

Parent Handbook



LifeScape
Specialty School
Pathways to Life
2801 S. Kiwanis Avenue
605-444-9886
2017-2018

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History of LifeScape

In 2014, Children's Care Hospital & School and South Dakota Achieve joined together to form LifeScape.

Children's Care was built to treat children recovering from polio

Children's Care Hospital & School opened in 1952 as the private, non-profit "Crippled Children's Hospital & School," a citizens' grass roots effort to provide rehabilitation and education to children recovering from polio. Until then, children often never returned to school after recovering from the acute phase of their illness, as buildings were seldom accessible. As the polio threat waned, children with other disabilities were admitted, but the early mission of the organization was to serve children with physical disabilities only. More children were "mainstreamed" into public schools in the 1970s, and Crippled Children's began serving children with more complex disabilities – the result of modern medicine's ability to save sicker and more premature babies. Also in the 1970s, the organization began serving children in their own communities through the outreach program. The organization acquired an outpatient center in Rapid City in 1985, and was able to provide services throughout the state. The name changed to Children's Care Hospital & School in 1994, and an outpatient rehabilitation center opened in Sioux Falls in 1999, serving children and adults. In 2012, Children's Care celebrated its 60th Anniversary.

South Dakota Achieve began with 11 families who wanted to keep their children in their home community

The story for the former South Dakota Achieve began in 1958, when 11 families in Sioux Falls began to seek services for their children and others with intellectual disabilities, wanting them to have a chance at meaningful lives in their own community. The Sioux Chapter Workshop for the Mentally Retarded was formed and provided day services only. The name evolved to Sioux Vocational Services to reflect the progression of programs offered, and in 1969, residential services began. Special education laws were enacted in 1975, and schools started serving children with intellectual disabilities. Sioux Vocational then began specializing in supporting adults and older adolescents through residential, work, and volunteer programs. In 1979, Sioux Vocational became South Dakota's first agency to be nationally accredited, challenging it to be more responsive and innovative in its services. As a result, the agency became wheelchair accessible, offered retirement and other meaningful day opportunities, and focused on finding community employment opportunities. It also launched specialized programs for those with traumatic brain injuries and Autism Spectrum Disorders. In 2006, the name became South Dakota Achieve, and in 2013, the organization celebrated 55 years of service.

The two organizations followed similar paths over the years. During a conversation over a cup of coffee between Achieve's CEO Anne Rieck McFarland and Children's Care interim CEO Dave Timpe, the idea of joining the two organizations was sparked. The Boards of Directors of both organization supported exploring the possibilities. Similar missions, vision, and values, as well as unique areas of expertise encouraged the Boards to take action and seriously explore the merger of these two strongly, highly respected agencies. After nearly eighteen months of exploration, the boards of the two organizations voted unanimously to join South Dakota Achieve and Children's Care. On April 1, 2014, LifeScape was formed.

LifeScape continues to provide all of the services of Children's Care Hospital & School and South Dakota Achieve to an anticipated 2,500 children and adults through programs in Sioux Falls, Rapid City, and many communities and school districts throughout South Dakota. By offering support throughout the lifespan, the two organizations are truly "better together".

mission.

We empower children and adults with disabilities to lead fulfilling lives.

vision.

All people are valued and respected.

values

- **Integrity** Being honest, respectful, and having strong moral principles
- **Compassion** Demonstrating care and concern for the welfare of others and a desire to help them
- **Fiscal Responsibility** Being accountable for spending wisely and within our means to benefit the mission
- **Collaborative Relationships** Working cooperatively with others for the benefit of those we serve
- **Excellence** Living our mission by being outstanding in all that we do



LifeScape

Creating Pathways. Improving Lives.

Educational Services

LifeScape Specialty Schools provide exceptional education services for individuals with specialized educational, therapeutic, and/or medical needs. Individualized and comprehensive services are available for children birth through age 21. The educational program is approved through the South Dakota Department of Education and is a leader in the implementation of content-based individualized programming. LifeScape Specialty Schools adhere to the rules and regulations as outlined in the Individuals with Disabilities Education Act and the Every Student Succeeds Act (ESSA). LifeScape provides a variety of research and evidence based educational services based on the student's specific individualized learning, medical, and therapeutic needs. Options include 24-hour integrated residential and school services, day school services, dual enrollment with a local educational agency, extended school year services, in-house tutorial services, and Birth to Three services.

