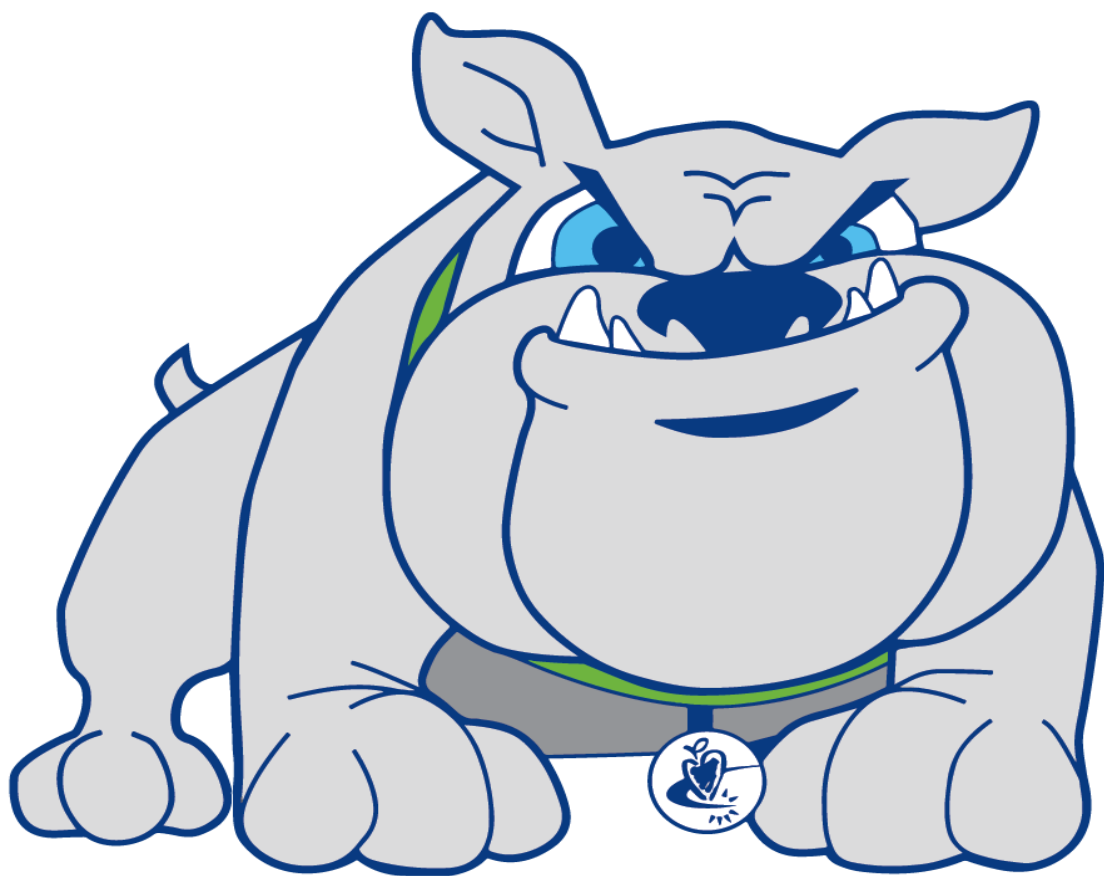


# LifeScape Specialty School



Parent Handbook  
2023-2024

# Table of Contents

History .....	3
Mission Statement and Vision .....	4
Educational Services .....	5
School Hours .....	5
Attendance .....	5
Early Dismissals .....	6
Outside Appointments .....	6
School Messenger .....	6
Inclement Weather .....	6
Volunteers .....	6
Curriculum .....	7
Technology and Internet Use .....	8
Conferences and Progress Reporting .....	8
Parent Communication & Involvement .....	8
Nutrition Services .....	9
Birthdays .....	9
Nursing .....	10
Alcoholic Beverages and/or Drugs .....	12
Weapons .....	12
Student Privacy .....	13
Safe School Environment .....	14
Parent/Guardian Visitation Guidelines .....	14
Field Trips .....	15
Bullying .....	15
Cell Phones .....	15
Dress Code .....	15
School Directory .....	16
Know Your Codes .....	17
School Calendars .....	18
School Calendar Year Dates to Remember .....	20
Disclosures .....	21

# 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 citizen 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. In 1994 Crippled Children's was renamed to Children's Care Hospital and School but continued with the same tradition of service and excellence. 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 of 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 Joined to Form LifeScape in 2014**

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 4,500 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."

