

SECTION J: STUDENTS

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Section J of the EPS/NSBA policy classification system provides a repository for statements concerning students--admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services. However, all policies pertaining to the curriculum, instruction of students, and extra-curricular programs are filed in the I (Instruction) section.

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<u>JA</u>	<u>Student Handbooks</u>
<u>JE</u>	<u>Student Attendance</u>
<u>JEA</u>	<u>Compulsory Attendance</u>
<u>JEC</u>	<u>Requirements for Enrolling in School</u>
<u>JECB</u>	<u>Enrollment of Non-resident Students</u>
<u>JFABD</u>	<u>Education of Homeless Students</u>
<u>JFCJ</u>	<u>Weapons in the Schools</u>
<u>JFG</u>	<u>Searches of Students, Student Desks/Lockers</u>
<u>JFH</u>	<u>Student Complaints and Grievances</u>
<u>JGD/JGE</u>	<u>Student Suspension/Student Expulsion</u>
<u>JH</u>	<u>Reporting Child Abuse</u>
<u>JHCC</u>	<u>Student Communicable Diseases, Guidelines, and Reporting of Exposure Incidents</u>
<u>JHCD</u>	<u>Administering Medicines to Students</u>
<u>JN</u>	<u>Student Fees, Textbook Fines, and Charges</u>
<u>JO</u>	<u>Student Records</u>

Student Handbooks

Building principals will be responsible for developing student handbooks for their buildings. Student handbooks will contain policies which provide guidelines for the operation of the building (as they pertain to students) and will include policies regarding attendance, grading, homework, and student discipline.

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STUDENT ATTENDANCE

Regular attendance is a critical factor in achievement. This achievement is directly related to the student's participation in, and contributions to, daily involvement in the school.

Building principals will have the responsibility to develop attendance policies addressing absenteeism, tardiness, truancy, in addition to procedures relating to these matters. Policies and procedures for elementary students will be consistent across the district. All rules and regulations will be specified in handbooks developed at the building level which will be available to parents/guardians, students, and school personnel.

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COMPULSORY ATTENDANCE AGES

Under South Dakota law, children between the ages of six (6) and eighteen (18) are of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's attendance at school until the child has reached the age of eighteen (18), unless excused.

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

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

GED Exemption

Students aged 16 years of age or older will be exempt from compulsory attendance provided they are enrolled and participating in a school-based or school contracted Graduate Equivalency Degree program and meets one or more of the following five conditions:

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

Legal References: SDCL 13-27-1; 13-27-2; 13-27-11; 13-27-12; 13-27-16;
SDCL 13-32-4.1

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REQUIREMENTS FOR ENROLLING IN SCHOOL

Kindergarten

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

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

First Grade

All children entering first grade must be six years of age on September 1. First grade transfer pupils shall be handled in the same manner as the kindergarten pupils except that the alternative to remaining in first grade shall be placement in kindergarten.

Birth Certificate Requirement

A student's birth certificate or an affidavit in lieu of the birth certificate must be provided to the school when the student is enrolled.

Immunization Requirements

Any child entering school shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received a test for tuberculosis and is free from a contagious form of tuberculosis and that the child has received or is in the process of receiving required immunizations against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, and tetanus, according to recommendations provided by the South Dakota Department of Health.

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Attendance during any delays in documentation will be handled on a case-by-case basis in cooperation with the school nurses.

Requirements for Enrolling in School (Continued)

JEC

This law applies to all children entering a South Dakota school system for the first time in grades kindergarten through twelve.

Minimum immunization requirements are defined as stated below:

- 1) Four or more doses of DTP vaccine. At least one dose must have been given after the age of four (children over the age of seven receive Td).
- 2) Three or more doses of Trivalent Oral Polio vaccine (OPV) or enhanced inactivated Polio vaccine (IPV). At least one dose must have been given after age four. OPV can be given up until the eighteenth birthday.
- 3) Two does of MMR vaccine administered after twelve months of age, with a minimum interval of thirty days between these doses OR physician diagnosed measles. Two doses of rubella vaccine administered after twelve months of age with a minimum interval of thirty days OR having demonstrated serological evidence of rubella antibodies. Two doses of mumps vaccine administered after twelve months of age with a minimum interval of thirty days.
- 4) Two doses of Chickenpox vaccine administered after twelve months of age with a minimum of thirty days.

