

Work Hard and Learn

Equipped, Ready, Invested, Honor, Courage



Patrick Henry

2200 S. 5th Ave.

Sioux Falls, SD 57105

605-367-7639

Patrick Henry is a community where people work hard and learn. We live by the following values. Come ready to work hard and learn!

Equipped: I come to class with my Chromebook, Assignment Notebook and writing utensil.

Ready: I am in the room and ready to begin when the teacher starts class.

Invested: I actively participate and engage in the learning activity.

Honor: I honor myself, others, property and ideas.

Courage: I have the courage to struggle, try new things and meet new people.

WE'RE IN THIS TOGETHER!

Families and students have a variety of people they can turn to for help at Patrick Henry:

Teachers

Communication with your teachers is essential to being a successful student. Your teachers are dedicated to your success and look forward to working with you and your family. Your parents may reach the teachers by calling the school at 367-7639; they may also reach them by their state email addresses (provided by teachers at the beginning of the year, on Infinite Campus, and also through our office).

Principals

Mrs. Sharping, Principal, Mr. Noll, Assistant Principal, and Mr. Hall, Administrator Intern are dedicated to supporting families, students, teachers, and the community to provide students with the optimum learning environment. You can reach them by calling 367-7639.

Counselors and Counseling Programs

Counseling Office 367-8443

Our team of three full-time counselors at Patrick Henry provide a variety of counseling services including social and emotional, academic, career, and group, as well as developmental guidance. Counseling can be done in small groups, individually, on a one-time basis, or on a continuing basis. Students wishing to see a counselor are asked to stop by before or after school, or between classes, to sign up for an appointment. The Patrick Henry counseling staff consists of:

Margi Orris, 8th Grade
Briana Nelson, 7th Grade
Hannah Serk, 6th Grade

School Resource Officer

We are fortunate to have a school resource officer at Patrick Henry. You are welcome to visit with Officer Shaun Drummond regarding safety concerns or to discuss a personal matter.

ADDRESS/PHONE CHANGES?

Parents/Guardians should notify the school office, 367-7639, of any change of address or telephone number, including work or emergency telephone numbers. It is important that the school have current information in case of emergencies, important mailings and automated messages.

STUDENT PHONE USE

Telephones are available in the office for student use to notify parents/guardians of unexpected changes in after school practices and activities. Students should not use their cell phones or use telephones located in classrooms.

ATTENDANCE

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 (367-7639). 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.

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.

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.

Interventions for attendance issues:

Skipping a 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.

Tardiness and leaving early

Tardiness is defined as a student's initial appearance to an assigned area at any time after the designated starting time. Leaving early is defined as the departure from an assigned area at any time before the designated ending time.

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

Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardiness. Consequences will include, but are not limited to: warning, assigned detention, parent contact, a student contract and potentially administrative referral.

Closed Campus

The school board has determined that the middle school operates as a closed campus. This means that a student may not leave school grounds without the permission of the administration from the time of arrival until dismissal. If a student must leave the building for appointments/lunch during the school day, the student's parent/guardian must come into the building and sign out the student. We request that the ½ hour lunch time frame be honored, as each class/subject is important.

HEALTH SERVICE

The School Board requires students to have a written report of immunizations for preventable diseases. Failure to have an up-to-date immunization record may exclude you from school. Students/parents will be required to update their health

emergency information on Infinite Campus. Information includes where a parent /guardian may be reached during the school day.

If a student becomes ill during the school day, the student may get a pass from the teacher to go to the health office. The health secretary will call a parent/guardian to inform them of the illness. **DO NOT LEAVE THE BUILDING WITHOUT CHECKING OUT THROUGH THE HEALTH OFFICE!**

A doctor's statement is required if you are unable to participate in physical education due to a health condition.

Medication Administration: Students are allowed to carry and self-administer over the counter medication in accordance with the District's Medication Administration Policy/Regulation JLCD/JLCD-R www.sf.k12.sd.us/board/policies

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 potentially 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.

