FLEX Special Education Program

Showing students how to bend without breaking
This is information that all teachers must take to an intake meeting. We would like to keep our meetings shorter, informative, yet not overwhelming. This packet should help guide you through your meetings. Please do not remove anything from the packet, feel free to organize it as applicable to you, and add anything else you feel necessary.

**Intake Checklist**

- Quick Reference guide
- Program Description*
  - Start and end times
  - Doors students access
  - Expectations and guidelines
- Free and Reduced Lunch/Child Nutrition Information
- Busing/transportation discussion
  - Bus Stop Release form (Success, ST., MSBP)
  - City routes for FLEX and Success
  - Waiver to drop students off without parents at bus stop
- Transportation/volunteer form
- Cab information
  - Success, ST, MSBP, FLEX
- District Calendar*
- Computer Permission Form
- Blue Card
  - Have if necessary
- Med form authorization
- Release of information form
- Enrollment form*
- Dual enrollment form*
- School Based Clinic Paperwork
- Summer School Info. for appropriate programs
- Search Policy
- Discipline Policy*
- Dress Code*

*There are items in this packet that don’t need to be discussed in detail, but simply need to be in there so parents have them. Intake meetings are tough enough and we would like parents to feel comfortable. The bigger the packet the less likely that is to happen.

**BOLD: must be signed and accounted for at the meeting**

Items that are not marked may not be applicable to every program or every student.
FLEX PROGRAM

DISTRICT MISSION STATEMENT

To educate and prepare each student to succeed in a changing world is the School District’s Mission Statement. The Flex Day Program mission is to provide an appropriate educational setting for students who have had unsuccessful educational experiences in their academic programs due to behavior problems. The program sets high expectations for students to successfully complete their coursework towards high school credits while improving social and behavior skills. The goal of the program is for the students to become capable and productive citizen in preparation as the students enter adulthood.

PROGRAM MISSION STATEMENT

Focus, Fortitude, Finish: The FLEX program will engage and challenge our students by providing security, structure, and flexibility so our students will be successful.

GOALS

1. Ensure a safe and orderly school environment where students can learn and teachers can teach in both an atmosphere of mutual respect and a student-centered classroom that increases academic success for all students.
2. Provide an atmosphere where students will develop a sense of responsibility toward their future success through training in social and problem solving skills.
3. Integrate technology into the daily instructional process and operation of the program.
4. To help students reintegrate successfully to their home school.
5. Provide academic challenges to give our students the tools to graduate.
6. Provide work/job related experiences so our students can see what the world has to offer and what they can offer the world.

DISCIPLINE PLAN

1. CATCH STUDENTS BEING GOOD!
2. Students will have an individual academic sheet that charts their progress every day. Students will be have access to this sheet at all times.
3. Behavior will be tracked as well. Students will be taught appropriate responses and will be helped at all times to correct behavior.
4. Redirect inappropriate behavior on an individual student basis. Each student is allowed a time to comply with redirections. After a reasonable amount of time and the student will not comply he or she will be asked to go to the quiet area in the classroom or to see the specialist in the step down room.
5. Step Down Procedures
   a. Behavior specialist will process behavior situations with the students to provide alternative strategies to avoid reoccurring negative behavior patterns through Class 3 illegal offenses.
   b. Students will work on academics during their stay in the SDR unless processing with the behavior specialist.
   c. Reintegration to classes will be the major emphasis.
5. If a student continues with inappropriate behavior parents will be notified to pick up their student.
6. Class 4, 5, and 6 Illegal Offenses will be handled according to the District Discipline Policy.
FLEX PROGRAM

STAFFING AND STUDENTS

There are currently three teachers and three educational assistants in the FLEX program. Also, a behavior specialist supports all students, the program and the parents.

ATTENDANCE

Students are expected to be in school daily. The Flex program will serve breakfast at 8:10 and will start classes at 8:20. The students will enter from Door D on the north side of the school. Tardies and absences will be documented in Infinite Campus. Because we want your son or daughter at school, we will utilize the help of counselors and social workers if there is an attendance issue. If a student is ill or will not be attending school, a parent or guardian will need to contact the Flex program at 367-4266 before 8:00 a.m. in the morning.

We encourage parents/guardians to schedule doctor's appointments etc. outside of the school day. However, we are aware that this is at times impossible. If your student will be leaving during the day it is important for you to contact the Flex program by 8:30 a.m.

HEALTH ISSUES

If a student is feeling ill during the school day he or she reports to the nurse so the situation can be assessed. The parent/guardian will be called if there is a need. There is also the option of using the school based clinic run by Avera (please see forms in packet). Medications will only be dispensed by a person who is medication certified and will be monitored by the behavior specialist. Forms and procedures for medication are within the packet.

LUNCH

Lunch will be served at Axtell Park. Students will be able to enter their student ID number on the key pad to access their lunch money. A letter or email will be sent home to you if their account is running low. To apply for free and reduced lunch, please see the nutrition forms within the packet.

DRIVING TO SCHOOL

Students who drive to school will need to park in the back parking lot.

TRANSPORTATION

Students will use city transportation to the Flex program if they do not drive or are not dropped off. Bus tickets will be provided to special education students if needed.
FLEX PROGRAM

COMMUNICATION

Communication is a key to the success of students. Parents/guardians are always welcome to visit the Flex program. The Flex staff welcomes your calls. However, in order for the students to have the best instruction, calls before or after school are encouraged. You will be given a schedule of classes. Teachers have planning time during the physical education class time. The telephone number for Flex is 367-4266.

REINTEGRATION

As stated in the goal section, having the Flex students return to their home school is very important to the staff. Reintegration will begin when a student has met their goals, and the student shows that he or she is ready to return to his or her home school. When the Flex staff feels that a student is ready to begin the process of reintegration, it will be discussed in a staff meeting with the Behavior Supervisor and Flex Principal. You as parent/guardian will be contacted and a meeting will be set up at the home school to discuss reintegration and a plan will be devised.

The reintegration process begins slowly with one or two periods to start. As the student show progress time is increased until the student is back 100% of the day. If the student experiences problems at the home school the Flex staff will meet with the regular teachers to make suggestions. If this does not help the time may be shortened or reintegration may be stopped and tried at a different time.
AXTELL ATTENDANCE

When you are absent, your parent/guardian should call the attendance office (367-7647) before 10:00 AM each day you are absent. If parent/guardian has contacted the school, you may go directly to class the next day without getting an Attendance Information Sheet. However, any student whose parent/guardian has not contacted the school, or who has been absent more than four consecutive days, must stop at the attendance office for an Attendance Information Sheet. Emergency contacts of students are not allowed to excuse a student’s absence, unless it is deemed an emergency based on administrative discretion.

If you are absent from school: you will not be allowed to participate in functions or activities that day or evening. In order to practice or compete on a given day in an activity or function, participants must be present in school three consecutive periods prior to dismissal or at the discretion of the principal.

Permission to Leave School

Axtell Park is a closed-campus school. If students become ill or must leave, they must first check out at the Office. Students returning to school during the school day must report to the attendance office before returning to class. Students leaving school without checking out will be considered unexcused. Effort should be made to schedule all appointments before or after the school day. Students should always check in and out through the Office when returning or leaving for absences. Students leaving or returning to school during the school day must use the front entrance only.

Students cannot leave without a note or phone call from a parent/guardian (emergency contacts cannot excuse a student unless it is an emergency, as determined by the Administration). Attendance notes should include the student’s name, date and time leaving the classroom, reason for absence, and signature of parent/guardian.

Students with notes to leave school need to bring them to the Attendance Office when they arrive at school. The student will be provided an Attendance Information form that they will need to show the teacher in order to leave the classroom. Students are then to report to the Attendance Office to check out. When students return the same day, students are to report to the Attendance Office before returning to class.

It is the student’s responsibility to check with the Attendance Office if the parent/guardian is going to call during the day to excuse a student. Messages will not be provided to students for non-emergency issues.

Late Arrival to School

If a student arrives after his or her POD has been locked, they must enter through the front door and office entrance. POD will be open 15 min. before start and 15 minutes after end time.

Truancy

South Dakota has a mandatory attendance law that requires students under 18 years of age to have regular attendance in school. We know that poor attendance leads to other problems in school. Interventions for poor attendance may include letters sent home, meetings with counselors, social worker or assistant principal, being put on an attendance contract, or having a truancy petition filed with the court system.

ACADEMIC PROCEDURES

Definition of Credit

A class that meets for a full period for a semester earns ½ credit. Credits are accumulated and recorded on a semester basis.

Graduation Requirements

Students are required to earn 22 credits to graduate.

Grading/Report Cards

Roosevelt High School 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
F = Failing 64 and all scores below.

The cumulative GPA (computed at the end of each semester) is an average of all grades received by a student. Students/Parent/Guardians receive report cards at the end of each quarter.

INFINITE CAMPUS

Infinite Campus provides secure access to academic progress reports on the Internet. For more information please contact your school counselor.

Parent View

Student’s grades, attendance, homework completion and lunch accounts can be accessed on-line at the Sioux Falls School district web site www.sf.k12.sd.us. Parents will receive their student’s ID # and password to enter this site. Staff members’ e-mail addresses are listed at this site to assist with any questions you may have.

Academic Dishonesty

Students will be expected to follow classroom instructions relating to academic integrity. When the teacher believes that a student or students have chosen to cheat and/or plagiarize, the teacher will conference with the student(s) to discuss the circumstances.

If it is determined the academic dishonesty has occurred,

- The teacher will contact the administration and the parent/guardian.
- The student(s) will receive a “0” on the specific assignment, e.g. homework, quiz, test, paper or project.
- The second violation will result in OSS and a zero on the assigned task.
- The third such violation will result in a referral to the Superintendent’s office for suspension and possible removal from class.
Failing Grades
For students at Axtell Park, grades will not be failing. If a student does not pass his or her class then they will continue in that class until they have mastered the appropriate standards to their best ability.

