DISTRICT MISSION STATEMENT

To educate and prepare each student to succeed in a changing world.

LBA MISSION STATEMENT

To interdependently nurture the hearts of children within a learning community driven by high expectations and academic success for all students.
EMERGENCY PROCEDURES FOR SIOUX FALLS SCHOOLS

The Sioux Falls School District has developed procedures designed to minimize danger to students and staff should an emergency occur at school. Our main objective is to attend to the health and welfare of your child(ren) in the event of a crisis and to see that he/she gets home safely.

It is impossible to foresee all the potential emergencies, but we have worked with law enforcement officers, fire fighters and other emergency responders to plan the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things and it will cause inconvenience to all of us. We share these responsibilities as school administrators as well as parents.

In most emergencies your child(ren) will remain and be cared for in the school building. In the rare event an emergency affects Laura B. Anderson School that prohibits reentry to the building (i.e. broken gas or water main, a fire, or sudden loss of utilities), students and staff will be evacuated to an established alternative site.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **Turn on your radio or television.** We will keep the media accurately informed of any emergency.
2. **Please DO NOT telephone the school.** We have limited phone lines. These MUST be used to respond to the emergency.
3. **Please DO NOT come to school to pick up your child unless requested to do so.** Any emergency involving Laura B. Anderson may mean that emergency vehicles and disaster workers must be able to get to the building.
4. **A system call** will come from the school providing parents with information and instruction regarding their child(ren).

Should students be evacuated from the school, stay tuned to the radio and television stations for updated accurate reports and information provided by the school district administration about when and where to pick up your child.
LBA ELEMENTARY SCHOOL
K-5 School Hours: 8:00 a.m. – 2:45 p.m.       Office Hours: 7:15-4:00
Early Childhood Hours:       7:35 a.m. – 11:05 a.m.
                               11:05 a.m. – 2:35 p.m.

Principal: Wade Helleson
Assistant Principal: Jen Walden
Clerical Staff: Liane Effinger

Office Phone Number: 367-6130       Fax number: 367-6064

BREAKFAST AND LUNCH:
The federal government has extended FREE meals for all students (breakfast and lunch) through June of 2022. We still encourage families to fill out the online Free and Reduced Application because this information can help you qualify for other services within the school district.

For the 21-22 school year, student meal prices are as follows:

Adult lunches are $4.25       Student milk $0.30
Adult breakfast $2.40       Adult milk $0.35

Parents and guests are invited to eat lunch at school with your child. You must call by 8:15 a.m. to order a hot lunch. No outside foods will be allowed in schools this year.

SPECIAL DIETS:
Special diets due to medical, cultural or religious reasons may be accommodated. Please obtain a form from our lunch supervisor to complete. Medical reasons must be signed by a health professional.

MENUS:
Elementary school lunch menus can be found on our district website www.sf.k12.sd.us

Students are welcome to bring sack lunches from home as an alternative to the hot lunch. Please do not send soda or fast food with students for their noon lunch.

SNACKS/TREATS/OUTSIDE FOOD:
See the SFSD Healthy Foods Guide 2122 Document that was sent to parents on August 20, 2021. Or stop in the office to pick up this guide.
ATTENDANCE:

Research shows that students learn best when they attend school every day and because of the importance of attendance the Sioux Falls School District has adopted the following policy (JH-R):

Absences

1. Reporting and notification procedures:
   Parent(s)/guardian(s) are expected to notify the school regarding a student’s absence on the day of the absence. An absence must be reported either by note, email or phone call.
   Ten or more absences in a school year is considered to be excessive by the Sioux Falls School District.

   Parents/guardians/students are encouraged to provide professional medical documentation when absent for medically related absences. If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent and a signature of the parent/guardian. When the students’ absences are deemed excessive, 10 or more days, schools will require verification of absences from a doctor, dentist or other medical professional.

   After attendance is collected each morning, elementary and middle school office personnel begin calling parents/guardians who have not notified the school regarding a student’s absence. Student safety is the main concern and this procedure provides another check on a student’s absence.

   At the high school level, once during the school day and once each evening between 6:00 and 10:00 p.m., an automated system calls the parents/guardians of students who have not notified the school regarding a student’s absence that day. This procedure is intended to notify parents/guardians who may be unaware of the student’s absence and to remind others of their responsibility to provide notification when a student will be absent.

