

# Lincoln High School 2018-19

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **STUDENT HANDBOOK**

Welcome to Lincoln High School! Lincoln students expect personal excellence from themselves, their teachers, and their school. We believe that the true measure of success is knowing that you have done the best you can with the talents you have been given. We hope you enjoy your year and that you will add to the quality and reputation of LHS as one of the finest schools in South Dakota.

LINCOLN HIGH SCHOOL  
 2900 S. Cliff Avenue  
 Sioux Falls, SD 57105  
 Phone 605-367-7990; Fax 367-8492  
 Relay Services for Hearing Impaired: 711 - Then #

SIOUX FALLS SCHOOL DISTRICT MISSION STATEMENT  
 "To educate and prepare each student to succeed in a changing world."

**DAILY CLASS SCHEDULE**

	<u>Ad-Room</u>	<u>No Ad-Room</u>	<u>Friday</u>
1 <sup>st</sup> Period	8:20-9:10	8:20 – 9:14	8:30-9:20*
2 <sup>nd</sup> Period	9:16-10:06	9:20 – 10:14	9:26-10:16
Ad Room	10:12-10:28		10:22-10:38**
3 <sup>rd</sup> Period	10:34-11:24	10:20 – 11:17	10:38-11:27
4A	11:30-11:54	11:23 – 11:47	11:33-11:57
4B	11:58-12:22	11:53 – 12:15	12:02-12:26
5A	12:28-12:52	12:21 – 12:45	12:32-12:56
5B	12:56-1:20	12:49 – 1:13	1:01-1:25
6 <sup>th</sup> Period	1:26-2:16	1:19 – 2:13	1:31-2:20
7 <sup>th</sup> Period	2:22-3:15	2:19 – 3:15	2:26-3:15

\*7:30 – 8:15 Teacher Collaboration

\*\* Reading Period within Period 3

**INSERVICE DAY / TOURNAMENT SCHEDULE**

1<sup>st</sup> Period      7:30-8:15  
 2<sup>nd</sup> Period      8:21-9:06  
 3<sup>rd</sup> Period      9:12-9:57  
 4/5 Period      10:03-10:48  
 6<sup>th</sup> Period      10:54-11:39  
 7<sup>th</sup> Period      11:46-12:30

### SEMESTER TEST SCHEDULE

<u>PERIOD</u>	<u>SEMESTER ONE</u>	<u>SEMESTER TWO</u>
1 <sup>st</sup> Period or 4 <sup>th</sup> /5 <sup>th</sup>	7:30-9:05	7:30-8:58
2 <sup>nd</sup> Period or 6 <sup>th</sup>	9:15-10:50	9:04-10:30
3 <sup>rd</sup> Period or 7 <sup>th</sup>	11:00-12:30	10:36-12:04
AD – ROOM	(No Ad-room)	12:10-12:30
Make up Time	1:30-3:45	1:30:3:45

### 1 HOUR LATE START SCHEDULE

1 <sup>ST</sup> Period	9:20-9:58
2 <sup>ND</sup> Period	10:04-10:42
3 <sup>RD</sup> Period	10:48-11:27
4 <sup>TH</sup> Period	Back on regular schedule

### 2 HOUR LATE START SCHEDULE

1 <sup>ST</sup> Period	10:20-10:38
2 <sup>ND</sup> Period	10:44-11:02
3 <sup>RD</sup> Period	11:08-11:27
4 <sup>TH</sup> Period	11: 33 Back on regular schedule

### PEP ASSEMBLY SCHEDULE

1 <sup>ST</sup> Period	8:20-9:05
2 <sup>ND</sup> Period	9:10-9:55
3 <sup>RD</sup> Period	10:00 Take backpacks to 3 <sup>rd</sup> period and transition to gym.
ASSEMBLY	10:10-10:35
3 <sup>RD</sup> Period	10:40-11:27
4 <sup>TH</sup> Period	Back on regular schedule

### **ACADEMIC PROCEDURES**

**ACADEMIC LETTERS:** Students carrying a 3.5 or higher grade point average (GPA) (not cumulative) for two consecutive semesters and carry at least a four-credit load, are eligible to receive an academic letter. However, any student who received a 3.6 GPA one semester and a 3.4 GPA the following semester would not be eligible because this would not meet the criteria of having a 3.5 or higher GPA for two consecutive semesters.

**GRADE CLASSIFICATIONS:** Student's grade classification is determined by the number of earned credits at the beginning of the school year. This classification will remain for the entire school year, except for those 4<sup>th</sup> year students who earn 16 credits by the beginning of the second semester. These students will be reclassified as seniors and will be reassigned ad rooms.

- Freshman = less than 5 credits
- Sophomore = 5
- Junior = 11
- Senior = 16

**GRADING:** Lincoln High School utilizes the A-F grading system. The numerical scores for grades are as follows: A = 93–100; B = 85–92; C = 76–84; D = 65–75; and F = 64 and below. The cumulative GPA is an average of all grades received by a student at Lincoln High School. The cumulative GPA (used to determine class rank) is computed at the end of each semester.

**GRADUATION REQUIREMENTS:** The graduation requirement is 22 credits. Please see your counselor with specific course requirements. Students must successfully complete 16 credits by the beginning of second semester of the senior year to participate in graduation exercises.

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

**INFINITE CAMPUS:** Infinite Campus provides secure access to academic progress reports on the Internet. The program is designed to integrate class files from the district's electronic grading system, to the Internet. For more information, please contact your school counselor.

**HONOR & MERIT ROLL:** Infinite Campus provides secure access to academic progress reports on the Internet. The program is designed to integrate class files from the district's electronic grading system to the Internet. For more information, please contact your school counselor.

**SCHEDULE CHANGES:** Students are expected to follow their final registration schedule and attend all classes listed unless a schedule change has been made and teachers notified. Students should see their counselor if they feel their schedule contains an error. Students that did not register on their own during the registration period will not be allowed to change their schedules without administrative approval.

