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## **JA: Student Policies Goals**

The student is the focal point of all operations of the Colome Consolidated 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;
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences;
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.

Adopted: 4/11/16

## **JB: Colome High School Laptop Program**

The policies, procedures and information within this document apply to all computers and electronic devices used at Colome High School.

Teachers may set additional classroom rules for the use of any electronic or communications equipment used in their classrooms.

You are receiving a laptop to enhance understanding, increase your learning, and to prepare you for the World of the 21<sup>st</sup> Century. It was purchased by the taxpayers of this district to be used as an educational tool and needs to be used that way during classes and study hall. Failing to use your school laptop for educational use at any time will result in the Loss of Computer Privileges.

### **1. RECEIVING YOUR LAPTOP**

Laptops will be distributed each fall. Parent and students must sign and return the Computer Protection plan and Student Pledge documents before the laptop will be issued to their child. The Computer Protection plan outlines the coverage and obligations of students regarding damage or loss of the computer and its components. Please review the Computer Protection plan included in this handbook.

Computers will be collected periodically throughout the school year and at the end for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at CHS.

### **2. TAKING CARE OF YOUR LAPTOP**

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Network Administrator or Principal's office immediately. Failure to do so in a timely manner may result in voiding the accidental damage coverage. This may result in a fee charged to the student.

#### **2.1 General Precautions**

No food or drink is allowed next to your laptop at any time.

Cords, cables, and removable storage devices must be inserted carefully into the laptop.

Any writing, drawing, stickers, or labels placed on the laptop will not be allowed.

Laptops must never be left in a car or any unsupervised area.

Students are responsible for keeping their laptop's battery charged for school each day.

#### **2.2 Carrying Laptops**

The protective case provided with laptop has sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Computers should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The computer must be turned off before placing it in the carrying case at the end of the school day.
- Carrying cases may be purchased by individual students. All cases must be approved by school personnel.

### **2.3 Screen Care**

The screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the computer when it is closed.
- Do not place anything near the computer that would put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid ( e.g. pens, pencils, or disks)
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any type of liquid cleaner on the screens.
- Carrying the laptop by the screen-only is prohibited.

## **3. USING YOUR LAPTOP AT SCHOOL**

Laptops are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars and schedules will be accessed using the computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

### **3.1 Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

### **3.2 Sound, Music, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If headphones are desired, the student is responsible for providing their own pair.
- Music is NOT allowed to be saved on the laptop.

- Do not save any music, games, or programs to the hard drive. All software must be district provided. These software programs may be save to external sources (Jump/USB drives). Data storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging.

#### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

Student are encouraged to backup information onto removable media (i.e thumb drive/USB drive/CD/DVD), especially when working from home. Students should also make sure that work is saved on the school server.

#### **5. SOFTWARE ON LAPTOPS**

The software originally installed by the District must remain on the computer in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. **There will be no additional software installed by students.**

The Colome Consolidated School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

##### **5.1 Virus Protection**

The laptop has ant-virus protection software. This software will scan the hard drive and other storage devices for known viruses on boot up. The virus software will be upgraded from the network. The school' storage server is also installed with virus protection software and hardware.

##### **5.2 Inspection**

Students may be selected at random to provide their laptop for inspection.

##### **5.3 Additional Software**

Students are not allowed to load extra software on their laptops

#### **6. ACCEPTABLE USE**

- 6.1.1 Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Colome Consolidated School District.
- 6.1.2 Students are responsible for their ethical and educational use of the technology resources of the Colome Consolidated School District.

- 6.1.3 Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 6.1.4 Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered act of vandalism and subject to disciplinary action.
- 6.1.5 Computers that malfunction or are damaged must first be immediately reported to the Network Administrator or Principals office. The school district will be responsible for repairing computers that malfunction. Students will be entirely responsible for the cost of replacement or repair for computers that are lost, damaged intentionally or with reckless disregard. Students are also responsible for replacing damaged items due to accidents.

The cost to replace specific accessories is:

First Incident:

- a.) Power Cord: \$74.00
- b.) Battery: up to \$150.00
- c.) Laptop carrying case: \$35.00
- d.) Keyboard: \$25.00
- e.) Broken LCD screen: \$150.00

Subsequent incidents per item—fines will double.

- 6.1.6 By passing or attempting to bypass the schools filtering software to access filtered sites will be subject to disciplinary action.
- 6.1.7 All use of the Internet must comply with district guidelines.

## **7. RETURN OF LAPTOP**

Individual school laptop computers and accessories must be returned to CHS at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at CHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer or if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the local police department.

## **8. LEGAL PROPRIETY**

Students must comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or Superintendent.

Plagiarism is a violation of CHS school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## **9. E-MAIL AND BLACKBOARD/D2L**

- Always use appropriate language.
- Do Not transmit language/material that is profane; obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- K12 state e-mail is subject to inspection by the school and/or K12 Data Center.
- K12 email accounts are provided for all high school students and all staff members.

## **10. CONSEQUENCES**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Law and proper authorities will be given access to their content.