School Hours

The typical school day begins at 8:30 am and ends at 3:30pm. Staff are not available to accept Day Students until 8:15am. School dismisses at 3:30pm with Day Students typically arriving to their bus stations by 3:35pm, and day students must be picked up by 3:45pm.

If your child needs to arrive late for school or leave early, please contact the Special Education Teacher at (605) 444-9886. Students' late arrivals and early departures are monitored and excessive unexcused tardiness is reported to the referring school district for implementation of specific truancy policies.

Attendance

Regular attendance in the Pathways to Life Day Program is absolutely necessary if students are to obtain the maximum benefit from their education experience and prepare for future employment and integration into community activities. Students should only be excused from school for serious reasons. Students who miss school for unnecessary reasons not only hamper their education, but also hinder school efforts to educate the student. Students may earn 12 days of vacation per year. All vacation leave needs to be preapproved by LifeScape and the Job Supervisor if placed in community employment.

Parents/guardians of absent students are to notify the Special Education Teacher at 605) 444-9886 Day Student Nurse at 605-444-9691 or 605-444-9690 each day of absence. Parents will be responsible for notifying bus companies/Paratransit of any absences. Absences will be considered excused for reasons of the following: serious illness, injury, medical or dental appointments that cannot be scheduled outside of school hours, weddings in the family, family emergencies, death in the family, and when students are official representatives of the school at school sponsored activities. Parents are responsible for contacting and cancelling the bussing/wheelchair services in the event of a student absence.

In the situation of excessive absences, the special education administration will notify school districts and families that they may be in violation of state law and the potential consequences (SD 13-27-11). On-time arrival is also mandated by South Dakota State Law (SD 13-27-16) and excessive tardiness is required to be reported. Attendance is reported each quarter on the Quarterly Progress Report.

Outside Appointments

Parents are requested to schedule all student appointments outside of the school day. When it is necessary for a student to be absent during the school day for appointments, etc., the parent/guardian must call the 605) 444-9886 or send a note with the student prior to the absence stating the reason and time for the early dismissal. Students who reside in the residential program must be checked out at the nurse's station on the appropriate unit before leaving the building and then checked back in upon arriving back to LifeScape. For the safety of our students we request that you clearly communicate with the classroom staff when you are taking and returning your child from the classroom.

School Messenger

School Messenger is the automated notification system which LifeScape utilizes to communicate with families, bus drivers, and school districts with any school-related information which may include but is not limited to: late starts, early dismissals, event reminders, emergency notifications, etc. In order to ensure that School Messenger is effective in the ability to communicate with families, bus drivers, and school districts it is important that all parties have their phone and email information kept up to date with the administration of LifeScape Specialty Schools.

Inclement Weather

Late Starts and Closings – LifeScape Pathways to Life Specialty School remains open at all times unless you are notified via the School Messenger Instant Notification System. . When the Sioux Falls Public School District closes, LifeScape Specialty School will start the school day one hour late.

In the event of inclement weather conditions which may impact the opening or dismissal of students, parents will be notified through School Messenger Instant Notification System. When weather conditions warrant, parents and bus drivers are encouraged to use their discretion in sending their student to school or picking them up early. Please leave a message at 605) 444-9886 if the student will be arriving late or leaving early so education staff can prepare accordingly. Districts and parents/guardians are responsible for picking up the students.

Volunteers

Parents/guardians or other individuals wishing to volunteer at LifeScape Specialty school should contact the Volunteer Coordinator at (605) 444-9621 in order to complete the appropriate paperwork and schedule a volunteer orientation. Volunteers must sign in and out in the front lobby of LifeScape per the volunteer guidelines.

School Visitors & Safety

While visits to the classroom are welcome, we ask that parents/guardians please make arrangements with the classroom teacher prior to the visit in order to minimize distractions in the classroom. Parents and visitors must register at the receptionist's desk in the front lobby and are asked to wear a visitor badge when visiting LifeScape Pathways to Life.

