Education Association concerning the expulsion.
(4) Have a referral policy for students who bring weapons to school.

Therefore, if a student has intentionally brought a firearm onto school premises, vehicle or building that is owned, leased or used for school functions or activities, the following plan will be implemented.

(1) Students are entitled to due process:
   A. If, after due process has been accorded, a student is found to have brought a weapon to school the GFSA requires expulsion for a period of not less than one (1) year.
   B. The school administration may modify the one (1) year expulsion requirement on a case by case basis.
(2) Send a report to the SEA that includes the following:
   A. Number of students expelled.
   B. The type of weapon involved.
(3) A written report to the local law enforcement of the incident. The report must include name, date and type of weapon.
(4) Alternative educational services will only be provided if federal or state laws require that service.

The school district will allow usage of facilities for hunter safety courses. A properly certified instructor must teach the class.

SEPARATED / DIVORCED FAMILY POLICY (MS and HS)

I. School Neutrality / Parent Responsibility

The Deuel School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

II. Student Contact / Student Visitation During School Hours

Unless a parent gives notification pursuant to paragraph I above, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

III. Release of Student to Noncustodial Parent

The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a copy of the Court Order granting custody pursuant to paragraph I.

IV. Release of Student Records

Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the District pursuant to paragraph I.

FIRE DRILLS (MS and HS)

We are required to conduct four fire drills during the school year. Evacuation procedures for each classroom are clearly posted near the exit in each classroom. Older students should be careful of the younger students. When the fire drill sounds, each classroom will follow the course which will be outlined in each room. All books and wraps should be left in the building. No one should enter the building again until the all-clear signal horn has been given by the principal.

NATURAL DISASTERS (TORNADOES) (MS and HS)

DEFINITION OF TERMS:
Tornado watch (forecast) is announced. This means that tornadoes are expected in or near our area.
Tornado warning means that a tornado has actually been sighted and may strike the area. Take shelter immediately.

PROCEDURE:
Tornado Watch: If a tornado watch is announced by the weather bureau, the superintendent or business manager will be notified immediately by the National Weather Service (NWS). The school official so informed will then immediately contact all building principals.
Tornado Warning: Signal will be given by principal. When a tornado warning is issued, take shelter immediately. You must take action to protect yourself and those under your supervision from being blown away, struck by falling objects or injured by flying debris.

When the fire bell sounds, all students and staff members are to leave the building quickly and quietly by the route posted in each room. When the tornado drill signal is given, all students and staff are to go to their designated area and assume the instructed position. Fire and tornado drills are to be posted in each room.

SCHOOL DISCONTINUANCE DUE TO WEATHER (MS and HS)

Three most common situations regarding winter storm emergencies:

1. School will be closed because of storm and buses will not go out on routes. No classes will be held.
2. A delay in school opening time will be announced. School will start late and buses will go out on routes prior to the time school begins.
3. Storms which occur after school is in session.

Procedures will be as follows:

1. Schools will close. No classes will be held.
    a. An ITC notify statement will be sent to all district stakeholders. This will be delivers in a text message for, phone call or an e-mail.
    b. Post will be created on the school website and Facebook page.
    c. Announcements will be made on the major network television affiliates prior to schools being closed.
    d. Students shall not report to school.
2. If school is to start late, announcements will be made on the above radio and television stations. Students and parents are expected to listen to the radio and/or television for this announcement. Rural buses shall operate on a schedule to deliver students in time for new starting time. Dismissal time will be at the regular time.

GUIDELINES DEVELOPED BY COUNCIL OF SCHOOL ATTORNEYS

ARTICLE 24:07
STUDENT DUE PROCESS

CHAPTER 24:07:01
GENERAL PROVISIONS

Section 24:07:01:01 Definition of terms - Terms used in this article, unless the context plainly requires otherwise mean:

(1) "Expulsion," the action of the school board to terminate a pupil's membership in school for a period of time not to extend beyond the end of the school year;
(2) "Long-term suspension," the exclusion by the school board of a pupil from a class or classes for more than ten school days, but not more than 90 school days;
(3) "Parent," a parent, guardian, or person in charge of a pupil;
(4) "Policy," a rule, regulation, or standard enacted by a school district board;
(5) "Short-term suspension," the exclusion of a pupil by principal or superintendent from a class or from school for not more than five school days.

CHAPTER 24:07-02
SHORT-TERM HEARING PROCEDURE

Section 24:07:02:01 Suspension

24:07:02:01 Short term suspension hearing procedure. If a short term suspension from a class, classes, or school is anticipated because of a pupil's violation of a rule, regulation, or policy; the principal shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent.

CHAPTER 24:07:03
LONG-TERM PROCEDURE

Section 24:07:03:01 Written Report Required

24:07:03:01 Written report required. The superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the pupil's parent or to the pupil if the pupil if 18 years of age or older or an emancipated minor at the same time the report is filed with the school board secretary or business manager.

24:07:03:02 Notice of hearing. If the superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the using the short-term suspension procedure in Section 24:07:02:01. The superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the pupil's parents. The parent's notice shall contain the following minimum information:

(1) policy allegedly violated;
(2) the date, time, and place for the hearing;
(3) a description of the hearing procedure
(4) the reason for the disciplinary proceedings;
(5) a statement that the pupil's records are available at the school for examination by the pupil's parents, or their authorized representative; and
(6) a statement that the pupil may present witnesses.

