

# ***Career & Technical Education Academy***

***Sioux Falls School District***



***Student / Parent Handbook***

***2018 - 2019***

## CAREER & TECHNICAL EDUCATION ACADEMY

4700 W. Career Circle  
Sioux Falls, SD 57107  
Telephone (605) 367-5504  
Fax (605) 367-5508  
[CTE Website](#)

Relay Services for Hearing Impaired: Dial 711, then the desired number

### CTE Academy Administration

Principal.....Josh Hall  
Administrator Intern.....Mitch Lynch

### Sioux Falls School District 49-5 Administration

Superintendent .....Dr. Brian L. Maher  
Assistant Superintendent .....Jamie Nold  
Assistant Superintendent.....Teresa Boysen

### Board of Education

Board Member, President .....Kent Alberty  
Board Member, VP .....Cynthia Mickelson  
Board Member .....Kate Parker  
Board Member .....Carly Reiter  
Board Member .....Todd Thielke

## MISSION STATEMENTS

**District Mission:** To educate and prepare each student to succeed in a changing world.

**CTE Academy Mission:** To educate and prepare students for future success through specialized, relevant, career-oriented learning.

August 2018

Dear Student:

Welcome to the Career & Technical Education Academy! This is an exciting time as you have made a decision and commitment to enhance your high school experience and broaden your career opportunities through enrollment in a CTE Academy program.

At the Career & Technical Education Academy, courses will provide hands-on learning in quality classroom environments that will allow you to use the latest technology and equipment to solve real world problems. You will develop leadership skills in class by working on teams on projects and through opportunities to participate in student organizations. You will broaden your social and interpersonal skills by working with students from area schools and new teachers outside the constraints of the traditional high school.

We are excited to have you with us this school year and expect that you will be successful. Our instructors will work closely with you to make sure this important step in your high school education allows you to strengthen your total high school experience and move toward a rewarding future. ***Have a great school year!***

Respectfully,

Mr. Josh Hall, Principal



## CTE ACADEMY 2018-2019 IMPORTANT DATES

August 16..... Parent-Student-Teacher Open House - 5:00-9:00 PM  
August 23..... **School Begins** – All students required to attend  
**August 31..... NO SCHOOL (Labor Day Break)**

**September 3..... NO SCHOOL (Labor Day)**  
September 17..... Parent/Teacher Conferences – 4:00-7:30 PM  
September 24 ..... Parent/Teacher Conferences – 4:00-7:30 PM / Career Fair – 4:00 – 7:00 PM

October 12 ..... **NO CLASSES at CTE Academy**, District In-Service  
October 24 ..... End of 1<sup>st</sup> Quarter

**November 12..... NO SCHOOL (Veteran’s Day)**  
**November 21..... NO SCHOOL (Compensatory Day)**  
**November 22-23 ..... NO SCHOOL (Thanksgiving Break)**

**December 21-31..... NO SCHOOL – HOLIDAY BREAK**

**January 1 ..... NO SCHOOL – HOLIDAY BREAK**  
**January 2 ..... SCHOOL RESUMES**  
**January 9-10..... SEMESTER TESTS**  
January 10..... End of 2<sup>nd</sup> Quarter (First Semester)  
**January 11..... NO SCHOOL (Teacher Work Day)**  
January 29 ..... CTE Academy Open House – 4:00 – 7:30 PM

February 11..... Parent/Teacher Conferences – 4:00-7:30 PM  
February 12..... Parent/Teacher Conferences – 4:00 – 7:30 PM / Career Fair – 4:00-7:00 PM  
**February 15..... NO CLASSES at CTE Academy**, District In-Service  
**February 18-19 ..... NO SCHOOL (Presidents’ Day Break)**

March 11..... **NO SCHOOL – Compensatory Day**  
March 12..... **NO SCHOOL – Non-School Day**  
March 19..... End of 3<sup>rd</sup> Quarter

**April 18..... NO CLASSES at CTE Academy**, District In-Service  
**April 19-22..... NO SCHOOL (Spring Break)**

**May 20-21..... SEMESTER TESTS**  
**May 21..... LAST DAY OF SCHOOL**  
May 21..... End of 4<sup>th</sup> Quarter (Second Semester)  
May 22..... Last Day for Teachers  
May 26..... Graduation

