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I. AGAR-BLUNT-ONIDA (ABO) PUBLIC SCHOOL OPEN ENROLLMENT POLICY

The ABO School District will accept students from other districts wishing to enroll provided the ABO School District can provide a quality educational program based upon factors/criteria/standards adopted by the Board (see Section C. below) and subject to the following general principles.

For the purposes of this policy, the term "sending district" means the district in which a student has legal residence as determined by SDCL 13-28-9. The term receiving district means the ABO School District. An emancipated student is a student who has reached the age of 18 or, if under the age of 18, who (1) has entered into a valid marriage, (2) is on active military duty, or (3) has obtained a court order declaring the person to be emancipated.

A. GENERAL PRINCIPLES:

1. A student who has school residency in another South Dakota district seeking to transfer into the ABO School District must apply to the ABO School District. The application must be on triplicate forms provided by the Department of Education and available in the Superintendent's office. The application must be made by the student's parent or guardian (if the student is under age 18) or by an emancipated student.
2. The applying parents, guardians or the emancipated student shall authorize the sending district to provide copies of the student's educational attendance and discipline records to the ABO School District.
3. The application for open enrollment may be approved or disapproved by the Superintendent. If the Superintendent denies a request the Superintendent's action may be appealed to the School Board for final action at the next meeting. The District's final action shall be provided to the sending district and the applicant. Applications for enrolling nonresident students will be acted upon in the order received. The applicant may withdraw the application before it is acted upon.
4. In-district transfer applications for a resident student to be assigned to an attendance center other than the attendance center to which the student was originally assigned must be submitted to the District by the parent, guardian or emancipated student. The Superintendent may approve, disapprove any such request or refer the request to the School Board for final action. Decisions regarding transfers among attendance centers within the ABO District will be based upon the factors/criteria/standards set forth in Section C: Applications of resident students for reassignment will be acted upon in the order received.
5. Once an open enrollment application is approved by the ABO School District, the student must attend school in the ABO School District or newly assigned attendance center for the next school year (subject to A.2. above) unless (a) in the case of a nonresident student the school boards of both districts agree in writing to allow the student to return to the sending district, (b) in the case of a resident student the ABO School Board agrees to reassign the resident student back to the original attendance center or, (c) if the parent, guardian, or student actually moves and establishes physical and legal residence in another school district and the student enrolls in the other school, (d) or if the student is excused for alternate instruction pursuant to SDCL 13-27-3,

(e) or if the student is enrolled in another accredited school, (f) or if the student withdraws from school and is at least 16 years of age.

6. Once a nonresident student is enrolled in the ABO School District or a resident student enrolls in a different attendance center, the enrollment will be continuous from one school year to the next unless (a) the parents, guardians or emancipated student changes residence into another school district, (b) until a subsequent transfer application is received and approved or if 5.(d) through 5.(f) apply. The ABO School District will accept credits granted for any course successfully completed in another state accredited school. The ABO School District will award a diploma to a nonresident student only if the student satisfactorily meets the ABO School District's graduation requirements.

7. Transportation to and from school for a nonresident student attending school in the ABO School District is the responsibility of the applicant. Transportation of a resident student transferring to a different attendance center within the ABO School District is the responsibility of the applicant unless an existing school bus route would serve the resident student's need for transportation. Mileage allowance may be granted by the Board for families of elementary grade (K-8) students who have been accepted for transfer (open-enrolled) into the school district. To be eligible for transportation, such families must have a minimum of two elementary age children who attend District schools within the current calendar school year. The District will reimburse for mileage at a maximum distance of fifteen (15) miles from the assigned school to the home site, or thirty (30) miles for one round-trip. The rate of pay will be in accordance with SDCL 3-9-1 or set by the school board at the annual meeting.

B. OPEN ENROLLMENT OF SPECIAL EDUCATION STUDENTS:

Federal and state laws require that the district of the student's residency be responsible for providing a free and appropriate public education (FAPE) for students receiving special education or special education and related services. Upon request for open enrollment of a student who has been identified as a child in need of special assistance or special education and related services the Superintendent, together with appropriate staff, shall review all relevant student education records on the student, communicate with the student's parent or guardian as well as appropriate, representatives of the sending district regarding the student's educational needs and make a determination whether the ABO District can provide an appropriate instructional program with existing resources and facilities in the ABO District. If the record review and consultation reveals that the student can be served within the existing facilities and resource of the ABO District the transfer shall occur and the student's existing IEP be implemented until such time as a new or amended IEP is created.

1. A request to transfer a student in need of special education or special education and related services may be granted only if, the applicant provides the complete education records of the student seeking to enroll in the ABO district after a review of all relevant student education records and direct communication with the student's parent or guardian and representatives of the resident district, the ABO school district's special education administration determines that the district can provide an appropriate instructional program and facilities, including transportation, to meet the student's needs. Intentional failure of an applicant to disclose whether a student is eligible for special education and related services renders the application void from the beginning and any approval of the request is likewise void.

2. If the request to transfer is granted, the ABO district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services. If the student requires transportation as a related service, the ABO district shall provide or ensure the provision of transportation within the boundaries of the attendance center to which the student is assigned.

3. If the ABO school district special education administration is not able to confirm the provision of an appropriate instructional program, facilities, and transportation if necessary, based on the records review and communication with the student's parent or guardian and representatives of the resident district, the ABO district must initiate a blended individual education program team meeting consisting of representatives from the resident district and the ABO school district to determine whether the ABO district can provide an appropriate instructional program, facilities, and transportation necessary for the student to receive FAPE with its existing facilities and resources.

4. A request to transfer a student in need of special education or special education and related services may be denied only pursuant to SDCL 13-28-44 or if the blended individual education program team consisting of representatives from the resident district and nonresident districts determine that the ABO district cannot provide an appropriate instructional program and facilities, including transportation, to meet the student's needs with its existing facilities and resources.

5. If a parent or guardian of a student in need of special education or special education and related services requests to transfer the student back to the resident district, the affected school board or boards, or the boards designee must 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.

6. If two or more students from the same family, one of whom is in need of special education or special education and related service, reside in the same household, request open enrolment and the ABO district determines it can provide an appropriate special education or special education and related services for one or more of the students, the applications may be approved. In the event the ABO district cannot provide appropriate special education or special education and related service for one or more of the students in need of special education or special education and related services, the ABO district may deny all applications for open enrollment from that family .

7, If it is determined that a parent or guardian of a student in need of special education or special education and related services INTENTIONALLY submitted a request for an open enrollment transfer, but KNOWINGLY OMITTED THE FACT that the applicant student needs special education services or special education and related services on the application, the open enrollment transfer application will be considered withdrawn and if properly re-submitted, the transfer request will be conducted according to the special education open enrollment guidelines set forth in this policy to determine if the student's open enrollment request can be approved.

C. FACTORS/CRITERIA/STANDARDS FOR BOARD DECISIONS ON OPEN ENROLLMENT TRANSFER APPLICATIONS:

Discrimination based upon race, gender, religious affiliation, disability or national origin is prohibited. The ABO School District will not deny an application for a nonresident student to enroll in the District if doing so would result in students from the same family attending school in different school districts. EXCEPTION: Special education is governed by federal and state laws and therefore decisions affecting students in special education will be made for each student based solely on the needs of the student as determined by the appropriate special placement committee.

1. The following factors/criteria/standards will be considered by the

District with respect to each application, and the acceptance or rejection of the application, for students wishing to enroll in the ABO School District and for resident student transfer requests to a different attendance center within the District:

- a. Educational impact on the ABO School District
- b. Impact on existing and projected class sizes.
- c. Student/teacher ratios
- d. Current staffing,
- e. Projected staffing needs, and facilities,
- f. Capacities of programs, classes, grade levels, and buildings within the District will be established by Board action, which will be based upon administrative recommendation. All capacities established pursuant to this provision are intended only for the purpose of determining open enrollment guidelines. The administrative recommendation shall take into account current and projected enrollments in light of physical, fiscal, and human resources projected within the District. Insofar as possible, any numerical factor will be building or attendance center specific.

2. Each application will be considered individually and in the order received. The Board may deny applications for the following reasons:
 - a. If after consideration of the criteria/factors/standards established in paragraph B.1 above the Board determines the District would not be able to provide a quality educational program to the student;
 - b. If the applicant has been convicted of possession, use, or distribution of any controlled substance, including marijuana;
 - c. If the applicant has been convicted of a weapons charge relating to schools.
 - d. If the applicant is under suspension or expulsion in the district of residence or any other school.

D. PUBLICATION AND APPEALS:

1. This policy is located on the District's website and a copy shall be given to each nonresident student or the student's parents or guardians seeking to open enroll into the District, and to each resident student or the student's parents or guardians if wishing to transfer to another attendance center within the District. A copy of the policy shall be given to any other person upon request.
2. Appeals of a Board decision to deny an application submitted under this policy are to be made to Circuit Court pursuant to SDCL Ch. 13-46.

II. STUDENT CONDUCT

A. PREGNANT AND MARRIED STUDENT'S POLICY

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the School District. Pregnant students subject to compulsory attendance requirements will continue in school in all instances unless continued attendance is ruled out by the expectant mother's physician. The physician's disapproval of this continued attendance must be on file at the school and will be paid for by the District when the administration has reason to believe continued attendance is not in the best interests of the student. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs.

B. DANGEROUS WEAPONS IN THE SCHOOL (& COMMUNICATING THREATS)

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of health, safety, and welfare of

students, staff, and the public. State and federal laws as well as Board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons will be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the District. A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms. Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to modify this expulsion requirement on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and section 504. The long-term/expulsion procedure and process shall be followed in dealing with these violations. Discharge of a firearm towards the school premises, any location where a school activity is taking place or any school vehicle shall be treated the same as bringing a firearm onto the school grounds regardless of whether any damage or injury results provided the student firing the gun is with range of the gun of the school. For the purpose of this portion of this policy, the term firearm includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

COMMUNICATION OF A TERRORIST THREAT OR HOAX - According to South Dakota law SDCL 22-14A-24 through 22-12A-27, the communication of a terrorist threat or hoax is a criminal offense and carries felony penalties. In addition, the person committing either a threat or a hoax threat may be required to pay any costs incurred by the school in responding to the threat.

C. AGAR-BLUNT-ONIDA SPORTSMANSHIP POLICY

The Agar-Blunt-Onida School District believes in the importance of sportsmanship. It is important to recognize the benefits that extra-curricular participation provides. Along with that the school asks that adults and students alike develop a habit of demonstrating good sportsmanship behaviors during curricular and extra-curricular competition. In the interest of promoting sportsmanship, the following guidelines have been developed to be followed by all players, coaches, and spectators.

The athletes are engaging in an activity that is designed for exercise, fun, and improving character. The District expects its athletes to behave in a sportsmanlike manner, and so it follows that everyone else in attendance will do the same. We expect that adults will model appropriate behaviors for the younger children in attendance. The District asks that participants and spectators alike refrain from unsportsmanlike behavior that would cause embarrassment to the team, school, and community.

It is the District's intent to hold all of those in attendance accountable for their actions and will immediately remove anyone from the premises that exhibits unsportsmanlike behavior. This includes visitors from other schools.

We will also hold our participants and spectators to the same expectations as listed above when our school participates in and out of town activity. If there is a problem, we fully expect the home school administrators to notify our administrator as soon as possible.

Below is a code of conduct that we expect those in attendance to follow:

WE EXPECT THAT THOSE IN ATTENDANCE WILL:

1. Provide positive support to the teams and players for outstanding performances.
2. Never be abusive with language or actions toward any player, official, team, or fellow spectator.

3. Never interrupt the play or endanger others by throwing any object out on the floor or in the stands.
4. Realize that the officials assigned are trained neutral people trying to do the best job possible of enforcing the rules of the game and assuring that no team gains an unfair advantage.
5. Realize that the main purpose of the contest is the play of the game and the role of the spectator is one of support.

D. DISRUPTION OF ACTIVITIES POLICY

Co-curricular activities are designed to encourage student participation, create healthy competition, and develop sportsmanship. Any time an activity is disrupted by unruly fans or spectators, the value of co-curricular activities is greatly diminished. Thus, it is the policy of the Agar-Blunt-Onida School District that any person who disrupts a co-curricular activity shall be removed from that activity by the school administration or its designee. The school administration, or its designee, shall have sole discretion regarding these incidents. Any spectator that is removed more than once by the administration for inappropriate behavior will not be allowed to return to any school co-curricular events for the remainder of the school year. The administrator in charge may request assistance from law enforcement and request that the unruly spectator be arrested.

E. SCHOOL ATTENDANCE POLICY

Education requires that students have regular attendance if the best results are to be achieved. For many students, patterns of punctuality are first established through school attendance. Absence of any kind disrupts the continuity of the educational program of the student. Poor school attendance can be detrimental to students who look for jobs or who plan to attend college after graduation. Good attendance is desirable because:

1. It establishes a good record. Employers who call or write the school invariably ask for a report on attendance.
2. It helps a student retain his or her interest in education and school.
3. It contributes to achieving better grades, because it permits a student to keep up with class work and to remain in touch with school activities.
4. For students under 18 who have not graduated it is required by law.

