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THE PARENT HANDBOOK CAN BE FOUND ON-LINE AT

WWW.SF1401.BLOGSPOT.COM

YOU CAN ALSO REQUEST A HARD COPY FROM THE OFFICE

2022-2023

MEMORIAL MIDDLE SCHOOL

"The Learning Place"

- Learning for a lifetime
- Learning to like yourself
- Learning to live with others
- Learning to serve



GOALS

Middle Schools are designed to:

- meet the wide range of needs and abilities of middle school students so that they develop and master those skills basic to full participation in society;
- help middle school students learn, and foster in them a desire to seek knowledge;
- emphasize the learning process through a flexible and integrated curriculum of basic skills and exploratory areas within an organizational structure which will best meet the needs of middle school students;
- focus attention of the unique developmental state of each student, the need for personal responsibility and independence, and the identification of a positive self-image;
- enable middle school students to develop a positive working relationship within the school and encourage identity with and active involvement in the local community.

WELCOME TO MEMORIAL MIDDLE SCHOOL!

Welcome to a new year at Memorial Middle School. The Memorial administration and staff would like you and your student to carefully study the Memorial procedures and policies established for the welfare and safety of all. We encourage you to take full advantage of the academic and activity opportunities, which work together for success and academic excellence.

At each grade level, students are grouped into teams of students who work closely with core and encore teachers. The goal of the teachers is to help build a sense of belonging and provide a quality education for you. We are excited about this year! Have a great year and show Memorial pride in all you do.

Mrs. Nancy Hagen, Principal
Mr. Josh Siegfried, Assistant Principal
Mrs. Michelle Dykstra, Dean of Students

Memorial Collective Commitments

1. We will work **collaboratively** with all students, staff, and families to create conditions to promote student success.
2. We will intentionally **focus on student** instruction, behavior, and relationships as part of our collective responsibility to serve the whole student.
3. We will build a supportive and **positive** environment where students and staff can grow emotionally, physically, and intellectually through quality communication.
4. We will hold ourselves accountable for maintaining **high expectations** for our students and ourselves.
5. We will be **engaged** in promoting life-long learning, positive behaviors, and respectful communication.

School Hours

Classes: 8:55 AM-3:48 PM

Morning Supervision begins at 8:10 AM

Doors open: 8:40 AM

Early Arrival: Because supervision begins at 8:10 AM, students are encouraged not to arrive on school property prior to 8:10 AM. If it is necessary for a student to be on school property prior to 8:10 AM, an Early-to-School permission slip needs to be completed, signed, and returned to the office.

Students who walk should plan to arrive at school at 8:40 AM if they are not involved in an activity.

Students must **leave campus** by 4:00 PM unless they are involved in a supervised after school activity.

STUDENT SUCCESS AT MEMORIAL

1. Demonstrate enthusiasm and positive attitude
2. Show respect for adults and other students
3. Be involved in school activities
4. Attend school regularly
5. Follow Memorial and team policies and procedures
6. Maintain an assignment notebook and complete assignments on time

Memorial Phone Numbers

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

Administrative and Counseling Staff

Main Office	362-2785
(Information, parent messages, emergency calls, etc.)	
Counseling Office	362-2789
Principal, Mrs. Hagen	362-2785
Assistant Principal, Mr. Siegfried	362-2785
Dean of Students, Mrs Dykstra	362-2785
Counselor, Kerri Andela	362-2789
Counselor, Alex Dobbs	362-2789
Counselor, Renee Halde	362-2789

Support Services

After School Program	940-8084
Attendance Line	362-2792
Cafeteria	362-2799
Crime Stoppers	367-7707
Fax Line	362-2790
Library	362-2791
School Resource Officer	362-2785

District Phone Numbers

District Office Phone Numbers	367-7900
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School visitors must check in with the main office , provide the office with a state issued identification card and pick up a visitor's badge before going down the halls. This policy helps to keep our students and staff safe.

1-877-367-7007

HYPERLINK

"<http://www.crimestopperssiouxempire.com>"

www.crimestopperssiouxempire.com

Text—CRIMES (27637)

Start message with:

TIP635 then your message

Callers remain anonymous

Cash rewards are offered for information leading to the arrest and indictment

ATTENDANCE (Phone number—362-2792)

Absences:

- If your child is going to be absent, please call the school prior to 8:45 a.m. If no call is received, every effort will be made to contact a parent or guardian before noon to ensure the safety of the child.
- 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 or other professional as deemed necessary by the principal.
- Ask all teachers for make-up assignments. Assignments that are not made up will reflect on your grade. You are responsible for make-up work.
- If you know in advance that you are going to be absent, please present a written note or telephone the office for an advance make-up slip. You can then make arrangements with all teachers prior to your absence.