**STUDENTS DROPPING A COURSE:** Students must receive written permission from a parent/guardian and administrator to drop a course. Students who drop a course shall select a replacement for that course. Students who drop a course after the first 5 school days of a semester will receive an "F" grade, which will appear on their transcript.

## GENERAL PROCEDURES

**CANCELLATION OF SCHOOL:** If severe weather conditions require the delay or cancellation of school, local radio and television stations will broadcast pertinent information. The Sioux Falls School District website will also report any cancellations. Any snow days will be made up at the end of the school year.

**FIRE AND DISASTER DRILLS:** Students and staff are to walk rapidly and immediately to the proper exit posted in each room. After exiting, move away from the doorways to prevent blocking. For disaster drills, follow the instructions of the teacher. If a blackout/power outage should occur, teachers and students should remain in their assigned room. Listen for principals to communicate further directions.

**MEDICATIONS:** Medical diagnosis and treatment of illness are not the responsibilities of the SFSD and shall not be practiced by school personnel. School personnel shall not provide aspirin or any other medication to students. "Over the counter drugs shall not be supervised or kept in the office unless directed by a physician. Medications shall be stored in a locked location provided for medical storage when paperwork is in order. Students requiring medication at school shall be identified by the parent to authorized school personnel.

A completed "Request and Authorization for Medication" form shall be submitted to the school office. Medication shall be brought to school by the parent in a bottle, labeled by the pharmacy, including the student's name, medication name, physician and dosage of the drug to be taken. The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse. In specific situations, students may be responsible for their own medication and self-administration. Parents shall send only the medication needed for the day with the student. This situation also requires proper paperwork to be filled out at school. The District's Medication Administration Policy/Regulation JLCD/JLCD-R can be found on the District's website [www.sf.k12.sd.us/board/policies](http://www.sf.k12.sd.us/board/policies). 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.

**OPEN LUNCH:** In order to maintain the privilege, students must avoid receiving an unexcused absence, have no suspensions, and avoid returning late to school from lunch.

**OPEN LUNCH - JUNIOR:** There are two ways juniors can earn open lunch.

- 1.) Achieve an 85% cumulative average score on all District semester exams. OR...
- 2.) Achieve a 76% cumulative average score on all District semester exams AND have no more than 5 absences in your 9<sup>th</sup> or your 10<sup>th</sup> grade year (Not including medical or school activities); have a 3.0 or above each semester; AND have no level 4 or 5 behavior infractions with three or less level 3 infractions.

Parents cannot excuse juniors for lunch if they score below the requirement. For new junior students, open lunch is at the discretion of the principal.

**SENIORS** (Students within 16 or more credits at the beginning of the school year) will earn open lunch.

**PERMISSION TO LEAVE SCHOOL:** Lincoln is a closed campus school. Unless the student's schedule requires that the class is in a different area, students may not leave the school building before the end of the day. If students become ill or leave, they must first check out in the office. Students returning to school during the school day must report to the office before returning to class. Students leaving school without checking out could be considered unexcused. Unexcused absences result in zero grades. **Students are allowed to leave school for lunch only if accompanied by a parent.** However, students must first check out from the office. Efforts should be made to schedule all appointments before or after the school day.

**SCHOOL SAFETY:** We take many precautions to increase student safety. Students are not to cross the parking lot in between class periods. They are not to open doors for people allowing them in the building. In the hallways, students are not permitted to wear earbuds or headphones obstructing their ability to hear. Students are to have their IDs available at all times.

**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, or prospective employer with the exception of another Sioux Falls public school without student or parent/guardian written consent.

**VISITORS:** Students who wish to bring a visitor must obtain pre-approved permission from the administration at least one day in advance. Student(s) and visitor(s) are to stop at the office to obtain a visitor's pass. No visitors will be given passes the last two (2) weeks of each semester (test week) or prior to holidays. Visitors may only attend for a half day.

#### **ATTENDANCE POLICIES, PROCEDURES, RULES**

Students' contributions and achievements in class are directly related to attendance. Students and parents/guardians must understand that students miss a fundamental portion of their education when they are absent from class. Activities and discussions in the classroom are a vital part of the learning process and cannot be duplicated. Absence from class must be for serious reasons.

**HIGH SCHOOL ATTENDANCE:** Parent/guardians are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note or phone call. If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent, and a signature of the parent/guardian. Schools may require verification of absence from a doctor, dentist and other professionals as deemed necessary by the principal.

Only students of majority age (18 years or older and not living at home or married) may excuse themselves for illnesses and appointments. Only a phone call on the day of the absence will be accepted. Twice a day an automated system calls the parent/guardians of students who have not notified the school regarding a student's absence that day. These calls will be made by 1:00 p.m., as well as the evening. 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.

Ten or more absences in a school year is considered excessive by the SFSD. Absences will be classified and recorded according to the following categories:

Religious holidays	Death in family / funeral
Court summons with note	Principal authorized absences
Documented medical appointment	Illness with medical note
Illness without medical note	Illness when student sent home
Parent/Guardian requested absence in advance	OSSA Alternative attendance
OSS did not attend alternative	Skips / Sweeps
Unauthorized / not notified	School Office
Hazardous Weather	

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 prior to the absence and students are expected to be prepared for classes on the day they return. Schoolwork missed because of

valid excused absences must be made up within two times the number of days absent not to exceed six days.

**TRUANCY:** By law, attendance in school is required until the age of 18. Students absent without an excuse will be required to make up time missed. A conference will be requested if appropriate. School district social workers and/or the school nurse may make home visits to help resolve truancy problems. Continued unexcused absence will result in disciplinary action. Truancy will result in loss of points for the period(s) of absence.