## **11 .PROTECTING & STORING YOUR LAPTOP COMPUTER**

Student's laptops are labeled in the manner specified by the school.

When students are not using their laptops, they will be stored in the specified class computer cart.

Under no circumstances should laptops be left unsupervised. Any laptop left unattended will be taken to the Principal's office. Students who leave laptops unattended may be subject to disciplinary action. You will lose your computer for a week or more depending on the circumstances.



## **12. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER**

The school district will provide repairs to all laptops. Some parts are subject to the student/parent payment. See Protection Choices sheet.

All claims must be reported to the network administrator or Superintendent Office. Students or parents must file a police or fire report immediately and bring a copy of the report to the network administrators or Principal's office before a laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the local police department to alert pawnshops and police departments in the area to be aware of Colome Consolidated School District equipment.

## **13. PARENTAL RESPONSIBILITIES**

- Parents will be responsible for monitoring student's use of the laptop at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Parents are responsible for overseeing their child's use of the Internet while at home.

## **14. STUDENT DISCIPLINE**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- |         |   |
|---------|---|
| Step 1* | Student will lose the option of taking his/her laptop home for 1 week.  |
| Step 2* | Student will have to turn in his/her laptop to the Network Administrator for 2 weeks. During this time, if a student needs to do research or assignments on the laptop, he/she must have a pass from that class's teacher and will be allowed to "check out" their laptop for that class period ONLY. |
| Step 3* | Student will have to turn his/her laptop to the Principal. During this time a student may or may not be able to check out his/her laptop for classroom work-this will depend on the severity of the laptop misuse.  |

\*Discipline consequences may vary depending on the severity of the offense.

Computers owned by the Colome Consolidated School District are for Educational purposes ONLY.

Adopted: 7/10/17

## **JC: Lunch Account Policy**

### **Colome Consolidated School District Lunch Account Policies are as follows:**

#### **Middle School and High School**

- The school secretary will send out a warning whenever a student is 20 meals behind or more on their lunch account.
- It is recommended that student accounts are paid 20 meals in advance.
- The school secretary will send lunch account balances to families twice a month.
- If a student is 20 meals behind the procedures will be:
  - Week 1: Students are told the account balance and that they need to pay the balance.
  - Week 2: Students are told the account balance and that they need to pay the balance. Students are sent home with their account balance.
  - Week 3: If the student does not pay the balance they will be sent home with the account balance. The parents or guardians will be called.
  - Week 4: Students that are still 20 meals or more behind on their lunch account will be offered an alternative meal. They cannot continue eating the scheduled school lunch until their balance is fully paid.
- Parents and/or students can check their account balance by calling the school secretary at 842-1624.

#### **Colome Elementary and Wood School**

- The school secretary will send out a warning whenever a student is 20 meals behind or more on their lunch account.
- It is recommended that student accounts are paid 20 meals in advance.
- The school secretary will send lunch account balances to families twice a month.
- If a student is 20 meals behind the procedures will be:
  - Week 1: Students are sent home with their account balance with request for payment.
  - Week 2/3: Students are sent home with their account balance with request for payment. The parents or guardians will be called.
  - Week 4: Students that are still 20 meals or more behind on their lunch account will be offered an alternative meal. They cannot continue eating the scheduled school lunch until their balance is fully paid.
- Statements for elementary students will be sent home with the youngest child that attends the school district. Parents should check student's backpacks for lunch account statements.
- Parents and/or students can check their lunch account balance by calling the school secretary at 842-1624.

**When the student is on week 4 they will start to receive an alternative meal of a cheese sandwich, and chips unless the child has an allergy documentation on file that meets the requirements for a substitution option, and milk at no charge. Students can receive the alternative meal a maximum of five (5) times during the school year. When a student has used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.**

After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future lunch account deposits.

After thirty (60) days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is judged that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court.

Adopted: 7/10/17

### **JCA: Open Campus**

Students who eat lunch at school will eat their lunch in the Multi-Purpose Room. Sophomores, Juniors and Seniors may walk downtown during lunch time.

Students that are caught driving to lunch or are tardy to the next class will lose their privileges to leave the school during the lunch period.

If a student needs to check out during the lunch period, they must bring a signed note from a parent or guardian indicating the reason for leaving school; eating lunch in a neighboring town is not an acceptable reason and will be denied.

### **JD: State Extra-Curricular Meals**

The Colome Consolidated School District supports student participation in extra-curricular events. When a team or individual student participates in a SDHSAA state event meals will be reimbursed as follows. \$6.00 for Breakfast, \$10.00 for Lunch, and \$15.00 for Supper. The procedures are as follows:

- Coach or advisor will turn in a voucher.
- Voucher will be approved by the superintendent.
- Business Manager procures funds.
- Business Manager has coach or advisor sign off that they received the cash.
- Students sign an acknowledgement that they received the money from the coach or advisor.

Adopted: 7/10/17

Amended: 12/09/19

## **JE: School Sponsored Student Fund-Raising Activities**

Fundraising will not be encouraged unless there is justification for purpose and the need is adequate.