F. ABSENTEE POLICY

1. Parents must notify the school when their child is going to be absent or tardy. This will be accomplished by calling the school between the hours of 7:45 a.m. and 8:30 a.m. and explaining the reason for their child's absence. After 8:30 a.m., the school will attempt to contact the parents.
2. The responsibility of completing makeup work rests with the student. If work is made up within a reasonable time, the teacher will give credit for the work. A reasonable time limit is defined as two school days for assignments assigned on each day missed or within a period relevant to the class work. Assignments that were assigned, prior to a student being absent, will be due upon the discretion of the classroom teacher or administration.
3. If a student becomes ill after coming to school, the parent or guardian will be contacted before the student is released. In emergency medical situations treatment will be sought while making every attempt to contact the parent or guardian.
4. An excused absence is defined as an absence confirmed by the parent/guardian (via a phone call or visit), asking that their child be excused and stating the reason therefore. Such absences must be approved by the principal or attendance official and may require verification of a medical professional if a pattern of absences (exceeding three) for illness, is evident. The authorized reasons for school absence in South Dakota are limited to receiving alternative instruction,

attending events of state or nationally recognized youth programs of educational value, and illness of the student or family requiring that the student remain at home.

The procedure for a Pre-excused absence for other than illness, death in the immediate family, or emergencies is as follows:

- a. The parents call advising that their child will be absent, or the coaches/advisors of school activities (requiring absences from classes) put out a notice, listing students who will be absent. *This should be done at least two days in advance of the requested absence.
- b. The student will then inform his or her teachers that he/she will be gone and request to be given any information or assignments for the time absent.
- c. Pre-excused absence assignments are to be completed prior to being absent unless teachers have extended time for assigned work, or there are extenuating circumstances given administrative consideration and approval for extended time.
- d. Failure to complete and hand in the class assignments within the allowable time will constitute a zero for incomplete class work or result in loss of activity privilege for which the student was absent. Extenuating circumstances will be considered by administration in the event it is necessary.

5. In case of an UNEXCUSED ABSENCE, the student will be required to make up all time that is unexcused and complete assigned work. This time will be made up during "Extended School Time" or "Detention," at the decision of the administration. Late completed work may receive a lower percentage grade for credit, per teacher grading scale and policy. An unexcused absence is defined, as any absence (not covered above), where the principal determines, the absence is unacceptable (truancy, skipping class, oversleeping, and other unverifiable excuses, etc.)

6. No student will be absent (excused or unexcused) from any one class for more than 10 class periods per semester. The student will receive a "withdraw failing" in each of these instances and will not receive credit for the course. In most instances of withdraw failing, the student will be required to attend his/her scheduled classes, but will not receive credit for the course. Exception: With administrative approval, students missing ten or more class periods in a semester may have the opportunity to make up the time missed prior to the end of the semester to receive credit for the course.

** Extended school time throughout a quarter will be provided for this make up opportunity. Failure to complete time and work missed during this extended school time, will result in a loss of credit for the class and a withdrawal on their transcript.

Attendance at school-sponsored activities as a participant is not counted as an absence requiring make up time.

7. Students assigned to extended school time will report as assigned, and will work on any missing or current work during such time. The teachers of those classes will provide work where the student has exceeded the policy limits. Students will not sleep, rest their heads, read magazines or newspapers, write notes, or act in any fashion that is not acceptable in the regular classroom. All school rules apply. Appropriate reading material may be used when all required work is completed at the discretion of the monitoring teacher.

8. Once a student approaches the policy maximums, the Principal will attempt to contact the student, parents or guardian, and teacher or teachers, and the counselor and inform them of the situation. At that time, the following concerns may be discussed: reasons for absences, if makeup work has been completed in the past, and grades.

9. Each period missed counts as 1/8th of a day absent.

10. An absence is defined as a class period in which the student misses fifteen or more minutes.

11. In the case of an extended illness, where consecutive absences are involved, the principal has the authority to monitor the situation and adjust the policy accordingly. The Principal may count an extended illness as 1 (one) absence towards the attendance policy. If a parent or student requests that their extended illness to be counted as 1 absence, a doctor's note is required. The principal has the right to follow up the doctor's note with a phone call.

G. TARDY POLICY

Teachers may deal with tardiness in their individual classrooms. Excessive tardiness will result in a discipline referral to the Principal for a behavior change plan and appropriate consequences. Our goal is to bring about responsible student behavior and minimize disruptions. Tardiness can result in loss of points in a class, detention assignments, lunch restriction, loss of privileges, and extended school time. Individuals are encouraged to be punctual in preparation for success in the school and work environment.

1. Tardy Policy Consequences:

Tardiness will be monitored and reported for each class. Students will be allowed a total of four (4) tardies per quarter. Consequences will increase as occurrences increase:

Chart of consequences for excessive tardiness (accumulative per quarter):

4 Tardies ½ hour of detention, lunch restriction to campus for remainder of quarter, and loss of senior privileges for remainder of the quarter.

5 Tardies 1 hour of detention

6 Tardies 1 hour of detention, an essay on punctuality, and a parent contact will be made.

7 or more The student will serve two hours of extended school time at a Saturday school session for each tardy.

H. PHYSICAL EDUCATION EXCLUSION

1. A medical slip signed by a doctor must be on record if a student is to be excused from physical education class. This also applies to holding students out of school activities for physical or health reasons
2. If a student is excluded from physical education participation or athletic activities, due to Doctor's or Medical Professional's signed order, THEY MAY NOT RETURN TO SAME ACTIVITY WITHOUT A MEDICAL RELEASE.

I. ACTIVITIES POLICY: Valuable lessons can be learned, and leisure time profitably fulfilled through participation in extra-curricular activities programs. All policies and by-laws of the South Dakota High School Activities Association will be implemented and enforced in addition to this Co-curricular policy. Participation in these programs is a privilege, which carries the following responsibilities with it:

1. **ELIGIBILITY-** Junior and Senior High School students must be passing all of their classes in order to participate in extra-curricular activities. Students from both groups must be enrolled in a minimum of four classes (excluding chorus) to be eligible to participate in any of the extra-curricular activities.
 - a. Ineligible grade checks will begin after the third week of each grading period. A grading period is defined as the 1st, 2nd, 3rd, and 4th quarters of a school year.
 - b. Grades will be checked on every Monday morning. In the event there is no school on Monday, grades will be checked on the first day of school for that calendar week.
 - c. The first grade check for those students entering a new school year ineligible will be the first school day after the first full week of school.
 - d. A student who is failing any courses at the time of an ineligible grade check, will become ineligible for participation in activities the following day.
 - e. Students who receive an Incomplete (I) at the end of a grading period as a result of missing assignment(s) due to irresponsibility will be ineligible until the next grade check.

Students who receive an Incomplete (I) due to an extended absence or illness will not have the Incomplete figured into the eligibility status.

f. A student can become eligible at the time of the next grade check, providing he or she is passing all of his or her courses.

i. A student who is ineligible at the end of a grading period (quarter or semester) can become eligible after the first full week of a new grading period, providing he or she is passing all of his or her classes. (A student cannot become ineligible until after the fourth week of a grading period)

g. Distance education courses will be checked upon dates established for each individual course in accordance to that course calendar.

h. Students who are found to be ineligible may not:

i. Participate in school sponsored athletic contests or be dismissed from a portion of the regular school day to travel with his or her team.

ii. Participate in any school sponsored co-curricular or fine arts activities or contests that would require that student to miss a portion of a regular school day.

2. SCHOOL ATTENDANCE ON ACTIVITY DAYS- Students missing school on the morning (not in school by 8:30 am) preceding that afternoon's performance may not participate in that activity. Also, students missing the afternoon (*not* in school by 12:12:52 pm, start of 6th hour) preceding a night performance may not participate in that activity. This applies for participation in after school rehearsals and practices as well. A student may participate if he/she has been absent with special permission from the Principal or Superintendent. The Principal or Superintendent also have the authority to withhold or grant a student the right to participate in an event not occurring on a school day if they were absent from the last preceding day of school.

3. OBEYING SPECIFIC RULES- To the extent not inconsistent with these rules: Participating students shall obey specific rules established by the supervisor of each activity. Violations of any of these rules will result in punitive action to be determined by the activities sponsor. At the beginning of the activity, the sponsor of the activity will go over the rules with the members of the activity. These rules will be in writing, and must be signed by the student and parent. All activity rules must be submitted to and approved by the Athletic Director and Principal prior to distribution to students. The supervisor of each activity will have the discretion to manage practices, meetings, and rehearsals; including increasing scheduled times and assignments, as the supervisor sees fit.

4. ACTIVITY TRANSPORTATION- All participating students (players, managers, cheerleaders, and etc.) shall travel to and from all school events on transportation provided by the school when the activity is at another school or town. Alternative travel arrangements are strongly discouraged for the sake of team unity. Cell phone use on the activity bus is prohibited unless approved by that activity director. Exceptions will be made only for medical emergencies, logistical purposes, and inclement weather situations. In the event that a student is released, the student will be released only through direct personal authorization of their parents, notes will not suffice. Alternate arrangements must be made by the parent through use of the transportation release form as provided in Board policy. The district will allow students to be released to their parents following a state tournament only when arrangements have been made in writing and submitted in person by the parent prior to the event.

5. CONCUSSION POLICY- Students may be removed from an activity by a SDHSAA official if the official believes the student has exhibited symptoms of a concussion. Immediate clearance of the student to return to action cannot be granted by any school personnel; only an appropriate health care professional may clear that student for return to action. The Agar-Blunt-Onida School District designates the following as appropriate health care professionals possessing the authority to authorize a student for return to activities: Doctors of Medicine, Doctors of Osteopathy, Nurse Practitioners, Physician Assistants, and Chiropractors. If a student is removed from an event (or practice) it will be the responsibility of the parents/guardians to contact an appropriate health care professional for assessment of the student. If the student has been authorized for immediate return, Concussion Form #1 must be completed by the parent and health care professional and

submitted to the appropriate school personnel and SDHSAA official in order for the student to return to the immediate activity. If the student is diagnosed with a concussion or concussion related symptoms, Concussion Form #2 must be completed by the parent/guardian and appropriate health care professional and submitted to the school administration before the student will be allowed to resume participation in their activity.

6. USING OR POSSESSING DRUGS, ALCOHOL, OR TOBACCO PRODUCTS

The ABO School Board recognizes its share of the responsibility for the health, welfare, and safety of all the students who attend the District's schools. Alcohol and other drug use can interfere with a student's ability to learn and function responsibly in the school setting and in the community. The School Board believes that drug use is a serious health problem and that education has a central role in establishing patterns of behavior related to a healthy, drug-free lifestyle. The School Board also recognizes the need for identification, prevention, intervention, and treatment of alcohol and other drug abuse as related to the school setting.

No student shall possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the school community. Students shall not engage in alcohol and/or other drug use/misuse nor possess paraphernalia specific to the use of alcohol and/or illegal drugs.

This policy is in effect on property owned, leased, or maintained by the ABO School District, at all school-sanctioned activities on and off campus, all school vehicles, and in vehicles parked on school property. Public areas, including student lockers, restrooms, and parking lots, are subject to unannounced searches by staff or by specially trained law enforcement dogs.

Compliance with this policy and related procedures is mandatory for all students of the ABO School District. Students who use prescription drugs authorized by a licensed physician or over the counter medications in the prescribed manner do not violate this policy if the students conform to the stated prescription and appropriate school policies. Students will be subject to disciplinary action for violations of this policy in accordance with ABO School District Policy and will also face other legal consequences under state law.

Students and parents/legal guardians are expected to know and understand the policy provisions herein and the mandatory nature of the policy.

A copy of this policy will be provided to all students and parents/legal guardians and will be published in the appropriate student handbooks.

It is the policy of the ABO School District that:

1. The drinking or possession of alcoholic beverages is prohibited.
2. The use or possession of tobacco, nicotine delivery devices, e-cigarettes and vaping devices is prohibited.
3. The use or possession of illegal drugs or narcotics is prohibited.

Drugs and Narcotics

At any time year round, regardless of the quantity, a student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs or materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. This policy is in effect outside of school and on property owned, leased, or maintained by the school district, at all school-sanctioned activities on and off campus, in vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property. The proper law enforcement authorities and/or the school board and/or the school administration will address any student who violates this policy.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

Violation of Drug/Alcohol/Tobacco Policy:

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

As used in this section, the term extra-curricular/co-curricular activity means any activity sanctioned by the South Dakota High School Activities Association and/or activities sponsored by the ABO School District.

Illegal Drugs or Narcotics

South Dakota Codified Law § 13-32-9:

Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana, as defined in SDCL Chapter 22-42, will be suspended in accordance with SDCL § 13-32-9.

Suspension from Extra-Curricular Activities:

If a student is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the student shall be suspended as follows:

First offense: The student shall be suspended one year which shall be reduced to thirty calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is ineligible for a minimum of two South Dakota High School Activities Association sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

Second offense: The student shall be suspended one year. The one year suspension for a second offense shall be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If six sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until six sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

A suspension begins on:

- (1) The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or
- (2) The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an emancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.

A suspension that is reduced pursuant to this policy is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event.

A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.