In order to maintain a high level of safety for all of our students we ask that parents/guardians list on the consent form the individuals who are authorized to check out students early during the day and/or pick up students at the end of the school day in order to transport them home. In the event that an individual whom is not listed on the consent form needs to pick up a student we ask that the parents/guardians please send a note authorizing the change or contact the classroom teacher or Education Administration via phone or email in order to communicate the authorization of a different individual taking the student from school. In order to ensure the safety of your child, they will not be permitted to leave LifeScope with an individual whom you have not authorized.

Student Privacy

The privacy of each student is of utmost importance to LifeScope. The school adheres to the guidelines outlined by FERPA (Family Education Rights and Privacy Act) and HIPPA (Health Insurance Portability and Accountability Act). Annually a consent will be provided to parents/guardians which must be returned to school administration. The consent will provide parents/guardians an opportunity to review and consent to the permissions of various topics in the school.

Curriculum

LifeScope uses the curriculum Essential for Living for all students in both schools—the Specialty School for children, and Pathways to Life (LifeScope’s transition-to-adulthood program for 18- to 21-year olds). Essential for Living is a communication, behavior, and functional skills curriculum, assessment, and skill-tracking instrument. It is designed for children and adults with moderate to severe disabilities.

Who can benefit

Essential for Living is for learners of all ages, to acquire skills they will need as adults. It is especially adapted to individuals with limited skills, little or no speech, and/or severe problem behaviors. It is successful for students with autism spectrum disorders, intellectual disabilities, brain injuries, significant communication barriers, and for those with co-presenting mental health diagnoses.

The curriculum emphasizes speaking skills, listener responding, daily living skills, tolerating specific situations, social skills, vocational skills, leisure skills, and reducing problem behavior.

What makes Essential for Living Different

Through continual assessments, Essential for Living recognizes and acknowledges progress that other programs may not measure. This attention to tracking provides a step-by-step roadmap for building functional skills, customized for the needs and goals of each student. As Essential for Living states, “Give us two weeks and your learners will have a curriculum for a lifetime.”

Research-based

The curriculum is based on an extensive body of research literature from special education, along with concepts, principles, and empirically validated procedures from Applied Behavior Analysis (ABA) and B.F. Skinner’s analysis of verbal behavior. It is used in connection with multiple other curricula, and it is approved through the Common Core State Standards as used at LifeScope.

A multidisciplinary approach

All staff who work with students have been trained to use Essential for Living. Besides all education staff, this includes speech, occupational, and physical therapists, behavior analysts and specialists, and providers of residential services. This multidisciplinary approach provides consistency for quicker and

more permanent results. Our goal is to return students to their home school as quickly as possible, with a plan for success going forward.

Conferences & Progress Reporting

School-wide conferences are scheduled two times per year occurring prior to Winter Break and Spring Break. Additional parent conferences will be made available at the request of the parent/guardian of the student's team.

Each student will have a progress report reflecting their school performance during the previous quarter. Fall quarter ends in November, Winter Quarter ends in February, Spring Quarter ends in May, and Summer Quarter ends in August. Progress reports will be sent out within ten school days after the end of the quarter.

Progress Codes:

M – **Met Criteria** as specified on goal/objected

P – **Progress** has been made as seen by an increase in skill from previous reporting period.

I – **Insufficient** progress has been made this quarter or data has remained the same as previous quarters.

X – This goal objective was **not addressed** this quarter for specified reasons.

Parent Communication & Involvement

It is important to actively involve parents in the school-related education of their children, understanding that parents teach much to their children on a formal and informal basis. As partners in education, regular communication with parents and students occurs through conferences, written and verbal reports, classroom newsletters, classroom websites, etc. Parents are encouraged to contact the school whenever questions and suggestions arise regarding their child or the school program.

If a parent/guardian wishes to talk to a teacher, a request for a conference appointment can be made through email, a note, in person, or by phone. Parents are asked to not disturb teachers at home. Parents should contact their child's teachers with questions or concerns. The Special Education Coordinator may be contacted if you would like to schedule a formal meeting.

Please understand that during the hours of 9:00am and 3:30pm, teachers are actively involved in teaching and may not be able to answer your call until the end of the school day or the following day. Teachers will make every attempt to provide communication to parents as needed or requested.

Parents are always welcome and encouraged to visit school. Please make arrangements with the classroom teacher at least one day in advance of the time you would like to visit. Remember, all visitors (including parents) must check in with the front receptionist desk in the lobby. Please do not bring other children to visit classrooms while school is in session.