Law requires verification of chicken pos vaccination or a written statement that your child has had chicken pox.

Medical Exemption to Immunization Law

A physician must verify that a test or immunization would endanger life or health of child.

Religious Exemption to Immunization Law

Parent(s)/guardian(s) must verify that the child adheres to a religious doctrine whose teachings are opposed to such test and immunization.

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ENROLLMENT OF NON-RESIDENT STUDENTS

A student who is a legal resident of another South Dakota district may make application to transfer to the Huron school district the year proceeding the year of intended enrollment in the Huron district. Approval or disapproval of the application will be made by the Huron school board. Within five days following the board's decision, notification will be sent to the applicant and the applicant's resident school board.

The placement of a student requesting an inter-district transfer, in addition to a Huron student requesting an intra-district transfer, will be determined by criteria set forth in the Class Equalization Policy (#IHB).

Ref: SDCL 13-28

Revisions Proposed

JECB

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Proposed 11/27/17

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EDUCATION OF HOMELESS STUDENTS

The Huron school district policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured; i.e., academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services.
 - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the elementary and Secondary Education Act of 1965 or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - Programs in vocational and technical education.
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 - School nutrition programs.

Huron district staff will cooperate with other agencies in developing and implementing procedures to effectively and efficiently deal with education of homeless students.

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USE OF VIDEO CAMERAS ON SCHOOL BUSES **JFCC**

The goal of the Huron school district is for every student to have a safe, comfortable, and orderly ride to and from school. In order to promote appropriate behavior while riding buses, students are required to conform to certain guidelines for riding the bus as established by the administration in coordination with the transportation coordinator. Video/audio monitoring provides an additional method to further ensure the safety and security of students relating to timely and appropriate corrective action for violations of bus regulations. The district will utilize video cameras in school buses as a management tool for students and as an educational tool to enhance the performance of drivers.

Notification

All student riders shall be notified that they are subject to being video/audio taped on the school bus at any time by placing a notice in the front and back of all school buses. Additionally, student handbooks and district newsletters will contain this information.

Screening

District administrators, for the purpose of examining student behavior and determining whether disciplinary consequences are appropriate, may use tapes resulting from the monitoring. Access to the tapes will be limited to Huron board of education, district administrators, the district transportation coordinator, school resource officer (SRO), and bus drivers. Videotapes capturing inappropriate behavior may be used at conferences with parents, students, and district staff; and, as evidence at student disciplinary hearings.

Consequences for Violations of Bus Conduct

The building principal or designee, after reviewing the videotape, will judiciously determine appropriate disciplinary action for disruptive behavior in keeping with approved student disciplinary procedures. The transportation coordinator in conjunction with the business manager and the superintendent of schools will determine the appropriate discipline for inappropriate behavior of staff members.

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JFCC Replaced by ECAC - 2014

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PROCEDURES REGARDING USE OF SCHOOL BUS CAMERAS

1. All buses on regular routes will have boxes mounted; cameras will be rotated on a regular basis to all buses.
2. Cameras are to be used and maintained regularly by transportation personnel. They will not be used for purposes other than student/driver monitoring when students are being transported for the Huron school district.
3. Cameras will be rotated for use in buses. A daily log will be kept indicating where cameras are being utilized on a specific day. The district transportation office will establish the rotation schedule.
4. The transportation supervisor and the school principal (and/or designee) may request that the camera be placed in a specific bus as deemed necessary; therefore, a camera will then be removed from the regular rotation.
5. Recorded tapes, if necessary to retain, will be kept in a locked storage area in the district transportation office.
6. In order to protect the health and safety of all students riding buses, tapes revealing unlawful actions will be brought to the attention of law enforcement agencies.
7. Video tapes may be used at conferences with parents, students and district staff. Parents may request access to the video tapes. This request must be made in writing.