In order for events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates.

Third offense: Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the student is ineligible to participate in any extracurricular activity.

Alcohol/Tobacco

If a student is found in confirmed violation of this policy and is not currently in an athletic activity, the student will serve the suspension in the next athletic activity in which the student participates. This punishment will follow into a new school year and will subsequently count as a confirmed violation for that new school year. In order for a suspension to be served, the student must start an activity at the beginning of the activity's season and complete the entire season. Suspensions for confirmed violations will be dealt with in the following manner:

- 1) First confirmed violation in a school year -
 - a. Suspended for 1 athletic contest, for those activities that have fewer than 14 regular season performances
 - b. Suspended for 2 athletic contests, for those activities that have 14 or more regular season performances.
 - c. Suspended for two calendar weeks from fine arts contests (such as Small Group Contest, One Act Play, State Student Council, Large Group Contest, State FCCLA, All-State Chorus and Band).
- 2) Second confirmed violation in a school year -
 - a. Suspended for 2 athletic contests, for those activities that have fewer than 14 regular season performances
 - b. Suspended for 4 athletic contests, for those activities that have 14 or more regular season performances.
 - c. Suspended for four weeks from fine arts contests (such as Small Group Contest, One Act Play, State Student Council, Large Group Contest, State FCCLA, All-State Chorus and Band).
- 3) Third confirmed violation in a school year –

The student will be dropped from all extra-curricular activities for one calendar year.

Students may be involved in more than one activity at a time of violation. In this case, the student would be suspended according to the policy for each activity the student is involved in at the time of the violation. A Student who violates the general co-curricular activity policy will lose any awards or letters the student may have earned for the specific activity/activities in which the violation occurred.

Miscellaneous Considerations:

A. The training rules will apply at all times, not just at school activities.

B. Violations occurring while on or at a school or state-sponsored activity may also include a school suspension. Exception: Communion during a religious ceremony is an exception and other circumstances as permitted under South Dakota law.

C. A student of legal drinking age must still conform to the policies set forth herein.

D. If a student is charged with an alcohol or drug related offense, the student will be suspended from activities in adherence with training rule violations. After adjudication, the completion of the suspension would be served if greater than previously served.

E. Guilt by association is not a violation, but if incidents are frequent, a conference with the student and their parent(s)/guardian(s) will be held.

F. A school year is defined as the first day of the first Fall practices through the conclusion of the final SDHSAA sanctioned event the Spring sports/extra-curricular season.

References:

SDCL Chapter 22-42

SDCL § 13-32-9

J. ENFORCEMENT- The school administration will enforce the general activities policy violations under the following guidelines:

1. Students will be afforded due process on all alleged activity policy violations.

2. Parents will be notified of the alleged activity policy violations.

3. Students who admit to activity policy violations will sign a written statement in the presence of the Athletic Director or Principal.

4. Individuals who have knowledge of students violating the policy may sign a written complaint in the presence the Athletic Director or Principal. The person making the accusation will bear the burden of proof regarding the violation.

5. The administration will conduct an informal hearing, regarding the alleged violation if requested by the student who is accused of the violation. The hearing committee will consist of five members. The committee may be composed of: the principal, athletic director, superintendent, coach, and not more than one (1) board member.

A simple majority will determine the committee's decision.

6. During the hearing, the accuser will present the case (to include witnesses and evidence) and the accused will present a defense (to include witnesses and evidence). The decision of the committee will be based on the evidence provided and will be final.

7. Students who request a hearing will remain eligible until the hearing has been completed and a decision made.

K. ALTERNATIVE EDUCATION PARTICIPATION

Alternative education students (home schooled), as defined in SDCL 13-27-3 are not allowed to participate in school-sponsored extra-curricular activities.

L. JR HIGH PARTICIPATION IN HIGH SCHOOL ATHLETICS POLICY

The Agar-Blunt-Onida School District realizes that every individual is different, and there will be occasions where moving a student to a HS team is justified. Furthermore, the District also realizes the academic, social, emotional, and physical stresses such a move places on a child. The District also realizes the stress placed on High School participants when a JH student is moved up. Thus, the following policy will be used to determine which students will be allowed to move from the JH program, to the Varsity/Junior Varsity program.

1. Each case will be handled on an individual basis

2. The following time lines must be followed. If a Varsity-level coach wishes to move a JH student up, a referral in writing must be presented to the Athletic Director by the end of the 5th day of practice, starting with the date of the varsity's first practice. The Athletic Director will then contact the appropriate people, who will in turn make a decision. This decision will be final.

3. Five people will make the determination in each case. These people will include:

a. the parents/legal guardians,

b. the Varsity Coach,

- c. the JH coach,
 - d. the Principal, and
 - e. the Athletic Director.
- After the parents/legal guardians have agreed their child should move to the JV/Varsity program the other four will vote and the child will be allowed to move up if there is no more than one dissenting vote.
4. Discussion shall include:
 - a. The number of athletes participating at the Varsity/Junior Varsity level.
 - b. The impact to the JH program
 - c. The impact to the Varsity/Junior Varsity Program
 - d. The emotional maturity of the student involved
 - e. The social maturity of the student involved
 - f. The physical maturity of the student involved
 - g. The students' academic standing
 - h. The students' feelings concerning the move
 5. For a student to move to the JV/Varsity level he/she must have at least a 2.0 grade point average (GPA) and to remain at that level he/she must maintain at least a 2.0 GPA. GPA will be figured at the midpoint and at the end of each nine-week grading period. If a student's GPA drops by five tenths (.5) or more but is still above the 2.0 the principal will meet with the involved teachers to review the student's school work. Unless the review indicates the extra-curricular activity has had a positive influence on the student, the parents/legal guardian will be informed and the student will be removed from the high school team. The student will be allowed to participate at the junior high level as long as junior high eligibility requirements are met. When an entire group/grade level of students is moved to participate at the High School level, the 1.8 GPA requirement will apply to these students.
 6. If at any time, a student who has moved up, wishes to move back to the JH program, they may. They will not be allowed to move back to the Varsity/Junior Varsity program that season.
 7. If a student is allowed to participate at the Varsity/JV level, the student may not participate at the Junior High level.
 8. The board may waive any of elements 2, 5, 6, or 7 of this policy as circumstances dictate.

M. ATHLETIC PHYSICAL

Before being allowed to participate in interscholastic athletics every student must have passed a physical examination. All students who plan to participate in athletic competition will be required to have a physical exam during the 7th, 9th, and 11th grade years. If a student should decide to participate for the first time in an "off" year, such student will be required to take an exam before participating and continue to renew their physical on a bi-annual basis.

Certification as to the adequacy of a student's health for athletic participation shall be registered by a duly licensed doctor of medicine, doctor of osteopathy, physician's assistant or nurse practitioner on official forms furnished by the South Dakota High School Activities Association.

N. SEXUAL HARASSMENT POLICY

Students are subject to the provisions of the Sexual Harassment Policy found in Chapter IV of Board Policy.

O. HAZING POLICY

The purpose of this policy is to promote a safe learning environment for students and staff and to penalize hazing activities.

Definition: Hazing shall mean any action or situation which recklessly or intentionally endangers the mental or physical health of a student or students. This includes any method of initiation or pre-initiation into an official or unofficial student organization or any pastime or amusement engaged in with respect to such an organization which causes, or has the potential to cause physical harm or personal degradation to any student. The term hazing does not include sanctioned athletic events or other school sponsored contests, competitions and activities.

Hazing activities of any type, on or off school property and during or after school hours, by any student, staff member, group or organization with the Agar-Blunt-Onida School District are inconsistent with the educational process and are prohibited at all times. No person, student or group shall encourage, plan, engage in, permit, condone, or tolerate hazing activities of any kind. Any person, other than the victim, found to be in the presence of hazing who has not taken steps to report or end the activity shall also be deemed a participant in the hazing.

Failure to abide by this policy will be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures including referral to law enforcement. If an organization affiliated with Agar-Blunt-Onida School District condones hazing, penalties may include termination of the affiliation in addition to any civil or criminal penalties to which the individual or organization may be subject. Any employee condoning or participating in hazing activity is subject to employee discipline, which may include termination of employment.

All verified instances of hazing which involve unwanted touching or physical contact of any sort will be reported to law enforcement in addition to disciplinary actions imposed by the school district. Consent to any type of initiation ritual will be presumed only when voluntary and the initiate is advised of exactly what the process will entail. Any injury occurring in any such initiation activity will be considered to be without consent of the injured person. The school will act to investigate all complaints submitted to the administrative offices through established district procedures. Any retaliation against any victim of hazing or any person reporting hazing activities will be considered an additional incident of hazing.

P. BULLYING POLICY

(revised: 8-10-20)

SECTION 1- Policy Statement

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

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

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

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

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

Pursuant to state law:

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

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

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

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

SECTION 2 - Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
 1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers, or vendors; and/or

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

SECTION 3 - Reporting Procedure

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

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

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

SECTION 4 — Procedure for Addressing Bullying Complaints

STEP 1- Principal

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

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

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

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

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

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

STEP 2 — Appeal to the Superintendent

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

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

STEP 3 — Appeal to the School Board

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

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

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time, and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, the person alleged to have violated the bullying policy, and the Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed, or modified;

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

Bullying — Complaint Report Form

Date form completed: _____

Form completed by: _____

Person reporting the bullying: _____

Address/Phone # of the person reporting the bullying:

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

(use additional sheets if necessary)

Date

Signature: School Employee Completing the Bullying Report Form

Date

Signature: Person Reporting the Bullying

Q. Sunday Activity Practices:

Practices will not take place by school sponsored teams or at school facilities on Sunday morning or Sunday Evening.

Practices may take place on Sunday afternoon with prior approval by the administration, only if it is a varsity level team and there is a scheduled sub-state event on the following Monday (District/Region Tournament) or Tuesday (Football playoffs).

R. Wednesday Practices:

In order that at least one evening a week be reserved for family activities, there will be no practices for students in Jr. High activities.

High School practices should be completed and all students out of the building by 6:00 pm.

S. Foreign Exchange Students

All students attending Sully Buttes High School under an approved student exchange program (J Passport) must be 17 years of age by July 1st of that school term. The student(s) will be enrolled and classified as a member of the senior class.

Enrollment classification and requirements will include the following provisions:

1. Student(s) will receive an 'Honorary Attendance Diploma' from the A-B-O School District/Sully Buttes High School, which will be presented/issued at graduation exercises held in May.
2. Student(s) will not be permitted to attend the Senior Class trip.
3. The District will allow for a maximum of two (2) exchange students each school year. The deadline for accepting foreign exchange students from placement agencies shall be July 1st proceeding that school year.
4. Students must be fluent in English communication skills

T. Senior Class Trip Policy

Organization:

During the first quarter of the school year, the Senior Class Advisors and Secondary Principal will hold a meeting for all Senior status students.

The purpose of this meeting will be to organize a "Senior Trip Committee."

The Senior Trip Committee will include the class advisors and secondary principal.

Eligibility: Seniors will be eligible to attend the senior trip if they are passing all classes at the end of the prior quarter to the trip.

Purpose:

The Committee will be responsible for planning and organizing the Senior Class Trip. The geographic destination of trip shall be limited to a 600 mile radius of the Sully Buttes High School and confined to the United States proper. With advanced notice, the School Board may consider alternative trips that are educational-based beyond these requirements and limitations. For this to be considered, the committee must present rationale to the board by the October board meeting.

Process: Upon determination of a destination, the Committee will formulate a budget, itinerary and provide a list of chaperones to the Board by the February board meeting for consideration. At this time, the Board will consider the proposal and make a determination regarding the trip. If approved, monies raised by the Senior Class will be allocated to the Senior Trip Committee for the purpose of funding the trip. Should the senior trip plan package be denied or suitable chaperones are not located, funding for the trip will not be granted.

Chaperones: Chaperones not directly employed by the School District, may be required to submit to a criminal background check. The chaperone list shall include one school administrator and at least one certified staff member.

Releases: All seniors participating in the senior class trip will be required to provide a release signed by the parent, and the senior if 18 years of age or older. The release shall grant permission to the trip chaperones to supervise and discipline the student. The release will

absolve the district of liability for any damages or action arising from the senior class trip. The release will constitute an agreement by the senior to abide by this policy.

Discipline: Chaperones will have authority to send any student, accompanied by a chaperone, home by public transportation at the parent's expense if the student refuses to abide by rules of conduct established by this policy or the chaperones. Any senior sent home by the chaperones shall appear before the Superintendent to offer reasons why the student should not be prohibited from attending the graduation ceremony. Other discipline may be imposed pursuant to school policy. All student rooms and any personal belongings are subject to search by the chaperones at any time. Confirmed use of alcohol or illicit drugs on the senior trip will result in suspension from participation in the graduation ceremony.

U. Internet Safety Policy:

7/9/12

1. Introduction:

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Codified Laws 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

2. Internet Safety

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. See also Bullying Policy.