24:07:03:03 Right of Waiver. The pupil of if the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

24:07:03:04 Hearing Procedure. The school board shall constitute the hearing board and shall conduct the hearing in the following manner:

(1) A school board member or a school board designee who is not an employee of the school district shall be appointed as presiding officer;
(2) each party may make an opening statement;
(3) each party may introduce evidence, present witnesses, and examine and cross-examine witness;
(4) each party may be represented by an attorney;
(5) the administration will present its case first;
(6) the hearing shall be closed to the public and a verbatim record of the hearing will be made and will be sealed pending court order;
(7) witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager;
(8) each party may raise objections; however, objections shall be limited to relevancy and scope of the question;
(9) all relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer;
(10) the presiding officer may ask questions of the witnesses and may allow other school board members to interrogate witnesses;
(11) each party may make a closing statement;
(12) after the hearing, the school board shall continue to meet in executive session for

deliberation. No one other than the presiding officer of the hearing shall meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the pupil is present;

(13) the decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

SENIOR PRIVILEGES

Senior privileges will be granted upon meeting the following criteria:

1. A senior student must be passing with a C or better in **all** of his/her classes. Grades will be checked at eligibility check points to see which seniors qualify for senior privileges.

2. Any senior who has been tardy three or more times during the semester will lose their senior privileges for a determined period of time by the principal. The handbook disciplinary measures for tardiness will continue to be enforced.

3. Any senior who receives an in-school or out-of-school suspension or has 12 or more absences during the semester will lose his/her senior privileges for a period of time to be determined by the Principal.

4. Any senior that drives or rides in an unauthorized vehicle during school hours will forfeit their senior privileges for the remainder of the school year.

5. The principal reserves the right to revoke privileges for disciplinary reasons at any time.

Seniors with privileges must follow the following rules:

1. The Principal will determine when privileges begin and end.

2. No make-up slips will be required for seniors with privileges.

3. Seniors with privileges are permitted to go to the front of the lunch line.

4. Seniors with privileges do not have to come to school until the start of their first class for the day. Seniors with privileges can leave school at the end of their last class for the day.

5. Seniors with privileges will have an open campus noon hour. These seniors can leave the building to eat lunch. NO DRIVING!!

6. Seniors with privileges, that choose to go to flex time must stay in the flex time, go to the library, be in the commons, or leave the building. Seniors must not be roaming throughout the school during these study hall times.

I have read and understand the above criteria for senior privileges at Deuel School District. My signature below states that I will adhere to the above rules and qualifications. I understand that if I break any of the above rules or do not meet any of the pre-set qualifications, I forfeit my senior privileges.

Student's Signature _____ Date _____

MUST BE RETURNED TO THE HIGH SCHOOL/MIDDLE SCHOOL PRINCIPAL'S OFFICE

I have read and understand the High School/Middle School Student Handbook as found on the Deuel School District website. I hereby authorize the school to enforce school policy as it applies to my child/children.

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Parent Signature)

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Student Signature)

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Date)

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Date)

Permission to Publish on the Internet

I give permission for my photograph, picture and/or project to be published on the Internet. I understand that my name will not be used with the published photograph, picture or project. This will help ensure my privacy.

______________________________ Student's Signature

______________________________ Parent's Signature

______________________________ Date

______________________________ Date

Parental Notification
School Health Assessments 2023-2024

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at https://doh.sd.gov/documents/HIPAANotice.pdf or request a printed copy by contacting us at 1-800-305-3064.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

If you agree to your child's participation as indicated above, there is no need to sign or return this form to the school.

To Decline Services

_____ I agree to have my child participating in health screening, but do **NOT** want an abnormal hearing or vision screening result to be shared with school personnel

_____ I decline to have my child participate in school health screening

_____ _____
(Printed name of student) (Printed name of parent)

_____
(Parent Signature)

I. Elem. Principal
   a. April Student of the Month
      K – Owen Lipp
      1st – Landon Kuipers
      2nd – Grace Dailey
      3rd – Lincoln Salzer
      4th – Hallee Hourigan
      5th – Emorie Timmons

   b. April Cardinal Card Winners
      i. Jimena Ariaza
      ii. Nixon Shea
      iii. Clara Collins
      iv. Erich Fokken
      v. Cole Stangeland

   c. Summer School
      i. 43 students participating
      ii. 24 of those students are utilizing school transportation
      iii. 11 teachers agreed to help teach this summer

   d. Data Retreat
      i. June Interim meeting

   e. Elementary Handbook – first reading

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II. Athletic Director
   a. State Track
      i. State place winners
         1. Robert Begalka in the discus with a toss of 143' 11" for 6th place
         2. Boys medley relay was runner up with a time of 3:40.09
            a. Team members were Braydon Simon, Oliver Fieber, Caleb Ronne and Ricky Berndt
         3. Ricky Berndt in the 800 with a time of 1:57.61 for 5th place
         4. Oliver Fieber in the 100 with a time of 11.04 in finals for 4th place (the only freshmen that made finals)
         5. Ricky Berndt in the 1600 with a time of 4:25.52 for 5th place

6. The boys team ended up placing 8th as a team

b. State Softball
    i. Congratulations to the softball team on placing 7th in the 1st SDHSAA State Softball Tournament

c. State Golf
    i. Congratulations to the following for qualifying for the state golf meet.
        1. Victoria Preheim
        2. Annika Kriz
        3. Brandon Fieber
        4. Trey Maaland
        5. Jarod Hotzler

d. FAT Timing System - track

DEUEL SCHOOL DISTRICT #19-4 ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK



Clear Lake, South Dakota

Deuel School District
P.O. Box 770
410 5th St. W.
Clear Lake, SD 57226
Phone – 605-874-2161
Fax – 605-874-8585

Chad Schiernbeck, Superintendent
Chad.Schiernbeck@k12.sd.us

Amanda Thomas, Middle School/High School Principal
Amanda.Thomas@k12.sd.us

Todd Rahlf, Elementary Principal and
Athletic Director
Todd.Rahlf@k12.sd.us

Dylan Amdahl, Business Manager
Dylan.Amdahl@k12.sd.us

Ellen Schmahl, Assistant Business Manager
Ellen.Schmahl@k12.sd.us

Mission Statement:

Empower students to become independent learners, personally accountable, and responsible citizens.