Beginning July of 2017, LifeScape developed the Pathways to Life Program to a program for High School Students up to age 21 to address the IEP and to receive Pre-employment Transition Services, Community/Citizen skills, functional application of academic content, knowledge and skills to work and hold a job or to be a volunteer, and to develop independence in the home and integration within the community.

# Our Mission

Empowering people  
to live their best life.

# Our Vision

LifeScape will be an **innovative organization**, providing **exceptional services** and **creative solutions** for people with **varied needs** and **complex care across their life span**.

Through **collaborative partnerships**, LifeScape will become a **destination for research**, and the development, implementation, and training of **technology-based solutions** to **improve the lives of people we support**.

# Our Values

- ***Integrity***
- ***Compassion***
- ***Respect***
- ***Safety & Wellbeing***
- ***Fiscal Responsibility***
- ***Excellence***
- ***Accountability***



# LifeScape

Creating Pathways. Improving Lives.

# Educational Services

LifeScope Specialty Schools provide exceptional education services for individuals with specialized educational, therapeutic, and/or medical needs. 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. LifeScope Specialty Schools adhere to the rules and regulations as outlined in the Individuals with Disabilities Education Act and Every Student Succeeds Act (ESSA). LifeScope provides a variety of 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 9:00 am for residential and day school students. Students residing in the residential program on Austin, VanDemark, Morrison, and Holmes Halls, are assisted to and from school starting at 9:00 AM.

Staff are not available to accept day students until **8:50am**. School dismisses at 3:30pm. Day Students typically arrive to their bus stations by 3:35pm. Day students must be picked up by **3:45pm**. To assist with congestion we ask that students do not arrive prior to 8:30. Our East and West parking lots have areas reserved for loading and unloading of students. These parking spaces are reserved starting 15 minutes before and 15 minutes following drop-off and pick-up times. Drivers are provided with assigned locations. Parents may pick up/drop off students at the main entrance for appointments.

If your child needs to arrive late for school or leave early, please contact the School Nurse's Office at (605) 444-9690. 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 at school is necessary if students are to obtain the maximum benefit from their education experience. Students should only be excused from school for serious reasons. Missing school for unnecessary reasons will not only hamper students' education, but also hinder school efforts to educate the student.

Parents/guardians of absent students are to notify the School Nurse's Office at (605)444-9690 each day of absence. 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 busing/wheelchair services of the absence of their child.**

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. Questions and/or concerns should be directed to the Special Education Director or your school district liaison.



## Early Dismissals

LifeScope Specialty School conducts professional development for staff every two months from 2:30-5:00pm. On these days, school will be dismissed at 2:30pm. During these early dismissals Day Students should be picked up at the time specified on the school calendar. Students residing in the residential program will be dismissed back to the dorms under the supervision of Direct Support Professionals.

## Outside Appointments

Parents should 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 School Nurse's Office at (605) 444-9690 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 LifeScope. 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 LifeScope 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. 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 administration.

## Inclement Weather

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

In the event of inclement weather conditions that affect 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 on the Education Transportation Line at (605) 444-9490 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. Should the situation arise where it is not safe to transport the students, the school district will be responsible for any extended stay costs.

## Volunteers

Parents/guardians or other individuals wishing to volunteer at LifeScope 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 LifeScope.

# Curriculum

LifeScape uses the comprehensive curriculum, Essential for Living, for all students in both schools—the Specialty School for children, and Pathways to Life (LifeScape’s transition-to-adulthood program for 18- to 21-year-old's). Essential for Living is a communication, behavior, and functional skills curriculum. It is also a tool for the systematic assessment of skills and monitoring of progress that ensures individuals receive instruction appropriate to their current skill repertoires and areas of need.

Although Essential for Living is used as the primary curricular tool for LifeScape, numerous other curricula are utilized based on the skill repertoires of each student. All curriculum at LifeScape is evidence-based and rooted in years of research. Furthermore, LifeScape uses multiple curricula (including Essential for Living) that is based on the principles of Applied Behavior Analysis, the only Surgeon General approved treatment for skill deficits related to autism.