**If weather causes school closings, days will be made up at the end of the year.**

The Career & Technical Education Academy is operated as a public high school as part of the Sioux Falls School District 49-5. All students that attend the CTE Academy are bound by the policies and regulations of the Sioux Falls School District. A complete list of policies and regulations can be found on the District website [www.sf.k12.sd.us](http://www.sf.k12.sd.us)

### DAILY SCHEDULE

Block One	7:45 am to 9:25 am
Block Two	9:40 am to 11:20 am
Block Three	1:20 pm to 3:00 pm

### OFFICE HOURS

The school office will be open from 7:00 am to 4:00 pm daily when classes are in session.

### CHANGE OF ADDRESS \ PHONE NUMBER

It is most important that you keep the office informed of any change in your address or telephone number. In case of emergency, the office needs an accurate address and telephone number so parents or guardians can be notified in the case of an emergency.

### ACADEMIC INFORMATION

**GRADING:** The CTE Academy utilizes the A-F grading system. The numerical scores for grades are as follows: A = Excellent 93-100; B = Above Average 85-92; C = Average 76-84; D = Below Average 65-75; and F = Failing 64 and below.

**SCHEDULE CHANGES:** Students who believe their schedule contains an error should contact their assigned counselor at their home high school at their earliest convenience. Students must follow their original class schedule and attend all classes listed until a schedule change is made and teachers are notified. Students are informed by their home high school counselor if a schedule change cannot be made. All schedule changes must take place during the first 5 days of a semester.

**DROPPING A COURSE:** Students must receive written permission from a parent/guardian and administrator to drop a course. Students who drop a course after the first 5 school days of a semester will receive an "F" grade, which will appear on their transcript and be figured in their grade point average.

**INCOMPLETE GRADES:** The deadline for students to clear up an incomplete will be two weeks after the end of the grading period. If this is not done, the grade becomes an F. If an incomplete becomes an F, there is still an opportunity for the student to get a passing grade if arrangements are made with the teacher to satisfy the course requirements. These arrangements need to be made within two weeks after the end of the grading period and are subject to principal approval.

**GRADING AND COURSE CREDIT:** Parents/guardians are encouraged to access Parent View through the Internet to view student's academic progress ([www.sf.k12.sd.us](http://www.sf.k12.sd.us)). Teachers update online on a regular basis. It is important to note that some classes are involved in longer, more in-depth projects and may not have new data each week.

Grade reports are given to parents/guardian at conferences. Credit for any course is determined by the final grade in that course per semester. Final grades are sent to a student's home high school at the end of each semester and will be recorded on a student's home high school transcript.

**CTE SCHOLAR PROGRAM:** Any student that completes 2 full credits in an approved CTE program who receives A's in these courses and maintains a cumulative GPA of 3.0 or higher is eligible to receive CTE Scholar recognition. Awards will be presented to students at the end of the spring semester.

**ACADEMIC DISHONESTY:** Academic dishonesty, also known as cheating, plagiarism, copying, transfer of computer files, etc., is using work that is not your own. The first occurrence results in a zero grade on the test, quiz, project or assignment and one SAS. The second violation results in OSS and a zero on the assigned task. A third violation results in a referral to the Superintendent's office for suspension and possible removal from class.

## GENERAL PROCEDURES

**VISITORS:** Students are not allowed to bring visitors to school without prior approval from the CTE Academy principal.

**STUDENT IDENTIFICATION:** The safety and well-being of our students is the top priority for the CTE Academy and the Sioux Falls School District. Students will be expected to show photo identification (school badge, driver's license, etc.) when requested by a CTE staff member

**CANCELLATION OF SCHOOL:** If severe weather conditions require the delay or cancellation of school, local radio and television stations broadcast pertinent information. Any snow days are made up at the end of the school year. Cancellation of school also means cancellation of **all** school activities. Student safety is top priority at the CTE Academy. If an area school cancels classes for the day, those respective students are not required to attend class at the CTE Academy and the absence will be excused. Students will be given an opportunity to make up work for weather related absences.

**MEDICATION ADMINISTRATION:** Please refer to school district policy [JLCD-R](#) for medication administration or contact the CTE office at 367-5504 for any questions.