Belief Statement:

Deuel School District Believes:

Everyone in the community contributes to the education of the children in our schools.

Therefore, we are committed to:

*** Personal responsibility and accountability.**

*** Respecting others and maintaining an open line of communication in the district.**

*** Providing opportunities and resources for individual success.**

*** Maintaining and communicating high academic and professional standards and expectations.**

ANNUAL NONDISCRIMINATION NOTIFICATION:

Deuel School District 19-4 Annual Public Notice Career and Technical Education

Deuel Schools Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle school and high school levels. The program areas include the following.

- *Ag Food and Natural Resources*
- *Architecture and Construction*
- *Business, Management and Operation*
- *Information Technology*

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Lake Area Technical Institute. For more information about Career and Technical Education, call (605)874-2161.

The Deuel School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

504 Coordinator-Chad Schiernbeck
PO Box 770, Clear Lake SD 57226
605-874-2161

Title IX Coordinator-Scott Mitchell
PO Box 770, Clear Lake SD 57226
605-874-2161

South Dakota Regional US Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106

Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Dear Parents and Students,

We welcome you to Deuel Elementary for the 2023-2024 school year. Our wish is that we all share a year of outstanding successes and that we might work together to provide a quality educational environment.

It is our desire that each student avail himself/herself of all possible opportunities for personal growth and fulfillment.

It is your responsibility to become familiar with the material in this handbook. Have a great year.

Mr. Todd Rahlf
Elementary Principal

ELEMENTARY TEACHING STAFF

Preschool	Tawnya Dahl – Tawnya.Dahl@k12.sd.us
Junior Kindergarten	Jennifer VonEye – Jennifer.VonEye@k12.sd.us
Kindergarten	Sandi Block – Sandi.Block@k12.sd.us
Kindergarten	Sarah Hagberg – Sarah.Hagberg@k12.sd.us
1st Grade	Hannah Swenson – Hannah.Swenson@k12.sd.us
1st Grade	Lynn Kindopp – Lynn.Kindopp@k12.sd.us
2nd Grade	Danielle Schiernbeck – Danielle.Schiernbeck@k12.sd.us
2nd Grade	Lynn Stoltenburg – Lynn.Stoltenburg@k12.sd.us
3rd Grade	Shayla Engen – Shayla.Engen@k12.sd.us
3rd Grade	Elizabeth DeBoer - Elizabeth.Deboer@k12.sd.us
4th Grade	Jayda Templeton - Jayda.Templeton@k12.sd.us
4th Grade	Kara Zaug – Kara.Zaug@k12.sd.us
5th Grade	Bonnie TeKrony – Bonnie.TeKrony@k12.sd.us
5th Grade	Jon Peterreins - Jonathen.Peterreins@k12.sd.us
Special Education	Lindsy Gratz - Lindsy.Gratz@k12.sd.us
Special Education	Rhonda Young - Rhonda.Young@k12.sd.us
Special Education	Hannah Lunden – Hannah.Lunden@k12.sd.us
Art	Brooke Hockett - Brooke.Hockett@k12.sd.us
Music	Doug Dyk – Doug.Dyk@k12.sd.us
Physical Education	Lynn Gudmundson - Lynn.Gudmundson@k12.sd.us
Physical Education	Kris Ulmer - Kristopher.Ulmer@k12.sd.us
5th Grade Band	Alyssa Cassels - Alyssa.Cassels@k12.sd.us
Technology Director	Mike Gohring - Michael.Gohring@k12.sd.us
Guidance	Jessica Folk – Jessica.Folk@k12.sd.us
Guidance	Amanda Hillesheim - Amanda.Hillesheim@k12.sd.us

ELEMENTARY STUDENT HANDBOOK

GRADES PK – 5

PURPOSE

The primary objective of this handbook is to help students develop positive attitudes toward the school as well as to provide information in a clear, concise manner for students and parents. It is not intended to be a comprehensive set of rules for every situation and in no way restricts the faculty and the administration.

SCHOOL DAY

The school day begins at 8:10 a.m. and ends at 3:40 p.m. Breakfast will be served starting at 7:45 a.m. Students arriving to school before 8:00 a.m. must enter the north gymnasium door and must remain in the designated area until buses unload, which will be approximately 7:45 a.m. Students that are absent for more than one (1) hour will be counted absent for ½ day. Tardies will be handled on a case-by-case basis. If necessary, parents will be notified.

EXTRA-HELP FRIDAYS (Elementary)

The Deuel School District will hold extra-help sessions on Fridays from 10am-12pm in which regular school classes are not in session. The extra-help sessions are designed to help students gain success in academic programs and have an opportunity to have 1 to 1 time or small group time with classroom instructors. The elementary teachers will identify students that would benefit from spending some extra work time on Fridays. Teachers will notify the parents in a timely manner, to check to see if they can attend. The district strongly encourages taking full advantage of this service if a child is identified.