ATHLETIC PARTICIPATION

Any student participating in 7th or 8th grade athletics must have a **completed** an athletic participation packet on record in the school office **before** they will be permitted to practice or compete in any middle school athletics. The packet may be picked up in the school office or completed online. In addition, any 7th or 8th grade student who wishes to participate in middle school athletics must also have an athletic physical on record at PHMS. These forms can be downloaded from the District website (http://www.sf.k12.sd.us/images/docs/athletics/Forms/Middle_School.pdf) or be picked up in the office. Middle school students are only required to complete **one** physical for their entire middle school career. However, any 7th or 8th grade student who is approved for petitioning up for a high school sport **must** have an athletic physical on record at the high school. Any student participating in high school athletics must have a new physical on an annual basis.

SIoux FALLS MIDDLE SCHOOLS DRESS for SUCCESS

Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student health and safety, disrupt school, offend other students/staff, or relate to gangs, drugs, sex, violence, or alcohol. Students are encouraged to "dress for success" as mature, young adults and make clothing choices consistent with a positive and safe learning environment. To ensure effective and equitable enforcement of this dress code, school staff shall apply the dress code consistently and in a manner that does not discriminate against any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The highlighted changes below have been established to maintain an appropriate balance to promote learning, maintain safety, and

recognize the need for culturally responsive practices. Additions to the head coverings category allow students to wear appropriate hair coverings that do not hinder an individual's identification, which is paramount to maintaining safety in our schools and recognizes the changes over time of socially acceptable clothing attire.

The purpose of Patrick Henry Middle School's dress code is:

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

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

- a) Students are expected to wear shirts that have fabric in the front, back, sides, and under the arms which do not inappropriately expose undergarments or the body.
(Examples include but are not limited to the following items: spaghetti strap tops, tube tops, halter tops, midriff tops, backless tops, and muscle t-shirts.
- b) Students are expected to wear pants, dresses, skirts, shorts, sweatpants, or leggings that do not inappropriately expose undergarments or the body.
- c) Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs (or their manufacturers), obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
- d) Students may not wear slippers or pajama pants. Shoes shall be worn at all times.
- e) Students may NOT wear, carry, hang, or display hats, caps, beanies, stocking caps and bandanas during the school day; and must also have their hoods down during the school day. Students may wear headbands, headwraps, bonnets, durags, skull caps or scarves for the purposes of covering their hair. Principal approved exceptions can apply.
- f) Students may NOT wear or carry blankets.
- g) Students may not wear chains that hang down or are used as belts.
- h) Students may not wear clothing or accessories with spikes.
- i) Students may not wear sunglasses during the school day.

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

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

Exceptions to this dress code may be made by principals or their designees to address a specific student's medical, religious, or other similar needs.

BULLYING ENDS WHERE RESPECT BEGINS

Bullying is absolutely NOT permitted at Patrick Henry Middle School. Students who experience any degree of bullying, or see bullying happening to another student, are to notify either a

parent/guardian and/or adult at Patrick Henry. If your child reports bullying please contact the administrative office at 367-7639 or the counseling office at 367-8443. The sooner we become aware of the bullying, the sooner we can intervene to ensure a positive, healthy environment for our students. We continue to implement a variety of strategies to both prevent and address bullying. We are committed to creating an environment in which students feel safe emotionally, mentally, and physically. Thank you for your partnership in attaining this goal.

KEEPING TABS ON EVERYTHING

Infinite Campus

Infinite Campus provides you the opportunity to check for your student's graded assignments. Additional information found on Infinite Campus includes: student schedule and attendance, student discipline report, student District and State assessment results, student Lunch Box information, overdue library charges, and faculty email list.

Infinite Campus can be accessed by going to the District's website at www.sf.k12.sd.us, and selecting the "Infinite Campus" link under the "Parents" icon. Then, parents/guardians can enter their Campus Portal Activation Key or personalized login and password. Infinite Campus can also be accessed through an app compatible with most mobile phones. If you have difficulty logging onto Infinite Campus, please call Patrick Henry at 367-7639.

For families without computer access, please know that students are invited to use school computers to access and print this information for your viewing. The public library also provides computer usage for the community. Please contact either the school office at 367-7639, the counseling office at 367-8443, or your child's teachers for help in obtaining this information.