Technology & Internet Use

Student safety on the Internet and network is an important part of each child's education program at LifeScope Specialty School. Annually the *Acceptable Network and Internet Use Policy for Students* and the *Adapted Acceptable Network and Internet Use Policy for Students* will be provided to

parents/guardians for signature and it must be returned back to LifeScape. The first form is the longer of the two that outlines the policy in detail. The second form summarizes the information from the long form into a format that may be easier to understand for students. LifeScape will be having students sign these forms as well. If you have questions, please feel free to contact the Computer Coordinator at 444-9495.

Field Trips

Field trips provide a learning experience for students. School personnel and nursing determine student participation in field trips.

Parents/guardians are welcome to join their child on field trips although due to bus rules and availability, it is asked that parents/guardians meet classrooms at the destination and will be responsible for any admission fees.

Breakfast, Snack, and Lunch Program

Did someone say FOOD?? We've got that covered with our Breakfast, Snack, and Lunch Program here at LifeScape! As we gear up for the new school year, we thought you might be interested in hearing the latest updates on the Nutrition Standards for the School Lunch/Breakfast Programs that we provide.

In 2010 the Healthy, Hunger-Free Kids Act directed the USDA to update the meal plans for school breakfast and lunch programs making them healthier and more nutritious. These changes started happening during the 2012/2013 school year. The guidelines continue being gradually implemented following the timeline created by the Child and Adult Nutrition Services branch of the USDA. During the upcoming school year we will be working toward the new sodium guideline in order to comply with National School Breakfast and Lunch programs.

While at LifeScape your child will continue receiving meals and snacks designed following the Nutrition Standards for School Lunch/Breakfast Programs. These guidelines function to increase the availability of fruit, vegetables, whole grains, and fat free and low-fat milk while reducing levels of sodium, saturated fat and trans fat. All meals must also provide adequate calories to meet the nutrition needs of school-aged children.

Got Snacks?? Yes, we do! LifeScape will continue offering snacks in accordance with the "Smart Snacks in School" program. This program functions to ensure that school day snacks are more nutritious by reducing the amount of sugar, fat, and salt they contain and by offering whole grains in order to increase nutrition value.

As parents, we're recruiting your help to reinforce these changes and consider modifying food choices and offerings at home. We have included a couple of handouts to help you get started. The internet also holds a wealth of helpful information! Check out the USDA website "Choose My Plate" for recipes, fun activity ideas and ways to improve the health of your entire family.

<http://www.choosemyplate.gov/>

Thank you!

Jenette Merrill RDN, LN

From The Nurses' Desk

Welcome to the new school year. It is the season for allergies and a variety of viruses and illnesses to go around the school. Here are the guidelines we use to determine if a student can attend or stay in school. These are guidelines, and due to the various students with complex diagnosis every symptom cannot be given below. Nursing assesses each student prior to a parent be called to come and pick their child up from school and we take the health concerns of all the students into account prior to sending a student home.

Fever

- Greater than 100° orally or axillary
- May attend class when free from fever for 24 hours without fever reducing medication.

Diarrhea: with other symptoms (fever or vomiting)

- Stools in excess of 1 per 2 hours. Soiling around an impaction should be excluded.
- May attend class when free from other symptoms for 24 hours.

Vomiting: with diarrhea or fever

- Vomiting that does not respond to a clear or full liquid diet.
- May attend class/therapy when tolerating diet and no vomiting for 24hours.

Cold/Viral Symptoms

- Sneezing or cough associated with fever, purulent nasal drainage, and intolerance to activity.
- May attend if child is able to tolerate activity or per nurses direction and or per physician order.

Open/draining skin sores or draining wounds

- Purulent material
- May attend if under treatment and wound is covered

Rash

- If cause is unknown or disease related
- Health care provider must be consulted before sending him/her back to school.

Inflamed/draining eyes

- If student cannot refrain from rubbing eye and eye has purulent matter
- May attend after 24 hours of antibiotic has been started.