**Interventions for Attendance and Truancy Issues Communications:**

At the beginning of each semester, teachers will distribute a written statement of the criteria upon which grade and credit will be awarded. Schools will verbally notify students and/or parent/guardians of attendance records, go over the consequences of excessive absences, and encourage attendance.

At 5 and 8 days of absence, an attendance letter will be sent to parent/guardians notifying them of the school's concern. A truancy petition may be filed on students for a failure to attend school. A failure to send a child to school complaint may be filed on parents/guardians when there are 15 or more absences, or earlier when warranted. State compulsory attendance law requires schools to file a truancy petition on students or a failure to send a child to school complaint on parents/guardians with the circuit court when a child does not attend school regularly or is habitually absent.

**Making up work for absences:** If requested, teachers can provide up to five days of assignments in advance of a planned absence. Assignments for 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. Students must complete assignments 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. The student may be placed in a credit recovery program. These options may not be available if the unexcused absence is for skipping or not attending OSSA, depending on the individual student's behavior or attendance plan.

When a student has 15 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**

A student who arrives late, who is tardy, or leaves early, to school should report to the administrative / attendance office.

**Sweep Policy:** In high school, when students are late for class they are "swept" to a designated location for the remainder of the period. First period sweeps will be considered skips. Any student arriving within the first 15 minutes after period one starts will be allotted three free passes per quarter and allowed to go to class.

- Sweeps #1-3 will receive one detention each
- Sweeps #4-8 will receive one suspension after school per infraction
- More than 8 sweeps per quarter will be considered insubordination

**District-Wide High School Rules**

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

**In school suspension: (ISS)** Temporary denial of the regular classroom to a student at school.

**Suspension after school (SAS):** Student serve time from 3:30-4:45.

**Short-term suspension (STS):** Temporary denial to a student 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 90 days.

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

**Out of school suspension alternative (OSSA):** OSS placement where students can receive credit for work completed. No credit given if student does not attend.

**Teacher Conference: (TABS)** Student must see the Teacher After or Before School.

**Counselor Referral:** Counselors meet with student using conflict resolution.

**Community Service:** Before or after school, students assist staff in carrying out duties.

**Drug/Alcohol/Risk Services:** Outside agencies provide counseling and threat assessments.

**Police referral:** Students can be referred to the police for violations of city, state, or federal laws.

**Reassignment:** Student is reassigned to a school or school program for misbehavior. Transportation will be provided by the parent at no expense to the District.

**Restitution:** Students will reimburse the school or others for financial damages.

**Other:** Administrators can use discretion with other appropriate consequences.

Infraction	Class	Infraction Definition	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Academic	3	<b>Academic Dishonesty:</b> Using or submitting work that is not your own. Cheating, plagiarism, copying, transferring computer files, etc.	ISS/SAS (1 day) Restrictions, No credit	ISS/SAS (3-5 day) Restrictions, No credit	Withdrawn from class with F	
	3	<b>Neglecting Obligations:</b> Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.	ISS/SAS (1 day)	ISS/SAS (1-3 days)	STS (1 day)	STS (1-3 days)
Attendance	1	<b>Sweep:</b> Tardy to school or class.	Detention *No credit	Detention *No credit	Detention *No credit	ISS/SAS (1 day)
	1	<b>ID Badge:</b> Unable to produce the school ID badge when requested.	Detention *No credit	Detention *No credit	Detention *No credit	ISS/SAS (1 day)
	1	<b>Closed Campus:</b> Leaving school without the permission of administration.	Detention	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	
	2	<b>Skiping:</b> Unapproved absence from a non-credit class period within the school day, including leaving class without permission. Skipping academic classes: See <i>JH/JH-R</i> .	Detention	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	



	3	<b>Unauthorized Visit to Another School:</b> Visiting another school during the school day without administrative permission.	ISS/SAS (1-2 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (1 day) Restrictions Police referral	STS (3 days) SAT Police referral
Bullying	4	<b>Bullying:</b> 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 <i>JFCE</i>	STS (3 days) SAT referral Counselor referral	STS (5 days) SAT referral Counselor referral	LTS or Expulsion Conflict Resolution Choices Counseling	
Harassment	4	<b>Harassment:</b> 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 <i>ACAC-R</i> and <i>JAA/JAA-R</i> .	STS (3 days) SAT referral Counselor referral	STS (5 days) SAT referral Counselor referral	LTS or Expulsion Conflict Resolution Choices Counseling	
Hazing	4	<b>Hazing:</b> 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 <i>JICFA/JICFA-R</i> .	STS (3 days) SAT referral Counselor referral	STS (5 days) SAT referral Counselor referral	LTS or Expulsion Conflict Resolution Choices Counseling	
Disrespect	3	<b>Disrespectful Behavior:</b> Communication or actions that demonstrate a lack respect or courtesy toward an individual.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (2-3 days) Restrictions	STS (4-10 days) SAT referral
Disrespect	3	<b>Offensive Language/Gesture:</b> Use of disgusting, hurtful, obscene, or foul language, communication, or action.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (2-3 days) Restrictions	STS (4-10 days) SAT referral
Disrespect	3	<b>Insubordination:</b> Student conduct deemed as unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information).	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (2-3 days) Restrictions	STS (4-10 days) SAT referral
Disrespect	3	<b>Offensive Language Directed at a Person:</b> Offensive language or gesture as defined above directed at another person	STS (1-3 days) Restrictions	STS (3-5 days) Restrictions	STS (5 days) Restrictions	STS (10 days) SAT referral
Disruption	2	<b>School Disruption:</b> 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	Detention	ISS/SAS (1 day)	ISS/SAS (3 days)	STS (1 day)