   Middle School and High School: Classes missed because of attendance at a school sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

2. Absences will be classified and recorded according to the following categories:
   Death in family/funeral
   OSS Alternative attendance
   Court Summons with note
   Illness of student without medical note
   Illness of student with medical note*
Illness when student sent home from school*
Religious holidays
Hazardous weather
Parent/Guardian requested absence (must be in advance)
Principal authorized absence
Documented medical appointment
OSS and did not attend OSS Alternative
Skips
Unauthorized/ Not Notified
* Documentation for students who have a chronic illness or medical condition will be in accordance with Policy/Regulation JLCG/JLCG-R - Program Access for Students with Disabilities or Students with Substantially Limiting Health Impairments.

3. Interventions for Attendance Issues:
Skipping a high school non-credit bearing class, or middle school class, will be dealt with according to Policy/Regulation JK/JK/R - Student Discipline, Class II.
Recognizing the importance of school attendance, staff members shall work to improve attendance at each school by:

- Schools will verbally notify students and/or parents/guardians of attendance records, go over the consequences of excessive absences, and encourage attendance.
- At five and eight days of absence an attendance letter and/or other communication will be sent to the parents/guardians informing them of their student’s attendance concerns unless extenuating circumstances apply. Additional letters will be sent for those students whose absences are excessive.
- The District will implement an intervention pyramid to individually support students with barriers to attending school.
- A District Attendance Council will meet quarterly to develop/implement District attendance initiatives. Building attendance teams will work regularly each month to address building attendance initiatives and interventions.
- Truancy citations or violations may be issued to students with excessive absences in cooperation with law enforcement and the judicial system. The District’s Social Workers are appointed as the District’s Truancy Officers.

Making up work for absences:

- If requested, teachers are expected to provide up to five days of assignments in advance of a planned absence. Assignments for planned absences that extend beyond five days will be available upon the student’s return to school. Tests, speeches, or special projects must be completed and submitted on the first day following an absence.
- Schoolwork missed must be made up within two times the number of
days absent not to exceed six days. The time allowed for the makeup work may be extended at the discretion of the classroom teacher.

- When a student’s attendance impacts academic performance, the student’s schedule may be modified, or the student may be placed in a credit recovery program.
- These options may not be available if the absence is for skipping or not attending OSS Alternative, dependent on the individual student’s behavior or attendance plan.

4. Marking Attendance
   Elementary School Attendance
   - Attendance will be tracked by the instructional minute. A student’s lunch period does not count towards instructional minutes.
   - A student who reports within the first thirty minutes of the start of the school day (tardy) or leaves within the last thirty minutes (leaving early) of the day will not be marked absent. Students arriving late, or leaving early, will be checked-in, or checked-out, at the administrative office.

   When a student has fifteen consecutive absences for skipping, or when the school is not notified of the reason for the absence, the student will be dropped from enrollment. The student may subsequently re-enroll at any time at their home attendance center.

Tardiness and leaving early

1. Tardiness is defined as a student’s initial appearance to an assigned area at any time after the designated starting time. At high school, tardiness is also referred to as “sweep.”
2. Leaving early is defined as the departure from an assigned area at any time before the designated ending time.
3. A student who is tardy, or leaves early, should report to the administrative/attendance office.
4. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardiness. Tardiness sanctions should be consistently applied and should be sequential.

Parents are asked to call the school (367-6130) by 8:00 a.m. when their child is absent and report the cause of absence, otherwise a phone call will be made to the home or place of employment to verify a child’s absence. Parents may also call outside of school hours to leave a voicemail message about an absence.

Parents are expected to call the school office by 8:00 a.m. or notify the teacher if they know their child will be late to school so that a lunch can be ordered if they expect him/her to eat a hot lunch at school. If you do not call by the time lunches are ordered your child will need to bring a cold lunch. Students who are late for school for any reason will be marked as tardy and must report to the school office to pick up a pass to be admitted to class. Excessive tardiness and/or absences result in home contacts, consequences, and other interventions.
DRESS CODE:
Because there is a definite relationship between appropriate dress, good work habits, and proper school behavior, the Sioux Falls Elementary and Middle Schools have developed student dress guidelines consistent in all our schools. Our goals are to help our students focus on their schoolwork and their success, to decrease the number of harassment issues, and to have our schools be places where students feel good about themselves.

➢ Clothing promoting alcohol, violence, drugs, sexual innuendo, tobacco, gangs, or racism including those which display obscene or questionable printing, and slogans that are in direct opposition to school goals will not be permitted.
➢ Tops need to have two straps wide enough to cover underwear. No backless, one-shoulder, or spaghetti straps are allowed.
➢ Midriffs must be covered, and underwear must not be visible.
➢ Shorts must not distract from the learning environment.
➢ Chains should be left at home.
➢ Headgear such as caps, hats, scarves, kerchiefs, or bandanas cannot be worn inside the building.
➢ Hair color and style must not cause a disruption.