**MESSAGES:** Students are not called to the office for messages except in emergency situations. If a parent or guardian calls for a student during class, a message will be hand delivered to the student.

**FIRE AND EVACUATION DRILLS:** When the fire alarm sounds, students are to walk rapidly and immediately to the proper exit, then move to the area of the northwest parking lot and stay with their classroom teacher or adult designee. The exit to be used is posted in each room and will be explained by the teacher in that room. For evacuation drills, follow the instructions of the teacher.

**SCHOOL RECORDS:** Permanent school records and transcripts of each student are kept by the student's home high school. The CTE Academy has on file student grades, attendance, and discipline records that pertain to Academy classes. Students, parents and/or guardians may see the contents of these records by making an appointment with the principal or counselor. Records cannot be transferred, in writing or orally, to any other place, college, university, technical school or prospective employer, without the written consent of the student and the parent/guardian, with the exception of a transfer to another public school. Student records are released when all financial and disciplinary obligations are met. Examples include fines, textbooks, and repair or replacement of tools or equipment.

## ATTENDANCE POLICIES AND PROCEDURES

High school is preparation for life and the world of work. The high school attendance regulations are designed to improve school attendance. Activities and discussions in the classroom and lab settings cannot be duplicated and are vital to the teaching-learning process.

**ABSENCE PROCEDURES:** When students are absent, a parent/guardian should call the **CTE Academy office (367-5504)** prior to the student's scheduled class each day. Parents and guardians are encouraged to notify both the student's home high school and the CTE Academy of a student's absence. Students must have either a note or phone call from a parent/guardian before re-admittance to classes after an absence.

If a student accumulates ten absences or more during a semester, the school will require official medical documentation. Please refer to the attendance policy below.

### DAILY ATTENDANCE/TARDINESS

#### A. Absences

1. Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note or phone call.

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent, and a signature of the parent/guardian. Schools may require verification of absence from a doctor, dentist and other professional as deemed necessary by the principal.

Only when a student of majority age (18 years or older or married) is not residing with the student's parent or guardian, may the student present an excuse for absence without parental verification.

2. Valid reasons for a student's absence from school are as follows:
  - a. religious or cultural observances
  - b. illness, hospitalization or doctor's care
  - c. death in the family or family emergency
  - d. parent initiated absence
  - e. court appearance or other legal situations beyond the control of the family

All absences, regardless of the reason, will be recorded using the District's absence codes.

3. Classes missed because of attendance at a home school sponsored trip or activity will be an excused absence at the CTE Academy. However, the student will be required to make up work missed.
4. Schoolwork missed because of absence must be made up within two times the number of days absent not to exceed six days. The time allowed for makeup work may be extended at the discretion of the classroom teacher.

#### B. Procedures to Improve Attendance

Recognizing the importance of good attendance, teachers shall work to improve attendance by using these procedures:

1. At the beginning of each semester the instructor will distribute a syllabus which will include a written statement of the criteria upon which grade and credit for the class will be awarded.
2. Following the fifth absence from a class each semester, the teacher will verbally notify the student of his/her attendance record, go over the consequences of excessive absences and encourage attendance. This meeting should be documented.
3. If attendance is affecting academic success, the teacher will notify the parent/guardian.
4. Student attendance will be reviewed weekly. Parents/guardians will be notified when absences are excessive.

- C. Tardiness - Students are encouraged to treat school like a job. In the workplace, employees are frequently dismissed from employment if they are repeatedly late for work.
1. Tardiness is defined as a student's initial appearance in an assigned area at any time after the designated starting time.
  2. A student who arrives late to school should report to the administrative/attendance office. The tardy and reason will be documented and the following guidelines will be followed per quarter:
    - i. **Tardy #1 and #2 – Documented in the office and discussion with school counselor or principal.**
    - ii. **Tardy #3 and beyond – Home school will be notified and [District Discipline Matrix](#) may be referenced to determine consequence.**
  3. Excessive tardiness will be dealt with on an individual basis and through disciplinary procedures according to Policy/Regulation JK/JK-R – Student Discipline.

**PERMISSION TO LEAVE THE BUILDING:** Students may not leave the school building once class begins or before the end of their assigned block without first checking with the office. Students who are ill must check out from the office. Students who leave during the school day for an appointment or other necessary commitment, should bring a note or have a parent/guardian call the office at **367-5504** prior to class that day. A pass to leave will be issued. Upon returning, students need to check back in at the office. Students leaving school without permission will be considered unexcused. Efforts should be made to schedule all appointments before or after the school day.