Justified fund-raising will be permitted for school classes or groups of students, under the sponsorship of a faculty member, provided they are approved by the Superintendent and that benefits derived therefrom will be made available to all members of the class or group.

No project will be allowed that will involve the servitude of an individual.

There will be no solicitation of donations of any kind from students.

All fundraisers can be before school, during the lunch hour, or after school hours.

At the end of each school year school classes or groups need to submit a fundraising approval form for the upcoming school year to the Superintendent.

**Fundraiser Approval Form**

**Please complete the following for approval of proposed fundraiser.**

Program Sponsoring the Fundraiser: \_\_\_\_\_

Name of Advisor(s): \_\_\_\_\_

Starting Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

What Is To Be Sold For the Fundraiser: \_\_\_\_\_

What Is the Intended Use: \_\_\_\_\_

**Fundraisers will not start until approval is obtained by the following:**

\_\_\_\_\_ Advisor or Coach      Date: \_\_\_\_\_

\_\_\_\_\_ Athletic Director      Date: \_\_\_\_\_

\_\_\_\_\_ Principal      Date: \_\_\_\_\_

\_\_\_\_\_ Superintendent      Date: \_\_\_\_\_

\_\_\_\_\_ Business Manager      Date: \_\_\_\_\_



## **JEA: Compulsory Attendance Ages**

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 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 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.

Adopted: 4/11/16

## **JEB: Entrance Age**

### **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.

## **JEBA: Retention of Students**

The administration and teaching staff must strive to create plans of instruction and instructional organization that permits students to progress through school according to their individual needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy shall be made when it becomes evident that a student should proceed more slowly.

In all cases of retention;

- Parents must be informed of such possibility in advance;
- A conference will be scheduled with parent, teacher, and appropriate staff;
- Evidence and data will be presented;
- Appropriate course of action will be determined;
- If required a follow up meeting will be discussed

Although teachers may recommend retention, all retentions will be assigned by the principal. Teachers, in recommending retentions, and principals in assigning them, will give justification in writing why they feel the student should repeat. The school system shall have final authority in the retention of a student in grades 1-12.

The principal will take particular care in assigning more than one retention during a child's elementary school life. The Superintendent must approve a second retention assigned to any student.

If a parent/guardian objects to the recommended retention by school administration, the parent/guardian will be required to sign a hold harmless agreement acknowledging the retention recommendation, waiving all future liability or legal suits against the district, and agrees to hold the district harmless of any future consequences caused by the decision.

## **JEC: School Admissions**

In accordance with state law, all persons five (5) years old by September 1<sup>st</sup> and under twenty-one (21) years of age and all veterans (except dishonorably discharged veterans) who are residents of the district will be eligible to attend the public schools free of charge, if they have not already received a high school diploma.

Upon registration, all new students will be required to present:

1. Proof of date of birth through a birth certificate or affidavit in lieu of birth certificate.
2. Record of immunizations and a health certificate from a licensed physician.
3. Proof of residency, if requested.

Adopted: 4/11/16

## **JECAA: Admission of New Residents and Students**

Grade placement shall be the responsibility of the principal. In general, pupils transferring into the system from accredited schools will be placed in the same grade level as in the school from which they transferred.

A student of compulsory school age, that has been attending an unaccredited school or receiving alternate instruction and enrolls in the school district, shall be placed at the students demonstrated level of proficiency as established by one or more standardized tests. The student's initial placement may not be in a grade level higher than warranted by the student's chronological age assuming entry into the first grade at age six and annual advancement thereafter. After initial placement the student may be advanced according to his or her demonstrated performance.

High school credit will be accepted from high schools approved by the state department of education and/or regional accrediting agencies. A student, who has attended an unaccredited school or has been receiving alternate instruction and enrolls in the school district, shall be placed in English and Mathematics at the level of achievement demonstrated by one or two standardized tests. In all other subjects the principal shall take into consideration transcripts; general achievement; and mental, physical, emotional and social maturity of the student before grade placement.

The student's initial placement may not be in a grade level higher than warranted by the student's chronological age assuming entry into the first grade at age six and annual advancement thereafter. After initial placement the student may be advanced according to his or her demonstrated performance. A student to graduate from high school must meet graduation requirements of the state and school district.

Adopted: 4/11/16

## **JECB: Open Enrollment**

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 copy of this policy will be provided to parents, guardians and emancipated students who wish to submit an open enrollment application. It shall also be provided to any other interested person upon request.

### **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. 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.<sup>(a)</sup>
  4. Decisions to accept or reject open enrollment applications will be based on the criteria listed in "Open Enrollment Application Standards" (Section C).
  5. The applicant and the resident school board will be notified within five days of the decision.
  6. An application may be withdrawn by the applicant prior to the approval of the request and upon written notification to the District's Superintendent.
  7. 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 another 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.
  8. Once enrolled under open enrollment in the District, the student may remain enrolled and is not required to resubmit annual applications.

9. 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.
  
10. 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. <sup>(c)</sup>
  
14. The rules of the South Dakota High School Activities Association will govern eligibility for participation in activities.



## **JECBA: Admission of Exchange and Foreign Students**

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.