- a. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- b. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.
- c. All network users are prohibiting from hacking and engaging in any unlawful online activity.
- d. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- e. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

3. Implementation of Technology Protection Measure

- a. All school owned computers [used on campus] must be equipped with a technology protection measure.
- b. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

4. Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the school administration. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

5. Monitoring of Online Activities

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

6. Cyberbullying and Appropriate Online Education

Students will be instructed annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Principals under the supervision of the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

7. Definitions Used in this Policy:

- a. *Minor*: The term "minor" means any individual who has not attained the age of 17 years.
- b. *Obscene*: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- c. *Child pornography*: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- d. *Harmful to minors*: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- e. *Technology protection measure*: The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
- f. *Computer*: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

V. PEANUT AND NUT-FREE POLICY

7/14/14

The Agar-Blunt-Onida School District recognizes that peanut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy condition and the safety of the District. In order to protect the students, staff, employees, visitor and guests of the District from an environment that may be harmful to them because of such an allergy, and because of possible harm to their personal well-being, the District prohibits the use, serving, or selling of peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests in any of the school buildings and grounds or by any concessions at any of the districts buildings or facilities and in all school owned or contracted building at all times.

For purposes of this policy, “Peanuts” will mean ANY nuts and peanuts including products that use or contain nuts and peanuts, or use peanut oils.

This peanut prohibition will be in effect 24 hours a day, seven days a week, and will apply to anyone present in the School Buildings or on the School Grounds or at any activity in any school building or a school vehicle of the District or on school owned grounds (this includes the football complex) or contracted buildings.

The Board also directs the superintendent to formulate any other necessary rules and procedures to ensure the enforcement and implementation of this peanut free policy.

W. RIDING THE SCHOOL BUS

(BUS can also mean a Van or any other school owned vehicle that is used for student transportation)

The Agar-Blunt-Onida School District provides bus(es) for student transportation between both the Blunt Center and Onida Center and between the Agar designated site and Onida Center for the purpose of transporting pupils to and from school. The School Board has employed reliable, responsible, and trained personnel to drive the bus or buses. It is the duty of each student who rides the bus to keep the bus in good condition, to abide by State rules and the following school district rules:

A. Students should not stand in the traffic lanes while waiting for the buses or rush to the buses. Students should not approach a bus until it has come to a complete stop. B. All students in the bus must be seated while the bus is in motion.

C. Hands and arms must be kept inside the bus.

D. The aisle must be kept as clear as possible. Traffic through the aisle must not be blocked.

E. Absolutely no use of tobacco products, drugs, alcohol, or other controlled substances will be permitted on the buses. Violations will be dealt with in accordance to the activity policy and state laws.

F. The bus driver is responsible for the safety and welfare of the students in the bus/van and should never be bothered or distracted in any way which will interfere with responsible, safe driving.

Rowdiness, pushing, crowding, shouting, or unnecessary noise is not permitted.

G. All school buses must stop for railroad crossings. Students must be quiet at this time.

H. Students will assist the driver in keeping the interior of the bus clean. No food or drink may be consumed on the route buses without permission from the driver. The throwing of anything from a vehicle on streets or highways is prohibited by State law and will not be tolerated.

I. Students will immediately report to the bus driver any damage occurring on the bus. The party responsible, or their parents or guardians, will be held liable for the total cost of the property replacement or repair.

J. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver.

K. In the event of a road emergency, students are to remain in their seats unless otherwise directed by the bus driver.

L. Courtesy is expected at all times, both to the bus driver and to the passengers on the bus.

M. Any misconduct will be reported to the Principal.

1st Violation: One week's suspension from the privilege of riding the bus.

2nd Violation: May result in indefinite suspension from the privilege of riding the bus.

N. Buses transporting students to activities, either as spectators or participants will be under the same rules as given above with the exception of eating on the activity bus. Eating in the activity bus will be at the discretion of the activity sponsor. Violation of these rules could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district. Parents will be informed of all violations, which are reported by the bus driver. The bus driver is an official representative of the school and has full authority to discipline students on the bus.

O. Cell phone use by students on the bus is prohibited unless approved by the bus driver.

III. STUDENT RECORDS, PRIVACY AND ACCESS

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) and RELEASE OF DIRECTORY INFORMATION

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

1. The right to inspect and review the student's education records within 45 days after the day the Agar-Blunt-Onida School District "District" receives a request for access.

Parents or eligible students should submit to the school principal or superintendent a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional or legal responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. 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, §99.32 of the 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 the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- 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 the requirements of §99.34. (§99.31(a)(2))
- 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. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- 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 §99.38. (§99.31(a)(5))
- 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. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

**The ABO District has designated the following information as
DIRECTORY INFORMATION:**

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. The student’s full legal name and address. 2. The student’s weight, height and grade level if a member of an athletic team. 3. Academic work intended for public display. 4. Photographic and electronic images recorded in public areas of the school as well as on District vehicles and grounds. This includes candid photographs chosen for use in public documents such as the annual yearbook as well as performance videos. | <ol style="list-style-type: none"> 5. Dates of attendance 6. Degrees honors and awards received 7. Grade level 8. The most recent educational agency attended 9. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. <i>(A student’s SSN, in whole or in part, cannot be used for this purpose.)</i> |
|--|---|

If you do not want **directory information** released, you must tell the principal in writing what directory information you do not want released. That written notice to the principal must be received no later than 14 days of receiving this annual notice (handbook). Your request will be in effect for the entire school year after being received by the District.

Military recruiters and South Dakota public institutions of higher education are entitled under federal and state law to a list of names, addresses, and telephone numbers of high school students. Provision of this information to the military and South Dakota Board of Regents does not broaden the District's definition of Directory Information.

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records to a parent.

Copies of school records are available for a minimal copying charge.

Special Education records which have been collected by the District related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five years after Special Education Services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes his or her educational program on June 30th of the year after he/she turns 21, or moves from the district. Such records may be retained for a longer period if involved in a due process proceeding including a state or federal inquiry.

If you have any questions about these rights, please contact the school administration.

The District will arrange to provide translations of this notice to Non-English speaking parents in their native language.

B. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the

immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This section does not provide the right to opt out of regular curriculum testing nor standardized tests mandated by state or federal education authorities.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The ABO District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

The forms are found in the PPRA Appendix

C. STUDENT HOMELESSNESS POLICY

Instruction/Programs for Homeless Students

School of Origin

It is the School District's responsibility to provide continued education services for homeless students. Such services for the child may be:

Continuation in the school of origin that the student attended when permanently housed or the school of last enrollment; or provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

The District considers the best interest of the homeless student, with parental involvement, in determining placement.

Enrollment

The school shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, including academic records, immunization records, proof of residency or other documentation. The District shall make a reasonable effort to locate immunization records from information available. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provision of the School Board's policy on immunizations. The District may require a parent or guardian of a homeless student to submit contact information.

Transportation

Transportation services will be comparable to those provided other students in the selected schools. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.

Elimination of Segregated Services

Homeless students shall be provided services comparable to services offered to other students in the District including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school nutrition programs; preschool programs; before and after school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Elimination of Identified Barriers

The District administration shall attempt to remove existing barriers to school attendance. Enrollment requirements or fees and charges that may constitute a barrier to the enrollment or education of a homeless child or youth may be waived at the discretion of the Superintendent. In the event a fee or charge are a barrier, parents/guardians of homeless children should contact the School Counselor (District Liason) to report the barrier. The School Counselor will communicate with the Superintendent for removal of the fee or charge.

Resolution of Disputes Regarding Homeless Education

Disputes regarding enrollment of or services for homeless students shall be referred in writing to the Building Principal via the Homeless Liason. Parents/guardians or other adult or an unaccompanied youth can provide written or oral documentation to support their position. Students shall be provided with all services for which they are eligible while disputes are being resolved. The Principal will provide a written statement of his/her decision within 10 student days of receiving the written dispute and any accompanying documentation. If a dispute is not resolved at the Building Principal level, the individual may file a written appeal with the Superintendent in accordance with Policy V. (complaint regarding federal program) within 10 student days of receipt of the written decision of the Principal. If a dispute is not resolved at the District level, it may be forwarded by the individual to the South Dakota Department of Education for further review. When inter-district disputes arise, the individual, all involved districts and the South Dakota Department of Education shall be present to resolve the dispute.

Legal References: McKinney-Vento Homeless Education Assistance Improvement Acts of 2001
42 USC § 11431 et seq.

D. TRANSPORTATION for FOSTER CARE STUDENTS

The CWA and LEA verifies that it is in the student's best interest to remain in the school of origin.

| | | |
|-----------------|-----|----------|
| Student's Name | | State ID |
| Gender | DOB | Grade |
| Current School | | Phone |
| Case Manager | | Phone |
| Date of Meeting | | Location |

Check all determined transportation procedures:

- | | |
|---|--|
| <input type="checkbox"/> Existing bus route | <input type="checkbox"/> Contracted transportation |
| <input type="checkbox"/> Modified bus route | <input type="checkbox"/> Public transportation |
| <input type="checkbox"/> Specialized transportation | <input type="checkbox"/> Foster parent |
| <input type="checkbox"/> County car | <input type="checkbox"/> Agency vehicle |
| <input type="checkbox"/> District vehicle | <input type="checkbox"/> Other |

If applicable, describe in detail the transportation procedures:

Check how all determined transportation is funded:

- CWA agrees to pay
- LEA agrees to pay
- Eligible under Title IV-E
- CWA agrees to reimburse foster parents
- LEA and CWA agree to share costs
- SOO and other district agree to share costs
- Other

If applicable, describe in detail the cost of sharing arrangement:

- Dispute resolution: CWA and LEA cannot resolve transportation costs.

While disputes over cost are pending or being addressed, the district must ensure that the child remains in his or her school or origin, which may include providing or arranging transportation if necessary.

- This transportation arrangement will be maintained through the end of the school year in order to maintain the child's educational stability.

Authorized Signatures:

| Transportation Procedure Attendance (Print Name) | Title or Relationship to Foster Child | Signature | Agree with determination? (circle) |
|--|---------------------------------------|-----------|------------------------------------|
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |
| | | | Yes No |

IV. SECTION 504: POLICY AND PROCEDURES

A. PROCEDURAL REQUIREMENTS OF SECTION 504

To ensure that the Agar-Blunt-Onida School District is complying with Section 504 of the Rehabilitation Act of 1973, the Agar-Blunt-Onida School District will:

- Provide Written Assurance of Nondiscrimination whenever the Agar-Blunt-Onida School District receives federal money.
- Designate an Employee to Coordinate Compliance with Section 504 of the Rehabilitation Act of 1973
- Provide Grievance Procedures to resolve complaints of discrimination; this does not apply to denial of employment.
- Provide Notice to students and parents. A separate notice will be available for employees, unions, and professional organizations of nondiscrimination in admission or access to, treatment and employment in, its programs or activities. Notice will be included in student/parent handbook.
- Annually Notify persons with disabilities and their parents or guardians of the Agar-Blunt-Onida School District's responsibilities under Section 504.
- Provide parents or guardians with Procedural Safeguards:
 - a. notice of their rights;

- b. an opportunity to review relevant records;
- c. an impartial hearing. Parents or guardians will be notified of their right to request a hearing regarding the identification, evaluation, or educational placement of individuals with disabilities; and
- d. review procedures Conduct a self-study of the Agar-Blunt-Onida School District facilities and programs and policies to evaluate. The steps of the self-study are as follows:

1. WRITTEN ASSURANCE OF NONDISCRIMINATION

The Agar-Blunt-Onida School District does not discriminate on the basis of sex, race, or disability and will sign off on assurances that it does not whenever it applies for state or federal monies.

2. SECTION 504 COORDINATION

The Superintendent or designee will serve as the Agar-Blunt-Onida School District's Section 504 Coordinator. The Section 504 Coordinator's responsibilities include:

- Establishment and monitoring of the district's Section 504 referral/identification/review process.
- Maintaining data on Section 504 referrals
- Conducting staff and parent awareness and training activities concerning Section 504 requirements.
- Implementation of Section 504 grievance procedures.
- Serving as the district's liaison with the Regional Office for Civil Rights.

3: GRIEVANCE POLICY AND PROCEDURES

The Agar-Blunt-Onida School District does not discriminate on the basis of a disability, race, color, national origin, sex, or age in access to employment in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Section 504 is directed to contact:

Section 504 Coordinator
Agar-Blunt-Onida School District
Box 205
Onida, SD 57564
605-258-2618

Section I

If any person believes that the Agar-Blunt-Onida School District or any of the district's staff has inadequately applied the regulations of Section 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the School District's Section 504 Coordinator. It should be understood by the individual(s) involved, that a complaint can be made to the Office of Civil Rights without going through the school district's Section 504 of the Rehabilitation Act of 1973 grievance procedures. The grievance procedures are to provide for prompt and equitable resolution of a complaint at the local level.

Section II

The person who believes there is a valid basis for a grievance will discuss the grievance informally with the Agar-Blunt-Onida School District's Section 504 Coordinator, who will in turn investigate the complaint and reply with an answer to the complaint. The grievance should be presented to the Section 504 Coordinator as soon as possible after the person knew or should have known that the basis for a grievance may exist. The Complainant may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the Complainant will be submitted to the school district's Section 504 Coordinator within five (5) business days of receipt of an answer to the informal complaint. The Section 504 Coordinator will further investigate the matters of grievance and reply in writing to the Complainant within (5) business days.