<b>Dress Code</b>	2	<b>Inappropriate Dress:</b> 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.	Detention Change clothes	ISS/SAS (1 day) Change clothes	ISS/SAS (2 days) Change clothes	See insubordination 2 <sup>nd</sup> violation Change clothes
Electronic Devices	2	<b>Cell phones/Electronic Devices:</b> Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell and 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.	Warning Device must be picked up by parent	Detention Device confiscated until picked up by parent or held in office for 5 days	ISS/SAS (1-3 days) Device confiscated until picked up by parent or held in office for 10 days	ISS/SAS (3-5 days) Student may no longer bring phone or device into school
Electronic Devices	3	<b>Technology Misuse:</b> Unauthorized use of District technology. District technology is a privilege and not a right and acceptable use is set forth in <i>Policy INDC/LINDC-R</i> . If the misuse also constitutes another violation, consequences consistent with the other violation may also be given.	ISS/SAS (1-3 days) restrictions	ISS/SAS (3-5 days) restrictions	STS (1-2 days) restrictions	STS (2-3 days) SAT Referral
<b>Gang Activity</b>	3	<b>Gang Activity- Low Level:</b> Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Warning	Warning ISS/SAS (1-3 days)	STS (3 days) Restrictions Risk Assessment	STS (5 days) SAT Referral
<b>Gang Activity</b>	5	<b>Gang Activity-High Level:</b> 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.	LTS	LTS or Expulsion		
<b>Illegal Activities</b>	6	<b>Bomb Threat:</b> A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.	LTS or Expulsion Police referral			
<b>Illegal Activities</b>	6	<b>Fires and Misuse of Fire Alarms/Extinguishers:</b> Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.	LTS or Expulsion Police referral			
<b>Illegal Activities</b>	6	<b>Weapons:</b> 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.	LTS or Expulsion Police referral			
<b>Illegal Activities</b>	6	<b>Engaging in Illegal Activities:</b> 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 interest of the school.	LTS or Expulsion Police referral			

<b>Illegal Activities</b>	7	<b>Firearms:</b> Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.	Expulsion (12 months) Police referral			
<b>Property Infractions</b>	4	<b>Destruction of Property:</b> 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.	STS (1-3 days) SAT Counselor referral restrictions Restitution community service	STS (3-5 days) SAT referral Counselor referral Restrictions Restitution Community service	STS (5-10 days) SAT referral Counselor referral Restrictions Restitution Community service	LTS or Expulsion Restitution/ Community service
<b>Property Infractions</b>	4	<b>Theft:</b> Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.	STS (1-3 days) SAT Counselor referral restrictions Restitution community service	STS (3-5 days) SAT referral Counselor referral Restrictions Restitution Community service	STS (5-10 days) SAT referral Counselor referral Restrictions Restitution Community service	LTS or Expulsion Restitution/ Community service
<b>Property Infractions</b>	4	<b>Trespassing:</b> 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.	STS (1-3 days) SAT Counselor referral restrictions Restitution community service	STS (3-5 days) SAT referral Counselor referral Restrictions Restitution Community service	STS (5-10 days) SAT referral Counselor referral Restrictions Restitution Community service	LTS or Expulsion Restitution/ Community service
<b>Tobacco, Alcohol, and Drugs</b>	4	<b>Tobacco:</b> 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. <i>See Policy JICG.</i>	STS (1 day) SAT referral Counselor referral Restrictions Police referral	STS (3 days) SAT referral Counselor referral Restrictions Police referral	STS (5 days) SAT referral Counselor referral Restrictions Police referral	STS (7 days) SAT referral Counselor referral Restrictions Police referral
<b>Tobacco, Alcohol, and Drugs</b>	5	<b>Mood Altering Chemicals, Substances, and Paraphernalia:</b> 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. <i>See Policy JLCD/JLCD-R.</i>	LTS Police Referral SAT Referral Drug/Alcohol evaluation	LTS or Expulsion Police Referral Drug/Alcohol evaluation and counseling		
<b>Tobacco, Alcohol, and Drugs</b>		<b>Under the Influence:</b> Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.	LTS Police Referral SAT Referral Drug/Alc	LTS or Expulsion Police Referral Drug/Alc evaluation		

<b>Tobacco, Alcohol, and Drugs</b>	6	<b>Distribution:</b> Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance or medication. <i>See Policy JLCD/JLCD-R.</i>	LTS or Expulsion Police Referral			
<b>Sexual Misconduct</b>	3	<b>Pornographic Materials:</b> Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings or the like.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (1 day) Restrictions	STS (2-3 days) SAT Referral
<b>Sexual Misconduct</b>	4	<b>Sexual Activity:</b> 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.	STS (3 days) SAT referral Counselor referral Restrictions	STS (5 days) SAT referral Restrictions	STS (10 days) Conflict resolution Choices Counseling	LTS or Expulsion
<b>Sexual Misconduct</b>	6	<b>Sexual Violence:</b> Physical sexual acts against a person's will, or where a person is incapable of giving consent.	LTS or Expulsion Police referral			
<b>Verbal and physical</b>	2-3	<b>2. Verbal Dispute:</b> A confrontation between two or more students without physical injury/disruption  <b>3. Verbal Altercation:</b> A hostile confrontation between two or more students involving the use of profanity causing a substantial disruption  <b>3 Physical Aggression – Aggressive behavior with the potential to cause physical harm toward others</b>	Detention  STS (1-3 days)  STS(1-3 days) counselor	ISS/SAS (1-3 days)  ISS/SAS (3-5 days)  STS 3-5 days	ISS / SAS (3-5 days)  STS (5 days)  STS 5days.	STS (10 days) SAT  STS (10 days) SAT Referral
<b>Verbal and physical alterations</b>	4	<b>Intimidation/Threat- Student:</b> 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.	STS (5 days) SAT Counselor restrictions Police referral	STS (10 days) SAT Counselor restrictions Police referral	LTS or Expulsion Conflict Resolution Choices Counseling Police referral	
<b>Physical alterations</b>	4	<b>Fighting:</b> A physical conflict involving two or more students.	STS (5 days) SAT Counselor restrictions Police referral	STS (10 days) SAT Counselor restrictions Police referral	LTS or Expulsion Conflict Resolution Choices Counseling Police referral	
<b>Verbal and physical alterations</b>	5	<b>Intimidation/Threat- Staff:</b> Use of coercion, force, threats, 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.	LTS Choices Counseling Police referral	LTS or Expulsion Conflict Resolution Police referral		
<b>Physical alterations</b>	5	<b>Physical Injury-Staff:</b> 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.	LTS Choices Counseling Police referral	LTS or Expulsion Conflict Resolution Police referral		
<b>Physical alterations</b>	6	<b>Endangering the Lives of Others or Causing Serious Bodily Injury:</b> Actions causing serious bodily harm or actions that significantly jeopardizes an individual(s)' safety or well-being.	LTS or Expulsion Police referral			
<b>Vehicle Infractions</b>	2	<b>Parking Lot Violations-School Rules:</b> Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.	Detention restrictions	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	Loss of parking privileges/ Vehicle may be towed