## Who Can Benefit

Essential for Living is designed for learners of all ages to gain the skills necessary to be as independent as possible during adulthood. 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 teaching ways to communicate wants and needs regardless of verbal skills (through sign language, picture exchange systems, etc.), following directions related to health and safety in community environments (stopping when directed, responding to safety signs, etc.), completing daily living tasks (brushing teeth, dressing, etc.), tolerating specific situations (assistance with daily living skills, wearing a seat belt, etc.), 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 LifeScape.

All staff who work with students have been trained to use Essential for Living. These include: special education teachers, teaching assistants, behavior analysts/therapists, speech pathologists, occupational therapists, physical therapists, case managers, and residential support staff. This interdisciplinary approach provides the consistency necessary for more long-lasting and efficient learning. Our goal is to return students to their home school as quickly as possible, while also giving them the skills needed to be independent members of the community.

## Technology & Internet Use

Student safety on the Internet and network is an important part of each child's education program at LifeScape 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 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.

## 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 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.

Parents should contact their child's teachers with questions or concerns. If a parent/guardian wishes to talk to a teacher, a request for a conference appointment can be made through email, a note, video conference, or by phone. Parents are asked to not disturb teachers at home. The Special Education Director 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 when pandemic restrictions are not in place. 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.



# Nutrition Services

LifeScape Nutrition Services is committed to student health and well-being. All foods served to students meet nutrition goals set by the USDA's National School Lunch and School Breakfast Program. Breakfast is served before the school day begins and lunch is served from 11:00-12:30. Healthy snacks are available to students throughout the day!

## What does a typical meal look like?

- Every breakfast is required to offer fruit, milk, and whole grains.
- Each lunch offers a serving from 5 food groups: Meat, Grain, Fruit, Vegetable and Milk.
- Nutrition needs change as students grow and develop. The planned portion size of food served increases with the age of the student, per USDA National School Lunch Guidelines.

## Does your child have an allergy, food preference or need a special diet?

LifeScape has Registered Dietitians, Registered Nurses and Speech Therapists who can help navigate the specific needs of each student. We are happy to accommodate! Please let us know how we can help.

## Did you know?

- Meals and snacks are provided as part of the educational day *without cost* to the student. Free and reduced lunch applications are distributed as part of the school admission process. LifeScape uses the free and reduced application to qualify students as free, reduced or paid in order to receive reimbursement for meals from USDA. Individual records are confidential. The school may use the percentage of free and reduced children to qualify for grant funding.
- The USDA also funds meals for children throughout the community during the summer months. Check out <https://www.fns.usda.gov/summerfoodrocks> for locations near you.
- LifeScape has a Wellness Committee who plans quarterly experiential learning activities based on food, nutrition and physical activity. Past activities have included field day, an indoor snowball fight and bowling!
- Do you have questions? Give us a call! 605-444-9535

[Emily VanMeekeren](#), Food Service Manager

[Bailey Larson](#), MS, RDN, LN – Registered Dietitian Nutritionist

## 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. We are a latex free facility and no latex balloons are allowed. Mylar balloons are welcome.

# Day School Health Services

Health services will be available to students during the school day. The school nurse's schedule is 8:00 AM - 4:00 PM. **The school nurse can be reached at 605-444-9690 or 605-444-9691.**

## Day School Nursing Contacts:

- Kayla Hamilton, RN, Day School Nursing Supervisor – [Kayla.Hamilton@LifeScapeSD.org](mailto:Kayla.Hamilton@LifeScapeSD.org); 605-444-9628
- Christi Kotzenmacher – [Christi.kotzenmacher@LifeScapeSD.org](mailto:Christi.kotzenmacher@LifeScapeSD.org)
- Jessica Willprecht – [Jessica.willprecht@LifeScapeSD.org](mailto:Jessica.willprecht@LifeScapeSD.org)
- Kimberly Winckler – [Kimberly.winckler@LifeScapeSD.org](mailto:Kimberly.winckler@LifeScapeSD.org)

## School Nurses:

Provide emergency care, assessments and interventions for illness and injury occurring during the school day.

Provide individualized health plans for students with special health needs.

Will request annual health information updates for all students and emergency health plans as needed for students with medical diagnoses that could become emergencies at school i.e. seizures, diabetes, asthma, and allergies.