STUDENT BEHAVIOR:
Students attending Laura B. Anderson are required to conduct themselves with respect for self and others in order to create a positive safe learning atmosphere.

The Sioux Falls School District has implemented a discipline plan outlining expectations, procedures and consequences for behavior infractions and office referrals. The Sioux Falls School District Progressive Discipline Plan is implemented after classrooms plans and low-level interventions have been exhausted. The District-Wide Discipline Matrix can be found online at: http://www.sf.k12.sd.us/images/docs/Policies/Discipline_Matrix.pdf

The Laura B. Anderson School Behavior Plan consists of two tiers to provide students with an opportunity for success. The two tiers include: Classroom Management Plans and the District Progressive Discipline Plan. All students are expected to be respectful and responsible throughout the school day. Staff will focus on providing a positive learning environment for students and implement the behavior plan when students are not acting in a safe and respectful manner.

Behavior Slip guidelines for Laura B. Anderson Elementary:
4th and 5th Grades: When students receive their 4th Low Level Behavior Slip for a quarter, an Office Referral will then be written by the Principal. Any Behavior Reports received after that, in the same quarter, will also result in as Office Referral.
2nd and 3rd Grades: When students receive their 5th Low Level Behavior Slip for a quarter, an Office Referral will then be written by the Principal. Any Behavior Reports received after that, in the same quarter, will also result in as Office Referral.

Kindergarten and 1st Grades: When students receive their 6th Low Level Behavior Slip for a quarter, an Office Referral will then be written by the Principal. Any Behavior Reports received after that, in the same quarter, will also result in as Office Referral.

Classroom Expectations
Each classroom at Laura B. Anderson will implement a classroom management plan. These will:

- Establish effective rules and procedures
- Implement appropriate disciplinary interventions
- Foster productive student-teacher relationships
- Help students contribute to a positive learning environment

Hallway Expectations
The following is the list of hallway expectations that we have for the students at Laura B. Anderson.

- All students will walk on the right side of the hall, quietly in single file, keeping hands and feet to themselves.
- All students will be escorted in the hallway, meaning that students will be escorted from recess, lunch, specials, Special Education, Speech Therapy, ELL, Orchestra, and Band.
- Students will enter and leave the building at their assigned door.
- Once students are dismissed, they may only re-enter the building with an adult.
- Students will listen to and follow directions from all adults.

The Laura B. Anderson staff has made a commitment to have “All Hands on Deck” each day from 7:55-8:00 and from 2:40-2:45. All adults that work in the building will be out in the hallways reinforcing the above expectations with the students.

Playground Equipment and Rules
The Laura B. Anderson Playground Behavior Plan consists of the following use of equipment and a plan to respond to playground behaviors. The playground behavior plan identifies levels of behaviors and consequences or action that may be taken with each offense.

Equipment should be used in the manner for which is designed. Safety of all students is always the highest priority.

Library
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.

GENERAL PRACTICES AND PROCEDURES

SECURITY:
Anyone entering the school must utilize an electronic visitor management system to sign in/out at the school office by submitting a valid photo identification card and wear a visitor badge. If a visitor is in the school without a badge, he/she will be asked to go to the office. If your child must come late or leave during the school day, you are asked to sign him or her in/out in the school office.

CLASSROOM VOLUNTEERS, POLICY IJOC-R:
School Volunteers
Any person who works without pay on a regular or occasional basis for the Sioux Falls School District at school sites or other educational facilities within the District shall be considered a volunteer and subject to the following regulations. Parents or legal guardians who occasionally visit their child’s classroom, eat lunch at school with their child, and do not assist in instruction or independent supervision of other students, are not considered volunteers under this Policy.

Definitions
Supervised Volunteers:
- Individuals who work without pay on a regular basis or for one-time events or activities for/at a school.
- Volunteers and mentors who work with a student(s) with direct supervision of District staff.

Unsupervised Volunteers:
- Volunteers and mentors who work with a student(s) without direct supervision of District staff, on or off school grounds, volunteers who act as drivers and volunteers who act as overnight student trip chaperones.

Annual Registration
All volunteers (inclusive of students 16 years of age and above, college practicum students, student teachers, interns, mentors, parents and other community members) must fill out the applicable volunteer registration form(s) each school year.
Background Checks

Supervised Volunteers

- The building principal or appropriate supervisor will check the names of supervised volunteers against the Sex Offender Registry.
- After the building principal or appropriate supervisor has checked the names of supervised volunteers against the Sex Offender Registry and has approved the volunteer(s) to work at the building/location, the volunteers’ names are submitted to the Human Resources Department on the Sioux Falls School District Report of Volunteer Workers Form.