<b>Vehicle</b>		<b>Parking Lot Violations-Laws:</b> Failure to comply with City and State traffic laws in school parking lots and on District property	ISS/SAS (1-3 days) restrictions	ISS/SAS (3-5 days) Restrictions	Loss of parking privileges/ Vehicle may be towed.	
<b>Infractions</b>	3					

**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 the participation in co-curricular or extracurricular activities are in addition to the above listed consequences, See Policy JJAA/JJAA-R

*When discipline is imposed, parent/guardians will be contacted by email, by phone, or in person to make them aware of the situation and discuss appropriate steps to resolve the situation.*

**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.

The progression of consequences resets according to the following schedule:  
 Class 1: Per Quarter; Class 2-3 Per Semester; Class 4: Yearly; Class 5, 6, and 7: Entire Career

**Student Dress Code**

Dress code should conform to the standards generally accepted by the community. Students have a right to choose their own style of dress and personal appearance, if it does not interfere or disrupt the educational process of learning, ensures the safety, health, and wellbeing of students and staff, discourages the endorsement of alcohol, tobacco, drugs, and disruptive behavior, and furthers the school’s mission statement providing a positive learning environment.

Clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, drugs, obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation are not allowed. Shoes are to be worn at all times. No slippers. Students cannot wear hats, caps, head wraps, scarves, bandanas, or other head apparel\* during the school day. No gloves, sunglasses, pajama pants, heavy chains, or clothing with spikes.

Students may not wear immodest clothing, which includes exposed undergarments or inappropriately exposes the body. Examples include (but are not limited to) spaghetti strap tops; tube tops; halter-tops; midriff tops; backless tops; and “muscle” tops. Shirts must cover past the waistline. The hemlines of skirts and shorts should reach mid-thigh lengths; no sagging pants below hips.

**Assumption of Privacy** – Students should not expect an “assumption of privacy.” School officials need only reasonable suspicion in order to search lockers, and/or personal articles. Lockers and parking lots are property of the Sioux Falls School District

## SERVICES AVAILABLE TO STUDENTS

**Activity Tickets:** Students may buy an activity ticket for admittance to all regular season athletic events at a reduced price. Activity tickets are not good for Presidents' Bowl, district, regional or state tournaments, and cannot be used at O'Gorman home games.

**Ad Room Period:** Ad Room is a period used for reading, morning announcements, registration, and other routine administrative/ counseling operations. Students are not allowed to pass during this period unless directed to the office.

**After (or before) School:** Teachers are available to help students from 7:30-8:15am and 3:15-4:00pm. If students are not with a teacher or involved in an activity they need to vacate the building by 3:25. If transportation is not available by 3:30, arrangements need to be made with administration in advance. Anyone in the building after 3:30 will need to wait at a specified location. All students are to have transportation arranged by 4:30.

**Chromebooks:** All students will be assigned a registered chromebook during their freshman year. This chromebook will be collected and then reissued the following year until graduation. A district-required agreement must be signed and returned prior to obtaining a chromebook. The replacement cost for a loss/damaged/theft of a chromebook or accessories is the responsibility of the student and will be paid prior to issuing another chromebook. Students are expected to fully charge the chromebook prior to the start of the day. Insurance is available.

**Clubs and Organizations:** Faculty members have been assigned as sponsors of clubs that were registered last year. The following procedure should be followed if sufficient interest in a new club is shown:

Signatures of at least ten (10) students or charter members and a faculty sponsor must be included on the charter request. The request must contain a statement of purpose, meeting times, location, and membership requirements. Such requests should be signed by the activities principal. (See the High School Course Information Book & Career Planning Guide for a listing of possible clubs.)

**Counseling** – Each student is assigned a counselor at Lincoln High School who can provide confidential assistance with personal and academic problems, help in educational planning and post high school career plans. Students can receive information on careers, colleges, vocational schools, financial aid, scholarships, and test preparation. Counselors will be available from 7:30-4:00 daily or by appointment. Except in an emergency students should not attempt to see a counselor during a scheduled class.

**Dances:** Students will be expected to exhibit respectable behavior while in attendance. Explicit actions will not be allowed and if actions continue students will be asked to leave without refund. Inappropriate styles of dancing will not be allowed. Students who have been involved in fights or altercations during the year will be banned from future dances and other social activities.

**Help Line:** If you or a friend needs help coping with issues like depression, grief, relationship conflicts, family problems, drugs, alcohol or suicidal thoughts you can text “**icare**” to **839863** to have a safe and confidential conversation with a trained crisis worker through the Helpline Center. The crisis texting program is available from 3p-10p central time daily. You can also call 2-1-1 or 1-800-273-8255

**Library:** All books may be checked out for four weeks. They may be renewed for another four weeks unless other students are waiting for them. Books placed on reserve for overnight use must be returned before the first class the following school day. Students with more than two over dues will not be allowed to check out additional library materials. Students who wish to use computer labs must have a computer pass from the teacher who gave the assignment.