Will determine what action to take if students become ill in school.

Maintain a permanent health record for each student. This record will contain their immunization records, screening results, medications, and special health needs. The student's health record will be shared with school personnel that have legitimate educational interest in the student.

## RETURNING TO SCHOOL FOLLOWING AN ILLNESS:

If a student is ill with a fever (over 100.0) or has stomach flu related symptoms (vomiting and/or diarrhea), he/she must be symptom free for 24 hours before returning to school. The student should not receive any fever reducing medicine or have a stomach flu related episode within that 24-hour period.

If your child has been diagnosed with a contagious illness (for example: strep throat), and has been prescribed an antibiotic treatment, he/she should be on the antibiotic for 24 hours before returning to school.

## PRESCRIPTION MEDICATION ADMINISTRATION:

For a student requiring prescription medication during the school day, the medication will be given with an order from a physician/licensed prescriber.

2. All medications must be in the original pharmacy labeled container. Each container should have the name and phone number of the pharmacy, student's name, physician's name, medication name, dosage, time to be given and route (oral, inhaled, etc.).
3. Medication will be kept in the Health Office in a locked medication cart and administered by a licensed school nurse.
4. LifeScape nurses will not administer any medications that are not approved and regulated by the Federal Drug Administration (FDA).
5. Medication will be returned or destroyed when discontinued, or at the end of the school year, in accordance with the procedure for medication destruction.
6. The parent/guardian must immediately notify the school in writing of any changes in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions will be required.

## NON-PRESCRIPTION MEDICATION:

LifeScape has acetaminophen (generic Tylenol) and ibuprofen (generic Advil) available for students with complaints of headache and/or muscle aches. Parent/guardian permission and physician order must be on file for students to

# Day School Health Services

receive acetaminophen, ibuprofen, and any over the counter medications (OTC) at school. All (OTC) medications (e.g. cough/cold remedies, antihistamines, pain relievers, anti-inflammatories) to be administered at school must be sent in the original container. An over-the-counter authorization form is required and is available in the health office. **Further information may be found online or by calling day school nursing.**

## **IMMUNIZATIONS:**

All students enrolled at LifeScope are required to show proof of immunizations according to the current South Dakota immunization law. **If a student has not received the immunizations required by state law, the student will not be permitted to attend school until all such immunization requirements have been met.**

**HEAD LICE, FLEAS OR SCABIES:** If a student is found to have head lice, fleas or scabies, parents will be notified; and the student will be sent home. It is the expectation of the school that you and your student seek the appropriate medical attention and treatment immediately. Appropriate steps need to be performed in your home IN ADDITION to those being done for your student and family members. The student may return to school after the appropriate treatment(s) have been performed.

## **RECOMMENDATIONS FOR TEMPORARY EXCLUSION FROM A SCHOOL SETTING:**

Students and faculty should be excluded from school activities for the following conditions:

- **Chicken Pox (Varicella):** Exclude until rash or lesions have crusted over
- **Diarrheal diseases:** Exclude while symptoms only if person is unable to practice independent hygiene
- **Haemophilus Influenza, type B invasive (Hib):** Exclude until after 24 hours of antibiotic treatment
- **HIV, Hepatitis B, Hepatitis C, or other blood borne diseases:** Generally no exclusion; considerations may exist if potential for blood borne exposure exists. Consult healthcare provider for guidance.
- **Hepatitis A Virus Infection:** Exclude until one week after onset of illness or jaundice (if symptoms are mild)
- **Influenza and Influenza-like Illness:** Exclude as long as fever  $\geq 100$  degrees Fahrenheit is present in unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on school policy, and state or federal guidance.
- **Measles:** Exclude for 4 days after appearance of rash
- **Meningococcal disease (Neisseria Meningitidis):** Exclude until after 24 hours of antibiotic treatment
- **Methicillin-resistant Staphylococcus Aureus (MRSA):** Exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained
- **Mumps:** Exclude for 5 days from the onset of parotid gland swelling
- **Pinkeye, scabies, head lice, ring worm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever:** Generally no exclusion; considerations may exist for certain spots, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance.
- **Rubella:** Exclude for 7 days after appearance or rash
- **Shingles (Herpes Zoster):** Generally no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash over lesions have crusted over.
- **Strep Throat and Streptococcal Skin Infections:** Exclude until after 24 hours of antibiotic treatment
- **Tuberculosis:** Exclude until physician and Department of Health determine person is not infectious
- **Whooping Cough (Pertussis):** Exclude until 5 days of appropriate antibiotic therapy has been completed