Adopted: 4/11/16

## **JED: Student Absences and Excuses**

Colome Consolidated School District strives to provide a quality education which requires a regular continuity of instruction, classroom participation, learning experiences and individual study in order to reach the goal of maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations and student-teacher interaction can never be made up when an individual student is not in attendance. This is the essence of schooling. A student's contribution to, and achievement in a class are directly correlated to attendance.

It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class. Furthermore, South Dakota statutes require the local Board of Education to enforce definite standards of attendance with few valid excuses for absence.

With these educational and legal requirements in mind, the following requirements for attendance covering all regularly enrolled students in grades 6-12 will be enforced. Students will be allowed six absences per semester.

### **Absences that will not count towards the six days include:**

- 1) Illness or injury with note from parents.
  - a) A doctor's written excuse required if absent for 3 or more consecutive days.
- 2) Family emergencies, such as death, serious injury, etc.
- 3) Medical or dental appointments with doctor's written excuse
- 4) Participation in school-sponsored activities
- 5) Other reason at administrator's discretion- examples include special circumstances with prior permission, inclement weather, etc.
- 6) College Visits- Limited to two visits

### **The following procedures will be followed to handle student absences:**

- All absences, except for illness and emergency situations, must be cleared with the administration for the absence to be excused.
- Written note or phone calls from parents are necessary for all absences and should include the following: student name, date of absence, reason for absence & parent or guardian signature. Note should be given to the principal or secretary.
- Students going to an appointment (doctor, dentist, etc.) should provide a note from the doctor stating the date & time of the appointment for the absence to be excused.
- Students will not be allowed to leave the school during the day unless the parent contacts the school in advance.
- Students who participate in school related activities that require periodic absence from school will be required to make up their work prior to the absence and the student will not be counted absent from school.

- Students who plan to participate in an evening school related activity must be in school for at least four periods. Exceptions must be approved by administration prior to the date of the activity. Students who leave school due to illness will not be allowed to participate in events that day.
- Special circumstances will be addressed by the administration (prolonged illness, hospitalizations, etc.)

**The following procedures will be followed in regards to the limited absences:**

- After the third (3) limited absence in a semester, a letter will be sent home reminding parents of our attendance policy
- After the sixth limited absence (6) in a semester, a letter will be sent home reminding parents of our attendance policy, their statutory obligation, the school's obligation to file truancy, and a meeting with the parents.
- The seventh (7) and eighth (8) limited absences will result in after school detentions. Limited absences will be treated as truant and a report will be filed with the State's Attorney.
- Nine (9) or more that are not excused will be treated as truant and a report will be filed with the State's Attorney.

**Grade Reductions**

The student's grade will be reduced after he/she misses over 6 periods of a class that is unexcused. Every day of unexcused absence after the six days they will receive a zero.

- 9 or more unexcused will result in failing the class.

Students must audit the course for the remainder of the term.

Adopted: 4/9/16

Amended: 10/14/19

## **JEE: ELEMENTARY SCHOOL ATTENDANCE POLICY**

### **TARDIES:**

A student is tardy if not in class by 8:15 AM.

Consequences for unexcused tardiness:

First Tardy – Warning from Teacher, Parents Notified

Second Tardy – Warning from Principal, Parents Notified

Third Tardy – Parents pickup student after school, Parent Meeting

### **ABSENCES:**

A student present a total of 2 hours in a half day of school is counted present for a half day.

Students that have unexcused absences exceeding 6 days in a semester will be required to stay after school to make up the missed day(s).

Students that have unexcused absences exceeding 9 days per semester will be considered for retention due to missing too much educational time.

The administration will assure that advance notification has been given to the student and parents/guardians prior to implementation of any provision of this policy.

For the purpose of this policy absences will be counted in the following manner:

Absences due to participation in school-sponsored activities will not be counted. Work is to be made up beforehand.

Absences due to prolonged illness or a series of medical treatments will be counted as one absence. A physician's statement must certify the validity of the absence.

Absences due to bereavement or serious illness in the student's immediate family will be counted as one absence.

### **Absences that will not count towards the six days include:**

- 1) Illness or injury with note from parents.
  - a) A doctor's written excuse required if absent for 3 or more consecutive days.
- 2) Family emergencies, such as death, serious injury, etc.
- 3) Medical or dental appointments with doctor's written excuse
- 4) Participation in school-sponsored activities
- 5) Other reason at administrator's discretion- examples include special circumstances with prior permission, inclement weather, etc.

Adopted: 8/8/16

Amended: 10/14/19

### **JEF: Work-Study**

The Colome Consolidated School District recognizes the value of real-life work experiences. Below are the requirements the student must meet to participate in work-study.

1. Must be a Senior.
2. Maintain a B average at midterm or the end of the Quarter in every course.
3. Have less than 6 limited absences per semester.
4. No dress code violations.
5. No drug and alcohol policy violations.
6. Report of work duties/experiences will be turned in weekly and needs to be signed by the work supervisor.
7. Must be utilized during the first two or last two open periods if open.

The principal reserves the right to remove the student from the work-study program for any disciplinary reasons.