WEAPONS IN THE SCHOOL

Schools must be an example of what is taught regarding the observance of and respect for law. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

Board policy forbids the bringing of weapons to school or school-sponsored activities. Parents will be informed when weapons are taken from pupils. Confiscation of weapons may be reported to the police. The intent of the actions of the student will be considered in any report to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

A weapon is defined as any firearm, knife, device, instrument, material, or substance, whether animate or inanimate, which is calculated, designed, or capable of threatening bodily harm or inflicting death.

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. Exceptions would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms, or air guns at the firing ranges, gun shows, supervised school training sessions for the use of firearms, or when a National Guard Armory is being used for school activities.

No Revisions

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Proposed 11-27-17

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SEARCHES OF STUDENTS, STUDENT DESKS/LOCKERS, AND MOTOR VEHICLES

School administrators are authorized to make searches of persons, personal effects, lockers, and motor vehicles under the conditions outlined in this policy.

- **Personal Searches**

A student's person and/or personal effects (e.g. purse, backpack, book bag, etc.) may be searched when a school administrator/designee has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband items.

If a pat down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be done in private by a person (i.e., administrator, counselor, or teacher) of the same gender with another adult present as witness.

A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a person (i.e., administrator, counselor, or teacher) of the same gender, with another adult of the same gender present, unless the health or safety of students will be endangered by the delay caused by following these procedures.

Strip searches are strictly prohibited.

If a personal search has been conducted and illegal, unauthorized, or contraband items are found, the administration will inform the parents/guardians as soon as possible.

- **Locker/Desk Searches**

Although school lockers/desks are temporarily assigned to individual students, they remain the property of the school district at all times.

A student's locker/desk and its contents may be searched when a school administrator has a reasonable suspicion that the locker/desk contains illegal, unauthorized, or contraband items. Emergency situations may necessitate a search with or without the student's knowledge or consent. Whenever possible, the student should be aware of and be involved in a search of such property. Searches must be conducted in the presence of another adult witness.

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Searches of Students, Student Desks/Lockers, and Motor Vehicles
(Cont'd.)

- Maintenance (Locker/Desk) Searches

The school district has a reasonable and valid interest in ensuring that the lockers/desks are properly maintained. For this reason, periodic inspection of lockers/desks is permissible to check for cleanliness and vandalism. Students will be notified and will participate in general maintenance searches.

- Vehicle Searches on School Property

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of the student parking lots and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by a school administrator if the administration has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside. Such searches must always involve two adults. Whenever possible, the student should be aware of and be involved in a search of the vehicle.

Contraband

Any contraband discovered during searches will be confiscated by the administration. The student's parents/guardians shall be notified if contraband is discovered. The administration may utilize services from outside agencies for assistance when contraband is discovered.

Search by Law Enforcement Officials

Any search and/or seizure by law enforcement officials will occur only when law enforcement officials properly advise school personnel that they have lawful authority to conduct the search and/or seizure.

Informing Students and Parents

Schools shall inform students and parents of this policy regarding searches and provide written copies on request.

No Revisions

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STUDENT COMPLAINTS AND GRIEVANCES

Federal Programs Discrimination Grievance Procedure

The Huron school district will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and will not violate any provisions of applicable federal programs, statutes or regulations (e.g., Title IX, Title I, Rehabilitations Act, Americans with Disabilities Act [ADA], Section 504, etc.).

Definitions

- A. A grievance is a complaint made by a student, parent, or other patron of the district, an employee, employee representatives, or other concerned groups or advisory organizations based upon or concerning an alleged violation, misinterpretation or inequitable application of any existing policy, rule, regulation, or program of the school district, state or federal statutes/regulations, regarding discrimination or concerning violations of Title IX, Title I, 504, ADA, and/or federal programs.
- B. An employee is considered to mean all persons employed by the school district.
- C. A student is considered to mean all persons enrolled in the school district.
- D. An aggrieved person is the individual making the claim.
- E. The board means the board of education of the Huron school district.
- F. Days shall mean calendar days.

Informal Procedure

Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication, involving the teacher, administrator, or board in an attempt to seek clarification of areas of concern and resolution of the problem. It is of utmost importance that prior to filing a grievance, students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible.