Credit by Exam (Course Equivalency Exam)
The Sioux Falls School District has received permission to offer end-of-course exams set by the South Dakota Department of Education.

Students earning credit-by-exam (course equivalency exams) for Grade 9-12:
- Students cannot have been enrolled in the course before.
  - Course Equivalency Exams available:
    - Algebra I
    - Geometry
    - Algebra II
    - Physical Science
    - Biology
    - Chemistry
    - Physics
    - Geography
    - Government
    - US Modern History
    - World History
  - Students must pass the course equivalency exam with 85% or higher.

All credits received by exam will apply toward the 22 credit requirement. This will allow students to take higher level courses or pursue areas of interest.

Home Work
Homework is rarely if ever assigned at Axtell. Our students will be challenged constantly during the day. Please keep in mind, that if a student is in dual enrollment they will potentially have homework from their home school.

Reading Period
Reading is a 25 minute block of uninterrupted silent reading that will take place daily at RHS. At the very core of any educational institution are literacy skills. Therefore, RHS will commit time on a daily basis for sole purpose of increasing reading skills.

Guidelines for Reading Period
- Students will read for the entire 25-minute period.
- Magazines and newspapers will be permitted at the discretion of the teacher.
- Students will be prepared and be ready to read at the beginning of the period.

- Students will not disturb others.
- Students will not leave the room during the reading time except in emergencies. This time is designed for literacy activities, not homework.

Eligibility
Eligibility for students representing their respective schools in all South Dakota High School activities including athletics, music, speech and all other competitive events are as follows:
1. Must be less than 20 years of age at the time of participation.
2. Must have successfully completed 20 hours of high school work per week for the preceding semester.
3. Must have done passing work in at least 20 hours of such courses from the beginning of the current semester up to the time of participation (at least four classes).
4. Must not have a violation of the Drug/Alcohol Activity Rules (see attached).
5. A physical examination is required annually. After May 1, students who do not have a physical on file at the school will not be allowed to participate in either practices or contests.

School Nurse/Health Room
The Health Room (located in the office) is available to students throughout the school day for illness, injury, medication or health counseling. Students should report any accidents that occur on campus to the Health Room.

Students requiring medications at school shall be identified by the parent/guardian to authorized school personnel:
1. A completed “Request for Authorization for Medication” form shall be submitted to the school office.
2. Medication shall be brought to school by the parent/guardian in a bottle, labeled by the pharmacy, including the student’s name, medication name, physician, and dosage of the medication to be taken.
3. The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse.
4. In specific situations, students may be responsible for their own medication and self-administration. Parents/guardians shall send only the medication needed for the day with the student.
5. Students will be able to use the Avera Health Based Clinic if correct forms have been filled out.

Passes
Students are expected to be in their pod or with a staff if outside the POD. The only exceptions are passes from the office and permission from administration to walk alone. Students out of their designated area are subject to disciplinary actions.

Library / Computer Labs
Usage of school computers must be school-related. Students are not allowed to access inappropriate sites (chat rooms, etc.), and inappropriate use may result in the loss of computer privileges. Any misuse of school computers will be dealt with according to the Progressive
Discipline Policy. For more information please see School Board Policy 11ND6C-R at the Sioux Falls School District’s website www.sf.k12.sd.us.

Additional information about the Library can be accessed at the Sioux Falls School District website www.sf.k12.sd.us. Please note that you will have access to different “links” that direct you to the RHS Library website.

The school library serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem solving skills. School librarians select materials in consultation with teachers using standard professional school library review sources to identify resources that are appropriate for the varied interests, abilities, learning styles, and maturity levels of the students served. Materials are intended to stimulate growth in factual knowledge, literary appreciation, aesthetic values and to promote reading for enjoyment. To encourage students to develop the practice of critical analysis to make informed decisions in their daily lives, materials representing more than one point of view are available. Considering the diverse backgrounds and points of view represented in the pluralistic society served by the public school, individuals may occasionally object to materials available through the school library. Upon parental request, the school librarian will work with individual parents to guide their children to books and resources that align with their family values. In the event a parent believes a specific title should be removed from circulation for all students, the parent should contact the librarian and/or school principal according to Policy KEC/KEC-R Concerns/Complaints about Programs or Instructional Materials.

Parking/Driving
Students will be able to park in the west lot behind the Axtell Building. The south lot is the teacher lot. Students will not be allowed to park on the street in front of the houses on the south or east side of the building.

Counseling
Many services are available to Axtell students in the Counseling Office. These services include confidential assistance with personal or academic problems, help in education planning, and planning for post high school careers. Counselors have access to many agencies for services in addition to those available through the school system. Counselors will be available between 7:30 AM and 4:00 PM daily or at other times by special arrangement for individual or group counseling. Except in an emergency, students should not attempt to see a counselor during any scheduled classes.

Southwestern Behavioral, Prairie View Prevention, and Avera Health Based Clinic
Because Axtell is a community based school, we will have access to other programs inside our school during the day. Please see a staff member or administrator to learn more about these opportunities within Axtell Park.

Telephones
The telephones in the school offices must be used for school business only. RELAY SERVICES FOR HEARING IMPAIRED: DIAL 711, THEN THE DESIRED NUMBER.

Lockers
Each program will have access to lockers. Students must put their belongings away at the beginning of their school day. Their locker will be locked and unlocked by a staff member if and when the student needs materials or when the student is ready to leave for the day.

Textbooks
Students are responsible for returning texts immediately when courses are completed or dropped, and are also responsible for replacement costs of lost books and repair costs of damaged books.

Vending Machines
Vending machines are located in the Commons area and are open all day except during lunch. Water and juice are available.

Pop Policy
Pop is not available or to be sold during the school day. Pop is not to be present in classrooms during instructional time. Water bottles are permitted in class (at the teacher’s discretion) and all water bottles should be placed in book bags during passing time between periods.

Food
Food can be out under two circumstances:
1) in the classroom at the teacher’s discretion
2) in the commons

Head Phones/Ear Buds
Head phones/Ear Buds can be taken out under two circumstances:
1) in the classroom at the teacher’s discretion
2) in the commons before school, at lunch and after school.

School Insurance
The school district’s insurance will be handled through John Rice Insurance Company.

Applications for enrollment in the Delta Dental Accident Plan can be accessed online at www.delta dental .sd.com. Those previously enrolled in the Delta Dental Accident Plan will receive renewal notification at their home address.

Messages
Students will be called from class for emergency situations only. Messages WILL NOT be provided to students for appointments or non-emergency issues.

School Records
The school has on file student grades, attendance, and standardized test scores. Students and/or parents/guardians may see the contents of these records by making an appointment with the principal, counselor, or registrar. Students may have copies made of school records at minimal expense.
Student records cannot be transferred, in writing or orally, to any other place (college, university, vocational school, prospective employer, etc.) without student or parent/guardian written consent.

Fire and Disaster Drills
The Sioux Falls School District has developed a Crisis Procedure Manual that details what will be done in a crisis situation. Every teacher will have a manual and be instructed in what to do when a crisis situation arises. Practice drills will be run during the school year.

Visitors
In order to maintain a safe and secure environment for our students, all outside doors (except the main front doors) are locked by 8:15 AM daily. Visitors are asked to enter and exit the building through the unlocked front doors and report to the office to obtain a visitor’s badge. School is a place for learning, and students are not allowed to bring guests to school. However, parents and guardians are always welcome to visit RHS.

Cancellation of School
If severe weather conditions require the delay or cancellation of school, local radio and television stations will broadcast pertinent information.

School Bus
The city transit has routes to and from Axtell as a service to our community. School Bus Incorporated also serves Axtell Park. The Progressive Discipline Plan is in effect on the way to and from school on the bus. Please show respect to the drivers by acting appropriately. For questions about rates and route information call 367-7183.

Scheduled Lunch
While we appreciate and encourage parental and guardian contact with their children, these requests can cause waves of accountability and safety concerns within a school of our size. Therefore, your child’s safety is our first concern. We encourage parents and guardians to use this infrequently and for special occasions. Due to safety concerns, when a guardian has requested their non-open lunch student to eat with them, the guardian must pick up the student from the Student Services Office each time they request it. Telephone calls will not be accepted.

Ways to Resolve Conflict
We encourage the use of Conflict Resolution Processes for misunderstandings and disagreements between students. At Axtell Park we have established several ways to resolve conflicts. Listed below are what the student is to do in a “good faith” effort when dealing with conflicts:

1. Come to the office to start peer-mediation conflict resolution process.
2. Fill out incident report to see an administrator or counselor.
3. Tell your parents.

If a fight occurs, the student should, in good faith, refuse to fight by:

1. Avoiding the situation in the first place.
2. Clearly state that you do not want to fight.

3. Try to walk away from the fight.

If a conflict occurs at the bus stop:
1. Inform the bus driver or nearest adult.
2. Upon arriving at school, use the above process.

Student Dress Code
Because there is a definite relationship between appropriate dress, good work habits, and proper school behavior, Axtell Park has developed the students’ dress code. Our goals are to help students focus on their work and avoid distractions, to focus on their success, to decrease the number of harassment issues, and to have Axtell be a place where students feel comfortable with themselves and others. Axtell students are expected to show good judgment by dressing appropriately for school. Student dress should not be disruptive to the learning environment of our school.