Adopted: 4/8/19

## **JFA: Student Due Process Rights**

Discipline in the schools is critical to the provision and implementation of public education. The Colome Consolidated School 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 deprivation 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. Fairly 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.

Adopted: 4/11/16

## **JFAA: Search and Seizure**

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.

### **JFB: Student Threats**

The Colome Consolidated School District will ensure a safe school environment. If a student threatens another student or staff member and it is reported to administration there will be an immediate investigation. If the threat provides valid, action will be taken.

1<sup>st</sup> Offense: One day of In-school suspension and a parent meeting. The parent meeting must occur before the student can resume school.

2<sup>nd</sup> Offense: Three days of In-school suspension and a parent meeting. The student may not return to school until there is a behavior plan in place and the parent meeting has taken place.

3<sup>rd</sup> Offense: Long Term Suspension. School Board will need to approve the return.



## **JFC: Student Conduct**

The Colome Consolidated School 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.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

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.

## **JFCA: Student Dress Code**

Students attending Colome Consolidated School District 59-3 schools will not be allowed to wear any articles of clothing that convey any message of profanity, drugs or alcohol, are sexually suggestive, display racial slurs or gang symbols or colors.

Shorts and skirts will be long enough so that they extend the same length down the leg as the fingertips of the wearer when the arms are held relaxed at the sides. This will be the minimum length.

All tops and shirts must extend to the belt line of the shorts, skirt or pants being worn so that no midriff is exposed during normal school activities. Care should be taken when wearing tank tops that straps are a minimum of two inches wide so that underwear and excessive skin is not exposed. The principal's discretion will be used in these situations. All students should keep pants up. Out of concern for health and safety, shoes are to be worn at all times.

Students shall not wear hats or caps or have hoods up in the school buildings during the school day. Hats and hoodies worn with the hood up in the buildings will be taken away and kept until the end of the semester. Extracurricular and special events may be exceptions to this rule.

Students choosing not to follow this policy will be sent to the principal's office. Their parents will be called and the student will be asked to either return home to change or request that their parents bring suitable clothing to the school so the student may change. If you choose not to return home to change or not to have your parents bring you suitable clothing you may be suspended or expelled.

If a student is unsure as to what is considered appropriate, the office will be glad to give assistance in this area.

Adopted: 4/11/16

## **JFCB: Athletic Uniform Policy**

Colome Consolidated School District Athletic Uniforms will be updated on a rotational basis with the approval of the School Board. All uniforms must meet SDHSAA requirements, be Kelly Green and white, except for black numerals. Beginning in 2018 all uniforms must only display the School Board approved logo. Displayed as follows.



Coaches will submit a uniform request to the Athletic Director. Upon approval, the Athletic Director will submit the request to the School Board for final approval.

Personalized jerseys are the responsibility of the individual. Payment must be received before an order will be submitted.

Adopted: 4/9/18

## **JFCD: Bullying Policy**

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have a negative impact on a person for their entire life. The Colome Consolidated School District is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to report it and to know that incidents will be dealt with promptly and effectively.

### **Definition:**

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another person. Bullying exists when a student with more apparent social and/or physical power deliberately dominates and harasses another who has less apparent power. Bullying is unjustified and is typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets another who may have difficulty defending himself or herself from the bullying or from its adverse effects.

The general forms of bullying are:

Physical: this involves harmful actions against another person's body

Verbal: this involves speaking to or about another person in an unkind  
or hurtful way

Emotional: this involves behaviors that intentionally upset, exclude or embarrass another.

Sexual: involves singling out a person because of gender identity or unwanted sexual advances.

Racial: this involves rejection or isolation of a person because of race, religion, or ethnicity

Bullying of any form or type is not permitted in the Colome Consolidated School District. The Board of Education expects students to conduct themselves in a manner appropriate of their

levels of development, maturity and demonstrated capabilities with proper regard for the right and welfare of other students and staff.

### **Consequences**

Appropriate consequences for bullying will be determined by the age of the student and the seriousness of the incident. Parents will be notified and the school counselor will be involved with remediation of each incident. In general, the school discipline plan will be followed.

Adopted: 4/11/16

## **JFCH: Alcohol and Other Drug Use by Students**

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, nor be under the influence of alcohol and/or other illegal drugs. 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 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 ten (10) days in compliance with student due process procedures;
3. The administration shall notify available law enforcement authorities;

The suspension of a student who completes a drug/alcohol assessment from a certified or licensed addition counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. 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 administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

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. The ninety (90) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

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.
  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.
  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.

## **JFCK: Cell Phones and Portable Digital Media Devices**

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

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

Students and parents take full responsibility for their personal devices. Colome Consolidated School District will not be liable for any damage or loss of said devices.

Unless specific permission is granted by school personnel, cellular phones and portable digital media devices are to remain powered-off and inoperable during the regular school day or when their use is otherwise prohibited by school personnel; Students may use these devices during the lunch hour.

The school superintendent, principal or teacher may request that cellular phones and portable digital media devices be placed in a location designated by the teacher, principal or superintendent during instructional time. The district will make every effort to ensure the security of devices, but will not be liable for any damage or loss perceived to have occurred during the time the device was not in the hands of the student.