No Revisions

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Formal Procedure

Level I

A grievance should be filed in writing within a reasonable amount of time after the grievant knew, or should have known, of the act or condition on which the grievance is based. The grievant shall file a formal grievance in writing with the Title IX coordinator/Title I coordinator/504 coordinator/ADA coordinator/and/or federal programs coordinator. Such coordinator or his/her designee shall act upon said grievance within seven days. If the grievant is not satisfied with this disposition of the complaint at this level, or if this level is inapplicable, grievant may proceed to Level II.

Level II

Within three days after disposition at Level I, grievant may file in writing a grievance with the superintendent, stating the full nature of the complaint and the procedural history to date, including the disposition at Level I and the remedy requested. The superintendent shall act on said grievance within ten days.

Level III

If the aggrieved is not satisfied with the disposition of the grievance at Level II, he or she shall within five days thereafter, transmit it by letter to the business manager with a statement of reasons why it is being appealed.

At its next regular meeting, the board or its designated agent, shall consider the grievance or may designate a committee which may or may not include the board members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The hearing or other manner prescribed shall provide, if requested, an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question parties involved. The board shall make a final decision thereon at the following regular or special board meeting.

Level IV

If the aggrieved is not satisfied with the disposition of the grievance at Level III, he/she may appeal the final resolution of the local educational agency to a state educational agency within 30 days after receipt of the written decision. The appeal may be submitted to the South Dakota Division of Human Rights or the Office of Civil Rights.

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At its next regular meeting, the board or its designated agent, shall consider the grievance or may designate a committee which may or may not include the board members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The hearing or other manner prescribed shall provide, if requested, an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question parties involved. The board shall make a final decision thereon at the following regular or special board meeting.

Level IV

If the aggrieved is not satisfied with the disposition of the grievance at Level III, he/she may appeal the final resolution of the local educational agency to a state educational agency within 30 days after receipt of the written decision. The appeal may be submitted to the South Dakota Division of Human Rights or the Office of Civil Rights.

STUDENT SUSPENSION/EXPULSION

Serious breaches of standards of behavior may result in suspensions or expulsions from school. As per statute, the board of education/building principal(s) have the authority to suspend or expel students.

Generally, a suspension or expulsion may be imposed when a student's behavior creates a threat to his/her own or others' safety. Behavior such as fighting or committing an assault on another, stealing, vandalism, possessing weapons, explosives, or other prohibited materials, gross insubordination, making false alarms or bomb threats, lewd or threatening behavior or language, or possession of beer or other alcoholic beverages, tobacco products or controlled substances as defined by statute on the school premises or at school activities may result in suspension or expulsion.

Students who are guilty of continued serious misconduct which interferes with the opportunity of other students to carry on their learning activities, may be recommended to the board of education for expulsion from school.

Due process procedures as established by statute/board policy will be followed for all students who receive suspension or expulsion.

Suspension/expulsion of a student who has been placed on an individual education plan (IEP) will have been specified in the student's plan.

No Revisions

JGD

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Proposed 11-27-17
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REPORTING CHILD ABUSE

It is the policy of the Huron school district that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused, other than by accidental means, shall report orally or in writing to the principal or superintendent who shall then immediately report to either the state's attorney, the department of social services, the county sheriff, or to the city police. The principal or superintendent shall, in writing, inform the school employee initiating the action within 24 hours that the report has been made.

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

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

Information or records concerning reports of suspected abuse or neglect are confidential, and the release to persons other than provided by law is punishable by \$1,000 fine, one year in jail, or both. Failure to make a report where abuse or neglect is suspected is subject to the same punishment.

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

No Revisions

JH

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Proposed 11-27-17

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STUDENT COMMUNICABLE DISEASES

The board recognizes its responsibility to provide a healthy environment for students and school employees.

The determination of whether an infected student should be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the building principal/building administrator or designee.

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to a team for assistance in the decision-making.

The team may be composed of the following:

1. representation from the South Dakota Department of Health,
2. the student's physician,
3. the student's parent(s) or guardian(s),
4. the school principal,
5. the school nurse,
6. the superintendent or designee, and
7. primary teacher(s) and other appropriate school personnel.