Recording of Absences:

- Students will be marked absent for every period of absence. Students will be marked one day absent for every nine cumulative periods of absence.
- 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.
- Absences of more than 10 days in a school year or 10 absences from any one class in a school year are excessive.

Absences will be classified and recorded according to the following categories:

1. **Excused:** death in family/funeral, OSS Alternative attendance, court summons with court note, illness of student with medical note, illness when student sent home from school, religious holidays, hazardous weather, and principal authorized absence.
2. **Unexcused:** Skips, assigned OSS and not attending the OSS Alternative, all other absences, student illness without medical note (for each specific day absent), and parent/guardian request.
 - Truant/Unexcused absences will result in a loss of any points for that day's work in the classroom.
 - At five and eight days of absence an attendance letter and/or other communication may be sent to the parents/guardians informing them of their student's attendance concerns.
 - At 10 to 15 days of absence, an attendance contract may be created between the school and the student whose attendance warrants a contract. Attendance contracts may carry over from one year to the next and may supersede the provisions of Policy JH-R.
 - A truancy petition may be filed on students or 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.
 - Schoolwork missed because of an excused absence 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.

Memorial School Lunch

Students must select at least three of these items.

- | | | |
|---------------------------------|------------------------------------|-------------------|
| 1. Select One Main Dish Choice- | Chef Salad | or |
| | Deli Fresh Sub or Cold Sandwich | or |
| | Daily Meal Choice | or |
| | Taco Bar | or |
| | Italian Bar | or |
| | (Varies daily from pizza or pasta) | |
| | Baked Potato Bar | |
| 2. Select two of the following- | Fresh Vegetables | or Lettuce Salad |
| | Fresh Fruit | or Canned Fruit |
| | or 100% Juice (not served daily) | |
| 3. Select One Milk Choice-oz) | Skim Milk (8 oz) | or 1% Milk (8 oz) |
| | or Skim Chocolate (8 oz) | |
| 4. Select Up to two slices- | Whole grain bread or rolls | |
| 5. Select One Serving- | Hot Vegetables | |

What items cost extra?

For all students whether full pay, reduced or free, these items will be an additional cost. A second main dish, more than two fruits or vegetables, or a second serving of milk or bread are all additional costs.

What are a la carte items?

These are items that are available daily but must be purchased. They DO NOT come with the school lunch meal for the regular paying student, the reduced price student or free student.

- Fat Free Yogurt—6 oz.
- Nutri-grain Bars
- Rice Krispy Bars
- Animal Crackers
- Water - 16 ounce
- 100% Juice - 4 ounce
- *Ice Cream Sandwiches
- *Sherbet
- *All Snacks meet SF Supplemental Food Policy

Breakfast

\$2.25 full price
\$.30 Reduced Price
\$2.70 Adult

Serving Times

8:25-8:50 AM

Lunch

\$3.25 regular price
\$.40 Reduced Price
\$4.90 Adult Meal

Milk

\$.40 Student

Serving Times

6th Grade Lunch: 11:03-11:33
7th Grade Lunch: 11:54-12:24
8th Grade Lunch: 12:45-1:15

Prices subject to change each July

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Grades — Check Infinite Campus often!

All Sioux Falls schools use the following grading scale for each learning topic:

A	90-100%
B	80-90%
C	70-80%
D	60-70%
F	59% and below

An incomplete is given only in those cases of long absence or emergencies, when you have not been able to complete your assignments. Unless the work is made-up, an incomplete automatically becomes an F two weeks from the date the report card is issued.

Student grades can be accessed anytime through Infinite Campus (see below) and report cards are online in Infinite Campus at the end of each quarter.

CONFERENCES

Fall—Oct 4, Oct 6

Spring—Feb 13 and
Feb 16

All evening conferences are 4:30 -
8:00 pm



Infinite Campus

Parent and students can check student progress and communicate with the teachers via the internet by following the Infinite Campus link at the district's website at **HYPERLINK** "http://www.sf.k12.sd.us" <http://www.sf.k12.sd.us> Teachers update grades approximately every two weeks.

Parents are sent the passwords in the fall or when they move into the district. If you have lost your login, please contact the office at 362-2785.