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

1. Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;
2. Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
3. Academic dishonesty or cheating;

4. The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;
5. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or
6. Refusal to relinquish phone to persons of authority upon request.

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

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

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

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

**Consequences for violation of cell phone policy:**

- 1<sup>st</sup> Offense: The student can pick up their phone at the end of the day.
- 2<sup>nd</sup> Offense: Parent and student will come into the office and get the device together and will be told of future punishment.
- 3<sup>rd</sup> Offense: 1 day of in-school suspension (ISS). Parent & student will come into the office and get the device together and will be told of future punishment.
- 4<sup>th</sup> Offense: 3 days of ISS. Parent & student will come in and get the device together and will be told of future punishment.
- 5<sup>th</sup> Offense: 5 days of ISS. Parent & student will come in and get the device together and will be told of future punishments.

Adopted: 4/11/16

Amended: 1/14/19

## **JFH: Student Complaints and Grievances**

The Colome Consolidated School 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 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, 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.

Adopted: 4/11/16

## **JGD: Student Suspension and Expulsion**

Serious breaches of standards of behavior may result in suspensions or expulsions from school. A principal is authorized to suspend pupils for not more than ten school days and a Superintendent is authorized to suspend pupils for not more than 90 days. The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsion for consumption or possession of beer or alcoholic beverages may not extend beyond ninety school days.

Any student bringing a firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon to school, except as authorized by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to decrease the length of expulsion on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

A suspension may be imposed, but is not limited to, when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises or creates a serious disruption of the school environment. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making a false alarm or terroristic threat; lewd or threatening behavior or language; possession of drugs; or possession of beer or alcoholic beverages on the school premises or at school activities may result in suspensions.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsion.

- \* In case of a suspension by the Superintendent for more than ten school days, the Superintendent will schedule a hearing before the Board of Education and the hearing shall be scheduled within ten (10) school days of the first day of the student's suspension.
- \*\* Additional procedures mandated by state and federal law apply to special education students.

## **JHC: Student Health**

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 County Health 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.
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.

The services shall include 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.

Liability insurance will be provided employees to cover actions authorized by law.

Adopted: 4/11/16

## **JHCA: HEAD LICE POLICY**

Guidelines for managing head lice in Colome Consolidated School District:

1. Schools will only conduct head checks for students as needed.
2. District staff members may request that a student be checked for lice based on excessive head scratching, student report of a “crawling” feeling or observation of suspected lice and/or eggs.
3. The student will be screened by a certified nurse or a trained, designated school employee. All checks for head lice will be performed in a confidential and respectful manner.
4. If live lice are detected, the parent/guardian will be notified to pick up their child. If this is not feasible, the student may remain in school. Administration reserves the right to separate the student if deemed necessary.
5. Information on head lice and treatment will be provided to the parent/guardian. It is required that the parent/guardian will treat the child before sending them back to school.
6. The student may return to school the next day only if treatment was completed, a visual inspection is confirmed by a certified nurse or trained, designated staff member and the school administrator approves the return.
7. Parents/guardians will be informed by mail or Campus Messenger anytime multiple infestations are detected during head lice checks.

Adopted: 12/9/19



## **JHCD: Administration of Medicines to Students**

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the County Health 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 a pharmacy labeled container. The label must specify the student's name, 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.

The Colome Consolidated School District will not be giving out morning prescribed medication unless there are special circumstances and a signed document stating that the school will be giving morning medication.

Adopted: 4/11/16

## **JO: Student Records**

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.

Div of Criminal Investigation  
George S. Mickelson Building  
[1302 E. Hwy 14 Suite 5](#)  
[Pierre, SD 57501-8505](#)

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

Adopted: 4/11/16  
Amended: 11/15/18

## **JOA: Student Directory Information**

The Colome Consolidated School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary as provided in FERPA policy JO. The parent/legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

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) or Legal Guardians
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.

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body.

On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the school board by filing a written request with the Superintendent of schools.

This district will notify parents/legal guardians of the types of student directory information released. The notice will include:

1. An explanation of the parent's/legal guardians 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 military recruiters upon request, subject to a parent's/legal guardians 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.

The notice will be provided on an annual basis.

Adopted: 4/11/16

Amended: 7/9/18

## **JOB: Complaint Policy for Federal Programs**

The Colome School District will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability and will not violate any of the provisions of applicable federal programs, statutes or regulations (e.g., Title IV, Title I, Rehabilitation Act Section 504, and Americans with Disabilities Act).

In compliance with the applicable federal laws and regulations, the Colome Consolidated School District has appointed Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The superintendent can be reached at P.O. Box 367, Colome, South Dakota 57528 or by calling (605) 842-0583.

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The Superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The Superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district Superintendent.
- If the issue is not resolved with the Superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

Adopted: 8/8/16



## **JOC: Extra-Curricular Eligibility**

The Colome Consolidated School adheres to the eligibility regulations of the South Dakota High School Activities Association.