Step 2

If the Complainant wishes to appeal the decision of the school district's Section 504 Coordinator, the Complainant may submit a signed written statement of appeal setting forth the reason(s) the Complainant does not agree with the Coordinator's determination, to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Coordinator and Superintendent cannot be the same individual. The Superintendent will meet with all parties involved, formulate a conclusion, and respond in writing to the Complainant within ten (10) business days.

Step 3

If the Complainant remains unsatisfied, the Complainant may submit a signed written statement of appeal setting forth the reason(s) the Complainant does not agree with the Superintendent's determination to the School District School Board within five (5) business days of the Complainant's receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education will meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal will be sent to each concerned party within ten (10) business days of this meeting.

Step 4

The person may also file a complaint with the Office of Civil Rights at any time before or during the grievance procedures:

Office for Civil Rights

U.S. Department of Education

One Peticcoat Lane

1010 Walnut St, 3rd Fl. Ste 320

Kansas City, MO 64106

Telephone: 816-268-0550

FAX: 816-268-0599; TDD: 800-877-8339

Email: OCR.KansasCity@ed.gov

Web site: www.ed.gov

The School District's Section 504 Coordinator, on request, will provide a copy of the district's Section 504 grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the Section 504 Coordinator's Office and the Superintendent's Office.

4: NOTICE TO STUDENTS-PARENTS AND EMPLOYEES

The Superintendent will provide an annual non-discrimination notice to parents and students. This notice will be included in the student/parent handbook. It may also be included in the district's back to school information in order to ensure that all students and parents have been notified. The superintendent will keep on file in the Superintendent's office, documentation of this annual notice.

The Superintendent will provide an annual non-discrimination notice to school district employees. This notice will be posted in each school district attendance site, in areas that are readily available to all district personnel. The superintendent will keep on file in the Superintendent's office, documentation of this annual notice.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Agar-Blunt-Onida School District are hereby notified that the Agar-Blunt-Onida School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations in implementing Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Section 504 Coordinator
Agar-Blunt-Onida School District
Box 205
Onida, SD 57564
605-258-3618

who has been designated by the school to coordinate efforts to comply with the regulations regarding non-discrimination.

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5: NOTICE TO INDIVIDUALS WITH DISABILITIES AND PARENTS

The superintendent will annually notify persons with disabilities and their parents or guardians of the Agar-Blunt-Onida School District's responsibilities under Section 504.

NOTICE
SECTION 504 OF THE REHABILITATION ACT OF 1973
SCHOOL: AGAR-BLUNT-ONIDA SCHOOL DISTRICT DATE _____

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment; or

- is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Agar-Blunt-Onida School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The school district has responsibilities under Section 504 regarding students, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1. inspect and review his/her child's educational records; 2. make copies of these records; 3. receive a list of all individuals having access to those records; 4. ask for an explanation of any item in the records; 5. ask for an amendment to any record on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6. a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact:
Section 504 Coordinator
Agar-Blunt-Onida School District
Box 205
Onida, SD 57564
605-258-2618

6: PROCEDURAL SAFEGUARDS

SCHOOL: AGAR-BLUNT-ONIDA SCHOOL DISTRICT DATE _____

The following is a description of student and parent rights granted by federal law. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

YOU HAVE THE RIGHT TO:

- a. Have your child take part in, and receive benefits from public education programs without discrimination based on a disability.
- b. Have the school district advise you as to your rights under federal law.
- c. Receive written notice with respect to identification, evaluation, or placement of your child.
- d. Have your child receive a free appropriate public education as provided in the law. This includes the right to be educated with other students without disabilities to the maximum extent appropriate. It also includes the right to have the district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- e. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
- f. Have your child receive accommodations under Section 504 of the Rehabilitation Act of 1973.
- g. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by individuals who know your child, the evaluation data, and placement options.
- h. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school district.
- i. Give your child an equal opportunity to participate in non-academic and extracurricular activities offered by the school district.
- j. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- k. Obtain copies of educational records at a reasonable cost if the fee would effectively deny you access to the records.
- l. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records
- m. Request an amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the

privacy rights of your child. If the school district refuses this request, it will notify you within a reasonable period of time, and advise you of the right to a hearing.

- n. Request mediation or an impartial due process hearing related to decisions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you.
- o. Ask for payment of reasonable attorney fees if you are successful in your claim.
- p. File a local grievance or complaint to the Office of Civil Rights:

U.S. Department of Education
One Petticoat Lane
1010 Walnut St, 3rd Fl. Ste 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov
Web site: www.ed.gov.

The person at the school who is responsible for Section 504 compliance is:
District Superintendent
Ph: 605-258-2618
Fax: 605-258-2361

*These rights are to be sent only if the student is not being evaluated for Special Education Services and with any prior notice in regards to the identification, evaluation and placement for Section 504 services only.

7: SELF-EVALUATION

A self-evaluation for possible discrimination of school district facilities, programs and policies has been completed by the Agar-Blunt-Onida School District. The Agar-Blunt-Onida School District has developed a transition plan that outlines how the district will eliminate any forms of discrimination. The self-evaluation plan and transition plan are on file and can be viewed at the Office of the Superintendent during regular business hours.

ADDITIONAL SECTION 504 CONSIDERATIONS

- a. Section 504 requires accommodations and services. Current drug use is not considered a disability.
- b. An individual who has stopped using drugs or alcohol, or both drugs and alcohol and is undergoing rehabilitation could be protected.
- c. Section 504 requires notice to the parent or guardian with respect to identification, evaluation, and placement of a student.
- d. Notice, but not consent, is required before a "significant" change in placement of a student.

- e. Evaluation draws on information from a variety of sources in the area of concern; decisions made by a group knowledgeable about the student, evaluation data, and placement options.
- f. Section 504 requires periodic reevaluations.
- g. Reevaluation is required before a significant change in placement of a student.
- h. Section 504 does not contain a provision for independent evaluations at the district's expense. However, the district should consider other evaluations and information regarding the student.
- i. When interpreting evaluation data and making placement decisions, Section 504 requires the district to:
 - * Draw information from a variety of sources.
 - * Requires periodic reevaluations and reevaluations before a significant change in placement.
 - * Ensure the the placement decision is made by a group of including those who are knowledgeable about the child, the meaning of the evaluation data and placement options.
 - * Ensure the the student is educated with his/her non-disabled peers to the maximum extent appropriate.
- j. Accommodations should be reviewed periodically.
- k. The district must provide for an impartial hearing if parents or guardians disagree with the identification, evaluation, or placement of the student with a disability.

NOTE: Forms implementing the Section 504 policies may be found in the Appendix and copies may be provided through the Section 504 Coordinator.

B. SUSPENSION AND EXPULSION

1. Section 504 students may be suspended for infractions of the student discipline code. When a student approaches an aggregate of 10 instructional days, the building principal will notify the Section 504 representative. The Section 504 representative will convene a Section 504 conference to discuss the current educational plan.
2. If the school is considering expulsion, the Section 504 representative will convene a causal case conference. The members of the causal conference will be school staff knowledgeable about the student. It is the responsibility of the causal conference to determine if a causal relationship exists. If a causal relationship is found, the student may not be expelled; however, the Section 504 conference committee will look at alternative educational placements.
3. If no causal relationship exists, expulsion procedures may continue following the school's regular education expulsion procedures.
4. If a student is found in violation of the school's drug and alcohol policies, a causal conference is not needed. If a student's behavior arises solely by virtue of the use of drugs or alcohol and the student is found to be in violation of established school policy regarding drugs and alcohol, the student may be treated like any non-handicapped student. Should a student be found in violation of the school's drug and alcohol policies, a causal conference is not needed.

5. If a student is found to be in violation of the school's weapon policy or if the act for which the school is seeking expulsion is found to be inherently dangerous, the school may take such actions as it deems necessary to ensure the safety of all persons in the school building pending the outcome of any hearing.
6. If a Section 504 student is expelled, and the behavior giving rise to the discipline is not casually related to the handicapping condition of the student, educational and related services cease for the duration of the expulsion.
7. This policy does not prevent the school from using its normal reasonable procedures for dealing with students who are endangering themselves or others.
8. The building principal may require any student 16 years of age or older who seeks to enroll in school following an expulsion involving disorderly conduct or conduct dangerous to persons or property to enroll in an alternative program or evening school.

V. STUDENT COMMUNICABLE DISEASES

A. CONSIDERATION OF EXCLUSION:

Students who are afflicted with a communicable contagious, or infectious disease and students who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

1. The board recognizes the need and right of all children to receive a free education in compliance with state and federal requirements. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.
2. A determination of whether an infected student will be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee.
3. In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making.

B. THE ADVISORY COMMITTEE:

The advisory committee may be composed of:

1. a representative from the State Health Department;
2. the student's physician;
3. the student's parents or guardian(s);
4. the school principal or designee;
5. the school health service's supervisor;
6. the superintendent or designee; and
7. the student's primary teacher(s).

C. COMMITTEE DETERMINATION:

In making the determination, the advisory committee shall consider:

1. the behavior, developmental level, and medical condition of the student;
2. the expected type(s) of interaction with others in the school setting;
3. the impact on both the infected student and others in that setting;
4. the South Dakota Department of Health guidelines and policies; and
5. the recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the Department of Health.

D. EXCLUSION OF STUDENT:

If it is determined that the student will not be permitted to attend classes or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

1. Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:
2. Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.
3. Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.
4. Instructions in appropriate handling of blood and body fluids will be provided. Hand washing after contact, food preparation and health or hygiene care will be performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

E. STUDENT COMMUNICABLE DISEASE GUIDELINES:

Numerous communicable diseases may affect a school-age population and school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

| Disease and Incubation* Period | Rules for School Attendance |
|---|---|
| Acquired Immune Deficiency Syndrome (Aids) 6 months-five years | Determination will be made by the Advisory Committee as outlined in the Communicable Disease policy. |
| Chicken Pox 14-21 days | The student may attend school after all pox are dry and scabbed. |
| Cytomegalovirus (CMV) Salivary Gland | The student may attend school. Precautions should be taken by persons experiencing immunosuppression such as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection. |
| Fifth Disease (Erythema Infectious) 6-14 days | The student may attend school with physician's permission. |
| Giardiasis | The student may attend school if the student |

ABO DISTRICT BOARD POLICIES
Students

| | |
|---|--|
| (Intestinal Protozoan Infection) 5-25 days or longer | practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection. |
| Herpes Simplex 2-12 days | The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered. |
| Impetigo - variable 4-10 days | The student may attend school if treatment is verified and covered or dry. |
| Infectious Hepatitis 15-40 days Average 25 days | The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions. |
| Measles (Red, Hard, Rubella, 7-day) 8-14 days | The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date. |
| Infectious Mononucleosis (Glandular Fever) 2-6 weeks | The student may attend school with physician's permission. The student may need adjusted school days and activities. |
| Mumps - 12-21 days | The student may attend school after swelling has disappeared. |
| Pediculosis (Lice, Crabs) | The student may attend school after treatment, After repeated infestation of the same student, the student may be excluded until all nits are removed. |
| Pink Eye (Conjunctivitis) 5-12 days | The student may attend school after the eye is clear, under treatment or with physician's written permission. |
| Plantar's Wart | The student may attend school. Students should not be permitted to walk barefoot. |
| Ring Worm (Scalp, Body, Athlete's Foot) | The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment. |
| Rubella (3-day German measles) 14-21 days | The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women. Provide notice to known pregnant employees.- - |
| Scabies (7-year) | The student may attend school after treatment. |

itch, Mites)

Streptococcal Infections
(Scarlet Fever,

The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well.

Scarletina, Strep
Throat) 1-3 days

All communicable and chronic disease should be reported to Health Service.

*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

VI. SCHOOL HEALTH GUIDANCE (Medication)

Attachments:

1. South Dakota Board of Nursing Rules
2. Medication Administration
3. Parent/Guardian Authorization to Administer Medications
4. Medication Daily Log
5. Medication Error Report

A. DEFINITIONS

1. Definition of assistance with self-administration of medications: The term "assistance with self-administration of medications" means helping with a client with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the client of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage.
2. Administration of medications: The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the client for whom it is prescribed; and promptly recording the time and dose given.
3. The licensed nurse may delegate the following tasks:
 - a. Administration of scheduled medications by oral, rectal, or topical route;
 - b. Measuring of a prescribed amount of liquid medication or crushing a tablet for administration if the licensed nurse has calculated the dose; and
 - c. Administration of schedule II controlled substances listed in South Dakota law which have been prescribed and labeled in a container for a specific client. Medication administration may be delegated only to those individuals who have successfully completed a training program approved by the board pursuant to ARSD 20:48:04.01:14
4. After training, supervision of medication administration must be provided by a licensed nurse as outlined in ARSD 20:48:04.01:02.

B. ASSISTANCE WITH SELF-ADMINISTRATION

A student may be responsible for taking own medication with or without assistance after school personnel have determined that the following requirements are met:

1. the student, school personnel and parent/guardian enter into an agreement which specifies the conditions under which medication may be taken.
2. the student should be able to identify the appropriate medication, knows the frequency and time of day for which medication should be taken.
3. school personnel follow a procedure for documentation of self-administration of medication;
4. school personnel establish a policy for the safe storage of self-administered medication, while providing accessibility if the student's health needs require it. This information should be included on the medication authorization form. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication should be readily available.
5. school personnel should establish policies for reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was or was not taken.