For any medication to be given during the school day for a Day Student we need a physician order that contains the following details:

- student name
- date of birth
- name of medication
- dosage
- route to be given (orally, via g-tube etc.)
- how often it can be given

- for what symptoms
- Physician signature and date

Please keep nursing informed as it relates to any changes in your child's health, medical changes and medication changes. If you do not want this information to be passed onto non-health staff just let nursing know this at the time. All this information is needed to assess your student should they come to us with any health related issues.

Safe School Environment

Weapons and instruments that could cause bodily harm to another person or used for intimidation purposes are not permitted on LifeScape premises. Upon the discovery of such weapons on the LifeScape premises local law enforcement will be contacted immediately. LifeScape Specialty School reserves the right to search desks, lockers, book bags, and coats. Please ensure that your child does not bring knives, guns, fireworks, toy weapons or any other weapons to school.

The following safety drills are conducted routinely throughout the school year:

One of the following safety drills are conducted every other month throughout the school year.

- **School lockdown drills:** In the event of a threatening person/armed intruder within the LifeScape premises in which students and staff cannot be safely evacuated, students and staff will lock down in designated areas of their classroom. A command station will be set up within the building which will work directly with local law enforcement and communicate with classrooms as able via phone. (Code Gray)
- **Fire drills:** in the event of a fire alarm activation students and staff are directed to move to the closest exit of the building. (Code Red)
- **Severe thunderstorm and/or tornado warning drills:** In the event of a severe thunderstorm warning or a tornado warning within the Sioux Falls city limits students and staff of LifeScape will transition to the lowest level of LifeScape until time the warning have been allowed to expire. Classrooms are not allowed to leave the premises in the event of a warning. If a classroom is on a field trip at which time a severe weather warning is announced school administration will make contact with the teacher and/or staff with students on the field trip and ensure they are taking the appropriate measures to ensure the students are in the safest possible location. (Code Black)
- **School Evacuation drills:** In the event that a building emergency should occur (gas leak, explosion, etc.) it may be necessary to evacuate. Students and staff of LifeScape will be evacuated according to the LifeScape Crisis Management Plan. Students and staff will move to the VA Emergency room across the street from LifeScape. (Code Exodus)

Upon the event of such an actual emergency parents/guardians will be notified through School Messenger Instant Notification System. Parents should not attempt to enter LifeScape in the event that the school is participating in an emergency drill or if an actual crisis is taking place. If the crisis occurs while visiting the school, parents/guardians should take direction from the leadership. At no time

should parents impede, challenge, or obstruct school or law enforcement personnel during an emergency situation.

Bullying

LifeScape is committed to protecting its students, employees, and applicants for admission from bullying for any reason and of any type. LifeScape believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws.

Cell Phones

Students are not allowed to have their cell phones in view or used in any area of the school or on the playground during the school day unless used for educational purposes approved by the classroom teacher. They must remain turned off, stored in a locker, backpack, or check in with the classroom teacher during the school day.

Dress Code

Students are expected to dress in clothing appropriate for the weather conditions and a school environment. Students should refrain from wearing clothing which has offensive pictures or words, clothing that is revealing (shirts must cover the stomach and chest areas and shorts must extend past the finger tips), and shoes must be worn at all times unless a medical condition prevents the students from doing so. It is asked that students have a spare set of clothing brought to school in the event that their clothing becomes soiled during the school day. Students, when appropriate, are expected to have tennis shoes available for participation in fitness activities.

Students need to have outside weather gear appropriate for the weather conditions. Student's participating in volunteer experiences and employment within the community will need to follow the dress code outlined at the business.

Birthdays

Each classroom recognizes each student's birthday in a special way. Classroom treats should be coordinated with the teacher ahead of time to address special dietary needs. Parents are asked to ensure that the treats do not contain peanut products, are ready to pass out to students, and easy to eat in the classroom. The teacher will determine the best time during the school day to celebrate according to the classroom schedule.

Additional resources can be found on the LifeScape website www.LifeScapSD.org.