## **POLICIES AND STANDARDS OF CONDUCT**

**BEHAVIOR STANDARDS:** Codes of conduct are established to enable CTE Academy students the best opportunity to receive the best education and hands on experience possible. Standards of behavior are outlined in the District's Progressive Discipline Policy. This policy will be given to all students and parents. The policy can also be found on the district website. [District-Wide Discipline Matrix](#)

**LAB SAFETY:** Safety glasses must be worn AT ALL TIMES in the shop and lab areas. Other safety rules and regulations set up by instructors will be adhered to. Non-compliance jeopardizes the safety of you and the other students. Students not adhering to safety rules will face disciplinary action and may be removed from the class.

**STUDENT DRESS CODE:** Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student health and safety, disrupt school, offend other students/staff, or relate to gangs, drugs, sex, violence, or alcohol.

Students are encouraged to “dress for success” as mature, young adults and make clothing choices consistent with a positive and safe learning environment. Acceptable dress at the CTE Academy should mirror the acceptable standard of dress found in business and industry.

The purpose of the CTE Academy's dress code is:

- a. To ensure the safety, health, and well-being of all students and staff.
- b. To further the school's mission by providing a positive learning environment.
- c. To ensure that clothing and personal appearance do not distract others from the pursuit of their academic goals.
- d. To discourage the endorsement of alcohol, tobacco, drugs, and disruptive behaviors.
- e. To respect the personal beliefs and religious rights and freedoms of all students and staff.

In order to promote a positive and safe learning environment, all students need to follow these guidelines:

- a. Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs (or their manufacturers).
- b. Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
- c. Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. (Examples include, but are not limited to: spaghetti strap tops; tube tops; halter tops; midriff tops; backless tops; “muscle” tops; skirts and shorts must reach mid-thigh length).



- d. Students may not wear slippers. Shoes shall be worn at all times.
- e. Students may not wear pants in a sagging manner (below the hips).
- f. Students may not wear or carry hats, caps, head wraps, scarves, bandanas, or other head apparel while school is in session, unless that head apparel is part of a student's customary religious attire.
- g. Students may not wear chains that hang down or are used as belts.
- h. Students may not wear clothing or accessories with spikes.
- i. Students may not wear sunglasses during the school day.

Violations of the dress code shall be handled in accordance with the District's Progressive Discipline Plan:

- a. Students will be asked to put away or remove the offending item. It may be necessary to call a parent/guardian to provide alternate clothing items.
- b. Students may be given an alternate item of clothing to wear for the day.
- c. Multiple violations shall be handled as insubordination.

**ELECTRONIC DEVICES** such as radios, CD & MP3 players, ear buds, headphones, beepers, cellular phones, laser lights and pager-type devices are not allowed while class is in session. If students are observed with such a device while class is in session the item will be confiscated and returned to a parent/guardian. The first violation is considered insubordination and will result in an office referral. Use of cell phones is restricted to before or after a student's scheduled class time.

**DISCIPLINARY CONSEQUENCES:** In the event a student behavior requires disciplinary action, the consequences will be carried out at the student's home high school. If sent to the office for inappropriate behavior, a student will complete an office referral. Administration at the CTE Academy will visit with the student and complete an investigation if necessary. Administration will contact the student's home high school administrator and forward the completed office referral to the home high school.

**SUSPENSION AFTER SCHOOL (SAS):** Suspension After School is a time penalty assigned for failure to adhere to a school rule. Typically an SAS session is two hours in length and programming varies between schools. Failure to attend SAS may result in out-of-school suspension.

**OUT OF SCHOOL SUSPENSION (OSS):** Out of school suspension means that a student is not allowed to attend classes for a specific amount of time. OSS can range from one to ten days in length. If a student has OSS, they are not allowed to attend classes at their home high school or the CTE Academy, regardless of where the disciplinary event took place.

**LOCKERS:** Lockers are the property of the school and may be provided for student use in some programs. All lockers are subject to inspection for cleanliness, and may be entered by a principal or his/her representative any time it might be suspected of containing alcohol, drugs, explosives, firearms or any item considered potentially harmful to the building or persons in the building. Locker combinations should not be given to peers **nor** should lockers be **shared** with others unless special arrangements are made through the office. Students are expected to keep their lockers locked.