C. HANDLING, STORAGE AND DISPOSAL OF MEDICATIONS:

1. A parent/guardian or designated responsible adult should deliver to the school all medications to be administered by school personnel or to be taken by self-medicating students.
 - a. The medication must be in a pharmacy or manufacturer labeled container, with student's name, dosage and frequency noted on the container.
 - b. School personnel receiving the medication should document the quantity of medication delivered.
 - c. In extenuating circumstances, the medication may be delivered by another person, provided that school personnel are notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.
2. All medications should be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates should be checked.
3. All medications to be supervised by school personnel should be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. Medications requiring refrigeration should be stored in a locked box in a refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.
4. Access to stored medications should be limited to persons authorized to supervise medications. Access to keys and knowledge of the location of keys should be restricted to the maximum extent possible.
5. Parents/guardians may retrieve the medication from the school at any time.
6. No more than a thirty (30) school day supply of the medication for a student should be stored at the school.

7. Where possible, all unused, discontinued or outdated medications should be returned to the parent or guardian and appropriately documented. All medications should be returned at the end of the school year.

D. DOCUMENTATION AND RECORD-KEEPING:

1. Each school that assists students with the self-administration of medications should maintain a medication record for each student.

a. At a minimum, the record should include a daily log and a parental authorization to assist with self-administration form.

b. The daily log should contain:

- the dose or amount of medication taken;
- the date and time that medication was taken, or omitted, including reason for omission.
- the full signature of the school personnel assisting with self administration. If the medication is taken more than once in a school day, the personnel assisting with the student may initial the record, subsequent to signing a full signature.

c. All documentation should be recorded in ink and should not be altered.

d. the completed medication record and records pertinent to self-administration should be filed in the student's cumulative health record.

E. REPORTING AND DOCUMENTATION OF MEDICATION ERRORS:

1. A medication error includes any failure for a particular student to take a medications as noted on the parent/guardian authorization form.

This includes:

- failure to take the correct medication;
- within the appropriate time frames;
- in the correct dosage;
- to the correct student;
- by the correct route.

2. In the event of a medication error, school personnel should notify the parent or guardian immediately, and should document the effort to reach the parent or guardian. The parent or guardian should be responsible for contacting the physician, if necessary.

3. Medication error should be documented by school personnel on the medication error report. These reports should be maintained in a designated location or in the students health record.

4. School personnel should review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

F. ADMINISTRATION OF OVER THE COUNTER MEDICATIONS:

1. Over-the-counter (OTC) medications, like any other medications, are potentially hazardous to the health of students, based on the quantity given, potential side effects, interactions with other medications, and untoward reaction. Recent studies linking aspirin to Reye's syndrome in the young child have shown the potential danger, demonstrating

that there are areas of drug reactions in children for which we have little information. OTCs do have their place, but they should not be taken casually.

2. Furthermore, society is increasingly relying on OTC medications for conditions that if, investigated, might have a simple resolution of a problem (e.g., if the child does not eat and gets hypoglycemia, a headache may result). Mere dispensing of an OTC medication will not help the underlying cause.

3. It is recommended that school personnel adopt the same guidelines for over-the-counter medications, as they would for prescription medications. Over-the-counter medications, such as Tylenol, should be provided by the parent and accompany the appropriate authorization form.

G. OUT OF SCHOOL ACTIVITIES:

All attempts should be made to assist a student to take an authorized medication prior to a planned field trip or activity outside of the school. If a medication must be taken while a student is outside of the school, the same procedures should be followed, as though the student is in the school. A designated adult should be responsible for safe storage, handling and assistance with the medication, in accordance with the parent/guardian authorization form.

H. RESPONSE TO MEDICATION EMERGENCIES:

1. Response to an emergency is exempt under the Nurse Practice Act (i.e., administration of glucagon for an insulin reaction or administration of epinephrine in a severe allergic reaction).
2. The administration shall prepare and have available:
 - a. local emergency response system telephone numbers (including ambulance poison control numbers, local emergency care providers, etc.);
 - b. persons to be notified, e.g., parent/guardian, licensed prescriber, for each student authorized to receive medications at school;
 - c. names of person in the school trained to provide first aid and cardio-pulmonary resuscitation (CPR) to be available in each classroom, study hall and athletic facility;
 - d. schedule programs for staff to be trained in first aid and CPR;
 - e. provision of necessary supplies and equipment and;
 - f. designation of persons to complete reporting requirements.

I. EPINEPHRINE AUTO-INJECTOR ADMINISTRATION FOR ANAPHYLAXIS

STANDING ORDER

In the event of an anaphylactic reaction in an individual with an unknown allergy in the school setting, epinephrine will be administered by a Trained Staff Member.

This Standing Order is for the use of auto-injector epinephrine in such situations.

In the case of a student with a history of anaphylaxis or other severe allergic reactions, epinephrine should be administered according to specific individualized prescriptive order and as documented in the student's individual health care plan. If no such order exists, this Standing Order should be used.

STORAGE OF EPINEPHRINE-AUTO INJECTORS:

The auto-injector shall be kept in the plastic carrying tube it came in, tightly closed, and out of reach of students. Keep it at room temperature and away from light, excess heat and moisture (not in the bathroom). Do not refrigerate the auto-injector or leave it in a place where it could be exposed to especially hot or cold conditions. If the auto-injector is dropped, check to see if it is broken or leaking. Throw away any auto-injector that is damaged, discolored or outdated and be sure to have a replacement available.

DEFINITION: Anaphylaxis is a severe allergic reaction which can be life threatening and occur within minutes after a triggering event or up to hours later.

CAUSES: Including but not limited to: Medication, Foods, Insect stings

PHYSICAL FINDINGS: Common symptoms associated with anaphylaxis:

1. Difficulty breathing, wheezing, chest discomfort, tightness
2. Hives, generalized flushing, itching, or redness of the skin
3. Swelling of the throat, lips, tongue, throat; tightness/change of voice; difficulty swallowing
4. Tingling sensation, itching, or metallic taste in mouth,
5. Feeling of apprehension, agitation, or impending doom
6. Abdominal pain, nausea, vomiting
7. Heat racing, palpitations (skipping beats)

ADMINISTRATION PROTOCOL:

1. Based on symptoms, determine that an anaphylactic reaction appears to be occurring. Act quickly. It is safer to give epinephrine than to delay treatment. Anaphylaxis is a life-threatening reaction. The eCARE nurse can be called to assist with assessment, but if there is trouble breathing give epi and then call nurse.
2. Select appropriate epinephrine auto-injector to administer, based on weight.
Dosage: 0.15 mg Epinephrine auto-injector (Epi Pen Jr) IM, if between 33-66 pounds
0.30 mg Epinephrine auto-injector (Epi Pen) IM, if 66 pounds or greater
*check epinephrine fluid for any discoloration and also expiration date
3. Inject epinephrine via auto-injector: Firmly hold the leg in place. Pull off safety release cap. Swing and jab firmly into upper thigh (through clothing if necessary).

Hold in place for 3 seconds to deliver medication and then remove.

Massage area for 10 more seconds. Note the time.

4. Call or have a bystander call 911 immediately. Advise 911 operator that anaphylaxis is suspected and epinephrine has been given.
5. Keep the individual lying down or seated. If they lose consciousness, check if they are breathing and have a pulse. If not, begin CPR, call out for help and continue CPR until the individual regains pulse and is breathing or until EMS arrives and takes over.
6. Repeat the dose after 5 to 15 minutes if symptoms persist or return.
7. Stay with the individual until EMS arrives.
8. Provide EMS with Epinephrine auto-injector labeled with name, date, and time the medication was administered.

FOLLOW UP (to be done immediately after incident):

1. Assure that parents are notified if they haven't been already.
2. Complete required documentation of incident
3. Ensure that a replacement Epinephrine auto-injector is ordered.

Physician/Medical Provider Signature _____

Date _____

Print physician/provider name, hospital/clinic name:

Effective dates: _____

*State law provides that the District and its administrators, Board members, school nurses or qualified staff members that possess or make available epinephrine auto-injectors pursuant to this policy may not be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute ordinary negligence. This immunity does not apply to an act or omission constituting gross, willful, or wanton negligence. This immunity is in addition to, not in lieu of, that provided in any other state law.

Adopted: 1/14/19

VII. WELLNESS POLICY

➤ **Nutrition Education Component**

Nutrition education will be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to influence students' eating behaviors.

Nutrition Education:

- Teach consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, and media.
- Nutrition education may be a part of health education classes and/or stand alone courses.

- Courses may use the SD Health Education Standards, may address nutrition concepts progressively in grades K -8, and promote nutritional concepts grades 9-12.
- Provides enjoyable, developmentally appropriate, culturally relevant, and participatory activities (e.g. contests, promotions, taste testing, farm visits, and school gardens)
- Offers information to families that encourage them to teach their children about health and nutrition.
- May be taught by staff who are adequately prepared and who participate in professional development activities in order to deliver an effective program.
- May include a school nutrition/health team, such as Team Nutrition or Coordinated School Health, to conduct nutrition education activities and promotions that involve parents, students, and the community.

➤ **Physical Activity Component**

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthful lifestyle.

Physical Education Classes:

- All students in grades K-6 will receive physical education (or its equivalent of 60 minutes per week for elementary school students) and (60 minutes per week for middle school students for one semester). Students with disabilities, special health-care needs, and those in alternative educational settings will be included.
- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- The physical education curriculum should demonstrate progression and sequence and be consistent with South Dakota and/or National Physical Education standards for grades K-8.
- All physical education will be taught by highly qualified physical education teachers.
- Class teacher-to-student ratios should be equivalent to those of other subject area classes in the school.
- Students participation in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.

Physical Activity across the Curriculum

- Opportunities for physical activity will be encouraged in other subject areas (e.g. math, language arts, science, and social studies.)

Daily Recess

- All elementary school students will have at least 30 minutes a day of supervised recess, preferably outdoors, during which students are encouraged (verbally and through the provision of space and equipment) to engage in moderate to vigorous physical activity.

- Extended periods of inactivity, two hours or more, are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

- The High School and Junior High school as appropriate, will offer interscholastic sports programs.
- Schools will encourage participation in community and/or club activities.

Rewards/Incentives/Consequences

- School personnel will not use physical activity (e.g., running laps, push-ups) or withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

Safe Routes to School

- The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts.
- The school district will explore the availability of funding to promote safety.

Use of School Facilities Outside of School Hours

- School spaces and facilities may be available to students, staff, and community members before, during, and after the school day; on weekends; and during school vacations.
- Schools will educate the community, including parents and staff, about utilizing the facility. These spaces and facilities also may be available to community agencies and organizations offering physical activity and nutrition programs.
- School policies concerning safety and usage will apply at all times.

Wellness Council/Committee

- Schools will develop a Wellness Council/Committee comprised of school personnel, community members, parents, and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, and physical activity for all age groups within the school community.

➤ Other School-Based Activities Component

Schools will create an environment that provides consistent wellness messages, is conducive to healthy eating and physical activity; and contributes to forming healthy life long habits.

Professional Development

- Schools will provide ongoing professional development and education for foodservice professionals.
- Schools will provide nutrition and physical education.

Eating Environment

- Students and staff will have adequate space to eat meals in clean, safe, pleasant surroundings and will have adequate time scheduled as near the middle of the school day as possible to eat, relax, and socialize.
- Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- Consideration will be given for passing time, bathroom break, hand washing, and socializing so as to allow appropriate time for eating lunch once the student is seated.

Rewards, Incentives, and Consequences

- Rewards and incentives will be given careful consideration.
- Food will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.
- Teachers and other school personnel will not prohibit or deny student participation in recess or physical education class as a consequence for inappropriate behavior or poor academic performance.

Community Access to Facilities for Physical Activity

- Schools may provide community access to the school's physical activity facilities outside of the normal school day and/or form city-school partnerships to institute recreation programs utilizing school facilities when possible.

Vending Machines

- The availability and content of vending machines in the school will be given careful consideration.

Wellness Councils

- The School will organize a local wellness council comprised of parents, teachers, administrators, foodservice personnel, and students to plan, implement, and improve nutrition and physical activity within the school environment.

➤ **Nutrition Standards Component**

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products will be encouraged.

General Guidelines

- Procedures will be in place for providing information to families, upon request, about the ingredients and nutritional values of the foods served.

School Meal Program

- The school food service program will operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and with applicable laws and regulations of the state of South Dakota. All schools will comply with USDA regulations and state policies.
- Schools will offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. For the purpose of this policy, "Dietary Guidelines for Americans" refers to the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, and support active lives.
- Students with special dietary needs (e.g., diabetes, celiac sprue, allergies) will be accommodated as required by USDA regulation.

Snacks

- School sponsored snacks may include fresh, dried, or canned fruits (in 100% juice only); vegetables; 1% or skim milk; and grains meeting the Standards for Food and Beverages as per guidelines from USDA.