CO-CURRICULAR ACTIVITIES

Improv*	Competitive Dance*	Orchestra	Volleyball*	Track*	
Band	Football*	Cross-Country*	8th Grade Soccer*	Wrestling*	Basketball*
Chorus	Student Council	Wind Ensemble	Musical	Percussion Ensemble	
Jazz Band*	Signature*	Marching Band	Student Council	Gymnastics**	Golf**
Bravo	Color Guard				

*7th & 8th grade only

**High School Only

MUSIC

Click below to get more information about (hold down the ctrl key and click)

Vocal Music Band

WIND ENSEMBLE (ALL GRADES) - a select ensemble that will fine tune your instrumental skills, more challenging music etc. Must be in band to be eligible.

BRAVO (ALL GRADES) - fine tune your instrumental skills, more challenging music, quartets, quintets, sextets, etc. Must be in orchestra to participate.

SIGNATURE (7TH AND 8TH GRADES) - an auditioned vocal group that sings and dances. Must be in chorus to be eligible.

JAZZ BAND (7TH AND 8TH GRADES) - learn new techniques in instrumental music like improvisation, swing beat etc. Must be in band to be eligible.

MUSICAL - Auditions are held in December.

ATHLETICS

The seventh and eighth grade students are eligible to participate in the following athletic programs:

Click below to get more information about (hold down the ctrl key and click)

[**Main Athletics Page**](#)

Dress Code

Because there is a definite relationship between appropriate dress, good work habits, and proper school behavior, all students should follow the listed guidelines. Our goals are to help our students focus on their schoolwork and their success, to decrease the number of harassment issues, and to have our schools be places where students feel good about themselves.

- 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.
- Students are expected to wear pants, dresses, skirts, shorts, sweatpants, or leggings that do not inappropriately expose undergarments or the body.
- 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.
- Students may not wear slippers or pajama pants. Shoes shall be worn at all times.
- 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.
- Students may NOT wear or carry blankets.
- Students may not wear chains that hang down or are used as belts.
- Students may not wear clothing or accessories with spikes.
- Students may not wear sunglasses during the school day.



HEALTH SERVICES

Your child is required by the School Board to have a written report of immunizations for preventable diseases. Failure to have an up-to-date immunization record may exclude you from school.

You will be required to complete a health emergency card, which will be filled out when you complete your on-line registration.

If your student becomes ill during the school day, they are to obtain a pass from their teacher and report to the health office. The health secretary or nurse will contact the parent/guardian to inform you of their illness. It is necessary for a student to check out with the health office if they leave.

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

Hearing and vision screenings will be done at the request of a parent/guardian or staff member.

MEDICATIONS

The District's Medication Administration Policy/Regulation JLCD/JLCD-R can be found on the District's website using these two links.

<http://www.sf.k12.sd.us/our-district/district-policies/j-students/jlcd>

<http://www.sf.k12.sd.us/our-district/district-policies/j-students/jlcdr>

COUNSELING SERVICES (362-2789)

Memorial Middle School takes pride in its counseling programs. Services are offered to meet students' personal, social, educational and career development needs. Counseling can be done in small groups, on a one-time basis, or on a continuing basis. In addition, the counselor can assist in referrals to outside agencies.

Students wishing to see the counselors are encouraged to stop by and sign up for appointments before school, between classes, and after school.

Parents are welcome to call or stop in for an appointment.

LIBRARY MEDIA CENTER

- Media Center hours are 8:40 am - 4:00 pm
- Library materials circulate for two weeks
- Students are responsible for returning books on time as well as fines that are assessed for damages or loss.
- Research databases as well as selected ebooks and audiobooks are accessible from home via MackinVia on the Library home page <http://libcat.sf.k12.sd.us/>

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

MMS NEWSLETTER

Our newsletters are produced monthly from August - June. Each edition has articles about students, the lunch menu, calendar of events and other helpful articles relating to middle school students. The newsletters will be sent to your email and posted on the [blogspot](#) each month. (Please be sure we have an updated email address for you.)

MIDDLE SCHOOL CURRICULUM

6th & 7th grade

ELA - English Language Arts

Math

Science

Social studies

Physical education

Health

Music (6th), Second language (7th)

Art

FACS (Family/Consumer Science)

CTE (Career Technical Education)

ICT (Information, Communication, and Technology)

PRO-time (home room)

Band/chorus/orchestra/directed studies

8th grade

ELA - English Language Arts

Math

Science

Social studies

Physical education

Health

Humanities

ICT (Information, Communication, and Technology)

PRO-time (home room)

Band/chorus/orchestra/directed studies

Electives - Media Explorations, Drawing & Painting, FACS, Journalism,
Speech/Drama, Rock On!, CTE, Spanish I

TELEPHONE

Many phones are available that may be used by students who have staff permission to notify parents/guardians of changes in practices and activities after school. Messages for students will be announced daily during lunch and during the afternoon announcements. Emergency messages will be delivered through the office.