**PERSONAL PROPERTY:** Students assume sole responsibility for loss or damage to any personal property, such as garments, tools and equipment, or electronic equipment. The CTE Academy and the Sioux Falls School District are not responsible for any lost, stolen or missing items. Large sums of money or jewelry of either real or "keepsake" value should not be brought to school.

*Authorized school personnel may search personal property with reasonable suspicion. Students should not expect an assumption of privacy. School district officials only need "reasonable suspicion" in order to search lockers, cell phones or vehicles on school property. Lockers and parking lots are property of the Sioux Falls School District.*

**SCHOOL PROPERTY- Vandalism/Intentional Damage:** The CTE Academy will provide all necessary tools and equipment for student use in the classroom, shop and lab settings.

Students assume responsibility for loss or intentional damage to all school issued tools and equipment and all school owned projects. Intentional damage to school property is considered vandalism and will be addressed through the District discipline plan. Students will also be responsible for all associated costs to repair or replace the damaged item(s).

## SERVICES AVAILABLE TO STUDENTS

**PARKING:** Student parking is available on the southwest and northwest sides of the building. Students should not park in areas designated for staff parking or within gated areas outside of the carpentry or automotive lab areas. Students parking in a non- designated parking area may be towed at their own expense.

All traffic laws shall be obeyed in the school parking lot. The speed limit in the parking lot is 10 mph. Students driving recklessly or in excess speed may face disciplinary action and may be reported to the school resource officer.

The CTE Academy parking lot, as with all school district property, is drug, alcohol, and tobacco free. Students are expected to keep the parking lot as clean as possible.

Students are expected to use the main entrance to the CTE Academy when they arrive for class. All doors, other than the main entrance, will be locked during the school day.

**BUSSING:** Shuttle busses provide Sioux Falls students with transportation to and from their home high school and the CTE Academy. Busses will run throughout the day to meet the needs of each block. A shuttle schedule can be obtained in the home high school office or the office at the CTE Academy.

**LOST AND FOUND:** Lost and Found items are located in the administrative office. Any article found by students or staff members should be turned in at the office. Students need to report all lost/stolen items to the office and complete a stolen/missing property report. Reports will be given to the school resource office for investigation.

**TELEPHONES:** Students should not expect to use the office phone except for illness or emergencies. The telephone in the school office is to be used for school business.

**COUNSELING:** The SFSD Career Development Counselor has an office at the CTE Academy. The career counselor may provide confidential assistance for personal and academic problems, help with educational planning and post-high school career plans. Counselors have access to many agencies for services in addition to those available through the school system. Students can find information on careers, colleges, technical institutes, financial aid, scholarships and test preparation in the counselor's office.

**TEXTBOOKS:** Textbooks are furnished by the school district at no cost to students. Students are responsible for returning texts when courses are completed or dropped. Students are responsible for replacement costs for lost books and repair costs of damaged books. Students may receive a replacement for a book lost during the semester if the lost book is paid for or a deposit secured. See the classroom teacher for a replacement.

**FOOD AND BEVERAGE:** Food and beverages (except for bottled water) are not to be brought into the classrooms or labs. Vending machines are available for student use before or after class time and all items for sale comply with the district healthy foods policy. No food or snack items are to be consumed in the classrooms or lab areas.

Students may consume non-carbonated /flavored water during the school day in some areas of the building provided it is in a clear plastic, screw-top 20 oz. (or smaller) container. Teachers have discretion of allowing water bottles in lab areas.

\*\*All official notices and District policies can be found on the District's website at [SFSD Policy](#) or can be obtained from any school office or the Instructional Planning Center.

## **Discrimination and Harassment:**

The Sioux Falls School District is committed to providing a learning environment free of discrimination and harassment. The District prohibits discrimination/harassment on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups.