**Lockers:** Each student is assigned a locker to be used for personal belongings. The combination should not be given to other students nor should lockers be shared with others unless special arrangements have been made through the office. This provides more security for personal belongings. Students are discouraged from bringing valuables to school. The school is not responsible for stolen items. Keep everything locked in a locker. Lockers are the property of the school and are provided for student use. Lockers are subject to inspection for cleanliness and may be

opened by a principal or designee any time it might be suspected of containing items in violation of school policy.

**Lost and Found:** The Lost and Found is located in the office. Any article found by students or staff members should be turned in at the counter. Students may claim a lost article by proper description or identification.

**National Honors Society:** NHS is an organization for giving recognition to students who excel academically, demonstrate high moral character, are highly involved in community service, and demonstrate positive leadership. Successful appointment to membership in the NHS is dependent upon:

1. Grade point average (must equal or exceed 3.5).
2. Recommendation for membership by one or more of the LHS teaching staff.
3. Expression of interest on the part of the student in membership in the NHS.
4. Completion of all parts of the Student Activity Information Form
5. Favorable recommendation for membership as determined by majority vote of the faculty council.

**Parking:** Parking permits are available for a fee. Students will have the opportunity to register their vehicles on-line. They will not be guaranteed a permit due to limited space. Students will receive permits after full payment has been made. Students without permits will be subject to towing at student /owner's expense. Students are encouraged to car-pool as much as possible. Health forms and computer agreement forms must be returned prior to obtaining a parking pass. All LHS fees from previous years must be paid prior to receiving a permit unless previous arrangements have been made.

**Photo ID Cards:** Two identification cards will be issued to students at the beginning of the school year by your AD Room teacher. The ID card will verify your identification as a student at LHS and be used for library privileges and cafeteria purchases. All students will be expected to carry their ID badge at all times. Entrance to the building after the warning bell (8:19) will require a student ID. If a student loses both ID's, they must pay \$5.00 for a replacement. Students may receive up to five free temporary ID's per quarter if they pick them up in the library prior to the start of the school day. Students will receive a detention if they are sent to the office for a temporary ID.

**Reading Period:** Reading period is a time set aside each day for silent sustained reading. Students are expected to bring a book to read each day. The book should not be a required reading assignment from a class, a periodical or textbook. You can seek out several paperback books of interest in the school library with the assistance of a librarian. Reading period is time set aside for students to develop positive reading interests to benefit their education well beyond their years in high school.

**Telephones:** The telephones in the school office must be used for school business only. Incoming calls for students will not be accepted unless there is a family emergency. Students should not expect to use the office phones except for illness or emergencies.

**Textbooks:** Basic textbooks are furnished by the school district at no cost to students. Students are responsible for returning texts immediately when courses are completed or dropped and are responsible for replacement costs of lost books and repair costs of damaged books. The textbook room is located in room A408.

**School Activity:** School activities include but are not limited to athletics, band, cheerleading, clubs, dances, debate, drama, dance team, JROTC, NHS, Oral interpretation, orchestra, royalty candidates, student council, vocal and any other student activities.

**Student Store:** School supplies, spirit items, and some food items are available for sale in the school store. Store hours are before and after school.

**Year-round Activity Rules:** School activity participants are expected to demonstrate behavior that reflects positively on the individual, school, and community. Effective since June 1, 1997, the rules governing participation in school activity events will be in force year-round.

All official notices and District policies can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center. **NOTICE: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION - Policy Regulation JRA/JRA-R** The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notification of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. This does not include the right to request a change to any specific grade. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to privacy of personally identifiable information (PII) in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, a parent, student, or other volunteer assisting another school official in performing his or her tasks; or a service provider or vendor providing the District with online educational services or applications. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll if the disclosure is for the purposes of the student's enrollment or transfer. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. **NOTICE: DIRECTORY INFORMATION** FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, the District may disclose appropriately designated "directory information" (information that is generally not considered harmful or an invasion of privacy if released, without written consent), unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Directory information may also be provided to outside organizations. The District classifies and identifies directory information as follows: **A. Directory Information for Use in School Publications:** The District designates the following as directory information for use by the District in school publications without prior parental written consent: 1. Student's name; 2. Grade level; 3. Student's participation in officially recognized activities or sports; 4. Weight and height of athletes; 5. Honors, awards, and degrees; 6. Information which denotes accomplishments and achievements; 7. Individual and group photographs; 8. Dates of attendance; 9. School attending; and 10. Parent/Guardian name. Examples of the use of the above information in school publications by the District include, but are not limited to: class rosters posted inside school buildings; a program showing a student's role in a music or drama production; the annual yearbook; school newspaper; honor roll or other recognition lists; graduation programs; and sports activity programs, such as for wrestling, showing weight and height of team members. **B. Directory Information for Student Contact Lists and Public Requests (Outside Organizations):** The District designates the following as directory information that may be disclosed by the District without prior written parental consent to outside organizations: 1. Student's name; 2. Address; 3. Telephone number; 4. School attending; and 5. Grade level. Examples of the use of outside organization directory information include, but are not limited to: use in a parent/student contact list (e.g. buzz book, school telephone directory, school contact list); providing information, upon request, to individuals, groups or organizations outside of school (e.g. parent groups [booster groups, PTA], outside organizations serving youth, companies that manufacture class rings or supply graduation items, photographers). In addition, the District may provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. This written notice must be given to the student's building principal/program administrator or the Director of Technology & Information Services/Student Records within fifteen (15) days after notice is given. Upon directory information from either category A or B being made public by the District (e.g. a program distributed at school event or information provided to manufacturer of class rings), that specific information, unless excluded by law, may fall within the definition of a public record and be accessible to the citizens of South Dakota in accordance with South Dakota's open record laws. **Right of Parent/Guardian or Eligible Student to Opt-Out Of Disclosure of Directory Information** The District will disclose the above identified directory information without written consent unless a parent or an eligible student "opts-out." Parents or an eligible student may elect to "opt-out" of one or both categories of directory information (Directory Information for Use in School Publications and/or Directory Information for Student Contact Lists and Public Requests (Outside Organizations)). Any such "opt-out" must be made, in writing, to the building principal within fifteen (15) days after the notice is given. Policy/Regulation JRA/JRA-R can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center. **NOTICE: INFORMATION NOT SUBJECT TO SURVEY, ANALYSIS, OR EVALUATION WITHOUT CONSENT/ PROTECTION OF PUPIL RIGHTS AMENDMENT AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES ANNUAL NOTIFICATION – POLICY 1LD** The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. South Dakota Codified Law 13-3-51.2 provides greater rights to parents. These include the right to: *Consent* before students are required to submit to a survey, analysis, or evaluation that concerns one or more of the following