In addition to the SDHSAA eligibility regulations the Colome School has implemented additional regulations which will apply to all Colome Consolidated School students that participate in extra-curricular activities.

Extra-Curricular Activities are defined as activities not directly related to a class grade.

A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in a SDHSAA sponsored event. In the event the student is not passing in one or more classes, the following procedures will be in effect.

- If a student has a 77% (D) or lower in any class, they will be put on the ICU list for the week.
- If a student has a 69% (F) or lower in any class, they will be placed on academic probation.
- Students who are on academic probation at the end of a nine week period will be ineligible for two weeks.
- If a student is on academic probation, he/she may not participate in any extra-curricular activities or events, including SDHSAA sponsored activities or events. The student may be allowed to continue to practice while on probation.
- Students on probation will not be allowed to miss any school time for activities.
- Upon entering into a third consecutive week of probation, that student will not be allowed to travel to events with the team.
- If at any posting date a student's grade(s) fall below a 70%, they will be placed on probation immediately. If at any weekly eligibility posting a student's grades are all 70% or above, they will no longer be on probation and will be allowed to participate in all scheduled activities.

Any student carrying an Incomplete on quarter grades shall be considered as not passing that class. This means that all make-up work must be done by the due date on the make-up slip and the make-up slip must be turned into the office by the due date. Lost or laundered slips shall be considered as Incomplete until turned in.

These regulations shall cover students in grades 5,6,7,8,9,10,11 & 12. These regulations are in addition to any and all regulations of the South Dakota High School Activities Association.

In order to participate in a contest or practice, the student must have been in school at least two periods on the day of the contest or practice. When the activity in question

occurs on a holiday, a Saturday or a Sunday the student will generally be permitted to attend or participate if:

- a. His or her absence on the last regular school day is legitimate. And
- b. He or she expects to be in school on the next regular school day.

The only exceptions to the 2 period a day rule are:

- a. Pre-approval from Principal. This should be a scheduled appointment and a doctor's note should be provided.
- b. Attending a Funeral.

## **JOCA: Concussion Awareness and Prevention**

The School Board is committed to providing all students with a safe learning environment. In recognition of the risks that concussions pose to our student athletes, the School District will provide appropriate concussion awareness education and prevention programs.

### **Awareness**

The District will use guidelines developed by the South Dakota High School Activities Association and the South Dakota Department of Education to educate coaches, student athletes, and parents of the nature and risks of concussions. On an annual basis, the District will distribute a concussion information sheet to all parents or legal guardians of student athletes.

No student may practice or compete in any school-sanctioned athletic activity until the parent or guardian and student return to the District a signed acknowledgement that indicates they have reviewed and understand the material presented in the concussion information sheet.

### **Training**

Each year, every athletic coach, including volunteer coaches, shall complete a training program to provide continuing education on the risks and management of concussions. Coaches are required to provide verification that he or she is completed required training prior to being allowed to participate in the District's athletic program.

### **Return to Play Guidelines**

An athlete who is suspected of sustaining a concussion or head injury during a practice or competition shall be removed from participation at that time. Any athlete who has been removed from participation during a practice or competition based on a suspected concussion may not participate in practice or competition until the athlete no longer exhibits signs, symptoms, or behavior consistent with a concussion and has received written clearance from a licensed health care provider.

For the purposes of this policy, a licensed health care provider is:

1. Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and
2. Trained and experienced in the evaluation, management, and care of concussions.

The post injury test results are only to be read and diagnosed by a professional. The Impact Test that is taken post injury at the school does not clear an athlete for play. Only registered, certified, licensed, or otherwise recognized can provide release.

Adopted: 12/9/19

## **JOD: EXTRA-CURRICULAR PROGRAMS**

Practices will not be held on evenings past 6:00 P.M. with the exception of Wednesday where practice will be completed by 5:30 P.M. If an athlete needs to leave practice for another event, they are allowed without any penalty. Athletes need to inform the coach ahead of time.

Middle School Students attending the Wood Attendance Center are encouraged to participate in activities in Colome but may participate at neighboring districts should they desire.

School activities, voluntary or otherwise, will not be scheduled on Sunday.

Adopted: 11/16/17

## **JOE: HOME-SCHOOL STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

It is the policy of the Colome Consolidated School District to allow home-school students to participate in school sponsored extra-curricular activities if they meet one of the academic criteria.

- Home-school student is enrolled in a minimum of two classes in the Colome Consolidated School. Academic weekly progress checks will be completed every two weeks and the student must be making adequate progress.

OR

- Home-school students not enrolled in any classes must complete a weekly academic portfolio documenting adequate weekly progress in at least four courses. The portfolio is turned into the Principal's Office on Monday's or the first day of the school week. The Principal may ask questions and interview the child about the weeks progress. This portfolio will determine academic eligibility

Along with the above stated academic rules, home-school students participating in extracurricular activities are subject to all team, district and SDHSAA rules, regulations, and policies.