POSITIVE PLAYGROUND RULES

The Deuel Elementary grades will be implementing a positive behavior program. It is our hope to recognize the students for their positive accomplishments and behavior. Students who feel good about themselves will learn more, will treat others appropriately, and will display responsible behavior. Positive student behavior needs to be recognized. These students will be recognized for their positive behavior by verbal praises and encouragement, positive notes, periodic class privileges, etc. The emphasis of the student behavior program is recognition of positive behavior. It is our hope that the behavior program will provide for efficient classroom management, respect from the peers and adults, and respect for the Deuel Elementary School. The program encourages the use of logical and natural consequences for inappropriate behavior at school.

The children are encouraged to remember: (1) I cause my own outcomes; (2) I have more than one choice; and (3) I have the power to pick the best choice. The following rules will be expected in an attempt to establish a consistent discipline program for the students.

I. PLAYGROUND RULES

a. Listen to and obey the playground supervisor.
b. Keep your hands, feet, and other objects to yourself. No fighting, throwing objects, pushing, tackling, or wrestling.
c. Touch football will be permitted.
d. Use playground equipment properly.
e. Stop play and line up when the bell/whistle/voice is sounded.
f. Inappropriate language is not acceptable.
g. Trees, bushes, building, and tennis courts are not part of the playground.

II. LUNCHROOM RULES

a. The students will obey and respect lunchroom supervisors.
b. Keep your hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting or throwing objects.
c. The students will be dismissed from the table when all food and paper is picked up from around and under the table and the entire table is quiet.

III. HALLWAY RULES

a. Keep your hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting or throwing objects.
b. The students will walk quietly and orderly (no running).

IV. BATHROOM RULES

a. Keep hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting, or throwing objects.
b. The students will use the bathroom equipment properly.
c. The students will use a quiet voice while in the bathroom.

V. CLASSROOM RULES

a. Student behavior in the classroom is expected to be the same as indicated above.

Realizing that discipline is essential to the normal operation of the school, any or all the following steps may be taken to help students who have demonstrated misbehavior:

1. Counseling
2. Parental Conference
3. Contracts
4. Detention
5. Suspension from class
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Understand that steps taken will depend on the nature of misbehavior, a student's past record, and more importantly, the school official's opinion as to what is necessary to ensure appropriate behavior by this particular student.

BULLYING & HARASSMENT

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.

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.

TELEPHONE

Students will not use the office phone for personal calls except in an emergency and with teacher permission. Phone calls for students will be handled with a message. Emergency calls will be handled by the principal, principal's office, or the teacher in charge.

FIRE AND TORNADO DRILLS

When the fire bell sounds, all students and staff members are to leave the building quickly and quietly by the route posted in each room. When the tornado drill signal is given, all students and staff are to go to their designated area and assume the instructed position. Fire and tornado drills are to be posted in each room.

ABSENCE AND ATTENDANCE POLICY (Elementary)

Regular attendance is essential to a student's success in school. Scholastic achievement is often directly related to attendance, so it is vital that students attend regularly. South Dakota Law gives the responsibility for regular attendance to students and parents. Parental support of regular attendance is expected.

Parents are asked to call the school before 9:00 am each day that a student is absent. If parents do not call, the school will attempt to contact the parent. If the school cannot reach the parent during the day of absence, the absence will be unexcused. Students who arrive at class fifteen or more minutes late will be counted absent unexcused for that class period. Parents who are taking their child on an extended trip must call before leaving to excuse their child for the duration of the trip.

Students must check out at the elementary office when leaving during the day or the absence will be unexcused.

Completion of missed work is the responsibility of the student. The student will have two full days for each full day of excused absence, maximum of six full days, to complete work missed unless arrangements have been made with the individual classroom instructor. Please note that Fridays count as one of the six days providing staff are in session.

GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES

School officials have the final decision in all situations.

Exempt Absences – DO NOT COUNT AGAINST STUDENT ATTENDANCE:

School-sponsored activities (school sports, school activities)

Doctor/Dentist Appointments verified by a doctor's office note

Funerals/Religious Observations

Court Appointment

College Visit – Junior or Senior Year Only (Must have documentation of visit)

Excused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE

Parent Request

Personal Illness or accident

Weather Related absences

Suspension from School

Death, serious illness, or injury within the immediate family/household/close friends

Family Vacations for Multiple Days (Will count as 1 absence if the school is notified in advance and the necessary work is completed before trip)

Other compelling situations which are approved by the administration

Unexcused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE

Absences without permission from parent, guardian, or school official

Examples of absences which may not be excused by school officials unless there are extenuating circumstances include, but are not limited to:

Oversleeping

Missing class to prepare for another class or activity

Failure to check out in the office before leaving during the school day

CONSEQUENCES FOR EXCESSIVE ABSENCES

School Consequences

7 Excused and/or Unexcused Absences: Notification to parents of attendance policy.

10 Excused and/or Unexcused Absences: Notification to parents when students have missed 10 times in one or more classes.

12 Excused and/or Unexcused Absences: If student has missed 12 or more days within a semester of school, the School Resource Officer may/will write a truancy ticket for excessive absences.

SCHOOL BUS INFORMATION

If a child is not to ride the bus home from school, or is to ride a different bus, a note is necessary.

RECESS

If a child is to stay in from recess for any medical reason, a written note from the doctor is needed.

