

# WELCOME TO EPJ

**WE ARE THE HUSKIES!**

**WE ARE GLAD YOU'RE HERE AND WANT TO MAKE YOUR TRANSITION A SMOOTH ONE.**

Our website is [WWW.EPJ.K12.SD.US](http://WWW.EPJ.K12.SD.US) On it you will find information about weekly events in addition to the Handbook, Infinite Campus, Plan Book, School Days Calendar, Lunch Menus and much more.

Our school is linked to technology in many ways. Our technology director is Mr. Myles Larsen. He can be contacted at [Myles.T.Larsen@k12.sd.us](mailto:Myles.T.Larsen@k12.sd.us) or 605 356 5909. Please contact him right away for your username and password for Infinite Campus.

**Infinite Campus** gives students and parents 24/7 access to your child's grades, attendance information and meal information. We encourage to check it weekly to keep informed.

**LapTop** your HS student will be entrusted with a laptop computer through to our 1:1 initiative. Their username and password will be given to them the first few days of school. Your MS student will be given a laptop of their own to use during the school day but will be left at the school overnight.

**Plan Book** gives students and parents access to assignments 24/7 through our website

Enclosed you will find several items regarding the enrollment of your child. All of the forms below must be returned PRIOR to the first day of your child's attendance.

- |  |  |
|--|--|
| <input type="checkbox"/> Enrollment Form/Open Enrollment Forms (if needed) | <input type="checkbox"/> Request for Records               |
| <input type="checkbox"/> Copy of Birth Certificate                         | <input type="checkbox"/> Current Immunizations             |
| <input type="checkbox"/> Lunch Money/Free & Reduced Form (if needed)       | <input type="checkbox"/> Laptop Policy/Agreement (HS Only) |
| <input type="checkbox"/> FERPA/Field Trip/OTC forms                        | <input type="checkbox"/> School Physical (MS/HS athletes)  |

We are excited to have your child at Elk Point Jefferson School District. If you have any questions or concerns, please call us at 605 356 5900 (HS/MS Office). We will be happy to assist you in any way possible.

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS**



**ELK POINT JEFFERSON SCHOOL DIST**

402 S Douglas Ave PO Box 578 Elk Point SD 57025

605 356 5900 | [Julie.koupal@k12.sd.us](mailto:Julie.koupal@k12.sd.us)

[www.epj.k12.sd.us](http://www.epj.k12.sd.us)

## EPJ Middle School/High School Parent Information

- The school day begins at 8:15am. Breakfast is served from 7:30-8:00am. Dismissal is at 3:07pm
- A parent must notify the office 605 356 5900 prior to the school day to inform the school of a student's absence (including AM appointments or leaving throughout the day for any reason).
- The price for school breakfast (JK-12) is \$1.60; lunch for 6-12<sup>th</sup> grade is \$2.90. Extra entrees are available: Breakfast - \$1.25; Lunch - \$1.70. Lunch money can be brought to Jaimie or Julie in either office. One check may go to multiple children, but please indicate on the check memo how you want the money dispersed. Depositing online is an option through Infinite Campus for no fee.
- If severe weather threatens, when school will be dismissed early or cancelled, it will be posted on the EPJ Website [www.epj@k12.sd.us](http://www.epj@k12.sd.us), an email will be sent to the email we have on file, and an alert will be sent to your cell phone.
- Daily announcements are read to students and emailed to parents per a listserv. They are also posted on the EPJ website. Announcements hold pertinent information for students and parents about events and activities.
- Bus Services are available, but separate from the school. Please call Doug Brusseau to reserve a seat for your child: 605 421 1340 or email [dougb@midstatesschoolbus.com](mailto:dougb@midstatesschoolbus.com)
- MS - An EPJ planner is required for all MS students. They are \$5.00 and can be purchased in the office.
- Technology – Chromebooks are provided to all MS & HS students. The value is \$500.00. Insurance is optional, but encouraged.