- Students may not wear clothing with writing, slogans, pictures or symbols that depict or imply obscenities, vulgarity, racism, sex, sexual innuendo, violence, gang affiliation, alcohol, tobacco, drugs, or other disruptive behaviors.
- Students may not wear immodest clothing, which includes clothing that exposes undergarments, or imappropriately exposes the body. Examples of inappropriate clothes include but are not limited to spaghetti strap tops, tube tops, off-shoulder tops, plunging necklines, halter-tops, midriff tops, backless tops, “muscle” tops and excessively tight clothing.
- Skirts and shorts must reach mid-thigh length.
- Students may not wear slippers. Shoes must be worn at all times.
- Students may not wear or carry hats, cannot wear hoods, cannot wear or carry head wraps, scarves, du-rags, hairbands, bandanas, or any head apparel unless the head apparel is part of a student's custom religious attire in the school building.
- Students may not wear chains that hang down from the clothing.
- Students may not wear clothing or accessories with spikes.
- Hair color and style must not cause a disruption.
- Clothing must not have “holes” in the garment that are a distraction. Jeans with holes in the knees are acceptable.
- Coats are to be stored in lockers and not worn or taken to classrooms.
- No sunglasses
- No gloves

Procedures for Dress Code Violations:
* The students will be discreetly referred to the office as soon as possible.
* An administrator will explain the inappropriateness of the student's attire.
* The student will be allowed to change clothes if clothing is available or Rider Wear will be provided (RHS sweat pants/t-shirt).
* The student will not be permitted to return to class until the inappropriateness is remedied.

The Administration has the discretion to make decisions on what is appropriate or inappropriate for school.

Dress standards may be revised during the school year at administration discretion.
**Personal Property**
You must assume sole responsibility for loss or damage to any property belonging to you, such as garments, electronic equipment or musical instruments. Axtell Park 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. All clothing (jackets, caps, sweaters, etc.), special equipment and books/notebooks should be clearly marked with the student's name.

*Authorized school personnel may search personal property with reasonable suspicion.*

**Detention & Suspension After School (SAS)**
Detention is held after school and will be held in whichever POD your students are currently attending. Times can vary from fifteen minutes to thirty minutes after the ending bell time for that program, but are not to exceed thirty minutes.

**Recovery Room/In-School Suspension (ISS)**
Each POD will provide students with a Timeout room. Students may utilize this when they need a break, or they may be asked by the teacher to go there if the teacher feels the student needs time away. These rooms may also be used as ISS if students are not able to be back in the classroom for the day.

**Out of School Suspension (OSS)**
Students may be suspended out of school if they choose inappropriate behaviors. The progressive discipline policy outlines what these behaviors are and at what point the student may be suspended.
Notice of Non-Discrimination
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, sexual orientation, disability, national origin or ancestry. Prohibited acts of discrimination include racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment and other conduct directed toward another person’s race, color, creed, religion, age, gender, sexual orientation, disability, national origin or ancestry 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 of 1964 (discrimination based on national origin or race); Title IX of the Education Amendments of 1972 (discrimination based on gender); and the Age Discrimination Act of 1975 (discrimination based on age).

Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the grievance informally by working with the administrator most directly involved in the situation. If resolution is not achieved, the following persons have been designated to handle inquiries and formal complaints regarding the application of non-discrimination policies:

Assistant Superintendent of Human Resources/Legal Services, 201 East 38th Street, Sioux Falls, SD 57105-5898, 605-367-5384.

Section 504 (discrimination based on disability): Supervisor-Health Services, 201 East 38th Street, Sioux Falls, SD 57105-5898, 605-367-7933.

In the event resolution of discrimination issues has not been addressed by the District, inquiries may be referred to the Regional VII Director, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. (816)268-0550; FAX # (816)823-1404.

Accessibility
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 or activities. If the principal or site administrator is unable to address the request, concerns should be referred to the Supervisor of Health Services at the Instructional Planning Center.

For Relay services for the hearing impaired: dial 711, then the desired number.

Responsibility to Publish These Notifications
Family Educational Rights and Privacy Act (FERPA) Notice
Your child’s school is planning to print a school directory. The directory will list the child’s name, address, telephone number, grade, and parent/guardian name. Under the Family Education Rights and Privacy Act, directory information may be provided to the public upon request. If you do not want information about your child included in the directory, please contact the building principal within 14 days of this notification.

Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires school districts to notify parents/guardians and obtain consent or allow parents/guardians to opt their children out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"): 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 privilege relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

When a protected information activity is scheduled during the school year, the district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Section 504 of the Rehabilitation Act of 1973
Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance so that students can be afforded access for appropriate education services. The Sioux Falls School District must identify and evaluate students who may be eligible due to the following conditions:
1. A physical or mental impairment that substantially limits one or more major life activities (i.e. caring for one’s self, performing manual tasks, working, seeing, hearing, speaking, breathing, learning or working) or
2. A record of having an impairment that substantially limits one or more major life activities,
3. An impairment that substantially limits one or more major life activities.
If you think your child might be eligible for a Section 504 plan and in need of accommodations to access education services, please contact the principal at your school.

If parents/guardians disagree with the Section 504 services for their child, contact the principal and if not resolved, contact the Health Services Supervisor at the Instructional Planning Center.

Policy and Regulations ACE and ACE-R (Foundations and Basic commitments), which outline specific policy and grievance procedures, can be found on the Sioux Falls School District web site at www.sfk12.sd.us
The designated District 504 Coordinator is:
Health Services Supervisor
201 E. 38
Sioux Falls, SD 57105
(605) 367-7933

In the event resolution of discrimination issues has not been addressed by the District, inquiries may be referred to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. (816) 268-0550; FAX# (816) 823-1404, email OCR.KansasCity@ed.gov

Accessibility
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 or activities. If the principal or site administrator is unable to address the request, concerns should be referred to the Supervisor of Health Services at the Instructional Planning Center.

This statement must be included in the major publication, all newsletters, and on school letterhead.

For Relay services for the hearing impaired: dial 711, then the desired number.

Formal Procedures
Formal complaints are filed with specific individuals based on the area of discrimination, i.e.
Title IX (discrimination based on gender) Assistant Superintendent-Human Resources/Legal

Services
Title VI (discrimination based on national origin/race) Assistant Superintendent-Human Resources

1. A formal complaint of discrimination may be filed with the designated administrator at the Instructional Planning Center. The formal complaint shall be maintained in a file with the designated administrator.

2. The Discrimination Report Form will 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

3. The designated administrator will conduct an investigation to gather data regarding the alleged discrimination; take appropriate action regarding the complaint and render a decision in writing to the complainant within seven (7) working days of receipt of the formal complaint.

4. If the complainant is not satisfied with the decision rendered by the designated administrator, he/she may appeal the decision to the Superintendent within five (5) working days following receipt of the decision. The appeal must include the original complaint form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal.

5. 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.

6. 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 five (5) 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.

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

8. Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least two days prior to that step.

Legal References
Title VI of the Civil Rights Act of 1964 (discrimination based on origin or race)
Title IX of the Education Amendments of 1972 (discrimination based on gender)
Age Discrimination Act of 1975 (discrimination based on age)

RELATED POLICIES:
ACE/ACE-R – Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973
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 compliant 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](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](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
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 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 I LD

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 I LD can be found on the
District's website at 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 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.

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 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.

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.
Cab Expectations

This is a reminder that when your child/ward cannot come to school, you must call to cancel the cab. Please call the cab at least 30 minutes prior to the cab’s arrival. If the cab is cancelled for the morning, it is automatically cancelled for the afternoon, unless you call and have it reinstated.

If you do not call to cancel the cab, it is considered a NO SHOW. After three No Shows, you need to pay a $25.00 deposit to have the cab reinstated. The payment must be brought to the Instructional Planning Center (IPC) before the cab will pick up your child/ward again for school. When the cab is not in effect you are responsible for transporting your child/ward to and from school.

Please contact us with any transportation questions.

- YELLOW TAXI # 336-1616
- SIOUX FALLS SCHOOL DISTRICT TRANSPORTATION DEPARTMENT # 367-7276
- STRUCTURED TEACH # 367-7647
Student Google Apps/Edmodo/Office 365 Permission Form
Sioux Falls Public Schools

Sioux Falls Public Schools (District) has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education and Edmodo. These accounts will be used for school-related projects only. The rules governing proper electronic communications by students are included in the Acceptable and Ethical Use of Technology Resources Policy (UNDC/UNDC-R). Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps, Edmodo and Office 365.

This account is housed on Google, Edmodo and Office 365 servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), instant messaging, email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate and share information with teachers and other students.

Official Email Address Students will be assigned a K12.SD.US student email account. This account will be considered the student’s official District email address until such time as the student is no longer enrolled in the District. The naming convention will be first initial of their first name, first initial of their last name, and a four digit number ending with @K12.SD.US. For example: John Smith’s email address could be js1234@K12.SD.US. No student under the age of 13 will be assigned an account with an active K12 educational email without parent or guardian approval.

Conduct Use of obscene, profane, threatening, or disrespectful language is prohibited. In such cases, the alleged violation will be referred to the building administrator for further investigation and application of necessary consequences as indicated in the Student Discipline, Suspension and Expulsion policy (JK/JK-R). Communication with others should always be school/subject/course related. Students should never say anything via email that they wouldn’t say in a face to face conversation, wouldn’t mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of any inappropriate use or email that makes them uncomfortable. Cyber bullying will not be tolerated. Privacy of others should be respected at all times.

Access Restriction Access to and use of Google Apps for Education, Edmodo and Office 365 is considered a privilege not a right and is accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or District Policies have occurred. In such cases, the alleged violation will be referred to the building administrator for further investigation and application of necessary consequences as indicated in the Student Discipline, Suspension and Expulsion policy (JK/JK-R).

Security The District cannot and does not guarantee the security of electronic files located on either the Google, Edmodo and Office 365 systems. Although Google, Edmodo and Office 365 do have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

Privacy The District reserves the right to access and review content of the computer including but not limited to the content in the Google Apps for Education, Edmodo and Office 365 systems at any time. The District complies with all state and federal privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide Google Apps, Edmodo and Office 365 accounts to your child. Please fill out and return this permission slip to your child’s school.

Student Name ____________________________ School ____________________________
(Please print) Last Name First Name MI

Student ID ____________ Grade ____________ Date of Birth ____________

No student under the age of 13 will be assigned an account without parent or guardian approval

Parent/guardian: _______ I give permission for my child to be assigned Google Apps, Edmodo and Office 365 accounts.