Reporting Progress

Methods and Frequency of Reporting

Student progress is reported in two categories: content standards and learning behaviors. Teachers continually conduct ongoing evaluation of learning and use various means to assess progress, both formal and informal.

Grades are routinely reported through Infinite Campus.

Parents/guardians can check student grades at any time through the Campus Portal. Grades may be printed at the end of the quarter upon parent/guardian request. Parents/guardians will be contacted by the school when a student is failing or is experiencing a significant decline in achievement.

Students in grades six, seven, and eight receive an end-of-quarter progress report. Teachers use the following symbols for each subject area:

A (90-100%) B (80-89.9%) C (70-79.9%) D (60-69.9%) F (59.9% and below)

Academic Dishonesty

Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc... Students will be expected to follow classroom instructions relating to academic integrity. Refer to SFSD Policy [JK/JK-R](#) for the consequences regarding academic dishonesty.

CHROMEBOOKS

Your chromebook is an important learning tool, which should be used for educational purposes only. Access to, and the use of

Google Apps for Education is considered a privilege and not a right. Chromebooks are provided to students at the discretion of the District. The Chromebook is a computer and must be handled with care. The following guidelines should be followed when using your Chromebook:

- Do not throw your Chromebook.
- Keep your Chromebook dry.
- Do not eat or drink near the Chromebook.
- Close the lid of the Chromebook before carrying it from one location to another.
- Do not slam the cover shut.
- Do not use the Chromebook as a folder to store papers.
- Do not insert **anything**, especially metal objects, into the openings of the Chromebook.
- Adhere to the policies of the District – Acceptable and Ethical Use of Technology Resources (IJNDC/IJNDC-R) and abide by all local, state, and federal laws.
 - Use of obscene, profane, threatening, or disrespectful language is prohibited. In such cases, the alleged violation will be referred to administration for further investigation and application of necessary consequences as indicated in the Student Discipline, Suspension, and Expulsion policy (JK/JK-R).
- The Chromebook is your responsibility and must stay in your possession at all times.
- Do not modify or add any software on the Chromebook.
- Do not release personal information to strangers when using the Chromebook.
- Keep all accounts and passwords assigned to you secure and do not share these with any other students.
- Avoid touching the screen with your fingers.
- Know that you are financially responsible for any physical damage to the Chromebook. Students and parents are able to participate in the SFSD's Computer Damage/Loss Cooperative Program. Please stop in the office if you have any questions.

PHMS & YMCA

After School Program (ASP)

We offer an after school program (ASP) which is open Monday through Friday from 3:48 p.m. to 5:45 p.m. The ASP is made available through the cooperative efforts of the Sioux Falls YMCA and Sioux Falls School District. The program offers middle school students a supervised, safe environment filled with fun, wide-ranging activities as well as homework help. If you desire your child to attend, please know that the program is fee-based. A reduced rate is available for students who are on a free or reduced lunch program. To learn more about the availability of this service, please contact the counseling office at 367-8443 for an informational sheet/registration form. The form also explains bussing options in detail.

Busses

Riding the bus to and from school is a privilege, not a right, that our District provides to middle school students. If students abide by the following rules, they will be afforded the privilege of riding the bus; for students who do not abide by the rules, they may lose the privilege.

- Student ID cards are required for daily bus use. Students who do not have their bus pass must stop in the main office to

check out a temporary bus pass. New bus passes may be purchased from the office for \$3.00.

- Be at least 5 minutes early to your bus stop.
- When waiting for the bus, remain on the sidewalk and off the street until the bus comes to a complete stop.
- Students must remain seated while the bus is moving.
- No objects out the window. i.e. hands, heads, paper.
- Do not throw anything inside or out of the bus.
- No suckers or seeds. Other food and beverages are allowed with permission from the driver.
- Bus windows, curbside should remain closed until the bus leaves school.
- For safety, keep noise levels low and no yelling out windows.
- Music must be listened to through earbuds or headphones.
- Students may ride only their assigned bus to and from school each day. In order for a student to ride another bus, parent/guardian must obtain permission by school administration prior to the student riding another bus; Permission will **not** be granted for birthday parties, sleepovers, etc.
- Students may not use the emergency doors and windows except in an emergency.