School Directory

Position	Name	e-mail Address	Phone
CEO	Anne McFarland	Anne.mcfarland@lifescapesd.org	444-9515
Principal	Dr. Vicki Isler	Vicki.isler@lifescapesd.org	444-9632
Pathways to Life	Main Line		444-9886
Teacher	Matthew Meuers	Matthew.meuers@lifescapesd.org	444-9889
Special Ed Coordinator/Director	Tammi Waltjer-Haverly	Tammi.waltjer-haverly@lifescapesd.org	444-9644
Social Worker	Chelsea Grove	Chelsea.grove@lifescapesd.org	444-9560
Exceptional Services Facilitator	Heidi Bakke	Heidi.bakke@lifescapesd.org	444-9645
Project Coordinator/Center for the Arts	Jamie Richardson	Jamie.richardson@lifescapesd.org	444-9507
Curriculum and Assessment Coordinator	Erin Stabnow	Erin.stabnow@lifescapesd.org	444-9503
School Nurse	Kim Winkler	Kimberly.winckler@lifescapesd.org	444-9690
School Nurse	Jessica Willprecht	Jessica.willprecht@lifescapesd.org	444-9690
School Nurse	Christy Dwyer	Christi.dwyer@lifescapesd.org	444-9690

LifeScape

Pathways To Life School Calendar 2017-2018

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	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					

• July 4-Independence Day-No School/Office Closed

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	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		

• August 31-End of Quarter

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	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

• September 4-Labor Day-No School/Office Closed

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	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				

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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		

• November 23-24-Thanksgiving Break-No School/Office Closed
• November 30-End of Quarter

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	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						

• December 18-22-High School Parent Conference
• December 25-26-Holiday Observed-No School/Office Closed

January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	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			

• January 1-Holiday Observed-No School/Office Closed

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

• February 28-End of Quarter

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	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

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	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					

• April 9-13-High School Parent Teacher Conferences

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	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		

• May 28-Memorial Day-No School/Office Closed
• May 31-End of Quarter

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	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
1	2	3	4	5	6	7

• July 4-Independence Day-No School/Office Closed

- No School
- Holiday
- △ Early Dismissal 2:30 p.m.
- End of Quarter
- Parent Teacher Conferences
- ☆ Graduation



Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Contact

For more information, contact the Child and Adult Nutrition Services office at (605) 773-3413.

NOTICE OF PRIVACY PRACTICES

Policy Statement

All people supported by LifeScape or their guardians will receive a written notice of LifeScape's privacy practices in accordance with the HIPAA Privacy Regulation.

Procedure

1. **Notice of Privacy Practices.** The Notice of Privacy Practices describes how Private Health Information may be used and disclosed. The Notice may be amended from time to time in accordance with regulatory changes. Private Health Information will not be used or disclosed in any manner that contravenes the Notice of Privacy Practices then in effect.
2. **Notice Will Be Posted.** The Notice of Privacy Practices that is currently in effect will be posted in a prominent location, will be available at the reception desk for families who request it, and will be posted on the LifeScape website.
3. **Amendments to the Notice.** The Privacy Officer or designee is responsible for maintaining, evaluating, and recommending amendments to the Notice of Privacy Practices. At all times, the Privacy Officer will follow the directives to the HIPAA Privacy Regulations and any clarifications of guidance issued by the Department of Health and Human Services.
4. **Written Acknowledgement.** Except in emergencies, when a new patient/person supported or their guardian complete the registration packet, a Notice of Privacy Practices will be included. The patient/person supported or their guardian will be asked to sign the Written Acknowledgement form.
5. **Refusal to Sign Acknowledgement.** If the person supported by LifeScape or their guardian indicates a desire not to sign the Acknowledgement form, the Admission's Liaison/designee will inquire about the reasons for the refusal and will inform them that signing the form simply indicates that the Notice has been received. If they still refuse to sign, the Admission's Liaison/designee will indicate on the acknowledgement form and place in the record:
 - a. That the person supported was provided a Notice and Written Acknowledgement form but refused to sign;
 - b. The name of the staff member who provided the Notice and form;
 - c. Whether the staff member informed the person supported/guardian that signing the form merely indicates the acknowledgement that he or she received the Notice;

- d. That the person supported/guardian nonetheless refused to sign; and
- e. The time and date (approximately) of the conversation.

6. Emergency Situations. The admitting staff may provide a Privacy Notice to people supported whose first service occurs under emergency circumstances. No acknowledgement is required, but it will be documented in the chart that the Notice was provided.