The District will investigate all reports of harassment/discrimination, and will discipline, or take appropriate action, against any student or employee who is found to have violated the Harassment and/or Discrimination Policies and Regulations:

1. Students should report complaints of harassment to a building administrator.
2. If a student prefers, the student may first report a concern to a counselor, or other trusted adult. That staff member will report the concern to the administrator.
3. Parents/ guardians are encouraged to call an administrator if they are concerned about harassment or intimidation issues.
4. An administrator will investigate all complaints and determine an appropriate course of action.
5. Submission of a complaint or report of harassment will not affect the student's status with the District. Retaliation for making a complaint or participating in an investigation will not be tolerated.

More information can be found on the District's website: <http://www.sf.k12.sd.us/students/report-of-concern-students>

## **Sioux Falls School District Annual Notifications**

All current official notices and District policies can be found on the District's website at <http://www.sf.k12.sd.us/our-district/district-policies> or can be obtained from any school office or the Instructional Planning Center.

### **NOTICE: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION - Policy Regulation JRA/JRA-R**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("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 of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notification 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. This does not include the right to request a change to any specific grade. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them 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 privacy of personally identifiable information (PII) in 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 or 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, a parent, student, or other volunteer assisting another school official in performing his or her tasks; or a service provider or vendor providing the District with online educational services or applications. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll if the disclosure is for the purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202.

## **NOTICE: DIRECTORY INFORMATION**

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, the District may disclose appropriately designated "directory information" (information that is generally not considered harmful or an invasion of privacy if released, without written consent), unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Directory information may also be provided to outside organizations. The District classifies and identifies directory information as follows:

### A. Directory Information for Use in School Publications:

The District designates the following as directory information for use by the District in school publications without prior parental written consent:

1. Student's name;
2. Grade level;
3. Student's participation in officially recognized activities or sports;
4. Weight and height of athletes;
5. Honors, awards, and degrees;
6. Information which denotes accomplishments and achievements;
7. Individual and group photographs;
8. Dates of attendance;
9. School attending; and
10. Parent/Guardian name.

Examples of the use of the above information in school publications by the District include but are not limited to: class rosters posted inside school buildings; a program showing a student's role in a music or drama production; the annual yearbook; school newspaper; honor roll or other recognition lists; graduation programs; and sports activity programs, such as for wrestling, showing weight and height of team members.

## B. Directory Information for Student Contact Lists and Public Requests (Outside Organizations):

The District designates the following as directory information that may be disclosed by the District without prior written parental consent to outside organizations:

1. Student's name;
2. Address;
3. Telephone number;
4. School attending; and
5. Grade level.

Examples of the use of outside organization directory information include but are not limited to: use in a parent/student contact list (e.g. buzz book, school telephone directory, school contact list); providing information, upon request, to individuals, groups or organizations outside of school (e.g. parent groups [booster groups, PTA], outside organizations serving youth, companies that manufacture class rings or supply graduation items, photographers).

In addition, the District may provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. This written notice must be given to the student's building principal/program administrator or the Director of Technology & Information Services/Student Records within fifteen (15) days after notice is given.

Upon directory information from either category A or B being made public by the District (e.g. a program distributed at school event or information provided to manufacturer of class rings), that specific information, unless excluded by law, may fall within the definition of a public record and be accessible to the citizens of South Dakota in accordance with South Dakota's open record laws.

### **Right of Parent/Guardian or Eligible Student to Opt-Out of Disclosure of Directory Information**

The District will disclose the above identified directory information without written consent unless a parent or an eligible student "opts-out." Parents or an eligible student may elect to "opt-out" of one or both categories of directory information (Directory Information for Use in School Publications and/or Directory Information for Student Contact Lists and Public Requests (Outside Organizations)). Any such "opt-out" must be made, in writing, to the building principal within fifteen 15 days after the notice is given.

Policy/Regulation JRA/JRA-R can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center.

### **NOTICE: INFORMATION NOT SUBJECT TO SURVEY, ANALYSIS, OR EVALUATION WITHOUT CONSENT/ PROTECTION OF PUPIL RIGHTS AMENDMENT AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES ANNUAL NOTIFICATION – POLICY ILD**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. South Dakota Codified Law 13-3-51.2 provides greater rights to parents. These include the right to:

- *Consent* before students are required to submit to a survey, analysis, or evaluation that concerns one or more of the following protected areas ("protected information survey"):

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
  8. Personal or family gun ownership; or,
  9. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Certain non-emergency medical examinations required for school attendance; and
    2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *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 from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted a procedure regarding the above rights and 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 notify parents at the beginning of the school year if the District has identified the specific or approximate dates of surveys for which consent is required. 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 consent (protected information surveys) or opt their child out (marketing activities and certain non-emergency medical examinations) as required by the PPRA and state law. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. Policy ILD can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center.