## **JOF: Restraint and Seclusion**

### **I. Policy Rationale and Philosophy:**

Reasonable efforts should be made to prevent the use of restraint and seclusion. A non-aversive effective behavioral system such as Positive Behavioral Intervention and Supports (PBIS) should be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

The Colome Consolidated School District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of Crisis Prevention Intervention (CPI) will be used to maintain a safe environment may be used as a last resort.

### **II. Definitions:**

#### **a. Positive Behavior Interventions and Support:**

- i. A school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students.
- ii. Encompasses a wide range of systematic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors and teach appropriate behavior to students.

#### **b. Physical Restraint:**

- i. The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint.
- ii. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
  1. To break up a fight;
  2. To knock a weapon away from a student's possession;
  3. To calm or comfort;
  4. To assist a student in completing a task/response if the student does not resist the contact;
  5. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

#### **c. Seclusion:**

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

d. **Time Out:**

A behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

**III. Requirements for the use of Physical Restraint:**

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied the staff member must:

- a. Implement in a manner that is age and developmentally appropriate.
- b. Ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (non –physical interventions are always preferred) that will diminish the need for physical intervention in the future.
- c. Use the least amount of force necessary, for the least amount of time necessary.
- d. Be appropriately-trained.
- e. Continually observe the student in restraint for indications of physical or mental distress.
- f. Contact appropriate emergency entities according to district crisis policy if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved.
- g. Remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated; following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.

**IV. Prohibited Practices for Use of Restraints:**

Staff members are not to use any physical restraints for which they have not been trained by the district. Staff members are not to use any unauthorized physical restraints. This includes but is not limited to:

- a. Prone restraint, which is 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 the use is necessary and reasonable in manner and moderate in degree.
- b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student.

- c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way.
- d. Uses pressure point, pain compliance, or joint manipulation techniques.
- e. Corporal punishment.
- f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint.
- g. Deprivation of basic needs.
- h. Chemical restraint.
- i. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed.
- j. Using other students or untrained staff to assist with the hold or restraint.
- k. Securing a student to another student or fixed object.
- l. Aversive behavioral interventions.
- m. Seclusion in a locked room or area.

**V. Requirement for Use of Seclusion**

Given a threat of immediate risk of physical harm to the student or others, the following principles must always be applied:

- a. A room or area used for seclusion must:
  - i. Provide for adequate space, lighting, ventilation, clear visibility and the safety of the student, and not be locked.
- b. Staff must:
  - i. Implement in a manner that is age and developmentally appropriate.
  - ii. Ensure safety of other students and protect the dignity and respect of the student involved.
  - iii. The least amount of time necessary.
  - iv. Be appropriately-trained.
- c. Staff must continually observe the student for the duration of the seclusion.
- d. If at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted.
- e. Seclusion ceases when the immediate risk of physical harm to self or others has dissipated.
- f. Upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

**VI. Prohibited for Use of Seclusion:**

- a. Use of seclusion in any environment that does not meet the above criteria.
- b. Deprivation of basic needs.
- c. Seclusion shall not be used.
  - i. As a form of discipline/punishment.
  - ii. As a means to coerce, retaliate or in a manner that endangers a student.



- iii. For the convenience of staff.
- iv. As a substitute for an educational program.
- v. As a substitute for less restrictive alternatives.
- vi. As a substitute for inadequate staff.
- vii. As a substitute for positive behavior supports or other crisis prevention.

**VII. Reporting and De-Briefing Requirements after the use of Physical Restraint or Seclusion:**

- a. The staff member (s) using physical restraint or seclusion shall complete all district required reports and document staffs observations of the student.
  - i. As soon as possible under the circumstances the staff member (s) using physical restraint or seclusion shall inform the appropriate school administrator of the use of physical restraint or seclusion.
  - ii. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
  - iii. Completion of the form and submission of the Incident Report to the appropriate administrator must be done the same day the staff member (s) used physical restraint or seclusion.
  - iv. An administrator shall attempt to contact the parent/guardian during the same day of incident.
  - v. A copy of the Incident Report must be made available to parent/guardian by the administrator within 24 hours after receipt of the Incident Report.
- b. administration shall conduct a debriefing with all involved staff and parents, if appropriate, the student;
  - i. Debrief utilizing the Districts Debriefing form.
  - ii. Evaluate the trigger for the incident, staff response, and methods to address the students behavioral needs.
  - iii. During the debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment, and/or a Behavior Intervention Plan must be completed.

**VIII. Training and Professional Development:**

- a. The district will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.
- b. The school district will maintain written or electronic documentation on training provided and lists of participants in each training.
- c. All student's personnel shall be trained annually in this policy.

**IX. District Monitoring:**

- a. The school board and superintendent shall monitor the implementation of this policy.
  - b. This policy shall be accessible on the districts website.
  - c. The district shall notify all parents annually on the schools website of its policy on seclusion and restraint.
- X. **Complaint:**
- a. A parent/guardian who feels that a school employee violated this policy may file a complaint pursuant to Policy KL: Complaint Against School Employee.
  - b. If the student has a disability, the parent/guardian of the student with a disability may file a complaint with the South Dakota Department of Education, Office of Special Education instead of filing a complaint pursuant to Policy KL: Complaint Against School Employee.