In making the determination, the team shall consider the following:

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; and,
4. the South Dakota Department of Health policy and guidelines.

The team may officially request assistance from the South Dakota Department of Health.

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The team may officially request assistance from the South Dakota Department of Health.

If an infected student is not permitted to attend classes or participate in school activities, the district will provide the student with an appropriate education program. If that requires personal contact between the student and other school employees, only trained volunteer employees shall be utilized.

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 principal:

Information will be provided, as appropriate, to school employees who have regular contact with the affected student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

It is recognized that personal hygiene measures are part of creating a healthy environment. Thus, good hand washing techniques are imperative in the school setting. Thorough maintenance cleaning is part of this environment. Instruction in appropriate handling of blood and body fluids will be provided.

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Disease	Guidelines for Attendance
Fever	Exclude when temperature reaches >100.0 Fahrenheit. Student may return to school when fever-free for 24 hours without the use of fever-reducing medications.
HIV, Hepatitis B, Hepatitis C, and other bloodborne diseases	Generally, no exclusions; considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
Chicken Pox (Varicella)	Exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
Diarrheal diseases	Exclude while symptomatic only if person is unable to practice independent hygiene.
Haemophilus influenza type B, invasive (HIB)	Exclude until after 24 hours of antibiotic treatment
Hepatitis A	Exclude until one week after onset of illness.
Influenza and Influenza-like illness	Exclude as long as fever \geq 100.0 degrees Fahrenheit is present in an unmedicated states. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidelines.
Meningococcal disease (Neisseria meningitides)	Exclude until after 24 hours of antibiotic treatment
Methicillin-resistant Staphylococcus aureus (MRSA)	Exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
Pertussis (Whooping Cough)	Exclude until completion of five days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of symptoms.
Pink Eye, Ringworm, Herpes Gladiatorum, Molluscum Contagiosum, and skin rashes without fever	Generally no exclusions; considerations may exist for certain sports, extracurricular activities or behaviors that might increase the risk of transmission. Consult healthcare provider for guidance.
Rubella	Exclude until seven days after onset of rash
Scabies	Exclude until treatment has been completed
Shingles (Herpes Zoster)	Generally no exclusion if lesions can be covered. If lesion cannot be covered, exclude until rash or lesions have crusted over.
Strep throat and Streptococcal skin infections (Impetigo)	Exclude until after 24 hours of antibiotic treatment.
Tuberculosis	Exclude until physician and Department of Health determine a person is not infectious.

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Mumps	Exclude until five days after the onset of parotid gland swelling
Measles	Exclude until after four days of onset of rash.
Cytomegalovirus (CMV)	The student may attend school. Precautions should be taken by contacts with immuno-suppression 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 Infectiosum	The student may attend school with physician's permission.
Giardia	The student may attend school if he or she practices independent and hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions and the area of lesion is covered.
Mono (Infectious Mononucleosis, Glandular Fever)	The student may attend school with physician's permission. The student may need adjusted school days and activities.
Plantar Warts	The student may attend school. Students should not be permitted to walk barefoot.
Scabies (7-year itch or mites)	The student may attend school after treatment.
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.
Pediculosis – Head Lice	The student may attend school after treatment. After repeated infestations of the same student, he or she may be excluded until all nits are removed.

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Student Communicable Diseases

JHCC

Reporting of Exposure Incidents

Through the use of various procedures, every effort will be made to prevent exposure to body substances. When an exposure incident occurs, steps to bring the exposure incident to resolution will occur as quickly as possible. It is the responsibility of the exposed student to follow the established procedures.

A significant exposure is defined as the specific exposure to the eye, mouth, other mucous membrane, broken or open skin, or peritoneal contact to blood or other potentially infectious materials that results from the performance of a student's duties. Examples of an exposure incident include: blood or body fluid splash to mouth, nose or eyes, puncture wound with contaminated sharps or human bite; mouth-to-mouth resuscitation with a resuscitative device. Body fluids include: amniotic fluid, and other body fluid, including saliva that is visibly contaminated with blood.