Parent signature: __________________________________________________________

Student: I agree to adhere to the guidelines stated above for use of my Google Apps, Edmodo and Office 365 accounts.

Student signature: _________________________________________________________
Sioux Falls School District 49-5

ANNUAL EMERGENCY HEALTH, STUDENT INFORMATION UPDATE AND AUTHORIZATIONS

TO BE COMPLETED BY PARENT OR GUARDIAN: (please print)
Use update your student's records by crossing out any incorrect information and printing the change above the item. Also, please provide any other missing information.

Student Legal Name:  (Last)  (First)  (Middle)
Student ID:  Social Security Number:

Is Sign Language used in the home? (Circle one) Yes or No

PRIIMARY HOUSEHOLD INFORMATION: WITH WHOM DOES THE STUDENT LIVE? (check one)

- Both Parents  - Mother Only  - Father Only  - Guardian  - Agency  
- Mother/Stepfather  - Father/Stepmother  - Stepmother/Stepfather  - Foster Parent  - Self

Name(s) of Person(s) with whom student lives: (complete contact information below)

| Last Name | First | Relationship to Student | Home Phone: | Cell Phone:
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SECOND HOUSEHOLD INFORMATION: Name(s) of Parent(s) and/or Guardian(s) OTHER than those listed under Primary Household Information.

| Last Name | First | Relationship to Student | Home Phone: | Cell Phone:
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Please list any changes in family status this past year (births, deaths, parent or guardian status):

In the event of an emergency during school hours we will attempt to contact you. In the event we are unable to reach you, please list other persons whom the school is authorized to contact and the phone number where they can be reached during the school day so that your child may be given assistance.

Emergency Name:  Relationship:  Home/Wk/Cell:

Emergency Name:  Relationship:  Home/Wk/Cell:

Medical Information:

In the event services of a physician or hospital emergency room appear necessary, whom would you prefer the school utilize?

Physician Full Name:  Phone: (circle one) Avera / Sanford

PLEASE FILL OUT THE HEALTH ALERT INFORMATION ON THE OTHER SIDE
Student Legal Name: ____________________________ (Last) (First) (Middle)

Please list medications your child takes: ____________________________________________________________

Please list any significant health information which should be known by the school or attending physician (asthma, seizures, diabetes, allergies, and immunizations within the last year, etc.):

__________________________________________________________________________________________

List measures you would like school personnel to follow if the health problem(s) occur at school: ____________________________________________________________

Is your child covered by health insurance? (Circle one) Yes or No
If YES, what kind? (Circle one) Private Insurance or Medicaid/CHIP (Children’s Health Insurance Program)

- If Medicaid/CHIP, please provide the health care number and primary care provider’s name since our school district can and does bill Medicaid/CHIP for certain qualified health related services.
- Medicaid/CHIP number ____________________________
- Primary Care Provider (full name) ____________________________

If NO, would you like information on a free children’s insurance plan? (Circle one) Yes or No

NOTIFICATIONS
- It is the policy of the Sioux Falls School District to provide for emergency health care for students when necessary during their attendance at school and school activities or events, and to release necessary information requested in connection with the provision of such care. Responsibility for payment of ambulance, physician and/or hospital expenses is that of the parent/guardian.
- It is the policy of the Sioux Falls School District to permit media to photograph or film group shots of students in hallways and/or classrooms. District officials may also videotape students for supervision or discipline purposes at school, on District property, at District events, and in school buses.
- Your child’s school is planning to print a school directory. The directory will list the child’s name, address, telephone number, grade, and parent/guardian name. Under the Family Educational Rights and Privacy Act, directory information may be provided to the public upon request. In addition, federal law requires school districts to provide military recruiters, upon request, with three direct categories: names, addresses, and telephone listings, unless parents have advised the district otherwise. If you do not want your child’s information included in the directory, please contact the building principal within 14 days of this notification.
- If you desire to make any change with respect to who has access to your child’s records, please contact your school principal.
- It is the responsibility of the parent/guardian to submit legal documents regarding custody or restraining orders, etc. to the school.

AUTHORIZATIONS
1. Consent is hereby granted to the Sioux Falls School District 49-5 for use of photographs, videos, slides, and television participation involving my child with or without association to the child’s name. These may appear in various electronic or print publications, web pages, presentations and/or television programs.

2. I understand that trips and excursions will be taken to farms, businesses, houses, public institutions, places of amusement, and other places in town and out of town from time to time during the school year for educational purposes, and that my child may go or remain in school, depending upon my wish. Unless I so advise the teacher in writing in the case of a particular proposed trip, it is my desire that my child shall take such excursions and trips. The teacher shall exercise due care and caution in providing for safety of his/her pupils while on such excursions. It is understood that I hereby release the teachers and principal of the school from liability for any injury my child may sustain on such trips or excursions and agree to hold said teacher and principal blameless, beyond exercise of due care and caution, in the event of any such injury.

3. Consent is hereby granted to the District to issue an Internet access account for my child to independently use the Internet. This does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the students are directly supervised by District staff. The purpose of the Sioux Falls School District’s network and the Internet are to provide additional educational resources and communication for students and teachers. The District shall make every effort to restrict access to inappropriate materials. Therefore, the District shall not be liable for the content or viewing of materials not prepared by the District.

I GIVE PERMISSION FOR ALL OF THE FOREGOING AUTHORIZATIONS.

SIGNATURE OF PARENT OR GUARDIAN ____________________________ DATE ____________________________

(If you do not want to authorize any of the foregoing, contact the principal.)

SCHOOL HEALTH CARE PLAN:
(this section is for school use only)

Written by ____________________________ Date ____________________________

(ISS - Revised: 6/05/08)
Medication Administration Summary
Summary of District Policy JLCD-JLCD-R
*The complete Policy/Regulation is available at www.sf.k12.sd.us

DEFINITIONS
Medication: All prescribed medications, all over-the-counter (non-prescribed medications) and all chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins*, which purport to aid in a person's health or well being or to treat illness or disease.
*Chemical/homeopathic substances and compounds and natural remedies, herbs and vitamins are not tested by the US Food & Drug Administration for safety or effectiveness and this lack of safety information limits their appropriate use at school. In accordance with the American Academy of Pediatrics Policy Statement—Guidance for the Administration of Medication in School, these substances are subject to the same restrictions and requirements in this regulation for prescribed medication.
Self-Administration: Taking of any medication without the intervention of a school nurse or qualified staff after receiving approval through this regulation.
Emergency/Un될: An illness or allergic reaction that requires an immediate response that if left untreated may lead to potential loss of life.
Qualified Staff: A licensed nurse or unlicensed assistive personnel with a minimum of a high school education or the equivalent who has completed the required training.

TRANSPORTATION AND STORAGE OF MEDICATION

Early Childhood and K-5
The parent/guardian must deliver the medication to the school and deliver the medication to the school nurse or a qualified staff member. All medication must be in the original properly labeled container.

Grades 6-12
Students shall transport prescription medication and chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins from home to the school nurse or a qualified staff member. The medication shall be in the original properly labeled container.

Storage All Grade Levels The school nurse or a qualified staff member will promptly count and document all medications received. Received medication shall be secured with only the school nurse and a qualified staff member allowed access to the medication. Controlled substances will be double-locked. Any unused medication will be returned to the parent/guardian at the end of the school year. If the parent/guardian does not pick up the medication, it will be disposed of properly.

ADMINISTRATION OF MEDICATION

For a student to ingest medication in a school setting, the applicable District medical consent form must be completed, signed and submitted to the school nurse.

Staff Administration:
Medications shall be administered by a school nurse or a qualified staff member. All medication administration by school staff will be properly documented on the appropriate District form.

Asthma or Anaphylaxis:
Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school-related event or activity if:
a. The prescription medication has been prescribed for that student as indicated by the prescription label on the medication;
b. The self-administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider; and

c. A parent of the student provides to the school:
   i. Written authorization, signed by the parent, for the student to self-administer; and
   ii. A signed statement from the student’s physician or other licensed health care provider indicating that the student has asthma or anaphylaxis and that the student is capable of self-administration. The statement should also include the name and purpose of the medication, the prescribed dosage, the times and circumstances under which the medication may be administered, and the period for which the medication is prescribed.

Self-Administration:

Early Childhood and Grades K-5
Students in early childhood and grades K-5 may not self-administer prescription medication (including chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins) and over-the-counter (non-prescribed) medication.

Grades 6-12
Prescription and chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins: Students in grades 6-12 may possess and self-administer prescription medication (including chemical/homeopathic substances and compounds and natural remedies, herbs and vitamins) while on school property or at a school-related event or activity if a signed statement from the student’s physician or other licensed health care provider is provided indicating that the student is capable of self-administration. The statement should also include the name and purpose of the medication, the prescribed dosage, the times and circumstances under which the medication may be administered, and the period for which the medication is prescribed.
Possession is limited to the dosage(s) necessary during school hours or the school event or activity for one day.

Over-the-Counter (non-prescribed):
Students in grades 6-12 may possess and self-administer over-the-counter (non-prescribed) medication if parental consent is updated annually on the Student’s Health Information record.

Misuse of All Medication
Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer...
Dear Parent,

Your child ____________________________:

( ) is out of medication at school
( ) has _____ days of pills left at school

The school policy requires medication to be BROUGHT TO SCHOOL BY A PARENT, in a bottle that is LABELED CORRECTLY, and containing the CORRECT MEDICATION.

Thank you for your cooperation and prompt response.

Sincerely,

__________________________________________

__________________________________________ (Phone Number)
MEDICATION ADMINISTRATION FORM (PHYSICIAN'S SIGNATURE REQUIRED)

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

**Requires renewal at the beginning of each school year**

Name of Student ___________________ D.O.B. ___________________

Address __________________________ Telephone ___________________

Parent/Guardian’s Name ____________ School ___________________

Private Insurance____ Medicaid_____ if yes to Medicaid please complete the bottom section of this form.