MS SCHEDULE		HS SCHEDULE	
1 <sup>ST</sup>	8:15 – 8:59	HR	8:15 - 8:30
2 <sup>nd</sup>	9:01 – 9:45	1 <sup>ST</sup>	8:33 – 9:23
3 <sup>rd</sup>	9:47 – 10:31	2 <sup>ND</sup>	9:26 – 10:16
4 <sup>th</sup>	10:33 – 11:17	3 <sup>RD</sup>	10:19 – 11:09
5 <sup>th</sup>	11:19 – 12:03	4 <sup>TH</sup>	11:12 – 12:02
HR	12:03 – 12:12	1 <sup>st</sup> Lunch	12:05 – 12:28
6 <sup>th</sup> LNCH	12:12 – 12:36	5 <sup>TH</sup> A	12:31 – 1:21
6 <sup>th</sup> (8 <sup>th</sup> Gr)	12:16 – 12:59	5 <sup>TH</sup> B	12:05 – 12:55
7 <sup>th</sup> LNCH	12:15 – 12:40	2 <sup>nd</sup> Lunch	12:58 – 1:21
6 <sup>th</sup> (6 <sup>th</sup> Gr)	12:43 – 1:29	6 <sup>TH</sup>	1:24 – 2:14
6 <sup>th</sup> (7 <sup>th</sup> Gr)	12:38 – 1:22	7 <sup>TH</sup>	2:17 – 3:07
8 <sup>th</sup> LNCH	1:00 – 1:23		
7 <sup>th</sup>	1:25 – 2:14		
8 <sup>th</sup>	2:17 – 3:07		

Please contact Julie in the MS/HS office at 605 356 5900 or email [Julie.koupal@k12.sd.us](mailto:Julie.koupal@k12.sd.us) for questions.

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS**

**ELK POINT-JEFFERSON SCHOOL DISTRICT  
2021-22 SCHOOL CALENDAR**  
Staff Approved – 02/18/2021 - Board Approved 04/12/2021

AUGUST 2021 (S9-T11)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021 (S21-T21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021 (S19-T19)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021 (S18-T19)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021 (S15-T15)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Parent/Teacher Conferences: 2  
Oct. 25/26 Teacher Comp. Day: Oct. 29  
Feb. 14 Teacher Comp. Day: Feb. 18

Teacher In-Service Days: 4.5

Student Contact Days

First Quarter: 40 days  
Second Quarter: 42 days  
Third Quarter: 46 days  
Fourth Quarter: 45 days

**AUGUST:**

13: New Teacher In-Service  
16: All Teacher In-Service  
17: All Teacher In-Service  
17: Open House @ 6:00 pm  
19: FIRST DAY OF SCHOOL

**SEPTEMBER:**

6: NO SCHOOL – Labor Day

**OCTOBER:**

11: NO SCHOOL – Native American Day  
15: End of 1<sup>st</sup> Quarter  
25 & 26: Parent-Teacher Conf. (3-7pm)  
Students dismissed at 1:30pm  
29: NO SCHOOL – Comp Day for PT Conf.

**NOVEMBER:**

8: NO SCHOOL – Teacher In-Service  
24-28: NO SCHOOL – Thanksgiving Break

**DECEMBER:**

21: End of 2nd Quarter/1st Semester  
Early Dismissal @ 1:30 pm

**JANUARY:**

3: Classes Resume  
7: Joint In-Service with Other Schools  
17: NO SCHOOL – Martin L. King Day

**FEBRUARY:**

18: NO SCHOOL  
21: NO SCHOOL – President’s Day

**MARCH:**

11: End of 3rd Quarter  
14: NO SCHOOL – Teacher In-service (8am-12pm) Parent/Teacher Conf. (1:00-8:00)  
15: NO SCHOOL – Comp Day for PT Conf  
16-18: NO SCHOOL – Spring Break

**APRIL:**

14: Early Dismissal @ 1:30 pm  
15-18: NO SCHOOL – Easter Break

**MAY:**

21: Graduation Day @ 2:00 pm  
24: End of 4<sup>th</sup> Quarter/ Last Day of School  
12:45 pm Dismissal

**JK-2 Trimester Dates: Nov. 12, Feb. 25,  
May 24**

**NOTE: Days may be added to the end of  
this calendar.**







JANUARY 2022 (S19-T20)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022 (S18-T18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022 (S18-T18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022 (S19-T19)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022 (S17-T17)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	End of Quarter
	Graduation
	No School
	P/T Conferences
	No School/Staff In-Service
	Start/End Dates