**If you have any questions about infectious diseases or immunizations, contact the Department of Health or your physician. South Dakota Department of Health, Office of Disease Prevention:**

**605-773-3737 or 1-800-592-1861**

# Alcoholic Beverages and/or Drugs

A student shall not possess, use, sell, offer to sell, conceal, transmit, give attempt to purchase, or be under the influence of any alcoholic beverage or illegal or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances, tobacco, marijuana, CBD products, vape products, or associated paraphernalia . "Possession" includes, but is not limited to, retention on the student's person or in a purse, backpack, wallet, locker, desk, or vehicle. A student shall not possess, use, sell, offer to sell, conceal, or transmit any drug-related paraphernalia. It is not a violation of the Code of Conduct if a substance is used for medical purposes in accordance with directions for use, in accordance with a valid prescription (if the substance is a prescription drug), Such a validly used/possessed substance must be (1) if a prescription drug, authorized by a medical prescription by an authorized health-care professional and kept in the original container, which shall state the student's name and directions for use and expiration date; or (2) if an over-the-counter drug, kept in the original container, which shall state directions for use. Medications must be checked in at school to ensure the safety of all students.

## Weapons

A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit, or conceal a dangerous weapon, firearm, knife, fireworks, explosive ordnance or dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, or dangerous instrument. "Look -alike" weapons, firearms, knives, fireworks, explosive ordnance, or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, fireworks, explosive ordnance or dangerous instrument. As used herein, "firearm" shall be defined as in 18 USC section 921 and shall include, but not be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 USC section 921 et seq. The definition of destructive device includes, but is not limited to, (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharpened blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

# Student Privacy

The privacy of each student is of utmost importance to LifeScape. The school adheres to the guidelines outlined by FERPA (Family Education Rights and Privacy Act) and HIPAA (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.

## 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 emergency procedures will be implemented as necessary:

- ◆ **School lockdown:** 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.
- ◆ **Fire:** in the event of a fire alarm activation students and staff are directed to move to the closest exit of the building and meet in the parking lot behind the school on Elmwood Ave. Fire drills are conducted every other month.
- ◆ **Severe thunderstorm and/or tornado warning:** 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 contact 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. School will **not** dismiss during severe thunderstorm or tornado warnings until the warning is lapsed. Severe thunderstorm/tornado drills are done each spring.
- ◆ **School Evacuation:** 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 per the LifeScape Crisis Management Plan. Students and staff will move to the VA Emergency room across the street from LifeScape.

**Upon the event of 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.



# Parent/Guardian Visitation Guidelines

**Purpose:** At LifeScope Specialty Schools we encourage parent/guardian involvement. This may be classroom observation, volunteering, field trip participation, or other school activities. However, we need to be certain that we are maintaining the instructional time and safety in the classrooms and the school. With that in mind, please follow these guidelines for parent/guardian visitation.