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

Diagnosis __________________________

Name of medication/treatment ________________

Dose __________________________

Time(s) to be administered at school ________________

Method (route) of administration ________________

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

Precautions and reactions to observe and report __________________________________________________________

______________________________ Telephone ________________ Date ________________

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

I authorize personnel at the above named school to administer the medication prescribed on this form to my child. I understand the medication must be provided in the original properly labeled container. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medication. I give permission for communication that may be necessary between the prescribing provider and the school nurse to insure safe medication administration for my child. I am responsible to pick up unused medication one week after the last dose is given during the school year, and/or before the last day of school. If the medication is not picked up, it will be destroyed.

Parent’s Signature __________________________ Date ________________

Students with Medicaid

I give my consent for submitting claims to Medicaid for covered services. I understand that my consent is voluntary and may be revoked at any time. All services will be provided to the student without delay and without regard to Medicaid coverage status. A monthly statement may be issued from Medicaid. The student will not lose any Medicaid benefits as a result of this billing. Medicaid Records are stored in the office of the SFSD Medicaid Secretary for six years. For questions please call 367-7695.

Please provide your child’s Medicaid number and the name of your child’s Primary Care Provider assigned by Medicaid.

Medicaid #____________________ Assigned Primary Care Provider __________________________ PCP# ______

Parent’s Signature __________________________ Date ________________

NURSING CARE PLAN (To be completed by school nurse)

________________________________________________________________________

______________________________ Date ________________

School Nurse
MEDICATION SELF AND STAFF* ADMINISTRATION CONSENT FORM
(Physician signature required)
(Asthma and Anaphylaxis)

Requires renewal at the beginning of each school year

Name of Student __________________________ D.O.B. __________________________
Address __________________________ Telephone __________________________
Parent/Guardian's Name __________________________ School __________________________

Diagnosis __________________________
Name of medication/treatment __________________________
Dose __________________________
Time(s) to be administered at school __________________________
Method (route) of administration __________________________
Medication to be administered from _________ Month/Day/Year _________ to _________ Month/Day/Year _________

Precautions and reactions to observe and report __________________________

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

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

Physician's Signature __________________________ Telephone __________________________ Date __________________________

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

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

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

Parent's Signature __________________________ Date __________________________

Students with Medicaid
I give my consent for submitting claims to Medicaid for covered services. I understand that my consent is voluntary and
may be revoked at any time. All services will be provided to the student without delay and without regard to Medicaid
coverage status. A monthly statement may be issued from Medicaid. The student will not lose any Medicaid benefits as a
result of this billing. Medicaid Records are stored in the office of the SFSD Medicaid Secretary for six years. For
questions please call 367-7695.

Please provide your child's Medicaid number and the name of your child's Primary Care Provider assigned by Medicaid.

Medicaid # __________________________ Assigned Primary Care Provider __________________________ PCP# __________________________

Parent's Signature __________________________ Date __________________________

*Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in
confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students
who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer
medications.

5/13
MEDICATION SELF-ADMINISTRATION CONSENT FORM
(OVER-THE-COUNTER/ NON-PRESCRIPTION MEDICATION)

Requires renewal at the beginning of each school year

Name of Student ______________________ D.O.B. ______________________
Address ____________________________ Telephone ______________________
Parent/Guardian's Name __________________ School ______________________

Name of medication ____________________________ Dose ______________________

Over-The-Counter Medication

I authorize my child to take the above over-the-counter/non-prescription medication (THIS DOES NOT INCLUDE CHEMICAL/HOMEOPATHIC SUBSTANCES AND COMPOUNDS, INCLUDING BUT NOT LIMITED TO NATURAL REMEDIES, HERBS AND VITAMINS) while at school and relieve the school district and personnel of all responsibility. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medication. I understand that my child shall possess only the number of dose(s) necessary for school hours or the school event or activity for one day.

Parent's Signature ____________________________ Date ______________________

Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.
SIoux Falls School District 49-5
School Health Services

Medication Self-Administration Consent Form
(Physician’s Signature Required)

(Prescription and Chemical/Homeopathic Substances and Compounds, Including But Not Limited to Natural Remedies, Herbs and Vitamins)

Requires renewal at the beginning of each school year

Name of Student ___________________________ D.O.B. ___________________________
Address ___________________________ Telephone ___________________________
Parent/Guardian’s Name ___________________________ School ___________________________

Diagnosis ___________________________
Name of medication/treatment ___________________________
Dose ___________________________

Time(s) to be administered at school ___________________________
Method (route) of administration ___________________________
Medication to be administered from ___________________________ to ___________________________
Month/Day/Year ___________________________ Month/Day/Year ___________________________

Precautions and reactions to observe and report ___________________________

I certify that the above named student is capable of self-administration of the above prescribed medication.

Physician’s Signature ___________________________ Telephone ___________________________ Date ___________________________

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

I authorize my child to self-administer the above medication while at school and relieve the school district and personnel of all responsibility. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medication. I give permission for communication that may be necessary between the prescribing provider and the school nurse to insure safe medication administration.

Parent’s Signature ___________________________ Date ___________________________

Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District’s progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.
AUTHORIZATION FOR DISCLOSURE OF INFORMATION

Sioux Falls School District 49005
Success Academy School
4304 Arway Dr.
Sioux Falls SD 57106
Phone (605) 362-3537/3538 Fax (605) 362-3539

I hereby authorize the use or disclosure of individually identifiable educational or health information as described below.

1. Organization(s) or person(s) allowed to release the information indicated by this form:
   ___ Sioux Falls School District 49005
   ___ Other: Name_________________________ Address_________________________

2. Organization(s) or person(s) to receive my educational or health information as indicated by this form:
   ___ Sioux Falls School District 49005
   ___ Other: Name_________________________ Address_________________________

3. Specific description of the educational or health information that may be used or disclosed:
   ___ Report Card/Transcript/Attendance
   ___ Standardized Test Scores
   ___ Current IEP
   ___ Adaptive Behavior Report
   ___ Educational Assessment Report
   ___ ULE/Talented and Gifted Record
   ___ Health/Medical Social Report
   ___ Health Care Provider Report/Records
   ___ Occupational Therapy Report
   ___ Physical Therapy Report
   ___ Speech/Language Report
   ___ Psychological Report
   ___ Dental Records
   ___ Hospital or Clinic Report/Records
   ___ Other: ______________________________

4. The information will be used or disclosed for the following purpose(s):
   ___ At the request or direction of the undersigned individual
   ___ To plan an appropriate educational program addressing special needs and/or attendance
   ___ Other: ______________________________

5. I understand that if the person or entity that receives the above information is not a health care provider, health plan or school district covered by federal privacy regulations (Family Education Right Privacy Act – FERPA or Health Insurance Portability and Accountability Act - HIPAA), the information may no longer be protected by the federal privacy regulations.

6. I understand that this authorization is voluntary and that I may refuse to sign this authorization. Unless allowed by law, my refusal to sign will not affect my ability to obtain treatment/education services or eligibility for benefits.

7. I understand that I may revoke this authorization at any time by written notification to the releasing party. However, the revocation is not valid if action was previously taken in reliance on this authorization.

8. This authorization expires:
   ___ The following date: ___/___/___
   ___ When the following event occurs: ______________________________

9. Organization(s) or person(s) who receive educational records as defined by FERPA are advised that access to such records may not be provided to any other party without the written consent of the parents of the student or the student if the student is an adult or emancipated.

Student Name ___________________________ Date of Birth ___________________________
Name of Parent or Guardian ___________________________ Relationship to student ___________________________
Signature of Parent or Guardian/Adult or Emancipated Student ___________________________ Date ___________________________
Signature of Witness/Sioux Falls School District Representative ___________________________ Date ___________________________

PARENT SIGNATURE IS NOT REQUIRED FOR EDUCATIONAL OR IMMUNIZATION RECORDS
SENT TO ANOTHER EDUCATIONAL AGENCY

Records are released and maintained in compliance with the Family Education Rights and Privacy Act of 1975 (PL 93-3580) (Buckley Amendment, Title V, Sec. 513-515). Any information disclosed to the Sioux Falls School District or to any employee of the District, becomes a part of the student's educational record. Unless specified as "confidential" or "not to be released to a third party", material disclosed to the District or an employee will be released with the educational record.
REGISTRATION FOR EDUCATIONAL SERVICES
Sioux Falls School District No. 49-5

☐ Structured Teaching ☐ Success ☐ Summit Oaks Day ☐ Summit Oaks Res. ☐ FLEX ☐ McKennan
12 39 40 48 45 46

☐ Horace Mann Bridges ☐ Jefferson Bridges ☐ Community Campus
52 55 41

☐ JDC ☐ Shelter Care ☐ New Start ☐ Long Term ☐ Adolescent Treatment
61 62 72 63 73

Student Name ___________________________________________ Birth Date ________________

☐ Parent ☐ Foster ☐ Guardian _______________________________ Telephone ( )

Address (Street, PO Box, etc.) ____________________________________________

(City, State, Zip) _______________________________________________________

Social Security # ________________________________

Tuition Determination/Placing Agency

☐ Any In-State Short Term (Shelter, JDC, Adolescent Treatment) No Tuition Required

☐ DSS, DOC Long Term (Tuition Agreement Required)*

☐ School District (Tuition Agreement Required)*

☐ Private (Tuition Agreement Required)*

☐ Out of State Agency (Tuition Agreement Required)*

* Attach Tuition Agreement

IEP: ☐ Yes ☐ No
(If Yes – Attach IEP Copy)

Enrollment Information

ID ____________________________ SEX: ☐ M or ☐ F

ETHNIC: ☐ I ☐ A ☐ H ☐ B ☐ W

Grade _________

Date to Begin Attendance _____________________________ Homeroom _______________________

Last Location Code _____________________________ Transfer From _________________________

(Check One) ☐ Full Time ☐ Half Time ☐ Summer

Will the student need specialized transportation? ☐ YES ☐ NO

If yes, what type? ____________________________________________

Date to Terminate Attendance _____________________________

Discharged To ___________________________________________ End Status Code ____________

(When Attendance is Terminated, Send Pink Copy to the Central Registrar)

White: Central Registrar Yellow: Agency/School Pink: Central Registrar Goldenrod: Tuition Secretary

Revised 05/04
May 2008

Student Registration for Dual Enrollment

Send to Central Registrar (IPC) within 5 days of student entry to your building.