# Elk Point Jefferson School - Middle School and High School Supply List

Updated 5/2021

## MS Supply List

- 1 Ruler – Metric & English
  - 1 Pkg. (24 ct.) No. 2 Pencils
  - 1 Pkg. (12 ct.) Colored Pencils
  - 3 Boxes Facial Tissues (given to HR teacher)
  - 1 Scientific Calculator
  - 6 Pocket Folders
  - 1 Protractor (clear)
  - 1 Pkg. (100 ct.) 3 x 5 Index Cards
  - Book Covers paper or cloth
  - PE Short, Shirt, Shoes & Towel
  - EPJ Planner is required. Purchase for \$5 at the EPJ School Office.
- Erasers – Pencil Cap or Block
  - 1 Pkg. (200 sheets) College Rule
  - 5 Notebooks (100 sheets) College Rule
  - 1 Pair of Scissors
  - 1 Pkg. (3 ct.) Highlighters
  - 1 Pair Earbuds/Headphones (to stay at school)
  - Dry Erase Markers (8ct.)
  - 1 Pkg. (6 ct.) Blue or Black Pens
  - 1 Pkg. (6 ct.) Red Pens
  - 1 Pkg. (6 ct.) Glue Sticks

## HS Supply List

- 1 Ruler – Metric (mm)/Customary (ft.)
  - 1 Pkg. (12 ct.) No. 2 Pencils
  - 1 Pkg. (12 ct.) Colored Pencils
  - 3 Boxes Facial Tissues
  - 1 Scientific Calculator
  - 6 Pocket Folders
  - 1 Protractor (clear)
  - 1 Compass
  - Book Covers paper or cloth
- 6 Notebooks (100 sheets) College Rule
  - 1 Pair Scissors
  - 1 Pkg. (3ct.) Highlighters
  - 1 Pair Earbuds/Headphones (to stay at school)
  - 1 Pkg. (10 ct.) Blue or Black Pens
  - 1 Pkg. (10 ct.) Red Pens
  - 1 Pkg. (3 ct.) Glue Sticks
  - 1 Pkg. (100 ct.) 3 x 5 Index Cards
  - 1 Flash Drive (Min. 4 GB)

# Elk Point-Jefferson Schools

## Enrollment Form

Entering Grade \_\_\_\_\_

Date \_\_\_\_\_

<b>Student Name</b>			
Last Name	First Name	Middle Name	Nickname
Birth Date (month/Day/Year)	Gender M      F	Birth Place: City      State      Country	US Citizen Yes    No
Is the individual Hispanic/Latino? ____ Yes  ____ No	Is the individual from one or more of these races? (Please mark all that apply)		
	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White Primary Race _____		
<b>Special Services</b>			
Does your child currently receive Special Education Services? Yes ____ No ____			
Does your child have a current 504 plan? Yes ____ No ____			
Has your child ever participated in: Title I ____ (Math - Reading)    Speech ____    Other _____			
<b>Primary Household Information (where student resides)</b>			
Primary Household Parent/Guardian #1 Last Name                      First Name		Student Lives With: (please circle)	
Primary Household Parent/Guardian #2 Last Name                      First Name		0 – Both Parents                      4 – Father/Stepmother 1 – Mother Only                      5 – Grandparent(s) 2 – Mother/Stepfather              6 – Guardian(s) 3 – Father Only                      7 – Other	
Resident Address	Street	Apt #	City                      State                      Zip Code
Mailing Address (if different)	Street	PO Box #	City                      State                      Zip Code
Primary Household Parent/Guardian #1		Primary Household Parent/Guardian #2	
Home Phone: (    ) _____		Home Phone: (    ) _____	
Cell Phone: (    ) _____		Cell Phone: (    ) _____	
Work Phone: (    ) _____		Work Phone: (    ) _____	
Place of employment: _____		Place of employment: _____	
E-mail Address: _____		E-mail Address: _____	

**HOME LANGUAGE SURVEY:**

1. What is the language most frequently spoken at home? \_\_\_\_\_
2. Which language did your child learn when he/she first began to talk? \_\_\_\_\_
3. What language does your child most frequently speak at home? \_\_\_\_\_
4. What language do you most frequently speak to your child? \_\_\_\_\_

(over)

Is your current living arrangement a result of loss of housing or economic hardship \_\_\_ Yes \_\_\_ No \_\_\_ Unsure  
 If yes, you will be given a residency questionnaire to complete in order to determine your eligibility for services under the McKinney-Vento Act.