Unsupervised Volunteers

- A criminal background investigation will be conducted by the Human Resources Department. Unsupervised volunteers will be required to complete the Disclosure and Release of Information Authorization for Unsupervised Volunteers Form each school year.
- In determining whether a person is approved as an unsupervised volunteer, the information revealed in a criminal background check will be judged according to the following factors:
  o The type of incident revealed.
  o The applicant’s efforts and success at rehabilitation.
  o The likelihood that the incident would prevent the individual from performing his or her duties consistent with the safety and welfare of students.
  o Circumstances surrounding the incident.
  o The amount of time elapsed since the incident occurred.
  o The applicant’s honest disclosure of information about the incident.
  o The nature, severity, number and consequences of the involved incidents.
- Unsupervised volunteer drivers are also required to complete the Sioux Falls School District Activity Driver Certification Form.
- Mentors
  Mentors in school mentoring programs must follow procedures established for the respective program.
- Lutheran Social Services is responsible for conducting the all criminal background checks for mentors in its school-based mentoring programs. Results of those criminal background checks must be provided to Human Resources for review and approval prior to a mentor having contact with a student.
- Practicum Student/Volunteers and Student Teachers/Interns
  Higher Education officials are responsible for checking the names of all practicum student volunteers against the Sex Offender Registry and must send the approved list of practicum students and student teachers to the Director of Human Resources.
  Student teachers and interns must undergo South Dakota and FBI criminal background check in accordance with state law.

The Director of Human Resources approves the submitted list of volunteers and forwards the list for approval by the School Board.
Following School Board approval, names of volunteers are entered in the School Board minutes in accordance with SDCL 62-1-5.1.

FIELD TRIPS:
Signed parental permission is required for all field trips. Permission is granted by giving approval on Infinite Campus during the annual update process. Parents will be notified in advance as to the nature of each field trip. Parents volunteering to drive for a field trip must complete the necessary paperwork well in advance.

ARRIVAL AT SCHOOL:
Students should arrive no earlier than 7:40 a.m. For student and staff safety, all doors to the building will be locked except Doors C, E, & D on the playground. Students are responsible for their belongings such as coats and book bags as soon as they arrive at school. Students are expected to walk beside their bicycles on the school grounds and in crosswalks. Breakfast is served in the cafeteria.

LEAVING SCHOOL EARLY:
For the protection of your children, no student is permitted to leave the school at any time during the school hours without permission from the office. Children are to be picked up at the office and will be released only to parents, legal guardians, or other authorized persons.

Parents desiring early dismissal for children who have medical or dental appointments are asked to send a note of explanation prior to dismissal.

If a student becomes ill during the day, he/she may not leave the school until the school nurse, secretary, or principal has made contact with a parent.

DISMISSAL OF SCHOOL:
It is our expectation that all students will leave school premises by 3:00 p.m.

*Students are not allowed on the school playground until after 6:00 p.m. due to other programming.

SOLICITATIONS:
Vendor Relations with Schools/Students/Staff (Policy NEPN Code DJG) Policy reads that “No agent or salesperson shall be permitted to discuss business propositions, to distribute business propositions, or to canvass students and/or employees on District property unless approved by the Superintendent or a designee.” Considerations will be granted to education related services (PTA sponsored), state contracts, and items related to school board strategies. Examples of vendors that would violate this policy would be Pampered Chef, book vendors, etc.

PROGRESS REPORTS/CONFERENCES:
Report cards are issued at the end of each quarter. The report cards will be sent home with students. Final report cards will be mailed home approximately two weeks after the last day for students. Parent/Teacher conferences will be held in
October and January. Quarterly grades are available for viewing via the district’s website www.sf.k12.sd.us in the Infinite Campus section.

CHILD CUSTODY:
In most cases, when parents are divorced or separated, both mother and father continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both natural parents.

STUDENT USE OF PHONE:
Students are not permitted to use a telephone without permission from the teacher or school secretary. Students will be permitted to use only those phones located in the office and/or in their classroom. Parents are asked not to call students from class to the telephone unless an emergency situation is indicated. The best time to contact a classroom teacher is 7:30 – 7:55 a.m. and/or 2:45-3:30 p.m. Please have arrangements made with your child prior to the start of each day regarding plans for after school and on rainy or snowy days.