1. DE (dual enrolled) □ IN (in-district) □ Parent Declined Services □

2. Reg Ed □ Sp Ed/ULE □

3. School to dual enroll student: ________________________________

4. School student attends full time: ______________________________

5. ID#: ___________________ GRADE: ___________ GENDER: M or F

NAME: ____________________________________________
( Last) (First) (Middle)

ADDRESS: __________________________________________

CITY: ___________________ STATE: _____ ZIP: __________

COUNTY: ___________________ PHONE: (______) __________

ETHNICITY: I A H B W SSN: __________________________

PARENT/GUARDIAN NAME: ______________________________

BIRTH DATE: ___________ IMMUNIZATIONS ON FILE? Yes ___ No ___

ENTRY DATE: ___________ START STATUS CODE: __________

6. Will the student need specialized transportation? ___ Yes ___ No ___
If yes, what type? ______________________________________

7. SPED Code for transportation needs to be removed from IC ___ Yes ___

Central Registrar Use – Release Date: ___________ End Status Code: __________

TIME SPENT IN YOUR BUILDING
(Document each course the student is taking)

Course name ________________ Minutes per day _____ Days per week _____

Course name ________________ Minutes per day _____ Days per week _____

Course name ________________ Minutes per day _____ Days per week _____

Course name ________________ Minutes per day _____ Days per week _____

Remember to report any changes in the amount of time the student spends at your building to the Central Registrar!

Name of person filling out this form ________________________________
Transportation Permission Slip

There are times that our programs will provide unique enrichment activities outside of the school. These activities may occur away from the school building and students would need transportation.

Permission Form:
Transportation will be provided by the school van, bus or teacher cars driven by teachers.

It is my desire that my child/ward walk or travel with staff for such outings listed above. I understand that the Sioux Falls School Board, the school, and chaperones are not responsible for any injuries that may be incurred on these trips. I give my child/ward permission to travel to alternative for extended classroom enrichment activities.

Student Name:_______________________________

Parent/Guardian Signature:________________________

Date:________________________

Permission to Volunteer:
Some of our programs will also provide the opportunity to volunteer during the school day. By signing this form you understand that the School Falls School Board, the school, and or chaperones are not responsible for any injuries that may be incurred during this volunteer opportunity.

Students Name:_______________________________

Parent/Guardian Signature:________________________

Date:________________________
Search Procedure

To ensure the safety of all students and staff, when students enter our programs they will be searched. They will be asked to turn out their pockets of their jeans, shorts, etc. They will also be asked to lift their jeans to show their socks. Backpack and/or other bagss will be opened and looked through before going into the lockers.
## District-Wide High School Rules

### Due Process:
- Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student, (2) notice of the rule violation, (3) explanation of the evidence supporting the charge, (4) an opportunity to present the student's side of the story, and (5) a penalty that is proportionate to the violation.

### Consequence Definitions

**Detention:** Discipline which requires students to serve time before or after school.

**In school suspension (ISS):** Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.

**Suspension after school (SAS):** Discipline which requires students to serve time at the end of the school day.

**Short term suspension (STS):** Temporary denial to a student by the principal, superintendent, or School Board of participation in a class or classes for no more than ten school days. Suspension will be served out of school. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.

**Long-term suspension (LTS):** Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.

**Expulsion:** Denial of a student's membership in school by the school board for a period of time.

### Where appropriate the following additional consequences may be added to any violation:

- **Choices counseling/conflict resolution:** Programs designed to teach students to deal with conflict in a constructive manner.
- **Community service:** May be served at school or outside of school day by assisting school staff in carrying out their duties.
- **Counselor referral:** Student is referred to their school counselor or an independent counselor.
- **Drug/Alcohol evaluation and counseling:** Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.
- **Out of school suspension alternative (OSSA):** Optional short term placement program for students who are out of school suspended. If students attend OSSA they may receive credit for school work that is missed as a result of the suspension. If students do not attend they may receive zeros for missed work.
- **Police referral:** When appropriate students will be referred to the police for violations that are also violations of city, state, or federal laws.
- **Reassignment:** Reassignment of a student to a school or school program because of student misbehavior. When a student is reassigned for misbehavior, transportation will be provided by the parent at no expense to the District.
- **Restitution:** When appropriate students will reimburse the school or others for financial damages.
- **Restrictions:** Removal of student privileges.
- **Risk/Threat assessment:** Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.
- **Student assistance team (SAT):** A team of staff members who work together to help students become and remain successful in school.

### The progression of consequences resets according to the following schedule:

- **Class 1:** Per quarter
- **Class 2 and 3:** Per semester
- **Class 4:** Per year
- **Class 5, 6, and 7:** Entire HS career