- a. The assigned person from the program will follow-up within 2 business days and send a Privacy Notice to the patient/person supported or their guardian if it was not provided at the time of admission.
- b. The patient/person supported or their guardian will be informed in the letter that the acknowledgement simply indicates that he or she received the Notice.
- c. They will be asked to sign the acknowledgement and return it to the assigned person in the stamped, addressed envelope provided.
- d. In the event that the acknowledgement is not received, the assigned person will follow steps under #5 above for refusal to sign.

7. Documentation. The person's written acknowledgement of receipt of the Notice of Privacy practices, or the documentation explaining why written acknowledgement was not obtained, will be maintained in the person's record for a minimum of six years.

LifeScope Specialty School Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], 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 by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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 of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for 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. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the

system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Adapted Acceptable Network and Internet Use Policy for Students

The use of the Internet at LifeScape must support the goals and objectives of each child's educational program. This includes classroom, IEP and dorm goals and objectives. LifeScape uses a filtering program to block access to inappropriate material. Since it is impossible to block all inappropriate material on the Internet, students will not be allowed to access the Internet without staff supervision and permission.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage or change the hardware, software or settings.
2. I promise never to use the computer to harass, frighten or bully anyone.
3. I promise never to swear or use disrespectful language on the Internet.
4. I promise to use appropriate language and my best writing skills.
5. I promise to only use the programs and websites that my teacher or staff has approved for schoolwork or leisure time.
6. I will not view, send or display inappropriate messages or pictures on the computer or Internet.
7. I promise to tell an adult if I read or see something on the computer that is inappropriate.
8. I promise not to share personal information about myself or any other LifeScape student on the Internet. Personal information includes name, phone number, address or photo.
9. I promise not to copy information or photos from the Internet into my homework unless I give credit to the web site or ask permission from the author.
10. I promise never to use the computer or Internet to break the law (i.e. stealing, hacking, spreading viruses intentionally.)
11. I promise to stop using the computer when my computer time is done.

I understand that if I break any of these rules, I may lose the privilege of using the computer and or the Internet. I will sign my name to show that I will follow these rules.

Student Name _____ Date Signed: _____

Parent/Guardian Permission Form

As the parent/guardian of _____, I have read the Acceptable Use Policy/ Student Contract. I understand that Internet access at LifeScape is for educational purposes (and leisure when appropriate) and that LifeScape has taken reasonable precautions to protect users from inappropriate material. I also recognize that it is impossible for LifeScape to restrict access to all inappropriate material on the Internet. I will not hold the school, staff, management or volunteers responsible for inappropriate material that my child may acquire on the Internet. I hereby give my permission for my child to use the Internet at LifeScape.

Parent or Guardian (please print): _____

Signature: _____ Date: Month/Day/Year _____

Student's Full Name (please print): _____

*****PLEASE SIGN AND RETURN TO SCHOOL*****

School Messenger Parent contact Information

School Messenger is the automated notification system that LifeScape utilizes to communicate with families, bus drivers, and school districts any school-related information. Notifications you can expect to receive may include but are not limited to: late starts, early dismissals, event reminders, emergency notifications, etc. In order to ensure that School Messenger is effective in its ability to communicate with families, bus drivers, and school districts it is important that all parties have their phone and email information kept up to date with the administration of LifeScape Specialty Schools.

Please note: While School Messenger is a service provided free to parents by our school system, there may be airtime and/or text messaging charge from your cell phone provider to receive these services.

All new phone numbers added will get a text message from school messenger on Monday September 5th, please make sure that your information is returned prior to that day.

Students Name: _____

Classroom: _____

Please list the phone numbers or email addresses you would like to receive LifeScape Specialty Schools messages on.

Phone 1		Check one: <input type="checkbox"/> Cellular <input type="checkbox"/> Landline
Phone 2		Check one: <input type="checkbox"/> Cellular <input type="checkbox"/> Landline
Phone 3		Check one: <input type="checkbox"/> Cellular <input type="checkbox"/> Landline
Phone 4		Check one: <input type="checkbox"/> Cellular <input type="checkbox"/> Landline
Phone 5		Check one: <input type="checkbox"/> Cellular <input type="checkbox"/> Landline
Phone 6		Check one: <input type="checkbox"/> Cellular <input type="checkbox"/> Landline
Email 1		
Email 2		

I give permission to be called by LifeScape Specialty School using automated dialing equipment on the phone numbers listed above:

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date