NO SCHOOL ANNOUNCEMENT

If school is not being held because of severe weather conditions the no school announcement or early dismissal will be made using:

a. An ITC notify statement will be sent to all district stakeholders. This will be delivered in a text message, phone call or an e-mail.
b. Post will be created on the school website
c. Post will also be made using the school Facebook page.
d. Major Network affiliates will be notified prior to schools being closed.

Parents also have the option to sign up for the school messaging system. This system notifies parents of school closings/late starts via e-mail or through your home telephone. Contact the Business Office for more information.

PRINTED MATERIAL

Material such as magazines and posters will not be distributed in school by non-district employees without permission from the principal. Deuel School District will not tolerate obscene materials or any materials that advocate sex, drugs, violence, etc.

DRESS CODE/PERSONAL HYGEINE

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

DISRUPTION OF SCHOOL

Any student removed from a class may be sent to the principal's office.

PROHIBITED MATERIALS

The following materials are prohibited at Deuel School and will be handled according to policy:

1. Drugs (unless prescribed by a physician)
2. Alcohol
3. Pornographic materials
4. Tobacco products
5. Firearms
6. Any other weapons that have the express purpose of causing injury.

DRUG AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including school buses, shall be 1) held in in-school suspension and 2) reported to the appropriate law enforcement agencies for possible legal action.

TOBACCO PRODUCTS

The Deuel School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property by students, employees, vendors, visitors and invitees is prohibited. Students and employees are also prohibited

from using or promoting tobacco at school-sponsored activities off school property. Students participating in school activities are also subject to such rules as may exist pursuant to an applicable activity code of conduct.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco and electronic nicotine delivery devices (e-cigarettes), which may not contain tobacco;

2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;

3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;

4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

District employees in violation of this policy will be subject to disciplinary action. Visitors, vendors and invitees in violation of this policy will be subject to appropriate consequences, which may include being directed to leave school property.

The superintendent shall provide reasonable public notification of the district's policy within student and staff handbooks.

DAMAGE TO SCHOOL PROPERTY

Any intentional damage to school property will result in disciplinary action plus restitution to cover the cost of the damages.

BOOK FINES

Students will be assessed a fine to be determined by the principal for damage to schoolbooks. The fine shall not exceed the replacement cost of the book.

CELL PHONES

Students are to keep all devices in their locker during the day and are not to be used in the hallway or playground. All electronic communication device policies are handled by the classroom teacher, and individual classroom rules will apply. Students who use the electronic communication devices improperly are subject to having them confiscated by teachers and/or administration.

VISITORS

All visitors must report to the office. Student visitors are welcome to visit our school with prior notice but should limit their visit to not more than ½ day.

ACTIVITIES

There will be opportunities for our elementary students to participate in volunteer operated activities. The students are reminded that they represent Deuel School District and, if any discipline problems, etc. occur, they will be handled according to District policy.

MEDICATION

The safe and effective use of medications for the treatment of illness and disability has enabled many children to attend school. At Deuel School, every effort should be made to administer all medications at home. When it is necessary that students receive medications at school, arrangements need to be made with the school nurse in advance. For students in grades PK-5, medication administration will be supervised. Because the law requires the nurse to have an order from a physician in order to administer medications (including over-the-counter medications, such as Tylenol), it is important for students and parents to plan ahead when medication at school is anticipated. For example, arranging medication needs in advance, for conditions such as migraine headaches or menstrual pain, will help the school nurse keep students safe and comfortable at school.

HEAD LICE POLICY

Deuel School District and the school health office have established a NO NIT policy regarding the continued presence of lice eggs and school attendance. While proper treatment with shampoo (prescription or over the counter variety) is very important, it is not always effective in killing all the existing lice nits, therefore, removal of EVERY NIT is required. This can be a very time-consuming process, but it is essential. It is recommended that several inspections of your child's hair be made under a bright light, followed by manual removal of the nits and/or use of the fine-tooth comb provided in the shampoo kit. In addition, all personal items, but not limited to, combs, brushes, clothing and bedding must be properly cleaned. Before the student can resume attending school, the School Nurse must verify that all nits have been removed. NO EXCEPTIONS WILL BE MADE.

CUSTODY

If there is a custody situation that the school should be aware of, please call the principal's office to make the principal aware of it. For the children's safety, the principal must have a certified copy of all custody orders and restraining orders.

LOCKERS

All lockers are loaned to students and the school retains control of the lockers. Since the school retains control of the lockers, they may be inspected at any time.

GRADING (K-3)

- Standards based grade reports. Each standard is measured from the following indicators.

  4 - Proficient - I can show that I understand grade level work consistently on my own.

  3 - Approaching Proficiency - I can show that I understand grade level work most of the time, but I still might make mistakes.

  2 - Beginning Progress - I am beginning to understand grade level work with help from my teacher.

  1 - Of Concern - I do not understand grade level work.

GRADING (4-5)

- Standards based grade reports. Each standard is measured from the following indicators.
  - A
  - B
  - C
  - D
  - F

STUDENT POLICY FOR A GUN-FREE SCHOOL

Student and employee safety is a paramount concern to the Deuel School Board. With this in mind, the school board shall assist and cooperate with teachers and administration in the government and discipline of the school. The board may suspend or expel from school any student for violation of rules, policies, insubordination, or misconduct and administration may temporarily suspend any student in accordance with SDCL 13-32-42. The rules on policies may include prohibiting the following:

(1) The use or possession of a firearm, as provided in SDCL 13-32-7, on or in any elementary or secondary school premises, vehicle or building that is owned, leased, or used for elementary or secondary functions or activities.