Bus Infraction Consequences:

- For bus infractions, one or more of the following will occur:
 - Verbal/written warning
 - Parent contact
 - Driver-based consequences
 - Office referral and subsequent consequences according to the discipline policy.
 - Riding privileges suspended

Parking

If you drive to school, a completed vehicle registration form is required, which is available in the office.

Library Media Center

Patrick Henry's Library Media Center enables students to do research, study, or read for pleasure. Basic guidelines of the Library Media Center are:

- Media Center Hours — 8:00 a.m. – 4:15 p.m.
- Behavior in the library will be based on courtesy and consideration of others and of materials.
- All print materials except reference books and magazines may be checked out for two weeks.
- Students are responsible for lost materials, returning books on time, and fines.

Library Materials

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. 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.

THE PANTHER CAFE

Student behavior in the cafeteria will be based on courtesy and cleanliness. Eating in the cafeteria is a privilege that can be revoked. For inappropriate behaviors, clean up duties will be assigned and/or office referrals may be given.

The cafeteria lunch system allows students to have their own accounts where money is deposited and accessed by their own ID number. To deposit money, students will use a deposit envelope and put the envelope in the locked box near the office or bring it to the cafeteria. If students need their accounts to register the deposited amount the same day, money must be put in the box by 8:55 a.m., otherwise it will show on their accounts the following day. Families may also deposit money electronically into their student's lunch account through the "My School Bucks" program.

Students may also bring sack lunches and/or beverages from home. For reasons of safety, glass containers are not permitted. Beverages are also available for purchase during their lunch period. Foods from restaurants may be brought as sack lunches and/or dropped off at school for students; however, the food must be individual lunches and not meant to be shared amongst students. Also, if it is necessary for a parent to drop off a sack lunch (be it commercially-prepared food or food from home) for their child(ren), we ask that they do so only for their child(ren).

Panther Café Expectations

- Students are expected to be in the cafeteria on time.
- Students have assigned seating and should remain in their assigned area.
- Students are not allowed to throw or play with food or objects.
- Students are not allowed to take food from the cafeteria.
- Students should not eat food belonging to others.
- Students are not allowed to have parties for their tables in the cafeteria.
- All students will have clean-up duty assigned on a rotating basis.
- Supervising teachers will dismiss tables to get into lunch lines as well as dismiss students at the end of the period.

Lockers

Do not share lockers or combinations. Your locker is a space to help you get organized and make life easier. Make sure your locker is "locked" each time you close it. Lockers are the property of the school and subject to search by the administration.

Hallways

Keep hands and feet to yourselves. Students must have pass log / hall passes at ALL times and be courteous while in the halls. Running, shouting, pushing, tripping, kicking or blocking in the hall are not permitted. Students observed committing infractions will have their names turned over to their team for team consequences and/or be referred to the office.

WHAT TO BRING...WHAT TO LEAVE AT HOME

Students' Personal Property

Do not leave items where others have easy access to them. Leave valuable items at home. **During physical education, school activities, or practices items must be locked in your locker or checked with your teacher or coach.** In the event of a theft, notify

the office. Proper action will be taken which may include notification of the police.

Hats, coats and jackets must remain in your lockers during the school day.

Items which may distract or disturb others are not to be brought to school. This includes, but is not limited to, mp4 players, speakers, laser pens, rubber bands, cards, toys, and pets. School staff may confiscate these items; items may or may not be returned after school. It may be required that specific items be picked up by a parent/guardian instead of being returned to the student.

Cell Phones/Electronics

Cell phones are expected to be off or "silent" and put away between the first bell and last bell of the school day. If a student is caught using their cell phone without permission, the phone may be confiscated by the teacher and/or brought to the office. The student may receive an office referral and the phone will be given back to the student at the end of the day. Additional cell phone violations may result in increased restrictions up to and including not being allowed to bring the phone to school.

TREATS: Beverages/Food

Students may not have open beverages in their lockers and may not drink from them between classes. Only water in securely closed and clear containers may be brought to classes. Other bottled/canned beverages may only be consumed in the cafeteria between 8:15 a.m. – 8:50 a.m., at lunch, or after school outside at appropriate designated locations, such as an after school activity. Vending machines are not available for use until designated times after school.