VISITORS:
Parents are welcomed and encouraged to visit often. All visitors to our school (including parents) are asked to report in at the office upon arrival in the building. Visitors must utilize an electronic visitor management system to sign in/out at the school office by submitting a valid photo identification card and wear a visitor badge. If a visitor is in the school without a badge, he/she will be asked to go to the office.

HARASSMENT:
It is a violation of district policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct of communication of a sexual nature or communication disparaging a person’s religion, race, color, creed, ancestry, national origin, sex, disability, or age as defined in district policy. Any evidence of harassment should be reported to the teacher or school principal.

EMERGENCY HEALTH CARD:
It is important that we have current information on file for each child enrolled at Laura B. Anderson School. At the beginning of the school year you will be asked to review and to update your information within Infinite Campus. Please check it over carefully and make changes so that we have accurate information. It is vital that any changes to address or phone number(s) be reported to us during the school year. If a child becomes injured or ill, we need to have someone we can contact who may be able to assist. Please keep us informed of any changes for your child’s sake.
MEDICATIONS:

Medication Administration – Policy JLCD-R

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 medications.

“Self-Administration” Taking of any medication without the intervention of a school nurse or qualified staff after receiving approval through this regulation.

“Emergency/Urgent” An illness or allergic reaction that requires an immediate response that if left untreated may lead to potential loss of life.

“Qualified Staff Member” A licensed nurse or unlicensed assistive personnel with a minimum of a high school education or the equivalent who has completed an approved South Dakota Board of Nursing Medication Administration Training Program for Unlicensed Assistive Personnel.

The following rules shall be followed with regard to medication administration in the school setting.

Transportation of Medication

A. 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.

B. 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 of Medication at School

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.
School buildings may also acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in accordance with this Regulation in an emergency situation of a severe allergic reaction causing anaphylaxis.

Methods of Medication Administration
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.

A. 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.

Any school nurse or qualified staff member may administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school or administer an epinephrine auto-injector to any student during school hours if the school nurse or qualified staff member believes that the student is experiencing anaphylaxis in accordance with the standing protocol provided by the health care provider that provided the non-student specific prescription regardless of whether that student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.

Prior to administering an epinephrine auto-injector made available by the school, each qualified staff member shall be trained by a licensed health care professional to (1) recognize the symptoms of a severe allergy or anaphylactic reaction; (2) to know the procedure for the administration of an epinephrine auto-injector; (3) to know the procedure for storage of an epinephrine auto-injector; and (4) to know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.

B. Self-Administration
1. 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.

2. Early Childhood and Grades K-5
While on school property, with the exception of parent/guardian approved insulin administration supervised by a school nurse or qualified staff member, 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 may not self-administer over-the-counter (non-prescribed) medication with the sole limited exception being cough drops with parent/guardian written consent/permission.

3. School Related Events or Activities Off School Property
Prescribed medication that must be taken during the time the event or activity is scheduled and a school nurse or qualified staff member is not attending the event or activity shall be self-administered with written consent/permission of the parent/guardian.

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 medications.
REQUIRED NOTICES:

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. Submissions on a report of harassment will not affect the student’s status with the District. Retaliation for making a complaint or participating in an investigation will not be tolerated.

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

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

NOTICE: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION - Policy Regulation JRA/JRA-R
The Family Educational Rights and Privacy Act (FERPA) affords 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.
2. 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.
3. 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.
4. 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.
5. 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 ILD
The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. South Dakota Codified Law 13-3-51.2 provides greater rights to parents. These include the right to:
• Consent before students are required to submit to a survey, analysis, or evaluation that concerns one or more of the following protected areas ("protected information survey"): 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; 8. Personal or family gun ownership; or; 9. Income, other than as required by law to determine program eligibility.
• Receive notice and an opportunity to opt a student out of – 1. Certain non-emergency medical examinations required for school attendance; and 2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
• Inspect, upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum.
These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.
The District has adopted a procedure regarding the above rights and to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The District will notify parents at the beginning of the school year if the District has identified the specific or approximate dates of surveys for which consent is required. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to consent (protected information surveys) or opt their child out (marketing activities and certain non-emergency medical examinations) as required by the PPRA and state law. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. Policy ILD can be found on the District’s website at www.sf.k12.sd.us 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 and respond in writing to the District Office:

- Office of the Superintendent
- Director of Human Resources
- Principal of the school involved
- Designated administrator

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:
   - 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.

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 complaint 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. Dept. of Education, One Petticoat Lane, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: OCR.KansasCity@ed.gov.


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.