## **NOTICE OF NON-DISCRIMINATION – POLICY/REGULATION AC/AC-R**

In an effort to provide a safe, respectful educational environment, the District prohibits discrimination in its policies, employment practices and programs on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. In addition, the District shall not discriminate in the opportunities for students on the basis of parental status, marital status, or pregnancy, nor shall such students be excluded from any program or activity, including any class or any extracurricular activity. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups. Prohibited acts of discrimination include racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment and other conduct directed toward another person in accordance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (discrimination based on

disability); Title VI of the Civil Rights Act of 1964 (discrimination based on national origin or race); Title IX of the Education Amendments of 1972 (discrimination based on gender); the Age Discrimination Act of 1975 (discrimination based on age.); and the Boy Scouts of America Equal Access Act of 2001 (equal access to public school facilities for the Boy Scouts and other designated youth groups). In addition, the District provides equal access/equal opportunity for students, employees, and the public to District programs and activities.

## **COMPLAINT PROCEDURE – RESOLUTION OF DISCRIMINATION COMPLAINTS**

Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the concern informally by working with the administrator most directly involved in the situation. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Discrimination based on a student's disability: Section 504 Coordinator: Health Services Supervisor, 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933.
- All other forms of discrimination: Civil Rights Officer/Title IX Coordinator (CRO/IX), In-House Counsel, 201 East 38th St., Sioux Falls, SD 57105-5898 Ph. (605)367-4670.

A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy AC Nondiscrimination/Equal Opportunity has occurred. Formal complaints are filed with the persons named above.

1. The Complaint Investigation Form should be completed by the person filing the complaint or the designated administrator. The form includes the following:

- Complainant's name and address
- Date(s) of the incident(s)
- Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- Name(s) of any witness(es) to the incident(s)
- What action, if any, has been taken
- Requested resolution of the complaint
- Signature of the complainant will be requested, but not required

2. An investigation will be initiated. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the CRO/IX.

3. If the complainant is not satisfied with the decision rendered by the designated administrator, he/she may appeal the decision to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original Complaint Investigation Form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal.

4. The Superintendent or designee will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days from the appeal. At the Superintendent's level, the appeal process may or may not include a conference with the parties involved.

5. If the complainant is not satisfied with the decision rendered by the Superintendent, he/she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing within ten (10) working

days through the Superintendent's Office. The hearing will be scheduled within thirty (30) working days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.

6. The School Board will render a decision in writing within ten (10) working days of the hearing.

7. During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Civil Rights Officer within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

Policy/Regulation AC/AC-R can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center. Concerns and inquiries regarding discrimination rights may be directed to the Kansas City Office, Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973- Policy/Regulation KED/KED-R DISABILITY DISCRIMINATION IN PROGRAMS/SERVICES**

Section 504 of the Rehabilitation Act of 1973 (Section 504) is designed to eliminate discrimination on the basis of disability and requires that qualified individuals be provided equal access to educational programs and services

**ACCESS** - Persons with disabilities may contact the building principal or site administrator at least 72 hours before the event to obtain reasonable accommodations needed to participate in District programs.

**STUDENTS** - Policy/Regulation KED/KED-R, Concerns and Complaints about Educational Programs for Students with Disabilities or Students with Substantially Limiting Health Conditions, outlines the District's procedure relating to the identification, evaluation or educational placement of a student under Section 504. Concerns/Complaints relating to the identification, evaluation or educational placement of a student under Section 504 should be referred to the District's Section 504 Coordinator - Supervisor of Health Services. 201 East 38th St.; Sioux Falls, SD 57105-5898; Ph. (605)367-7933.