Students are required to clean up after themselves and discard wrappers and remaining food/drink prior to leaving the cafeteria both in the morning and after lunch. Unwrapped food is not to be stored in lockers to prevent unpleasant odors, and ants/insects. In addition, students are not to consume food in the hallways between classes. Food may be enjoyed in a classroom at the discretion of the specific teacher; in this case, the food must be consumed or discarded and all wrappers thrown in the trash prior to the student leaving for the next class.

BE INVOLVED - CO-CURRICULAR ACTIVITIES

- Yearbook Staff •Cross Country •Orchestra •Volleyball •Band
- Football •Track •Student Council •Wrestling •Basketball
- Gymnastics •Chorus •WEB

The middle school co-curricular activity program is designed to encourage a large number of students to participate in activities. The emphasis at this level is on participation and learning, not winning. There is no participation fee for middle school activities.

Activity Rules

School Activity participants are expected to demonstrate behavior that reflects positively on the individual, school, and community. The rules governing participation in school activity events are in force year-round. See District policies JJI-R and JJAA-R.

- In order to practice or compete on a given day, participants must be present in school **three consecutive periods prior to dismissal.**
- If a student is in ISS, SAS, STS, or LTS, they will not be allowed to practice or compete on the day(s) of suspension. All suspension obligations must be completed prior to

participation in any practice, competition, performance, or activity.

- Possession, sale, use, or distribution of tobacco, vapor products or a controlled or mood-altering substance, as well as crime against person or property is addressed in District policy. Consequences are outlined in District Policy and State Law.

PROCEDURES FOR ATHLETIC, MUSIC AND ACTIVITY REHEARSALS AND PRACTICES IN INCLEMENT WEATHER

When school is dismissed early, there will be no practices and no rehearsals. All students are to go directly home. When school start time is delayed, all morning practices will be canceled.

PATRICK HENRY SCHOOL GUIDELINES

Students will:

- bring all necessary books and materials to class.
- be seated and ready to work when the bell rings.
- be polite and respectful to all people.
- keep hands and feet to themselves.
- show respect for school property and the property of others.
- wear clothing that promotes a professional learning environment.
- not eat food in school except where and when approved by staff.
- not bring tobacco products, vapor products, matches or lighters.
- not bring toxic or mood-altering substances onto school property or be under the influence of any mood-altering substance without a medical prescription.
- not sell any item or product in school without permission of administration.

TYPES OF CONSEQUENCES

DETENTION / RESTRICTED LIST

TIME-OUT / SUSPENSION

Detention is held from 8:15 a.m. – 8:40 a.m. every morning, and every day after school from 3:50 – 4:15 p.m. in the library.

Students who are assigned detention must arrive on time, bring study materials and remain quiet during detention. Failure to comply with these policies may result in the assignment of additional consequences.

Students may be restricted from hall and library passes for a period of time due to excessive tardiness or office referrals.

Time-out may be issued by a teacher for offenses in the classroom or hallway. A student will go to the time-out room and receive a Work-it-out-Sheet (WIOS) which will be completed during time-out. The WIOS will be returned to the teacher and the teacher will contact the student's family. If the WIOS does not accurately reflect the student's behavior that resulted in the time-out the teacher may notify the office and the student could earn additional consequences.

Suspension After School (SAS) is served, 3:50 p.m. - 4:15 p.m. each day after school in the library. Students who cannot stay after school, may be given the option to serve the suspension before school from 8:15 – 8:40 a.m.

In-School Suspension (ISS) will result with students spending from one day to several days working independently in an isolated area under direct teacher supervision. ISS will be the length of the regular school day. School personnel will provide supervision of the students in ISS. All completed assignments will receive credit.

Students assigned to ISS may not participate in activity practices, performances, or games on the day of suspension.