Parties and Celebrations

- Parents and staff will be encouraged to provide healthy foods and beverages for classroom parties.

Standards for Food and Beverages when provided by the School

1. Beverages:

- a. 100% fruit or vegetable juice in portion sizes of 4 to 12 ounces.
- b. 1% or fat free milk and water.

2. Grains:

- a. Limit total calories from fat allowable guidelines as per USDA.
- b. Limit total calories from saturated fat to no more than 10%.
- c. Limit sugar content to no more than 35% of calories by weight, or less than 6 grams from sugar per serving.
- d. Limit the amount of trans fats. Limit total calories from fat, saturated fat, sugar and trans fats to no more than allowed per USDA guidelines.

3. Fruits and Vegetables:

- a. Offer fruits and vegetables prepared/packaged without added fat, sugar, or sodium. Low-fat dips and sauces on the side may be served in small portions to make foods more appealing.
- b. Offer ½ cup serving sizes of fruits and vegetables. Offer additional fruits and vegetables to help students reach the recommended 5 – 9 servings per day.
- c. Offer a variety of fruits and vegetables, especially colorful ones.

4. Condiments and Miscellaneous:

- a. Offer salad dressing containing no more than 6 – 12 grams of fat per ounce.
- b. Remove salt shakers.

DEFINITIONS

Dietary Guidelines for Americans: Dietary recommendations for healthy Americans age 2 years and over about food choices that promote health, specifically with respect to prevention or delay of chronic diseases.

Physical Activity: The Center for Disease Control and Prevention (CDC) defines physical activity as any bodily movement produced by skeletal muscles that, results in an expenditure of energy.

Vending Machine: A coin operated machine for the sale of merchandise.

Review/Revised/Adopted: 5/13/19

VIII. SERVICE ANIMAL POLICY

SERVICE DOGS

The A-B-O District acknowledges its responsibility to permit individuals with disabilities to be accompanied by a service dog in its school buildings, in classrooms, and at school functions as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

DEFINITION

A service animal means a dog that has been trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service dog must be directly related to the individual's disability or necessary to mitigate a disability. A dog, whose sole function is to provide comfort or emotional support is not included in the definition and does not qualify as a service animal under ADA.

REQUIREMENTS/RESPONSIBILITIES OF SERVICE DOG OWNER

The animal must be a dog. No other species of animal, whether wild or domestic, will be permitted in schools as a service animal.

Use of a service dog by an individual with a disability will be allowed in school when it is determined that the individual's disability requires such use in order to have equal access to the instructional program, school services and/or school activities.

The dog must be trained to do work or a task for the individual with a disability.

A therapy dog or a dog whose sole function is to provide comfort or emotional support is not a service dog for the purposes of these policies and procedures.

A service dog must have a harness, leash, or other tether. If the handler is unable because of a disability or if the use of the restraint would interfere with the service dog's safe, effective performance of work or tasks, the dog must be under the handler's control using voice control, signals, or other effective means.

The A-B-O District and its employees are not responsible for the care or supervision of a service dog including feeding, exercising, taking outside for performance of excretory functions, and cleaning up. Individuals with service dogs are expected to care for and supervise their dog. In the case an individual with a disability is unable to care for or supervise his/her service dog; the parent is responsible for providing care and supervision of the dog. Issues related to the care and supervision of service dogs will be addressed on a case-by-case basis at the discretion of the building administrator.

ABO DISTRICT BOARD POLICIES
Students

All service dogs must be kept clean and groomed regularly to limit shedding and dander. Owners of service dogs are liable for any harm or injury caused by the dog to other students, staff, visitors, and/or property, and must provide proof of current homeowner or renter liability coverage as required by the ABO District.

REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE DOG WILL BE ALLOWED ON SCHOOL PROPERTY:

All requests for an individual with a disability to be accompanied by a service dog must complete the written request form. The **request form** and other required documentation must be delivered to the Superintendent's Office at least fifteen (15) working days prior to bringing the service dog to school. The form should be sent to:

A-B-O District Superintendent
P.O. Box 205
500 8th Street
Onida, SD 57564

Owners of a service dog must provide:
Annual proof of vaccinations
Proof of current homeowner or renter liability coverage

REMOVAL OF A SERVICE DOG FROM SCHOOL PROPERTY

A school administrator may ask an individual with a disability or his/her parent/guardian to remove a service dog from a school building, a classroom, or from a school function if any one of the following circumstances occurs:

The dog is out of control and the dog's handler does not take effective action to control the animal.

The dog is not housebroken.

The dog's presence would fundamentally alter the nature of the service, program, or class activities.

The presence of the dog poses a direct threat to the health and safety of others.

The dog fails to consistently perform the function(s)/service(s) for which it has been trained.

SERVICE DOGS AT SCHOOL-SPONSORED EVENTS OR ACTIVITIES

Individuals with disabilities may be accompanied by their service dogs to events or activities open to the public that are held in schools or on school property. The use of a service dog may not be conditioned on the payment of a fee or security deposit, but the individual is liable for any damage done to the premises or facilities by such an animal.

The building administrator may revoke or exclude the service dog only if the animal poses a direct threat to the health and safety of others, the use of the dog would result in substantial physical damage to the property of others, or would substantially interfere with the reasonable enjoyment of the event or activity by others.

A-B-O SCHOOL DISTRICT 58-3

SERVICE DOG REQUEST FORM

Student Name: _____

Parent/Guardian Name: _____

Mailing Address: _____

Service Dog Breed: _____

Name of Dog: _____

Please provide a brief description of the purpose or task the service dog will be providing:

ABO DISTRICT BOARD POLICIES
Students

I understand my service dog may be excluded from district property if any of the following occur:

- 1) The service dog is not housebroken.
- 2) The service dog is not under the control of its authorized handler. The service dog must have a harness, leash or other tether, unless the handler is unable because of a disability to use a harness/leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective use of work or tasks.
- 3) The service dog poses a direct threat to the health or safety of others that cannot be eliminated by reasonable accommodations/modifications.
- 4) The inclusion of the service dog represents a fundamental alteration to the learning environment.
- 5) The service animal otherwise fails to perform as outlined in the District's Service Animal Policy.

I acknowledge that I have met with School District officials, have been provided a copy of and have read the School District's Service Animal Policy, and agree with the Service Dog Considerations (Plan) outlined during the meeting—a copy of which I have received.

I understand I am responsible for any and all damage to the school district property, personal property, and any injuries caused by my service dog. I also understand that the school district is not responsible for any costs related to our service dog.

I agree to indemnify, defend, and hold harmless the ABO School District from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

The following documentation must be included with the request form:

1. Proof of annual vaccinations
2. Proof of current homeowner or renter liability coverage for Parent/Guardian

| | | |
|-----------------------|-----------|------|
| Parent/Guardian _____ | Signature | Date |
| Superintendent _____ | Signature | Date |

ADOPTED: Sept. 11, 2017

REF: AMERICANS WITH DISABILITIES ACT, 28 CFR PART 35

ATTACHMENT 1.

Agar-Blunt-Onida School District
Travel Release Form

Student's Name: _____ Designated Guardian: _____
Activity: _____ Date: _____

My child has permission to use alternate transportation To - From - Both Ways **(circle one)** for the above listed activity and shall be the responsibility of the above listed Designated Guardian. Parent's Emergency Contact Number: (Home) _____ (Cell) _____.

***If you are releasing your son/daughter to travel to or from an activity with a designated guardian other than yourself (acceptable designated guardians are limited to: grandparents, other team member parents, aunts, uncles or age appropriate siblings), you must contact the activity supervisor prior to the event by phone as well as have your student present this completed release form. Failure to notify the activity supervisor prior to departure via phone will result in no release to a designated guardian.**

Onida Attendance Center 258-2618

Blunt Attendance Center 962-6297

I understand that the ABO School District Activity Rules require that students ride the buses to and from all activities and a departure from this requirement will release the ABO School District and its employees and officers from all liability with reference to the above stated transportation.

Signature of Parent or Guardian

*This form must be completed entirely for each individual activity AND failure to complete form will result in your son/daughter not being released to the designated guardian.

ATTACHMENT A

**EXCERPTS FROM
SOUTH DAKOTA BOARD OF NURSING RULES**

Chapter 20:48:04.01 of the Administrative Rules addresses the delegation of nursing tasks.

A. Delegation of Nursing Duties

1. A licensed nurse is accountable to practice in accordance with the scope of practice as defined in SDCL 36-9. The delegating nurse is accountable for assessing a situation and making the decision to delegate. The delegation of nursing tasks to unlicensed assistive personnel must comply with the criteria as listed in Chapter 20:48:04.01:01.
2. The licensed nurse shall provide supervision of all nursing tasks delegated to unlicensed assistive personnel.
 - a). The licensed nurse determines the degree of supervision required after an evaluation of applicable factors.
 - b). The delegating licensed nurse or another equally qualified licensed nurse is readily available either in person or by telecommunication.

B. Nursing tasks that are routinely delegated as listed in 20:48:04.01:04

1. Non invasive and nonsterile treatments, unless listed in 20:48:04.01.06
2. Collecting, reporting, and documentation of data such as vital signs, height, weight, behaviors, etc.
3. Ambulation, positioning, turning, and transfer
4. Personal hygiene and elimination
5. Socialization activities
6. Activities of daily living
7. Simple oxygen administration

C. Nursing tasks that are not routinely delegated

1. The delegation of the following nursing tasks must meet the criteria as listed in Chapter 20:48:04.01:05 which includes a written protocol for instruction and training of unlicensed personnel.
 - a) Nonsterile procedures, such as dressing changes, wound cleaning and removal of sutures and staples
 - b) Invasive procedures, such as urinary catheter irrigation, urinary foley catheter insertion and removal, ostomy irrigation, oral or pharyngeal suctioning, administration of enteral feedings via an established gastrostomy or jejunostomy tube, and obtaining blood specimens by finger stick.

D. Nursing Tasks that may not be delegated

1. Physical, psychological, and social assessment which requires professional nursing judgment, intervention, referral, or follow-up
2. Formulation of the plan or nursing care and evaluation of the client's response to the care rendered.
3. Specific tasks involved in the implementation of the plan of care which require nursing judgments or intervention
5. Administration of medications, except as permitted Chapter 20:48:04.01:10 and 20:48L04.01:11.

For further information contact: South Dakota Board of Nursing
3307 S. Lincoln Ave
Sioux Falls, SD 57105
(605) 367-5940

ATTACHMENT B

ADMINISTRATION OF MEDICATION PARENT/GUARDIAN LETTER

Dear Parent/Guardian:

This is to inform you of the policies that have been put in place to ensure the health and safety of children needing medication, (including over-the-counter such as Tylenol) during the school day.

Our school district requires the following form must be on file in your child's health record for medication required during school hours.

Parent/Guardian Authorization for Administration of Medications

Medications should be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school. The school will not supply over the counter medicine such as Tylenol. Please have your child check in any over the counter medicine with the school nurse. In the event the school nurse is not present to dispense medications, a designated person from the school staff will assist your child with taking his/her medication. **WE WILL NOT BE ABLE TO DISPENSE MEDICATIONS WITHOUT WRITTEN AUTHORIZATION.**

ABO DISTRICT BOARD POLICIES
Students

NO ASPIRIN WILL BE ADMINISTERED.

Sincerely,

School Personnel
605-258-2617

ATTACHMENT C

PARENT/GUARDIAN AUTHORIZATION

PARENT/GUARDIAN AUTHORIZATION FOR ADMINISTRATION OF MEDICATIONS

Name of student _____ Date of Birth _____

Parent/guardian name _____

School _____ Grade _____

Home telephone _____

Name of licensed prescriber _____

Business telephone _____

Business telephone _____

Emergency telephone _____

Other person(s) to be notified in case of medication emergency:

Name _____

Telephone number _____

Food/Drug Allergies _____

Diagnoses: _____

(If not a violation of confidentiality)

Name of Medication (Including Over the Counter) _____

Date Ordered _____ Duration of Order _____

Dosage _____ Frequency _____ Route of Administration _____

Expiration Date of Medication Received _____

Specific Direction, e.g., times to be given: _____

Other medication: _____

Quantity of Medication Received by School and Date: _____

Required Storage Conditions: _____

Other medications being taken by the student (if not in violation of confidentiality):

I consent to have authorized school personnel administer this medication.
I give permission to school personnel to share information relevant to the prescribed medication assistance as he/she determines appropriate for my son's/daughter's health and safety.
I understand I may retrieve the medication from the school at any time; however, the medication will be destroyed if it is not picked up within one week following the termination of the order or one week beyond the close of school.

Parent/Guardian Signature _____ Date _____

Student's Signature, if appropriate _____ Date _____

School Personnel Signature _____ Date _____

MEDICATION ADMINISTRATION FORM (PHYSICIAN'S SIGNATURE REQUIRED)

(FOR ANY MEDICATION THAT WILL BE ADMINISTERED BY TRAINED STAFF INCLUDING: PRESCRIPTION MEDICATIONS CHEMICAL/HOMEOPATHIC SUBSTANCES AND COMPOUNDS, INCLUDING BUT NOT LIMITED TO NATURAL REMEDIES, HERBS AND VITAMINS AND OVER-THE-COUNTER MEDICATIONS FOR EARLY CHILDHOOD-12TH GRADE)

Requires 'renewal' at the beginning of each school year

Name of Student _____ D.O.B. _____
Address _____ Telephone _____
Parent/Guardian Name _____ School _____

We encourage medication/treatment hours be arranged outside of school hours if possible.