Procedure:

- 1) When a suspected exposure incident has occurred, the school nurse and/or the immediate supervisor will be notified.
- 2) The Accident/Injury Report form must be completed. The report will include information regarding route of exposure, circumstances under which the exposure occurred, and identification of the source individual, if known.
- 3) The school nurse will investigate the exposure incident for the possibility of a blood-borne disease exposure. If the investigation indicates that an exposure incident has occurred, the procedure below will be followed:
 - a) The student will be referred to his/her personal physician.
 - b) The school nurse will provide the physician with a copy of the regulation, a description of the exposed student's duties, a copy of the Accident/Injury Report, results of the source individual's blood testing, if available, and all medical records relevant to the appropriate treatment of the student including vaccination status.
- 4) Post-exposure evaluation and follow-up will be provided at no cost to the student. All laboratory evaluations will be done at an accredited lab.

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Student Communicable Diseases (Continued)

JHCC

- 5) Post-exposure prophylaxis, counseling, and evaluation of reported illness will be provided through the physician.
- 6) Medical records for students who have had exposure will be maintained as required by OSHA regulations.

Student Communicable Diseases (Continued)

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ADMINISTERING MEDICINES/PHYSICIAN PRESCRIBED SERVICES TO STUDENTS/EMPLOYEES

Storing and Dispensing of Medication/Providing Medical Procedures

This policy for medication taken during school hours and/or for providing medical procedures has been developed to protect the health of the student and the rights of the district and its employees. The following directives and guidelines apply:

1. Diagnosis and treatment of an illness are not responsibilities of the district and should not be practiced by any district employee.
2. School personnel shall not provide aspirin or any other patent medicine to students.
3. The dispensing or administration of medicine to a student shall be done only where the student's health may be impaired without it, and then only in compliance with this policy.
4. The district discourages the use of over-the-counter drugs and medication at school (cough drops, cough syrup, etc.) and disclaims responsibility for the same.
5. All drugs and medication for elementary and middle school students shall be stored securely in the central office of each building.
6. Students requiring medication at school shall be identified by the parent to authorized school personnel.
 - a. A written notification from the legal guardian shall accompany any request for medication dispersion at school.
 - b. A completed authorization form shall be submitted to the school principal within one day's time of any drugs or medication.
 - c. Drugs and medication shall be provided by the parent in the original container, including the student's name, medication name, physician, and dosage of the drug to be taken.
 - d. Drugs and medication shall be dispensed or administered only by the office personnel/school nurse of each school building.

No Revisions

JHCD

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Proposed 11-27-17

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- e. It shall be the student's responsibility to come to the office at the correct time for administration of the drug or medication. It will not be the district's responsibility to seek out each particular student at a given time for his/her particular drug or medication.
 - f. In specific situations, students may be responsible for their own drug or medication and self-administration. Parents shall be encouraged to send only a one-day supply of the required medication with the student.
 - g. High school pupils who are required to take medicine regularly, either prescription or non-prescription, shall report this to the nurse or designated employee so the school is aware of the medication being taken. Students on this level shall be responsible for taking their own drugs or medication.
7. If concerns arise regarding a specific situation, a referral to the school principal or the school nurse shall be made.
 8. Students may require physician-prescribed services during the school day. Parents/guardians of students requiring physician-prescribed services at school shall inform the principal and school nurse of the needs of the student. Parents/guardians shall be responsible for providing appropriate forms, equipment, and supplies necessary for the services. Persons assigned by the principal and supervised by the school nurse will provide physician-prescribed services.
 9. Recording forms for physician-prescribed services/medication will be kept on file at the school for one year and will then be destroyed. The health record will reflect that services/medications were provided. Records for services reimbursed by Medicaid will be retained for six years.