### When discipline is imposed, parents/guardians will be contacted by email and/or mailing of the office referral and/or by phone or in person to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Class</th>
<th>Infraction Definition</th>
<th>1st Violation</th>
<th>2nd Violation</th>
<th>3rd Violation</th>
<th>4th (or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td><strong>Academic Dishonesty:</strong> Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc... Students will be expected to follow classroom instructions relating to academic integrity.</td>
<td>ISS/SAS (1 day) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>Withdrawn from class with failing grade</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td><strong>Neglecting Obligations:</strong> Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.</td>
<td>ISS/SAS (1 day) Restrictions</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>STS (1 day)</td>
<td>STS (1-3 days)</td>
</tr>
<tr>
<td><strong>Academic Infractions</strong></td>
<td>1</td>
<td><strong>Sweep:</strong> Tardy to school or class.</td>
<td>Detention *No credit</td>
<td>Detention *No credit</td>
<td>Detention *No credit</td>
<td>ISS/SAS (1 day)</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td><strong>ID Badge:</strong> Unable to produce the school ID badge when requested.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attendance Related Infractions</strong></td>
<td>2</td>
<td><strong>Closed Campus:</strong> Leaving school without the permission of administration.</td>
<td>Detention</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>ISS/SAS (3-5 days)</td>
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<td></td>
<td>2</td>
<td><strong>Skipping:</strong> Unapproved absence from a non-credit class period within the school day, including leaving class without permission. Skipping academic classes See JH/JH-R</td>
<td>ISS/SAS (1-2 days) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>STS (1 day)</td>
<td>STS (3 days) SAT Referral</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td><strong>Unauthorized Visit to Another School:</strong> Visiting another school during the school day without administrative permission.</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>STS (1 day)</td>
<td>STS (3 days) SAT Referral</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Infraction</th>
<th>Class</th>
<th>Infraction Definition</th>
<th>1st Violation</th>
<th>2nd Violation</th>
<th>3rd Violation</th>
<th>4th (or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying/</td>
<td>4</td>
<td><strong>Bullying:</strong> Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities. See Policy JFCE.</td>
<td>STS (3 days) SAT referral Counselor referral</td>
<td>STS (5 days) SAT referral Counselor referral</td>
<td>LTS or Expulsion Conflict Resolution Choices Counseling</td>
<td></td>
</tr>
<tr>
<td>Harassment</td>
<td>4</td>
<td><strong>Harassment:</strong> Harassment is a form of discrimination. Physical or verbal conduct related to a person’s race, religion, national origin, age, sex (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law that has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment or which deprives the student access to educational opportunities. See Policies ACAC-R and JIJA/JIJA-R.</td>
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<tr>
<td>Hazing</td>
<td>4</td>
<td><strong>Hazing:</strong> Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy JICFA/JICFA-R.</td>
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<tr>
<td>Disrespect and</td>
<td>3</td>
<td><strong>Disrespectful Behavior:</strong> Communication or actions that demonstrate a lack of respect or courtesy toward an individual.</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>STS (2-3 days) Restrictions</td>
<td>STS (4-10 days) SAT referral</td>
</tr>
<tr>
<td>Disobedience</td>
<td>3</td>
<td><strong>Offensive Language/Gesture:</strong> Use of disgusting, hurtful, obscene, or foul language, communication, or action.</td>
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<td></td>
<td>3</td>
<td><strong>Insubordination:</strong> Student conduct deemed as unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information).</td>
<td>STS (4-5 days) Restrictions</td>
<td>STS (5-7 days) Restrictions</td>
<td>STS (5 days) Restrictions</td>
<td>STS (10 days) SAT Referral</td>
</tr>
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<td></td>
<td>3</td>
<td><strong>Offensive Language Directed at a Person:</strong> Offensive language or gesture as defined above directed at another person.</td>
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<tr>
<td>Disruption</td>
<td>2</td>
<td><strong>School Disruption:</strong> Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others.</td>
<td>Detention</td>
<td>ISS/SAS (1 day)</td>
<td>ISS/SAS (3 days)</td>
<td>STS (1 day)</td>
</tr>
<tr>
<td>Dress Code</td>
<td>2</td>
<td><strong>Inappropriate Dress:</strong> Violation of the school’s dress code including but not limited to wearing clothing with profanity, suggestive themes such as alcohol, drugs, sex, death, or violence.</td>
<td>Detention Change clothes</td>
<td>ISS/SAS (1 day) Change clothes</td>
<td>ISS/SAS (2 days) Change clothes</td>
<td>See insubordination 2nd violation Change clothes</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>2</td>
<td><strong>Cell phones/Electronic Devices:</strong> Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school official, and/or using an electronic device for a non-educational purpose.</td>
<td>Warning Device must be picked up by parent</td>
<td>Detention Device confiscated until picked up by parent or held in office for 5 days</td>
<td>JSS/SAS (1-3 days) Device confiscated until picked up by parent or held in office for 10 days</td>
<td>ISS/SAS (3-5 days) Student may no longer bring phone or device into school</td>
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<td>3</td>
<td><strong>Technology Misuse:</strong> Unauthorized use of District technology. District technology is a privilege and not a right and acceptable use is set forth in Policy INDC/INDC-R. If the misuse also constitutes another violation, consequences consistent with the other violation may also be given.</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>STS (1-2 days) Restrictions</td>
<td>STS (2-3 days) SAT Referral</td>
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<tr>
<td>Gang Activity</td>
<td>3</td>
<td><strong>Gang Activity - Low Level:</strong> Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.</td>
<td>Warning</td>
<td>Warning ISS/SAS (1-3 days) Restrictions</td>
<td>STS (3 days) Restrictions</td>
<td>STS (5 days) SAT Referral</td>
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<td>5</td>
<td><strong>Gang Activity - High Level:</strong> Participation or association with a group in which the student’s conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school environment.</td>
<td>LTS</td>
<td>LTS or Expulsion</td>
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<td>Infraction</td>
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<td>Illegal Activities</td>
<td>6</td>
<td>Bomb Threat: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.</td>
<td>1st Violation 2nd Violation 3rd Violation 4th (or more)</td>
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<td>6</td>
<td>Fires and Misuse of Fire Alarms/Extinguishers: Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause. (Restitution is required for pulling fire alarm.)</td>
<td>LTS or Expulsion Police referral</td>
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<td></td>
<td>6</td>
<td>Weapons: Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades, mace, and pepper spray.</td>
<td>Expulsion (12 months) Police referral</td>
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<td>6</td>
<td>Engaging in Illegal Activities: Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.</td>
<td>STS (1-3 days) SAT referral Counselor referral Restraints Restitution Community service</td>
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<td>7</td>
<td>Firearms: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.</td>
<td>STS (3-5 days) SAT referral Counselor referral Restraint Restitution Community service</td>
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<tr>
<td>Property Infractions</td>
<td>4</td>
<td>Destruction of Property: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property. This includes the alteration of student or school computer programs or systems.</td>
<td>STS (5-10 days) SAT referral Counselor referral Restraint Restitution Community service</td>
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<td>4</td>
<td>Theft: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.</td>
<td>LTS or Expulsion Restitution/Community service</td>
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<td>4</td>
<td>Trespassing: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose including visiting another school while on an out-of-school suspension.</td>
<td>STS (1 day) SAT referral Counselor referral Restraints Police referral</td>
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<tr>
<td>Tobacco, Alcohol, and Drugs</td>
<td>4</td>
<td>Tobacco: Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e-liquids and oils. See Policy JICG.</td>
<td>STS (3 days) SAT referral Counselor referral Restraints Police referral</td>
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<td>5</td>
<td>Mood Altering Chemicals, Substances, and Paraphernalia: Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens, e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than its intended use. See Policy JICD/JICD-R.</td>
<td>STS (5 days) SAT referral Counselor referral Restraints Police referral</td>
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<td>5</td>
<td>Under the Influence: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.</td>
<td>STS or Expulsion Police Referral</td>
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<td>6</td>
<td>Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance or medication. See Policy JICD/JICD-R.</td>
<td>Police Referral</td>
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<td>Sexual Misconduct</td>
<td>3</td>
<td>Pornographic Materials: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
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<td>4</td>
<td>Sexual Activity: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts on school property, within the school environment, in a school owned, leased or contracted vehicle, or at any school sponsored activity or event.</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
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<td>6</td>
<td>Sexual Violence: Physical sexual acts against a person’s will, or where a person is incapable of giving consent.</td>
<td>STS (1 day) Restrictions</td>
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<td>4</td>
<td>Conflict resolution Choices Counseling</td>
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<td>6</td>
<td>LTS or Expulsion Police referral</td>
<td>STS (2-3 days) SAT Referral</td>
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<td>2nd Violation</td>
<td>3rd Violation</td>
<td>4th (or more)</td>
</tr>
<tr>
<td>Verbal and Physical Altercations</td>
<td>3</td>
<td>Verbal Altercation: A hostile confrontation between two or more students without physical aggression or injury.</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>STS (2-3 days) Restrictions</td>
<td>STS (3-5 days)</td>
</tr>
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<td></td>
<td>4</td>
<td>Intimidation/Threat: Use of coercion, force, threats, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student.</td>
<td>STS (5 days) SAT referral</td>
<td>STS (10 days) SAT referral</td>
<td>LTS referral</td>
<td>LTS or Expulsion Conflict Resolution Choices Counseling Police referral</td>
</tr>
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<td></td>
<td>4</td>
<td>Physical Injury: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.</td>
<td>STS referral</td>
<td>STS referral</td>
<td>STS referral</td>
<td>STS referral</td>
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<td></td>
<td>4</td>
<td>Fighting: A physical conflict involving two or more students.</td>
<td>LTS or Expulsion Conflict Resolution Police referral</td>
<td>LTS or Expulsion Conflict Resolution Police referral</td>
<td>LTS or Expulsion Conflict Resolution Police referral</td>
<td>LTS or Expulsion Conflict Resolution Police referral</td>
</tr>
<tr>
<td>Vehicle Infractions</td>
<td>6</td>
<td>Endangering the Lives of Others or Causing Serious Bodily Injury: Actions causing serious bodily harm or actions that significantly jeopardizes an individual(s) safety or well-being.</td>
<td>LTS or Expulsion Police referral</td>
<td>LTS or Expulsion Police referral</td>
<td>LTS or Expulsion Police referral</td>
<td>LTS or Expulsion Police referral</td>
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<td>2</td>
<td>Parking Lot Violations (School Rules): Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.</td>
<td>Detention Restrictions</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>Loss of parking privileges/Vehicle may be towed</td>
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<tr>
<td></td>
<td>3</td>
<td>Parking Lot Violations (Laws): Failure to comply with City and State traffic laws in school parking lots and on District property.</td>
<td>ISS/SAS (1-3 days) Restrictions</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>Loss of parking privileges/Vehicle may be towed</td>
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</table>

Additional Infractions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Bus/Cab Behavior: While on district-provided transportation (including but not limited to a bus or cab), students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may also include suspension of riding privileges. See Policy EE/EE-R.

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix.

Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student’s assigned school.

Activity (Participation) Rules: The District’s Activity Rules apply for a class FOUR (4) violation or above and consequences for participation in co-curricular or extracurricular activities are in addition to the above listed consequences, See Policy JJ/A:JJ/A-R.

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District-Wide Middle School Rules

**Due Process:** Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of the rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student’s side of the story; (5) a penalty that is proportionate to the violation.

**Consequence Definitions**
- **Detention:** Discipline which requires students to serve time before or after school, or during lunch, with no credit for class work missed.
- **In school suspension (ISS):** Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.
- **Suspension after school (SAS):** Discipline which requires students to serve time at the end of the school day.
- **Short term suspension (STS):** Temporary denial to a student by the principal, superintendent, or School Board of participation in a class or classes for no more than ten school days. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.
- **Long-term suspension (LTS):** Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.
- **Expulsion:** Denial of a student’s membership in school by the school board for a period of time.

The progression of consequences resets according to the following schedule:
- Class 1, 2 and 3: Per semester
- Class 4, 5, 6, and 7: Per year

**Where appropriate the following additional consequences may be added to any violation:**
- **Choices counseling/conflict resolution:** Programs designed to teach students to deal with conflict in a constructive manner.
- **Community service:** May be served at the school outside of the school day by assisting school staff in carrying out their duties.
- **Counselor referral:** Student referred to their school counselor or an independent counselor.
- **Drug/Alcohol evaluation and counseling:** Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.
- **Out of school suspension alternative (OSS-A):** Optional short term placement program for students who are out of school suspended. If students attend OSSA they may receive credit for school work that is missed as a result of the suspension. If students do not attend they may receive zeros for missed work.
- **Police referral:** When appropriate students will be referred to the police for violations that are also violations of city, state, or federal law.
- **Reassignment:** Reassignment of a student to a school or school program because of student misbehavior. When a student is reassigned for misbehavior, transportation will be provided by the parent at no expense to the District.
- **Restitution:** When appropriate students will reimburse the school or other for financial damages.
- **Restrictions:** Removal of student privileges.
- **Risk/Threat assessment:** Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.
- **Student assistance team (SAT):** A team of staff members who work together to help students become and remain successful in school.
- **Student conference:** A meeting with administration and/or a counselor or team.
- **Student contract:** A written plan or agreement to address discipline concerns.