Diagnosis _____
Name of medication/treatment _____
Dose _____
Time(s) to be administered at school _____
Method (route) of administration _____
Medication to be administered from _____ to _____
Month/Day/Year Month/Day/Year
Precautions and reactions to observe and report _____

Physician's Signature Telephone _____
Date _____

PRINT Physician's Name Clinic Name

(Changes may be called to the school nurse by the prescribing provider with written confirmation following within 24 hours. Faxes are acceptable.)

I authorize personnel at the above named school to administer the medication prescribed on this form to my child. I understand the medication must be provided in the original properly labeled container. I understand that the school district

ABO DISTRICT BOARD POLICIES
Students

and individuals involved will not be held liable for any adverse effects of the medication. I give permission for communication that may be necessary between the prescribing provider and the school nurse to insure safe medication administration for my child. I am responsible to pick up unused medication one week after the last dose is given during the school year, and/or before the last day of school. If the medication is not picked up, it will be destroyed.

Parent/Guardian Signature _____ Date _____

NURSING CARE PLAN (To be completed by school nurse)

School Nurse _____ Date _____

SCHOOL HEALTH SERVICES

**MEDICATION SELF AND STAFF* ADMINISTRATION CONSENT FORM
(PHYSICIAN SIGNATURE REQUIRED)
(ASTHMA & ANAPHYLAXIS-Epi-Pens and Inhalers)**

Requires renewal at the beginning of each school year

Name of Student _____ D.O.B. _____

Address _____ Telephone _____

Parent/Guardian Name _____ School _____

Diagnosis: _____

Name of medication/treatment _____

Dose _____

Time(s) to be administered at school _____

Method (route) of administration _____

Medication to be administered from _____ to _____
Month/Day/Year Month/Day/Year

Precautions and reactions to observe and report _____

**_____ I CERTIFY THAT THE ABOVE NAMED STUDENT IS CAPABLE OF
SELF-ADMINISTRATION OF THE ABOVE PRESCRIBED MEDICATION.**

***IN THE EVENT THE STUDENT IS UNABLE TO ADMINISTER THE ABOVE LISTED MEDICATION, TRAINED
MEDICATION ADMINISTRATION STAFF WILL ADMINISTER THE MEDICATION.**

Physician's Signature Telephone Date

Physician's Name Clinic Name

(Changes may be called to the school nurse by the prescribing provider with written confirmation following within 24 hours. Faxes are acceptable.)

I authorize my child to self-administer his/her prescription medication for asthma and/or anaphylaxis while at school and relieve the school district and personnel of all responsibility. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medication. I give permission for communication that may be necessary between the prescribing provider and the eSchool Nurse to insure safe medication administration for my child. In the event that medication is stored at school, I am responsible to pick up unused medication one week after the last dose is given during the school year, and/or before the last day of school. If the medication is not picked up, it will be destroyed.

***IN THE EVENT THE STUDENT IS UNABLE TO ADMINISTER THE ABOVE LISTED MEDICATION, TRAINED MEDICATION ADMINISTRATION STAFF WILL ADMINISTER THE MEDICATION.**

Parent/Guardian Signature _____ Date _____

ATTACHMENT (4)

MEDICATION OBSERVATION DAILY LOG

To be completed for each medication:

School Year _____

Name of Student _____ Date of Birth _____

Sex ____ Grade/Home Room (or Teacher) _____

Name of School _____

Name and Dosage of Medication _____

Route _____ Frequency _____ Time(s) Given in School _____

Direction: Initial with time in box; a complete signature and initials of each person should be included on the next page.

INITIAL
(of school personnel or nurse)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

SIGNATURE

- _____
- _____
- _____
- _____
- _____
- _____
- _____

ABO DISTRICT BOARD POLICIES
Students

8. _____

CODES: (A) Absent; (E) Early Dismissal; (F) Field Trip; (N) No Medication Available;
(O) No Show; (W) Dosage Withheld; (X) No School (i.e. holiday, weekend,
snow day, etc.)

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ABO DISTRICT BOARD POLICIES
Students

29
30
31

| DATE | EXPLANATION (with signature) |
|-----------|------------------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |
| 13. _____ | _____ |
| 14. _____ | _____ |
| 15. _____ | _____ |
| 16. _____ | _____ |
| 17. _____ | _____ |

- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____

ATTACHMENT (5.)

MEDICATION ERROR REPORT

A medication error is defined as: "failure to assure the student receives the prescribed medication within the appropriate time frame, in the correct dosage, by the correct route, and to the correct student."

Date of report _____

Name of student _____ Date of birth _____

Sex _____ Grade _____

Home Address _____ Telephone number _____
(street)

(city/town) (zip code)

Date error occurred _____ Time noted _____

Personnel assisting student _____
(Name) (Address)

Licensed prescriber _____
(Name) (Address)

Medication _____ Dose _____ Route _____ Scheduled Time _____

Describe the error and how it occurred (use reverse side if necessary)

ABO DISTRICT BOARD POLICIES
Students

Action Taken

Parent/guardian notified: Yes _____ No _____ Date _____ Time _____

Other persons notified: _____

Outcome:

Name _____
Type or Print Signature Title Date

**APPENDIX A
PPRA FORMS**

**AGAR-BLUNT-ONIDA
Protection of Pupil Rights Amendment (PPRA) Policy
Scheduled Activities and Surveys
School Year 2012-13**

Dear Parent/Guardian:

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- activities requiring the district to obtain your prior written permission for your child to participate; and
- activities for which the district must give you an opportunity to have your child not participate (opt-out).

The following are activities scheduled at this time. For surveys and activities scheduled after the school year begins, you will receive notification and the right to opt your child out of such activities and surveys.

1. Surveys/Activities Requiring Parent Permission: *(Your child cannot participate unless you give your permission.)*

Name of Survey or Activity:

Summary of Information Collected:

Date: On or about

Grades:

Name of Survey or Activity:

Summary of Information Collected:

Date: On or about

Grades:

Name of Survey or Activity:

Summary of Information Collected:

Date: On or about

Grades:

2. Surveys/Activities with "Opt-Out" Provision: *(Your child will participate unless you opt-out your child and notify us.)*

Name of Survey or Activity:

Summary of Information Collected:

Date: On or about Grades:

Name of Survey or Activity:

Summary of Information Collected:

Date: On or about Grades:

Name of Survey or Activity:

Summary of Information Collected:

Date: On or about Grades:

AGAR-BLUNT-ONIDA
Parent Consent and Opt-Out Response
Student Participation in Scheduled Activities/Surveys

Dear Parent/Guardian:

Please complete, sign and return this form by _____. Please refer to the attached list of "Protection of Pupil Rights Amendment (PPRA), Scheduled Activities and Surveys" when completing this form.

If you have any questions regarding these activities or your rights, please contact:
_____ at _____

Please complete one form per child and return to:

1. Surveys/Activities Requiring Parent Permission:

I give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:

Name of Activity/Survey(s):

2. Surveys/Activities with "Opt-Out Provision:

ABO DISTRICT BOARD POLICIES
Students

I do not give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:

Name of Activity/Survey(s):

Parent/Guardian/Adult Student: Please complete a separate form for each child and return the entire form to the address listed above.

I understand my rights regarding the district's conduct of surveys, collection and use of student information for marketing purposes, and certain physical exams. I also understand that there may be additional activities and surveys other than those included in this form and that I will be notified prior to my child's participation.

Name of Student: _____

Grade: _____ Date: _____

Name of Parent/Guardian or Adult Student; _____

Signature: _____

Telephone Number: _____

Email Address: _____

| OFFICE USE ONLY | | | |
|-----------------|------------------|---------------|--|
| Student ID# | Date Distributed | Date Received | |

APPENDIX B
SECTION 504
DISCRIMINATION GRIEVANCE FILING FORM

Date: _____

Name of Person Filing Grievance: _____

Title: _____

School: _____

Place where you may be reached: _____

Address: _____

Phone: _____

SUMMARY OF GRIEVANCE:

If others are affected by the possible violation, please give their names and position:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of Person Filing Grievance

Date

Signature of Person Receiving Grievance

Date

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Agar-Blunt-Onida School District are hereby notified that the Agar-Blunt-Onida School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations in implementing Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Section 504 Coordinator
Agar-Blunt-Onida School District
Box 205
Onida SD 57564
605-258-2618

The Superintendent has been designated by the school district to coordinate efforts to comply with the regulations regarding non-discrimination.

AGAR-BLUNT-ONIDA SCHOOL DISTRICT
NOTICE OF RIGHTS
SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Agar-Blunt-Onida School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, there is a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1. inspect and review the child's educational records; 2. make copies of these records; 3. receive a list of all individuals having access to those records; 4. ask for an explanation of any item in the records; 5. ask for an amendment to any record on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6. a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact:

Section 504 Coordinator
Agar-Blunt-Onida School District
Box 205
Onida, SD 57564
605-258-2618

SECTION 504
REFERRAL

Student: _____ Date: _____

School: _____ Date of Birth: _____

Parent: _____ Phone: _____

Address: _____ School: _____

Teacher: _____ Grade: _____

Referred by: _____

Position: _____

1. Reason for referral: _____

2. Accommodations and interventions attempted (attach appropriate documentation):

3. Has the student ever been referred, evaluated, and/or received services from special education? _____ YES _____ NO If yes, explain: _____

4. Referral action: _____

Principal's Signature

Date

Section 504 Coordinator

Date

AGAR-BLUNT-ONIDA SCHOOL DISTRICT
SECTION 504
ACCOMMODATION PLAN

Page1 of 3

Name: _____ DOB: _____ Sex: _____ Grade _____

Address (Street, City, State, Zip): _____

School: _____ Case Manager: _____ Date: _____

I. TEAM MEMBERS
Name and Position

II. EVALUATION INFORMATION CONSIDERED:

III. DETERMINATION OF HANDICAP: _____ NO _____ YES

Check all the reasons/criteria which apply: (a student qualifies for 504 with only one criteria checked)

- _____ 1. Has a physical or mental impairment which substantially limits one or more life activities:
_____ 2. Has a record of such impairment:
_____ 3. Is regarded as having such an impairment.

Identify impairment: _____

Identify life activity: _____

COMPARABILITY TEST

If student is determined to have a disability, what are those deficits where compensation is needed in order to provide, as nearly as possible, educational opportunity equal to the educational opportunity accorded to similarly situation non-disable students?
Comparability Test is not a "test" in the usual meaning of the term. It is a considered comparison.

Identify the areas¹ where the student does not appear to have equal opportunity as compared with opportunity of non-disabled students.

(Describe the nature of the deficit(s) and Describe the relative degree of the deficit)

NOTE: Be specific. Use as much space as needed.

1.

2.

3.

4.

5.

¹ Areas may include, but not limited to, subjects, components thereof, any life activity, physical/mental condition, functions considered school sponsored activity, etc.

AGAR-BLUNT-ONIDA SCHOOL DISTRICT
SECTION 504
ACCOMMODATION PLAN

Page 3 of 3

Differentiate areas impacted by unequal opportunity owing to disability (from page 1) into instructional adaptations or physical adaptations:

1. Describe INSTRUCTIONAL adaptations, modifications, or accommodations to be provided. Attach goals and objectives if appropriate.

| AREA | ADAPTATIONS, MODIFICATIONS ACCOMMODATIONS (INSTRUCTIONAL) | PERSON RESPONSIBLE |
|------|--|--------------------|
|------|--|--------------------|

AGAR-BLUNT-ONIDA SCHOOL DISTRICT
SECTION 504
REVIEW OF SERVICES

Student: _____ Date: _____

PURPOSE OF MEETING: It is necessary to periodically review the student's progress under Section 504 and make recommendations to continue, modify, or terminate the program (s).

DISCUSSION OF PROGRESS: _____

RECOMMENDATION:

- () Continue present services with no changes.
- () Modify the present program (specify below).
- () Exit from program based upon the following evaluation results.

DISCUSSION OF RECOMMENDATIONS: _____

The following members of the Section 504 committee agree with the recommendations:

| Team Signatures | Position | Date |
|-----------------|----------|------|
|-----------------|----------|------|

| | | |
|-------|--|--|
| _____ | | |
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| _____ | | |

AGAR-BLUNT-ONIDA SCHOOL DISTRICT
NOTICE OF MEETING

Student: _____ Date: _____

Dear Parent or Guardian: _____

This letter is to inform you that we have some concerns about your child's progress at _____ school. We have attempted some accommodations for your child. They include:

We would like to arrange a meeting to discuss further accommodations in order to ensure that _____ is afforded an appropriate education. We have scheduled a meeting on _____. This meeting will be held at _____ to discuss your child's educational needs. We would very much appreciate your participation.

If you have any questions, or if this meeting time is not convenient for you, please call me at _____. We will discuss your questions or arrange a mutually convenient meeting time.

Sincerely,

Name
Cc: Student's Cumulative File

Position