Short-term Suspension – Previously known as Out of School Suspension (OSS). Students may receive short-term suspension (STS) for violations outlined in the District discipline policy. STS is the temporary denial to a student by the principal, superintendent, or School Board of participation in a class or classes. The duration of the suspension may be reduced if the student agrees to participate in an appropriate counseling program. **Students assigned STS may not be present on school grounds nor attend any school activities for the duration of their assigned suspension.**

Long-term Suspension – Students who are assigned to a long-term suspension (LTS) will have temporary denial by the Superintendent or School Board to participate in school for more than ten days, but not to exceed ninety days. **Students assigned LTS may not be present on school grounds nor attend any school activities for the duration of their assigned suspension.** Procedures for short-term suspension, long-term suspension or expulsion, due process and hearings as stated in School Board Policy, are available on the school district web site and the administrative offices.

For a Safe and Orderly Environment

Students/Parents/Visitors

Student Guidelines

Students in the hallways prior to 8:40 a.m. must have a pass just as is required during the school day.

Parents and Visitors

Parents/guardians and visitors must check in at the office, leave an I.D with the clerical and receive a visitor pass. Visitors must check out at the end of the visit.

BEFORE AND AFTER SCHOOL

1. When the weather is below 32 degrees students may enter the building **ONLY** at the Main door and go directly to the cafeteria starting at 7:45.
2. When the weather permits, students may use the Main door and go directly to the **cafeteria beginning at 8:15 a.m. for breakfast** or to the **library beginning at 8:00 a.m.**
3. Students who do not want to go to the library or cafeteria will wait outside at their respective grade-level entrance areas and will enter the building at 8:40 a.m.. Supervision at grade-level doors begins at 8:20 a.m. Grade-level areas are as follows: 6th grade -southwest door, 7th grade - main entrance by the flagpole, 8th grade - south entrance.
4. Students should always walk on the school side of the yellow line for safety from moving automobiles and buses.
5. Students may not walk or ride on the grass areas.
6. Students must walk bikes, scooters, and skateboards on the school side of the street.
7. All bicycles will be parked in the racks provided in the front of the school. Bikes may not be chained to fences, trees or poles surrounding the building.
8. Students may not play games such as football or hacky sack. The 8th grade students may have the privilege of playing on the south side of the building in the designated areas and away from other groups of students upon approval of the morning supervisor.
9. Students should keep their hands and feet to themselves and should not run around.
10. Students may not stand on the benches, or climb on the rails out front.

- Students should leave the school grounds as soon as possible after school.

The Cafeteria is open daily for students who wish to eat breakfast from 8:15 am – 8:40 am

Student Guidelines (for morning cafeteria):

- may purchase drinks from the vending machine outside the cafeteria.
- may purchase a school breakfast.
- must remain in cafeteria until dismissed by the teacher.
- may ask teacher for permission to go to library and must also pick up a library pass from the Northeast supervisor prior to going to library.
- will clean-up food and drink by 8:40 a.m.
- will go to their lockers one student at a time if necessary and with teacher permission.
- will use the bathroom at the teacher's discretion with a pass.
- will be seated and use conversational tone.
- will remain seated and not roam around the cafeteria.
- will have privileges suspended if guidelines are abused.
- will not use the ASP equipment.
- will not take food or drink outside the cafeteria.

The Cafeteria is open for a Grab-N-Go breakfast for students that arrive on busses or later than 8:40am (8:40 am – 8:55 am)

Student Guidelines for Grab-N-Go Breakfast:

- report directly to locker to deposit materials from home and pick up materials for class
- pick up breakfast in the cafeteria
- go directly to their first class
- after 8:50am students will receive a stamped pass from the morning cafeteria supervisor

Main Door

8:00 a.m. – 8:40 a.m.

Students entering the Main door:

- must have a pass (with a time noted) from a teacher in order to proceed to a classroom.
- must obtain a library pass from the supervisor between 8:00 – 8:40 a.m. (or until the passes run out – limit 40) in order to proceed to the library.
- must go to the cafeteria for breakfast if arrival is between 8:15 a.m. – 8:40 a.m.
- may not stop at their locker when going to the library, cafeteria, extra-curricular activity, or to see a teacher.
- must enter the building by their grade-level door when not entering for any of the above reasons.

In Hallways

8:40 a.m. – 8:55 a.m.