The Gun-Free Schools Act of 1994 (GFSA) requires that schools:

(1) Comply with the State law requiring a one (1) year expulsion; this is, subject to the case by case exception, any student who brings a weapon to school must be expelled for not less than one (1) year.
(2) Provide assurance of compliance to the State Education Association (SEA).
(3) Provide descriptive information to the State Education Association concerning the expulsion.
(4) Have a referral policy for students who bring weapons to school.

Therefore, if a student has intentionally brought a firearm onto school premises, vehicle, or building that is owned, leased, or used for school functions or activities, the following plan will be implemented.

(1) Students are entitled to due process:
    A. If, after due process has been accorded, a student is found to have brought a weapon to school the GFSA requires expulsion for a period of not less than one (1) year.
    B. The school administration may modify the one (1) year expulsion requirement on a case by case basis.
(2) Send a report to the SEA that includes the following:
    A. Number of students expelled
    B. The type of weapon involved.
(3) A written report to the local law enforcement of the incident. The report must include name, date, and type of weapon.
(4) Alternative educational services will only be provided if federal or state laws require the service.

The school district will allow usage of facilities for hunter safety courses. A properly certified instructor must teach the class.

STUDENT INTERVIEW POLICY
POLICE/DEPARTMENT OF SOCIAL SERVICES

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to the authorities, such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the District that:

(1) should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present should the parents grant permission to law enforcement officer to talk with the student;

(2) should the Department of Social Services or a law enforcement officer be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school, the request to talk with a student shall be made to one of the school administrators at the school for approval of the interview. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.

*When a student reaches the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or the Department of Social Services.

SEPARATED / DIVORCED FAMILY POLICY

I. School Neutrality / Parent Responsibility

The Deuel School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

II. Student Contact / Student Visitation During School Hours

Unless a parent gives notification pursuant to paragraph 1 above, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general Order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

III. Release of Student to Noncustodial Parent

The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a certified copy of the Court Order granting custody pursuant to paragraph I.

IV. Release of Student Records

Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the District pursuant to paragraph I.

Rules of Appropriate Computer Use

- Do not use the computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do not interfere with the operation of the network by installing any software unless approved by administration
- Do not violate copyright laws
- Do not view, send or display offensive messages or pictures
- Do not trespass in another's folders, work or files
- Do not change system configuration
- Do not leave computer unattended
- Always use assigned computer bag to transport computer

Failure to follow these rules will result in suspension of computer privileges up to 30 days. Also any accidental or intentional damage to the computer or network will be the billed out to the student/parent as outlined in policy. If student owes money to the school district, the computer may be taken away until the amount is paid. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Internet

The Internet is a global electronic information infrastructure, a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing, and therefore, it is impossible to predict with certainty what information users might locate. The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. This networking environment requires that the user be responsible for the appropriate use of this service. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District. Availability of some materials on the Internet does not indicate endorsement of their content by the Deuel School District. The following rules apply to the use of the Internet:

- Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit or threatening language will not be tolerated.
- Never reveal your, or anyone else's personal information.
- Only State K-12 Students E-mail accounts are allowed unless permission is given by administration.
- You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene, or sexually explicit material and web sites that promote racism or religious intolerance.
- You and not the Deuel School District are responsible for possession of any and all materials, and for your actions with the use of the Internet.
- You must abide by and all local, state and federal rules and regulations.
- You are responsible for any action, artifice or scheme to defraud or obtain money, property, services and other things of value by false pretenses, promises or representations while using this access.

- Develop web pages only as directed by staff members to fulfill course or school related activities;
- Access is a privilege - not a right.
- Only files relating to classroom assignments may be stored on the network file sever

Any violation of District Internet policy or rules may result in loss of computer privileges for up to 30 days. Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved. The Deuel School District makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

Network

The use of the School District's network (LAN) and Intranet is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of network resources.
The School District does not guarantee that the network will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

User Accounts

User accounts are considered the property of the Deuel School District. The School District expressly reserved the right, at any time, to log, monitor and review, the subject, content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.
Persons, using the District network, shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District network.

Bring Your Own Device

Students bringing personal devices to school may not be allowed on the District’s network. Student’s that bring personal devices to school are not allowed to have Mobile Hotspots.

Rules of Network Use

Users of the School District Network shall:

- Be responsible for all use of the network under their accounts and user names, regardless of whether access is gained with or without the person's knowledge and/or consent;
- Use only your own account. You may not access any other person's material, information, or files without their permission;
- Immediately notify the School District if they suspect any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- Not harm or destroy in any way, the data of another user, including the uploading of, or the creation of computer viruses to any computer;
- Do not transmit, download, access or place unlawful information, any abusive, defamatory, obscene, profane, sexually explicit, threatening or illegal material on the network;
- Not use the District network to solicit sales or conduct business;
- Do not transmit copyrighted material without the express consent or authorization of the owner of the copyrights.
- Any sites that are deemed bandwidth intensive some as streaming music for streaming video or any other sites defined by the Deuel School District are not allowed for personal use.

Network Security

Security of all networks connected to the Deuel School District is a high priority. Anyone observing a security problem on the District network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District network.
Any violation of District policy on network use may result in loss of privileges to the network or computer devices for up to 30 days. Access to the School District network may be denied, and the appropriate disciplinary action shall be applied. The School District's discipline policy shall be applied to student infractions.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. The Deuel School District uses various resources to protect its K-12 students. The District adopted the CommonSenseMedia.org curriculum in 2011 for grades K-8. This curriculum satisfies all criteria for E-Rate compliance and is aligned to national standards for ISTE (International Society for Technology in Education), AASL (American Association of School Librarians), and the ELA (English Language Arts) Common Core. In grades 9-12, there are weekly meets for the student body focused on the use of technology and the proper use of online resources. The students in 9-12 along with their parents receive a yearly CIPA seminar in conjunction with the district's laptop rollout where students and parents can ask questions and received information on best practices.