Is there a joint custody or parenting plan in effect? \_\_\_ Yes \_\_\_ No  
 If yes, please list name of alternate parent on joint custody or parenting plan. \_\_\_\_\_

Address of alternate household: \_\_\_\_\_

Phone: \_\_\_\_\_ email : \_\_\_\_\_

Is there a restraining order in effect? \_\_\_ Yes \_\_\_ No If yes:  
 Date: \_\_\_\_\_ Reason \_\_\_\_\_

**Daycare/Childcare Provider**

Provider Name	Address	City	Phone Number
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Daycare/Childcare provider is authorized to remove student from school \_\_\_ Yes \_\_\_ No

**Emergency Contacts (other than primary contacts). My Child may be released to the person(s) listed below**

Last Name	First Name	Relationship to Child	Phone # 1	Phone #2
			__ Home __ Work __ Cell	__ Home __ Work __ Cell
			__ Home __ Work __ Cell	__ Home __ Work __ Cell

**Health**

If your child has a special health need, appropriate school personnel will be notified. A special need could include one or more of the following (circle any that apply):

- |                            |                               |                    |
|----------------------------|-------------------------------|--------------------|
| 1. Diabetes/Hypoglycemia   | 4. Permanent Hearing Problems | 7. Allergies _____ |
| 2. Convulsive Disorder     | 5. Orthopedic                 | 8. Other _____     |
| 3. Vision Problems/Glasses | 6. Cardiac                    |                    |

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Siblings – Please list other siblings**

Last Name	First Name	Middle Initial	Date of birth

**Verification of Information** I verify the above information to be true and accurate.

Legal Parent/Guardian # 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Parent/Guardian # 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

**GUARDIANSHIP:** Any student who resides with a person who is not the student's parent, shall present (1) a Court order appointing the person with whom the student resides as a legal guardian; or (2) other proper documentation from a state or federal agency placing the student with the person with whom they reside.

# Elk Point-Jefferson Middle School & High School



Showing Pride...Taking Action!

Mr. Derek Barrios, Superintendent  
Mr. Skyler Eriksen, MS/HS Principal

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

To: \_\_\_\_\_

Fax: \_\_\_\_\_

## REQUEST FOR RECORDS

Name of Student

Date of Birth

Current Grade

_____	_____	_____
_____	_____	_____

**Please include Current Grades/Transcript, Immunization Records, Birth Certificate, Test Results, and any Special Education Information (IEP) as soon as possible. Thank you.**

Please send to:  
Elk Point-Jefferson School District 61-7  
c/o Julie Koupal  
402 S Douglas PO Box 578  
Elk Point, SD 57025

Phone: 605 356 5900  
Fax: 605 356 5999  
Julie.koupal@k12.sd.us

Comments:

**"The mission of the Elk Point-Jefferson school is to provide a safe environment where students are empowered with the knowledge and skills to successfully navigate life's transitions and challenges."**

**Request for Student Bus Service**

Mother/Guardian: \_\_\_\_\_ Phone Number \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

Place of Pick Up: \_\_\_\_\_

Place of Drop Off: \_\_\_\_\_

Number of Children: \_\_\_\_\_

**Name & Grade of Each Child Riding:**

_____	_____
_____	_____
_____	_____
_____	_____

**Circle when your child/ren will be riding:**

Before School                  After School



***\*Please notify the bus manager and driver of medical conditions and/or medication your child will be carrying while riding the bus.***

You will be contacted by the bus manager with the estimated time of pick up and drop off.



**Turn Page Over**



**STUDENT CONDUCT RULES ON SCHOOL BUS:**

Students are expected to discipline themselves and comply with the instructions of the bus operator. The bus driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

**RULES OF CONDUCT**

Students will observe the following rules of conduct while riding on the school buses.

1. **Students should always be at the bus stop at least 5 minutes before the bus is scheduled to be there.** Students should remain well back from the roadway while awaiting the arrival of the bus and not move to board the bus until it is stopped and the door opens.
2. Students will be picked up or dropped off at designated stops unless prior arrangements have been made with parents.
3. **No extra riders without written authorization or prior approval.**
4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
5. Students will keep their hands, arms and heads inside the bus. Bus driver approval is required for operation of windows.
6. Shouting, screaming, running, fighting, vulgar talk, pushing and throwing objects (in or out of the bus) is not permitted.
7. Students shall not process or distribute pornographic material.
8. All riders should help to keep the bus clean and sanitary on the inside.
9. Any damage to the bus will be paid for by the rider inflicting the damage.
10. Bus riders are expected to be courteous and obedient to the bus drivers at all times.
11. Any form of harassment, hazing or bullying (either verbal, physical or electronic) will not be tolerated.
12. Students shall not use, process or distribute tobacco, alcohol, drugs or any form of mind altering substances.
13. Any form of weapon is strictly prohibited on the bus.
14. No peanut/nut products.
15. No chewing gum or suckers on sticks.
16. No sunflower seeds.
17. Use garbage cans in the front and back of the buses for trash.
18. Any additional rules may be set by the bus driver upon approval of transportation supervisor or school administrator.
19. These rules apply to both route and activity buses.