Student Guidelines:

- Students will enter the building by their respective grade level doors.
- Students must go to their PRO Time room, and not hang out in the hallways.
- Students must take notes for appointments to the office between 8:40 a.m. and 8:55 a.m.
- The warning bell rings at 8:52 a.m. signaling students to enter their PRO classrooms.
- Student must be in their PRO classrooms by 8:55 a.m.

Passing Time

Student Guidelines:

- Students will walk on the right side of the stairs and hallways and move quickly to their next class to avoid hallway congestion.
- Students may not pass through the gym between classes; the gym is not a hallway.

Room Checkout Procedures

Leaving any room during scheduled class time.

Student Guidelines:

- Students will complete the hall pass in their agenda and ask the teacher to initial.
- Checkout to the library: In addition to the above requirements, students will be required to sign in to the library electronically.
- Students will carry agendas to **ALL** classes.
- Students will need to purchase another agenda if they lose or destroy their agenda.

Lunch Passing Procedures

Passing to lunch and back to a class after lunch.

Student Guidelines:

- Students will leave materials in lockers or in rooms as directed by teams or teachers and go directly to lunch. No books, backpacks, chromebooks or other materials will be brought to the lunchroom.
- Students will be given five minutes passing time to get to lunch.
- Students will follow their designated route to and from lunch in a quiet manner so as not to disrupt classes that are in session.

ALCOHOL and OTHER DRUGS

The student use, possession, distribution, or sale of alcohol, tobacco or other dangerous, illegal, or controlled drugs or drug paraphernalia is prohibited in all schools, on school grounds, at school sponsored activities, on student trips, or when students are being transported in vehicles dispatched by the district. Students selling, in possession of, or under the influence of any of the above will be subject to immediate suspension and immediate arrest. This may also lead to expulsion from school.

Student/Family Legal Notices:

All official notices and District policies 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.

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:

- Students should report complaints of harassment to a building administrator.
- 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.
- Parents/guardians are encouraged to call an administrator if they are concerned about harassment or intimidation issues.
- 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. The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

More information can be found on the District's website:

<http://www.sf.k12.sd.us/our-district/report-of-concern>

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/guardians 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/guardians 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/guardian 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/guardians 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/guardian 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/guardian 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/guardian or student volunteering to serve on an official committee, a parent/guardian, 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/guardians 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/guardians 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/guardians. 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/guardians 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/guardians 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/guardians will also be provided an opportunity to review any pertinent surveys.

Parents/guardians 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 regarding the non-discrimination policies:

- Discrimination based on a student's disability: Section 504 Coordinator: Health Services Coordinator, 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; and
- Signature of the complainant will be requested, but not required
- (2) An investigation will be initiated. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the CRO/IX.
- (3) If the complainant is not satisfied with the decision rendered by the designated administrator, he/she may appeal the decision to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original Complaint Investigation Form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal.
- (4) The Superintendent or designee will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days from the appeal. At the Superintendent's level, the appeal process may or may not include a conference with the parties involved.
- (5) If the complainant is not satisfied with the decision rendered by the Superintendent, he/she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing within ten (10) working days through the Superintendent's Office. The hearing will be scheduled within thirty (30) working days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
- (6) The School Board will render a decision in writing within ten (10) working days of the hearing.
- (7) During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Civil Rights Officer within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

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

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

NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973- Policy/Regulation KED/KED-R

DISABILITY DISCRIMINATION IN PROGRAMS/SERVICES

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

ACCESS - Persons with disabilities may contact the building principal or site administrator 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 the District's Section 504 Coordinator - Health Services Coordinator; 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933.

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 - Health Services Coordinator, 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 public 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/guardians before initiating or changing or refusing to initiate or change the identification, evaluation or educational placement of a student under Section 504. Parent/guardian consent is required for all initial evaluations.

REVIEW AND IMPARTIAL DUE PROCESS HEARING PROCEDURE - The parent/guardian 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 - Health Services Coordinator 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/guardians 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/guardians 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/guardian 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/guardian, electronic, verbatim record of the hearing; and
- (5) Obtain written, or, at the option of the parents/guardian, 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 public 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.