When discipline is imposed, parents/guardians will be contacted by email and/or mailing of the office referral and/or by phone or in person to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

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<tr>
<td><strong>Academic Infractions</strong></td>
<td>2</td>
<td>Academic Dishonesty: Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc... Students will be expected to follow classroom instructions relating to academic integrity.</td>
<td>Student conference and/or Detention</td>
<td>ISS/SAS or detention (1-3 days)</td>
<td>ISS/SAS (3-5 days)</td>
<td>STS (1 day)</td>
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<td></td>
<td>2</td>
<td>Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.</td>
<td>No credit for involved assignment</td>
<td>Student conference and/or Detention</td>
<td>ISS/SAS or detention (1-3 days)</td>
<td>Student contract and/or Detention</td>
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<tr>
<td><strong>Attendance Related Infractions</strong></td>
<td>1</td>
<td>Tardy: Late to class or school.</td>
<td>Handled at building level</td>
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<td>Closed Campus: Leaving school without the permission of administration.</td>
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<td>2</td>
<td>Skipping: Unapproved absence from a class period within the school day, including leaving class without permission.</td>
<td>ISS/SAS or detention (1-3 days)</td>
<td>Student conference and/or Detention</td>
<td>ISS/SAS (3-5 days)</td>
<td>Student contract and/or Detention</td>
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<td>3</td>
<td>Unauthorized Visit to Another School: Visiting another school during the school day without administrative permission including visiting another school while on an out-of-school suspension.</td>
<td>ISS/SAS (1 day)</td>
<td>ISS/SAS (1-3 days)</td>
<td>ISS/SAS (3-5 days)</td>
<td>STS (3 days)</td>
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</table>
| Bullying/Harassment/ Hazing | Bullying: Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities. See Policy JFCFA.
Harassment: Harassment is a form of discrimination. Physical or verbal conduct related to a person’s race, religion, national origin, age, gender (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law. The District specifically prohibits any form of harassment that is sexual in nature. Includes, but is not limited to, verbal harassment or abuse, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a student’s education, use of services, or participation in activities. See Policies AC/AC-R and JIAA/JIAA-R.
Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy JICFA/JICFA-R. | 1st Violation | 2nd Violation | 3rd Violation | 4th (or more) |
<p>| Disrespect and Disobedience | Failure to Comply with Instructions: Failure to complete or fulfill a task assigned by a staff member. | Student conference and/or Detention | ISS/SAS or Detention (1-3 days) | ISS/SAS (1 day) | STS (1-3 days) |
| | Disrespectful Behavior: Communication or actions that demonstrate a lack of respect or courtesy toward an individual. | ISS/SAS (1 day) | ISS/SAS (1-3 days) | STS (1-3 days) | STS (3-5 days) |
| | Offensive Language/Gesture: Use of disgusting, hurtful, obscene, or foul language, communication, or action. | ISS/SAS (1-3 days) | ISS/SAS (3-5 days) | STS (3 days) | STS (4-10 days) |
| | Insubordination: Student conduct deemed as repeated unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information) | ISS/SAS (1-3 days) | ISS/SAS (3-5 days) | STS (3 days) | STS (4-10 days) |
| Disruption | School Disruption: Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others. | Student conference and/or Detention | ISS/SAS or detention (1-3 days) | Student contract | STS (1-3 days) |
| Dress Code | Inappropriate Dress: Violation of the school’s dress code including but not limited to wearing clothing with profanity, suggestive themes such as alcohol, drugs, sex, death, or violence. | Student conference and/or Detention | Student and Parent conference | Detention (1-3 days) | Student contract |
| | Cell Phones/Electronic Devices: Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school officials and/or using an electronic device for a non-educational purpose. | Device confiscated until end of school day | Device confiscated until picked up by parent or held in office for 5 days | Device confiscated until picked up by parent or held in office for 10 days | Detention |
| Electronic Devices | Technology Misuse: Unauthorized use of electronic devices/technology. Use of District technology is a privilege and not a right and acceptable use is set forth in Policy LINDC/LINDC-R. If the misuse constitutes another violation, consequences consistent with the other violation may also be given. | ISS/SAS (1 day) | ISS/SAS (3-5 days) | STS (1-2 days) | STS (2-3 days) |
| | | Restrictions | Restrictions | Restrictions | Restrictions |</p>
<table>
<thead>
<tr>
<th>Infraction</th>
<th>Class</th>
<th>Infraction Definition</th>
<th>1st Violation</th>
<th>2nd Violation</th>
<th>3rd Violation</th>
<th>4th (or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gang Activity</td>
<td>3</td>
<td><strong>Gang Activity- Law Level</strong>: Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.</td>
<td>Warning</td>
<td>ISS/SAS (1-3 days)</td>
<td>ISS/SAS (3-5 days) Restrictions</td>
<td>STS (1-3 days) SAT Referral</td>
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<td>5</td>
<td><strong>Gang Activity-High Level</strong>: Participation or association with a group in which the student's conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school environment.</td>
<td>LTS Police referral</td>
<td>LTS or Expulsion Police referral</td>
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<td>5</td>
<td><strong>Weapons-No Malicious Intent</strong>: Possession of an item considered to be a weapon when students brought the item to school by accident or without knowing it was a weapon.</td>
<td>STS (5 days)</td>
<td>STS (10 days)</td>
<td>LTS or Expulsion Police referral</td>
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<td></td>
<td>6</td>
<td><strong>Bomb Threat</strong>: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.</td>
<td>LTS or Expulsion Police referral</td>
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<td>6</td>
<td><strong>Fires/ Misuse of Fire Alarms/Extinguishers</strong>: Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause. (Restitution is required for pulling a fire alarm).</td>
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<td>6</td>
<td><strong>Weapons</strong>: Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades, mace, and pepper spray.</td>
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<td></td>
<td>6</td>
<td><strong>Engaging in Illegal Activities</strong>: Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.</td>
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<td></td>
<td>6</td>
<td><strong>Firearms</strong>: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.</td>
<td>Expulsion (12 months) Police referral</td>
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<tr>
<td>Illegal Activities</td>
<td>4</td>
<td><strong>Property Infractions</strong>: Causing or attempting to cause damage to private or school property, or the reported damage involving private or school property. This includes the alteration of student or school computer programs or systems.</td>
<td>ISS/SAS (3-5 days) Restitution and/or Community Service</td>
<td>STS (1-3 days) Restitution and/or Community Service</td>
<td>STS (3-5 days) Restitution and/or Community Service</td>
<td>STS (5-10 days) Restitution and/or Community Service</td>
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<td>4</td>
<td><strong>Theft</strong>: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.</td>
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<td>4</td>
<td><strong>Trespassing</strong>: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose including visiting another school while on an out-of-school suspension.</td>
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<td>Tobacco, Alcohol, and Drugs</td>
<td>4</td>
<td><strong>Tobacco</strong>: Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e-liquids and oils. <strong>See Policy JICG</strong></td>
<td>ISS/SAS (1-3 days)</td>
<td>ISS/SAS (3-5 days)</td>
<td>STS (1-3 days)</td>
<td>STS (4-10 days)</td>
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<td>5</td>
<td><strong>Mood Altering Chemicals, Substances, and Paraphernalia</strong>: Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. <strong>See Policy JICD-JICD-R</strong></td>
<td>LTS Police referral</td>
<td>LTS or Expulsion Police referral</td>
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<td>6</td>
<td><strong>Under the Influence</strong>: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.</td>
<td>LTS or Expulsion Police referral</td>
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<td></td>
<td>6</td>
<td><strong>Distribution</strong>: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.</td>
<td>LTS or Expulsion Police referral</td>
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<td><strong>Sexual Misconduct</strong></td>
<td>3</td>
<td><strong>Pornographic Materials</strong>: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.</td>
<td>ISS/SAS (1 day)</td>
<td>ISS/SAS (1-3 days)</td>
<td>ISS/SAS (3-5 days)</td>
<td>STS (1-3 days)</td>
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<td>4</td>
<td><strong>Sexual Activity</strong>: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts.</td>
<td>ISS/SAS (3-5 days)</td>
<td>STS (1-3 days)</td>
<td>STS (3-5 days)</td>
<td>STS (4-10 days)</td>
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<td></td>
<td>6</td>
<td><strong>Sexual Violence</strong>: Physical sexual acts against a person’s will, or where a person is incapable of giving consent.</td>
<td>LTS or Expulsion Police referral</td>
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<td><strong>Verbal and Physical Altercations</strong></td>
<td>3</td>
<td><strong>Verbal Altercation</strong>: A hostile confrontation between two or more students without physical aggression or injury.</td>
<td>ISS/SAS (1 day)</td>
<td>ISS/SAS (1-3 days)</td>
<td>ISS/SAS (3-5 days)</td>
<td>STS (1-3 days)</td>
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<td>4</td>
<td><strong>Intimidation/Threat-Student</strong>: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to another student’s safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student.</td>
<td>ISS/SAS (3-5 days)</td>
<td>STS (1-3 days)</td>
<td>STS (3-5 days)</td>
<td>STS (4-10 days)</td>
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<td>4</td>
<td><strong>Physical Injury-Student</strong>: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.</td>
<td>STS (1-3 days)</td>
<td>SAT referral Staff</td>
<td>STS (3-5 days)</td>
<td>SAT referral Staff</td>
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<td></td>
<td>4</td>
<td><strong>Fighting</strong>: A physical conflict involving two or more students.</td>
<td>STS (5-10 days)</td>
<td>Police referral</td>
<td>STS (5-10 days)</td>
<td>Police referral</td>
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<td></td>
<td>4</td>
<td><strong>Intimidation/Threat-Staff</strong>: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member’s safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward a staff member.</td>
<td>STS (5-10 days)</td>
<td>Police referral</td>
<td>STS (5-10 days)</td>
<td>Police referral</td>
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<td>4</td>
<td><strong>Physical Injury-Staff</strong>: Causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.</td>
<td>STS (5-10 days)</td>
<td>Police referral</td>
<td>STS (5-10 days)</td>
<td>Police referral</td>
</tr>
<tr>
<td><strong>Vehicle Infractions</strong></td>
<td>2</td>
<td><strong>Parking Lot Violations-School Rules</strong>: Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.</td>
<td>Student conference Restrictions</td>
<td>Detention Restrictions Student contract</td>
<td>ISS/SAS (1 day) Restrictions</td>
<td>Loss of parking privileges/Vehicle may be towed</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td><strong>Parking Lot Violations-Laws</strong>: Failure to comply with City and State traffic laws in school parking lots and on District property.</td>
<td>Student conference Detention Restrictions</td>
<td>ISS/SAS (1 day) Restrictions</td>
<td>Loss of parking privileges/Vehicle may be towed</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Infractions:**

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourage, advise, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Transportation behavior: While on district-provided transportation (including, but not limited to a bus or cab), students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequences will be consistent with the violation committed which may include suspension of riding privileges. See Policy EEEE-R.

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix.

Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student’s assigned school.

**Activity (Participation) Rules**: The District’s Activity Rules apply for a Class FOUR (4) violation or above and consequences for participation in co-curricular or extracurricular activities are in addition to the above listed consequences. See Policy JJAA JJAA-R.