CELL PHONES

Cell phones, and other handheld electronic devices may be brought to school; however, they should be used in an appropriate fashion. Cell phones can cause our biggest school disruptions, once school is in session or a student is in the school it should be powered off and placed



in their locker. **Students are not allowed to use their cell phones during the school day unless directed by a staff member for academic reasons. In no circumstance are students allowed to take pictures using their cell phones or other electronic devices without the consent of a staff member.** Music listening devices are allowed before (8:00 - 8:45) and after school; however, they should be stored in a student's locker during the school day.

LOST and FOUND

The "Lost and Found" is located in the Auditorium hallway; items found are taken there as soon as possible. If your student's possessions have been stolen or misplaced, please check with the main office secretary. **STUDENTS ARE ASKED NOT TO BRING VALUABLE ITEMS TO SCHOOL. IF MONEY IS BROUGHT TO SCHOOL, IT SHOULD BE KEPT IN THE STUDENTS' POSSESSION AT ALL TIMES.**

LOCKERS

- Lockers should be kept neat and clean inside and out. Lockers are the property of the school district and are subject to periodic inspection by school personnel.
- Students should not share lockers or combinations and should not leave their locker unlocked! Their locker is their space to help them get organized and make life easier.
- No other lock may be placed on the locker without permission from the office.
- The school is not responsible for stolen items; so don't bring valuables to school.
- Use of padlocks on gym lockers is encouraged. Students need to keep their possessions safe!

BICYCLES/SKATEBOARDS/SKATES

All bicycles are to be parked and locked in the racks provided on the north and south side of the building. Skateboards and in-line skates may not be ridden on school grounds and must be kept in student lockers during school hours.

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. 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 to 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.

**2022-2023 SIOUX FALLS
SCHOOL DISTRICT PARENT CALENDAR**

AUGUST

Elementary Open House - August 23, 2022
Middle School PST - August 22, 2022
High School PST - August 18, 2022

25 **First Day of School**

SEPTEMBER

2,5 No Classes - Holiday - Labor Day Break

Fall Parent Teacher Conferences

Elementary - Oct 11, 13 Evening or Oct 11 Afternoon
Middle School - Oct 4, 6 Evening
High School - Oct 24, 25 Evening

OCTOBER

10 No Classes - Native American Day Observance
11 No Classes - Inservice
27 End of 1st Quarter

NOVEMBER

11 No Classes - Holiday - Veterans' Day Observance
23 No Classes - Compensatory Day
24-25 No Classes - Holiday - Thanksgiving Break

DECEMBER

22-30 No Classes - Holiday Break

JANUARY

2 No Classes - Holiday Break
3 Classes Resume
11-12 High School Semester Tests
12 End of 2nd Quarter
13 No Classes - Teacher Work Day
16 No Classes - Martin Luther King Jr. Day Observance

FEBRUARY

6 No Classes - Inservice
20-21 No Classes - Holiday - Presidents' Day Break

Spring Parent Teacher Conferences

Elementary - Feb 6, 9 Evening or Feb 6 Afternoon
Middle School - Feb 13, 16 Evening
High School - March 21, 27 Evening

MARCH

10 No Classes - Compensatory Day
22 End of Third Quarter

APRIL

7-10 No Classes - Spring Break

MAY

21 Graduation
23-24 High School Semester Tests
24 Last Day of School - End of Second Semester

AUGUST

M	T	W	T	F
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5	6	7	8	9
10	11	12	13	14
15	16	17	18	19
20	21	22	23	24
25	26	27	28	29
30	31			

OCTOBER

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DECEMBER

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FEBRUARY

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APRIL

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JUNE

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SEPTEMBER

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NOVEMBER

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JANUARY

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31				

MARCH

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MAY

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10	11	12	13	14
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25	26	27	28	29
30	31			

CALENDAR KEY

○ - Noted day - See description in column to the right of the date

□ - Noted day - No Classes all levels

★ - End of Quarter

GRADUATION

JHS 11:00am
RHS 1:45pm
WHS 4:30pm
LHS 7:15pm

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