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Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Child(ren)'s Name: \_\_\_\_\_

**Please complete the above and return to the Elementary Office or MS/HS Office**



## EPJ WEEKEND BACKPACK

The EPJ Weekend Backpack works with school staff and community organizations to provide a free supply of meals and snacks to students who may need an additional food resource over the weekends during the school year. The food is given to the children before they leave school on Friday (or, in case of holiday, the last day before the break). This service is provided as discreetly as possible, and at no charge.

If you feel that your child would benefit from this program, you can register him/her below. Any child enrolled at Elk Point-Jefferson School may register. This information will be kept confidential. Please communicate with your child the need to bring the bags home, so they do not go to waste.

If this program is not something your family needs but you would like to make a monetary donation, checks can be made out to EPJ Weekend Backpack, and return to either EPJ office. Thank you in advance.

-----  
Family Name: \_\_\_\_\_

\_\_\_\_\_ YES, register my child/children for EPJ Weekend Backpack.

Students names wanting to receive from the program:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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**Off-Campus Field Trip/School Experience Permission Form  
Elk Point-Jefferson High School**

In order to help parents, children, and staff, we are asking for your written consent to take your child on off-campus field trips/experiences. This authorization will eliminate the need for special permission before each trip and will assure each child an opportunity to participate regardless of immediate parent availability.

Generally, off-campus field trips/experiences rely on bus or van transportation to sites that may include, but are not limited, to post-secondary schools, high schools, places of business, or nature areas. Typically these field trips/experiences require students to walk between areas and/or participate in some form of activity. Care and protection is exercised on these experiences. However, it is possible that your child could be injured during one of these experiences. By signing this form, you give your student full permission to attend despite the risk involved.

By signing this form, I understand that the Board of Education, school staff, and chaperones are not responsible for any accidental injuries that may be incurred on this trip.

I give permission for my child \_\_\_\_\_  
to go on school or classroom off-campus field trips/experiences. I understand that this event will take place under the supervision of teachers and/or staff of the Elk Point-Jefferson School District and that all school rules and policies in effect during the regular school day will also apply during the event inclusive of travel to and from the event and that any infraction of these rules will be dealt with appropriately by school authorities. I also understand that as a parent/guardian of this child, I remain fully responsible for any legal responsibilities which may result from the personal actions taken by my child.

In the event of a medical emergency, I give consent for my child to receive medical treatment.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*Please sign and return to the high school office.

## Parent Authorization for Administration of Unscheduled Medications at School

There may be times when students would benefit from certain medicines at school to treat non-emergency symptoms such as headache, earache, stomachache, or sore throat. These are examples of situations that can make it difficult for a student to do their best work, yet are not severe enough for them to go home. This form gives parents the option of allowing school staff who are trained in medication administration to give medications listed below without calling for permission every time.

\*Non-pharmacological interventions such as heat, cold, food, fluids, rest, or distraction will be attempted first.

\*Parents will be contacted if medications are being given frequently or trends are noted.

\*This is not intended to replace parents' responsibility regarding treatment for minor illnesses, but rather an attempt to minimize missed school time and help students do their best while at school.

\*Parents will be contacted to pick student up if fever is present.

	Yes	No
Tylenol (dosed according to weight)		
Ibuprofen (dosed according to weight)		
Tums		
Benadryl		

I give permission for my child \_\_\_\_\_ to have the above medications at school to treat symptoms such as those listed above.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

**\*All students are required to have this form on file. Please indicate your choice in each of the three areas, sign and return to the school. Thank you.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law which requires that school districts, with certain exceptions, obtain written consent from a student's parents or guardians prior to the disclosure of personally identifiable information from a student's educational records. However, the school district may disclose appropriately designated "directory information" without written consent, unless a student's parents or guardians have advised the district to the contrary in accordance with district procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, graduation vendors, post-secondary institutions and the military. **The Elk Point-Jefferson School District has designated the following information as directory information: Student's name, address and parent/guardian telephone listing.** If a student's parent or guardian does not want the school district to disclose directory information, the parent or guardian must notify the district in writing.