TRANSPORTATION

TO: THE PARENTS OF TRANSPORTED PUPILS

By the authority of the Board of Education of the Deuel School District, your child is entitled to ride the school bus provided that he or she adheres to the safety rules. In the interest of safety for all pupils riding the Deuel school buses, a pupil will be reported in writing to the principal for continued and/or willful disobedience of the below safety regulations and may be suspended from riding the bus for a period of time to be determined by the administration.

During inclement weather, it is the responsibility of you, the parent, to see that your child is properly clothed to withstand the weather conditions in case of mechanical problems with the bus.

The basic responsibilities of your child while riding the Deuel School District bus include all of the following:

1. Obey the bus driver cheerfully. (He or she is responsible for your child's safety and must be obeyed.)
2. Pupils are not allowed to:
   A. Bring candy or food items on the bus except lunches.
   B. Put arms, heads, or legs out of the window.
   C. Use any abusive or profane language.
   D. Throw any objects from the bus windows.
   E. Leave their seats while the bus is in motion.
   F. Strike, push, or otherwise abuse another pupil while riding the bus.
   G. Be excessively noisy while riding the bus.
   H. Push while standing in line to board the bus.
   I. Board or leave the bus except at their regularly scheduled bus stop without written permission from the parent.
3. No pupils will be allowed to ride the school bus unless they are registered to that particular bus unless permission has been granted by the administration.
4. Pupils are expected to enter and leave the bus in an orderly fashion.
5. Pupils are to be absolutely silent while the bus is approaching and proceeding across any railroad crossing.
6. If it is necessary to cross the road after leaving the bus, pupils are to cross ten feet in front of the bus after receiving a clear signal from the driver and all approaching traffic has stopped.
7. Pupils are to report promptly to their principal when instructed to do so by their driver.
8. Pupils shall observe classroom conduct while riding the school bus. (TREAT BUS EQUIPMENT AS YOU WOULD VALUABLE FURNITURE IN YOUR OWN HOME.) Damage to seats, windows, etc. must be paid for by the offender.

Consequences for bus infractions:

1. The first reported incident from the bus driver, transportation manager, or the principal will result in a call from the principal referring to the infraction. A verbal warning will be given.
2. The second reported incident will result in the loss of bus privileges for 5 days. The principal will contact the student and the parents/guardians.
3. The third reported incident will result in the loss of bus privileges for the remainder of the school year. The principal will again make contact to the student and the parent/guardian.

Parental Notification
School Health Assessments 2023-2024

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at https://doh.sd.gov/documents/HIPAANotice.pdf
or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2023-2024 school year include:

- Vision Screening for students in Grades _Kindergarten, 1st, 3rd, 5th, 7th, 8th, 11th
- Hearing Screening for students in Grades Kindergarten, 1st, 2nd, 3rd, 7th, 11th
- Physical Assessments for students in Grades _Kindergarten and 5th____
- Scoliosis Screening for girls in Grades _n/a_____
- Scoliosis Screening for boys in Grades _n/a_____

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

If you agree to your child's participation as indicated above, there is no need to sign or return this form to the school.

To Decline Services

_____ I agree to have my child participating in health screening, but do **NOT** want an abnormal hearing or vision screening result to be shared with school personnel

_____ I decline to have my child participate in school health screening

(Printed name of student)_____ (Printed name of parent)_____

_____
(Parent Signature)

Permission to Publish

I give permission for my photograph, picture and/or projects to be published on the website, around the community or in the classroom. I understand that my name will not be used with the published photograph, picture or project. This will help ensure my privacy.

☐ - Yes, I give permission to the school to publish photographs, pictures, and/or projects

☐ - No, I do not give permission to publish photographs, pictures and/or projects

_____	_____
Student's Printed Signature (full name)	Parent's Signature
_____	_____
Student's Teacher's Name and Grade	Date

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, May 15, 2023

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, May 15, 2023 via Zoom or at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:00 P.M. and adjourned at 8:41 P.M.

Members present:

Jolene King, Arlington; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Evan Buckmiller, De Smet; Laura Crooks, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Jon Kahnke, Florence; Tara Abraham, Hamlin; Paula Blue, Henry; Megan Eichler, Lake Preston; Carrie Schiernbeck, Oldham/Ramona; Lana Sand, Rosholt– entered at 7:17 P.M.; Jessica Anderson, Rutland; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake

Absent:

Audrey Schuller, Britton-Hecla; Lisa Lauterhahn, Enemy Swim Day School; Greg Bich, Iroquois; Jayme Trygstad, Sioux Valley; Art Berger Jr., Waubay; Martin Looyenga, Webster; Natalie Remund, Wilmot

Others Attending:

NESC Staff Representatives: Shelly Skogstad, Stephanie Hayunga – entered at 7:16 P.M.
Member District Superintendents: Todd Obele, Henry
NESC Administration: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Schuurman called the meeting to order at 7:00 P.M.

Introduction of Guests

Todd Obele and Shelly Skogstad were introduced as guests.

Public Comment

No public comments were presented.