protected areas ("protected information survey"): 1. Political affiliations or beliefs of the student or student's parent; 2. Mental or psychological problems of the student or student's family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents 8. Personal or family gun ownership; or, 9. Income, other than as required by law to determine program eligibility. • *Receive notice and an opportunity to opt a student out of* – 1. Certain non-emergency medical examinations required for school attendance; and 2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. • *Inspect, upon request and before administration or use* – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted a procedure regarding the above rights and to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The District will notify parents at the beginning of the school year if the District has identified the specific or approximate dates of surveys for which consent is required. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to consent (protected information surveys) or opt their child out (marketing activities and certain non-emergency medical examinations) as required by the PPRA and state law. Parents will also be provided an opportunity to review any pertinent surveys. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. Policy ILD can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center. **Discrimination and Harassment:**The Sioux Falls School District is committed to providing a learning environment free of discrimination and harassment. The District prohibits discrimination/harassment on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups. The District will investigate all reports of harassment/discrimination, and will discipline, or take appropriate action, against any student or employee who is found to have violated the Harassment and/or Discrimination Policies and Regulations: 1. Students should report complaints of harassment to a building administrator. 2 If a student prefers, the student may first report a concern to a counselor, or other trusted adult. That staff member will report the concern to the administrator. 3 Parents/ guardians are encouraged to call an administrator if they are concerned about harassment or intimidation issues. 4 An administrator will investigate all complaints and determine an appropriate course of action. 5 Submission of a complaint or report of harassment will not affect the student's status with the District. Retaliation for making a complaint or participating in an investigation will not be tolerated. More information can be found on the District's website: <http://www.sf.k12.sd.us/students/report-of-concern-students>

**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, sex (including gender identity and 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. 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); and the Age Discrimination Act of 1975 (discrimination based on age.) In addition, the District provides equal access/equal opportunity for students, employees, and the public to District programs and activities. **COMPLAINT PROCEDURE – RESOLUTION OF DISCRIMINATION COMPLAINTS** Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the concern informally by working with the administrator most directly involved in the situation. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Discrimination based on a student's disability: Section 504 Coordinator: Health Services Supervisor, 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933. All other forms of discrimination: Civil Rights Officer/Title IX Coordinator (CRO/IX), In-House Counsel, 201 East 38th St., Sioux Falls, SD 57105-5898 Ph. (605)367-4670. A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy AC Nondiscrimination/Equal Opportunity has occurred. Formal complaints are filed with the persons named above. 1. The Complaint Investigation Form should be completed by the person filing the complaint or the designated administrator. The form includes the following: • Complainant's name and address; • Date(s) of the incident(s); • Description of the incident(s); • Name(s) of the person(s) involved in the incident(s); • Name(s) of any witness(es) to the incident(s) • What action, if any, has been taken • Requested resolution of the complaint • Signature of the complainant will be requested, but not required 2. An investigation will be initiated. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the CRO/IX. 3. If the complainant is not satisfied with the decision rendered by the designated administrator, he/she may appeal the decision to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original Complaint Investigation Form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal. 4. The Superintendent or designee will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days from the appeal. At the Superintendent's level, the appeal process may or may not include a conference with the parties involved. 5. If the complainant is not satisfied with the decision rendered by the Superintendent, he/she may request a hearing in

executive session with the School Board. The request for hearing must be submitted in writing within ten (10) working days through the Superintendent's Office. The hearing will be scheduled within thirty (30) working days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing. 6. The School Board will render a decision in writing within ten (10) working days of the hearing. 7. During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Civil Rights Officer within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal. The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim. Policy/Regulation AC/AC-R can be found on the District's website at [www.sf.k12.sd.us](http://www.sf.k12.sd.us) or can be obtained from any school office or the Instructional Planning Center. Concerns and inquiries regarding discrimination rights may be directed to the Kansas City Office, Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

**NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973- Policy/Regulation KED/KED-R DISABILITY DISCRIMINATION IN PROGRAMS/SERVICES** Section 504 of the Rehabilitation Act of 1973 (Section 504) is designed to eliminate discrimination on the basis of disability and requires that qualified individuals be provided equal access to educational programs and services. **ACCESS** Persons with disabilities may contact the building principal or site administrator at least 72 hours before the event to obtain reasonable accommodations needed to participate in District programs. **STUDENTS** Policy/Regulation KED/KED-R, Concerns and Complaints about Educational Programs for Students with Disabilities or Students with Substantially Limiting Health Conditions, outlines the District's procedure relating to the identification, evaluation or educational placement of a student under Section 504. Concerns/Complaints relating to the identification, evaluation or educational placement of a student under Section 504 should be referred to the District's Section 504 Coordinator - Supervisor of Health Services, 201 East 38th St.; Sioux Falls, SD 57105-5898; Ph. (605)367-7933. **PARENTAL RIGHTS** You have the right to: (1) Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability; (2) Have your child receive a free appropriate education; (3) Have your child educated in facilities and receive services comparable to those provided nondisabled students; (4) Have your child have an equal opportunity to participate in nonacademic and extracurricular activities provided by the District; (5) Receive notice with respect to the identification, evaluation or placement (including a substantial change in placement) of your child; (6) Have the identification, evaluation and placement decisions based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options; (7) Have your child receive appropriate educational and related services when eligible and necessary under Section 504; (8) Examine all relevant records relating to decisions regarding your child's educational records, including records related to the identification, evaluation, educational program and placement; (9) Request a review of a Section 504 Team decision relating to the evaluation, educational program and placement (including any substantial change in placement) of your child; (10) Request an impartial due process hearing relating to the evaluation, educational and placement decisions (including any substantial change in placement); (11) Appeal the decision of the impartial hearing officer to a court of competent jurisdiction; (12) Have the District advise you of these rights under the federal law. The Sioux Falls School District must identify and evaluate students who may be eligible for services under Section 504 due to the following conditions: 1. A physical or mental impairment that substantially limits one or more major life activities (which includes major bodily functions); or 2. A record of having an impairment that substantially limits one or more major life activities, or 3. An impairment that substantially limits one or more major life activities. The District will provide prior written notice to parents before initiating or changing or refusing to initiate or change the identification, evaluation or educational placement of a student under Section 504. Parent consent is required for all initial evaluations. **REVIEW AND IMPARTIAL DUE PROCESS HEARING PROCEDURE** The parent of a child with a disability who disagrees with any decision regarding the identification, evaluation or educational placement of a student by the 504 Team may request a review by the District's Section 504 Coordinator – Supervisor of Health Services or file a Due Process Complaint. Request for review: The District's 504 Coordinator will send a written response to the parent/guardian within ten (10) working days of receiving the request for review. That written response will specifically address the issues raised by the parent/guardian. Impartial Due Process Hearing: A parent/guardian may file a Due Process Complaint at the Instructional Planning Center addressed to the District's 504 Coordinator. Prior to the initiation of a Due Process Hearing, the Section 504 Coordinator will offer to convene a meeting with the parents and the relevant member or members of the 504 Team and a representative of the District who has decision-making authority on behalf of the District. The purpose of the meeting is for the parents to discuss their Due Process Complaint and the facts that form the basis of the Complaint so that the District has the opportunity to resolve the dispute. If the issues raised in the Due Process Complaint are not resolved to the satisfaction of the parent within 30 days of the receipt of the Due Process Complaint, a Due Process Hearing will be scheduled. An impartial Hearing Officer will be retained to conduct a hearing. Any party to a hearing has the right to: 1. Be accompanied and advised by counsel - neither party has the right to be represented by a non-attorney at a hearing; 2. Present evidence and confront, cross-examine, and compel the attendance of witnesses; 3. Introduce evidence that has been disclosed to the other party at least 5 business days before the hearing; 4. Obtain a written, or, at the option of the parent, electronic, verbatim record of the hearing; and 5. Obtain written, or, at the option of the parents, electronic findings of fact and decisions. A complete copy of Policy/Regulation KED/KED-R can be accessed at [www.sf.k12.sd.us/schoolboard/policies](http://www.sf.k12.sd.us/schoolboard/policies) or obtained from any school office. Concerns and inquiries regarding Section 504 may be directed to the Office of Civil Rights, U.S. Dept. of Education, Kansas City Office, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT: CHILD IDENTIFICATION** The District provides free, appropriate education for all children with disabilities from birth through age 21. Any eligible child within the jurisdiction of the District, including those enrolled in any public or private agency or school located in the District, should be referred to the Office of Special Services. Ph. (605)367-7689. Documents for Public Inspection: The District is operating a project in compliance with the Individuals with Disabilities Education Act. Any funding applications, evaluation, or reports required by the state for operation of the project are available for public inspection. Documents are maintained in the Special Services Office of the Instructional Planning Center, 201 East 38th St., and are available during business hours. **COMPLAINT PROCEDURE – RESOLUTION OF DISCRIMINATION;** A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a

violation of Policy AC Non-discrimination/Equal Opportunity has occurred. Formal complaints are filed with: \*Section 504 Coordinator: (discrimination based on disability); Health Services Supervisor, 201 East 38th St., Sioux Falls, SD 57105-5898, (605)367-7933. \*Civil Rights Officer: (all other forms of discrimination); Assistant Superintendent of Human Resources and Legal Services, 201 East 38th St., Sioux Falls, SD 57105-5898, (605)367-5384. The Complaint Investigation 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; The Civil Rights Officer shall immediately authorize an investigation. 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 Civil Rights Officer. 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. 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. 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. The School Board will render a decision in writing within ten (10) working days of the hearing. 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 and Regulation AC and AC-R (Foundations and Basic Commitments), which outline specific policy and complaint procedures, can be found on the District's website at [www.sfk12.sd.us](http://www.sfk12.sd.us) or can be obtained from any school office or the Instructional Planning Center. Inquiries regarding discrimination rights may be directed to the Kansas City Office of Civil Rights. US Dept of Education; 8930 Ward Parkway Suite 2037; Kansas City, MO 64114-3302. Email OCR.KansasCityEd.gov. For Relay Services for the hearing impaired, dial: 711, then the desired number. **ACCESSABILITY** 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: \*Section 504 Coordinator: (discrimination based on disability); Supervisor of Health Services, 201 East 38th St., Sioux Falls, SD 57105-5898, (605)367-7933. \*Civil Rights Officer: (all other forms of discrimination); Assistant Superintendent of Human Resources and Legal Services, 201 East 38th St., Sioux Falls, SD 57105-5898, (605)367-5384 For Relay Services for the hearing impaired, dial: 711, then the desired number.