### Directory Information (Student's name, address and parent/guardian telephone listing)

\_\_\_\_ Yes, my child's directory information can be shared

\_\_\_\_ No, please do not share my child's directory information

### School Publications

**The Elk Point Jefferson School District does provide limited student information on items such as (but not limited to): playbills, annual yearbooks, honor rolls, graduation programs, sports activity programs, school newspaper, school website, social media, etc.**

\_\_\_\_ Yes, my child's information and/or picture can be shared in this manner

\_\_\_\_ No, please do not share my child's information and/or picture

### South Dakota Board of Regents (Student's name, grade and address)

**SDLC 13-28-50: Requires school districts to provide the South Dakota Board of Regents (SDBOR) & each technical institute with a list of students in grades 7-12 along with mailing address. This requirement is to make certain all students are aware of the post-secondary, educational opportunities within the state.**

\_\_\_\_ Yes, this information CAN be shared with the SDBOR

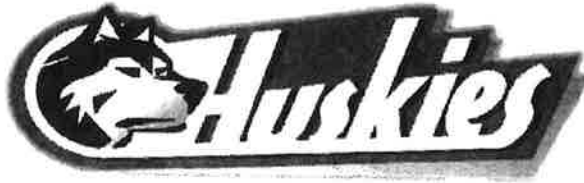
\_\_\_\_ No, this information CANNOT be shared with the SDBOR

**Students Name (Print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Elk Point-Jefferson School District 67-1

## Student Acceptable Use Policy



I have read, understand and agree to adhere to the Elk Point-Jefferson Student Acceptable Use Agreement.

Student Name (Please Print)	Signature	Date
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Parent Name (Please Print)	Signature	Date
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**INSURANCE FOR THEFT, LOSS OR DAMAGE:**

Chromebooks/iPads that are **stolen**, lost or **damaged** in the student's care are the responsibility of the student. Elk Point-Jefferson School District has the discretion to charge the student or his/her parents replacement fees for such **lost or damaged** items. Following are the two options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

<u>No Insurance</u>	<input type="checkbox"/> You consent to paying any replacement fees charged by the Elk Point-Jefferson School District for the Chromebook/iPad at a cost not to exceed the replacement value* of the Chromebook/iPad should it be stolen, lost or damaged in the student's care.
<u>Personal Insurance</u>	<input type="checkbox"/> You will cover the Chromebook/iPad under your own insurance policy and in the case of a theft, loss or damage in the student's care, you consent to paying the District the amount received from your insurance company plus any additional amount needed to cover the Chromebook/iPad replacement not to exceed the replacement value* of the Chromebook/iPad.
*Replacement Value is located on page 8 of the EPJ MS/HS Laptop/Chromebook Policy	

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to Chromebook/iPad. Warranty or School District Chromebook/iPad Protection DOES NOT cover intentional damage of the Chromebook/iPad.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Pledge for Laptop/Chromebook Use**

1. I will take good care of my laptop/Chromebook and know that I will be issued the same laptop/Chromebook each year.
2. I will never leave the laptop/Chromebook unattended.
3. I will never loan out my laptop/Chromebook to other individuals.
4. I will know where my laptop/Chromebook is at all times.
5. I will charge my laptop/Chromebook's battery daily.
6. I will keep food and beverages away from my laptop/Chromebook since they may cause damage to the laptop/Chromebook.
7. I will not disassemble any part of my laptop/Chromebook or attempt any repairs.
8. I will protect my laptop/Chromebook by only carrying it while in the provided case/approved backpack.
9. I will use my laptop/Chromebook in ways that are appropriate and educational
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop/Chromebook.
11. I understand that my laptop/Chromebook is subject to inspection at any time without notice and remains the property of the Elk Point-Jefferson School District.
12. I will follow the policies outlined in the Laptop/Chromebook Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, case and/or laptop/Chromebook in the event any of these items are lost or stolen.
16. I agree to return the District laptop/Chromebook and power cords in good working condition.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_