**PARENTAL RIGHTS** - You have the right to: (1) Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability; (2) Have your child receive a free appropriate education; (3) Have your child educated in facilities and receive services comparable to those provided nondisabled students; (4) Have your child have an equal opportunity to participate in nonacademic and extracurricular activities provided by the District; (5) Receive notice with respect to the identification, evaluation or placement (including a substantial change in placement) of your child; (6) Have the identification, evaluation and placement decisions based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options; (7) Have your child receive appropriate educational and related services when eligible and necessary under Section 504; (8) Examine all relevant records relating to decisions regarding your child's educational records, including records related to the identification, evaluation, educational program and placement; (9) Request a review of a Section 504 Team decision relating to the evaluation, educational program and placement (including any substantial change in placement) of your child; (10) Request an impartial due process hearing relating to the evaluation, educational and



placement decisions (including any substantial change in placement); (11) Appeal the decision of the impartial hearing officer to a court of competent jurisdiction; (12) Have the District advise you of these rights under the federal law.

The Sioux Falls School District must identify and evaluate students who may be eligible for services under Section 504 due to the following conditions:

1. A physical or mental impairment that substantially limits one or more major life activities (which includes major bodily functions); or
2. A record of having an impairment that substantially limits one or more major life activities, or
3. An impairment that substantially limits one or more major life activities.

The District will provide prior written notice to parents before initiating or changing or refusing to initiate or change the identification, evaluation or educational placement of a student under Section 504. Parent consent is required for all initial evaluations.

**REVIEW AND IMPARTIAL DUE PROCESS HEARING PROCEDURE** - The parent of a child with a disability who disagrees with any decision regarding the identification, evaluation or educational placement of a student by the 504 Team may request a review by the District's Section 504 Coordinator – Supervisor of Health Services or file a Due Process Complaint. Request for review: The District's 504 Coordinator will send a written response to the parent/guardian within ten (10) working days of receiving the request for review. That written response will specifically address the issues raised by the parent/guardian. Impartial Due Process Hearing: A parent/guardian may file a Due Process Complaint at the Instructional Planning Center addressed to the District's 504 Coordinator.

Prior to the initiation of a Due Process Hearing, the Section 504 Coordinator will offer to convene a meeting with the parents and the relevant member or members of the 504 Team and a representative of the District who has decision-making authority on behalf of the District. The purpose of the meeting is for the parents to discuss their Due Process Complaint and the facts that form the basis of the Complaint so that the District has the opportunity to resolve the dispute. If the issues raised in the Due Process Complaint are not resolved to the satisfaction of the parent within 30 days of the receipt of the Due Process Complaint, a Due Process Hearing will be scheduled. An impartial Hearing Officer will be retained to conduct a hearing. Any party to a hearing has the right to:

1. Be accompanied and advised by counsel - neither party has the right to be represented by a non-attorney at a hearing;
2. Present evidence and confront, cross-examine, and compel the attendance of witnesses;
3. Introduce evidence that has been disclosed to the other party at least 5 business days before the hearing;
4. Obtain a written, or, at the option of the parent, electronic, verbatim record of the hearing; and
5. Obtain written, or, at the option of the parents, electronic findings of fact and decisions.

A complete copy of Policy/Regulation KED/KED-R can be accessed at [www.sf.k12.sd.us/schoolboard/policies](http://www.sf.k12.sd.us/schoolboard/policies) or obtained from any school office.

Concerns and inquiries regarding Section 504 may be directed to the Office of Civil Rights, U.S. Dept. of Education, Kansas City Office, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT: CHILD IDENTIFICATION**

The District provides free, appropriate education for all children with disabilities from birth through age 21. Any eligible child within the jurisdiction of the District, including those enrolled in any public or private agency or school located in the District, should be referred to the Office of Special Services. Ph. (605)367-7689.

Documents for Public Inspection: The District is operating a project in compliance with the Individuals with Disabilities Education Act. Any funding applications, evaluation, or reports required by the state for operation of the project are available for public inspection. Documents are maintained in the Special Services Office of the Instructional Planning Center, 201 East 38th St., and are available during business hours.

### **NOTICE: HEALTH SERVICES**

South Dakota Codified Law (SDCL 13-28-7.1) requires that any pupil entering school or an early childhood program, shall, prior to admission, be required to present certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. Failure to have an up-to-date immunization record may exclude you from school until the requirement is met. Exclusion from school for failure to complete health requirements does not exempt a child from mandatory school attendance. Truancy procedures will be followed.

Activities and certain non-emergency medical examinations) as required by the PPRA and state law. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. Policy ILD can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center.