No Revisions

Administering Medicines/Medical Procedures (Continued)

JHCD

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Proposed 11-27-17

AUTHORIZATION AND RELEASE FOR MEDICATION/MEDICAL PROCEDURE
 Huron Public Schools

I hereby authorize officials at _____ school to supervise the below-stated medication/medical procedure for:

Student's name _____

Dr. _____

Medication/Procedure _____ Dosage _____

Time (to be provided at school) _____ Duration _____

Reason child is taking medication/receiving medical procedure: _____

Precautions and reactions to observe and report _____

I request and authorize school personnel to administer the medication/procedures prescribed on this form to my child. I will furnish all supplies and equipment necessary for services. I understand the medication/services for physician-prescribed services must be provided in the original container, identifying the name and telephone number of the pharmacy, the student's name, physician's name, and dosage of the medication. I understand that the school district and individuals involved will not be held liable from any adverse effects of the medication. I give permission for communication that may be necessary between the prescribing physician and school nurse to insure safe medication administration for my child. In addition, I understand that I am responsible to pick up unused medication one week after the last dose is given if during the school year and on or before the last day of school. If the medication is not picked up, it will be destroyed.

Date	Parent/Guardian Signature
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Date	Physician Signature
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(Required for all prescription medications/medical procedures.)

No Revisions

JHCD

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Date Parent/Guardian Signature

Date Physician Signature

(Required for all prescription medications/medical procedures.)

Proposed 11-27-17

STUDENT FEES, TEXTBOOK FINES, AND CHARGES

Instrumental Music Rental Fees

Listed below are the semester rental fees for the various school-owned instruments:

Piccolo	None	Concert Tuba	\$10
Oboe	\$10	Marching Sousaphone	None
Bassoon	\$10	Percussion	\$10*
Alto Clarinet	\$10	Viola	\$10
Bass Clarinet	\$10	Violin	\$10
Baritone Sax	\$10	Cello	\$10
French Horn	\$10	(1/2, 3/4 and full)	
Bass Trombone	None	Bass	\$10
Baritone	\$10	(1/4, 3/4, Cello Bass)	
Flugel Horn	None		

* None for elementary students

Student Use of Textbooks

It is expected that each student will exhibit care in using the textbooks which are checked out to him/her.

No book deposits of any kind are required, but when the student withdraws from school, or at the end of the school year, damages may be assessed for excessive book abuse.

Textbook Fines/High School and Middle School

Fines will be assessed as follows:

1. 100% of the replacement cost for a new book
 - a. for a book lost in the year in which it is purchased
 - b. for a book suffering such extreme abuse that it is useless
2. 50% of the cost of a new book for a used book that is lost.
3. \$15 for a book suffering unusual damage
4. \$10 for a book suffering minor damage

No Revisions

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 - a. for a book lost in the year in which it is purchased
 - b. for a book suffering such extreme abuse that it is useless
2. 50% of the cost of a new book for a used book that is lost.
3. \$15 for a book suffering unusual damage
4. \$10 for a book suffering minor damage

Textbook Fines/Elementary Schools

Fines will be assessed as follows:

1. 100% of the cost for a new book
 - a. for a book lost in the year in which it is purchased
 - b. for a book suffering such extreme abuse that it is useless

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3. \$10 for a book suffering unusual damage
4. \$ 5 for a book suffering minor damage

Student Fees, Textbook Fines, and Charges (Continued)

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3. \$10 for a book suffering unusual damage
4. \$ 5 for a book suffering minor damage

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Proposed 11-27-17

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STUDENT RECORDS

Any student over 18 years of age is entitled to:

- (1) inspect and review all his/her records, and to receive explanations and interpretations of the records;
- (2) request an amendment in his/her educational records believed to be in error;
- (3) receive copies of all educational records (a charge for copying will be made);
- (4) request an impartial hearing if the educational agency refuses to amend an educational record. Records shall be kept on file in the office of the school principal.

Any parent or guardian may examine the education records of his/her children as per the above policy stipulations.

Release of Personally Identifiable Information Regarding Students or Former Students

Directory Information

Huron school district designates the following personally identifiable information regarding its students as directory information:

- name
- address and phone number
- date of birth
- school attending
- dates of attendance
- parents or guardian of student
- participation in school-recognized activities
- weight, height, age, and grade of members of athletic team
- awards received
- individual and group photographs pertaining to school activities
- similar information which denotes accomplishment or achievement

Right of Parent, Guardian, or Student to Prohibit Release of Information

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the directory information by notifying the principal of the student's school in writing which of the above directory information may not be released in respect to the particular student. Such notification may be made at any time.

No Revisions

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