Agenda Review, Changes, and Approval

Action #23-72 Motion by C. Verhoek, second by M. McIntire, to approve the agenda as presented. All present voted, motion carried.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #23-73 Motion by J. Kahnke, second by A. Nielsen, to approve the financial report for the period ending April 30, 2023. All present voted, motion carried.

	General Fund	Special Education Fund	Agency Fund
April 1, 2023	**$159,300.09**	**$1,172,761.68**	**$14,490.76**
Receipts:			
Local Sources	$70,164.05	$218,817.65	$1,941.63
State Sources		$2,494.21	
Federal Sources		$159,889.00	
Other		$1,296.04	
Total Monthly Receipts	$70,164.05	$382,496.90	$1,941.63
Total Gross Receipts	$229,464.14	$1,555,258.58	$16,432.39
Manual Journal Entries			
Less Salaries	$6,572.48	$328,322.41	
Less Disbursements	$15,582.09	$110,841.98	$1,597.33
Total Salaries & Disbursements	$22,154.57	$439,164.39	$1,597.33
Ending Cash Balance April 30, 2023	**$207,309.57**	**$1,116,094.19**	**$14,835.06**

Consent Agenda

Action #23-74 Motion by J. King, second by L. Crooks to approve the following items on the Consent Agenda: 7a) Approval of April 17, 2023 Board of Directors meeting minutes; 7b) Approval of payment of May 2023 budget claims; 7c) Approval of Director, Business Manager, and Assistant Director contracts; 7d) Approval of Unit 1, Unit 2, ESY, Paraprofessional and Custodial Contracts; 7e) Approval of resignation – Elli Stevenson –Psychologist – 1FTE; 7f) Approval of Contracts: Alysha Johnson – ESY - $48.73/hr; Pam Bauer – ESY - $42.03/hr. All present voting in favor, motion carried.

May 2023 Accounts Payable

General Fund: AUTOMAXX CDJR, INC. FLEET MAINT 696.35; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 2,185.91;CENEX FLEETCARD FLEET MAINT 5,919.68; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 11.92; DUST TEX SERVICE, INC. APRIL RUG RENT 5.40; ESTELLINE COMMUNITY OIL CO. FLEET MAINT 69.89; HAMLIN COUNTY FARMERS COOP FLEET MAINT 944.50; HEALTH EQUITY HSA/FLEX 5.69; MOES, GABRIELLE BACKGROUND CHECK 5.69; NELSON, JULIE REIMB GASOLINE 59.67; NESC PAYROLL MAY 2023 6,714.37; OTTERTAIL POWER CO. ELEC 33.13 ROB'S AUTO REPAIR FLEET MAINT 3,158.98; SCOTTING HEATING & COOLING LLC AC UNIT INSTALL/MAINT 319.59; STEFFENSEN, JULIE BACKGROUND CHECK 4.79; STORMO, BEN MARCH SNOW REMOVAL 21.60; W.W. TIRE SERVICE FLEET MAINT 941.76; WATERTOWN PUBLIC OPINION MINUTES 10.58

Fund Total: $21,109.50

Special Education Fund: BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 27,871.15; BOSSE, JENNIFER APRIL MI REIMB 85.68; CASTLEWOOD SCHOOL DISTRICT APRIL CB USE FEE 924.25; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 120.49; DUST TEX SERVICE, INC. APRIL RUG RENT 54.59; HAMLIN SCHOOL DISTRICT APRIL CB USE FEE 1,451.06; HEALTH EQUITY HSA/FLEX 57.56; LAKE PRESTON SCHOOL DISTRICT APRIL CB USE FEE 369.70; PARENT APRIL MI REIMB 80.64; NESC PAYROLL MAY 2023 335,754.96; MITCHELL TECHNICAL INSTITUTE SLP REGIS 196.00; MOES, GABRIELLE BACKGROUND CHECK 57.56; OTTERTAIL POWER CO. ELEC 334.99; SCOTTING HEATING & COOLING LLC AC UNIT INSTALL/MAINT 3,231.40; STEFFENSEN, JULIE BACKGROUND CHECK 48.46; STORMO, BEN MARCH SNOW REMOVAL 218.40; WATERTOWN PUBLIC OPINION MINUTES 106.98; WEBSTER SCHOOL DISTRICT APRIL CB USE FEE 1,086.91; WIESE, RITA APRIL MI REIMB 15.12

Fund Total: $372,065.90

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Powell gave her monthly report.

FY24 Preliminary Budget

Business Manager Stormo reviewed the preliminary budget for FY24.

FY22 Audit Report

Business Manager Stormo reviewed FY22 audit report.

Executive Session

Action #23-75 Pursuant to – Personal SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. Motion by M. McIntire, second by A. Nielsen to enter executive session at 7:17 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 8:38 P.M.

Action Items

Approval of FY22 Audit Report

Action #23-76 Motion by C. Verhoek, second by A. Nielsen, to approve FY22 Audit Report. All present voting in favor, motion carried.

Approval of Summer Hours

Action #23-77 Motion by T. Abraham, second by J. King, to approve the proposed summer office hours. All present voting in favor, motion carried.

Approval of Minert Associates Contract

Action #23-78 Motion by A. Nielsen, second by M. McIntire, to approve Minert Associates Contract for drug and alcohol testing starting FY24. All present voting in favor, motion carried.

Adjournment

Action #23-79 With there being no further business, motion by C. Verhoek, second by E. Buckmiller, to adjourn. All present voted, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD on Monday, June 19, 2023 at 7:00 P.M.

_____ _____

Arend Schuurman, President **Tiffany Stormo, Business Manager**