- A. **Parents who want to observe their child in the classroom must first contact the teacher in order to set up an appropriate time.** When observing in your child's room, please find a seat designated by the classroom teacher. Sitting right next to your child may cause your child to lose focus on the teacher and lesson. Therefore, this seat will not be right next to your child.
- B. We know there are times that the parent needs access to the teacher for questions. If you have questions, please contact the teacher via e-mail or a phone call to arrange a time for you and the teacher to talk. It may be more convenient to ask while doing an observation, but that takes the teacher's focus off the students. **Students are our number one priority.** Therefore, please call or e-mail to set up a time to talk. Typical times that teachers are available are 8:00-8:30 AM most days and after 3:45 PM. Other than these times, teachers are with students and will be focused on teaching, and teaching time cannot be interrupted.
- C. LifeScope strives to work with families to ensure great communication through phone calls, notes, and e-mails. Unfortunately, due to regulatory constraints we are only able to use text messaging through LifeScope corporate phones. You may obtain this number from your classroom teacher. Teachers and staff are unable to provide their personal cell phone information.
- D. If you are bringing your child to school each morning and plan on walking them to the classroom, you must enter through the main lobby doors, you must stop in the front desk in the lobby, sign in, and receive a visitor's pass. Also, Guidelines 1 and 2 still apply.
- E. We encourage parents/guardians to visit, however, **other visitors will NOT be allowed in the classroom due to privacy issues (FERPA).** Other family members and friends are welcome to eat lunch with your child, but we must have received either a note or phone call from the parent/guardian before allowing them access to the student. Again, this is a safety measure to protect our students. If we have not received a letter or a call, we will attempt to contact you. If we are unable to get in contact with you, the visitor will not be allowed into the school building.
- F. Because over 60% of our students live in our residential facility, parent/teacher conferences are uniquely designed to occur just before a scheduled school break. Parents/Guardians may schedule time with the teacher when they arrive to visit or to take their child home for the break.
- G. To prevent the transmission of infectious illness, upon visiting, all parents/guardians and visitors will be informed about the presence of potential infectious illnesses. Residential students may be kept back in the residential area or may be in isolation.
- H. During periods of increased incidence of highly infectious diseases, restriction of visitors will be considered.
- I. Signage will be placed to inform visitors/vendors/volunteers of the risks of infection transmission as appropriate.
- J. Visitors will be asked not to visit if feeling ill or have signs/symptoms of infectious illnesses.
- K. Parents of residential students who would like to visit outside of the school day should contact their case manager or residential supervisor to make arrangements.

## 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.

## Bullying

LifeScope is committed to protecting its students, employees, and applicants for admission from bullying of any type. LifeScope 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 checked in with the classroom teacher during the school day.

## Dress Code

Students are expected to dress in clothing appropriate for the weather conditions. Students should refrain from wearing clothing with offensive pictures or words, clothing that is revealing (shirts must cover the stomach and chest areas and shorts must extend past the finger tips). Shoes must be worn unless a medical condition prevents the students from doing so. Students should have a seasonally appropriate spare set of clothing brought to school if their clothing becomes soiled during the school day. Students, when appropriate, are expected to have tennis shoes available for participation in physical education class and fitness activities. Students must have outside weather gear appropriate for the weather conditions. Students (as health allows) will be expected to participate in recess/exercise activities outside unless a wind chill or heat index advisory are in place.

# School Directory

## Classroom Staff

Classroom	Teacher	Lead TA	Phone
Classroom 3	Victoria Hagemann	Kristin Hargreaves	605-444-9483
Classroom 4	Alyssa Klaudt	Stacia Perry	605-444-9585
Classroom 6	Jacob Harrington	Sarah Olson	605-444-9592
Classroom 9	Katie Busser	Amy DeHaven	605-444-9489
Classroom 8/11	Seth Weidenbach	Brady Hoftiezer	605-444-9481
Classroom 10	Leah Bolkema	Kenisha Kirkie	605-444-9482
Classroom 12/13	Dr. Erin Stabnow	Stacy Nowak	605-444-9512
Classroom 17	Annalesha Kalis	Kayla Nielsen	605-444-9656
Classroom A/B	Carly Renken	Kayla Briggs	605-444-9484
Classroom C/D	Ari DenOtter-Conroy	Wendy Klein	605-444-9584
Classroom E/P	Kris Natte	Stephanie Breen	605-444-9492
Classroom I	Abby Oien	Rebekkah Buckmaster	605-444-9494
Fisher Coon Classroom	Kayden Hoeke	Erin Kaiser	605-444-9499
Music Therapy	Kari Hanson		605-444-9493
Computer Coordinator	Tina Clark		605-444-9495
Adapted PE	Jen Vis	Jay Martin	605-444-7665

## Education Staff

Name	Title	Phone
Stephanie Sherard	VP of Education Services	605-444-9628
Dr. Vicki Isler	Superintendent	605-444-9632
Brittany Dawson	Principal	605-444-9544
Dr. Tammi Waltjer-Haverly	Special Ed Director	605-444-9644
Ashley Fleischfresser	Social Worker	605-444-9560
Michelle Bohy	Education Program Specialist	605-444-9627
Heidi Bakke	Exceptional Services Facilitator	605-444-9627
Alysia Sly	Education Administrative Assistant	605-444-9643
Jamie Richardson	Project Coordinator / Center for the Arts	605-444-9631
	School Nurses - Christi/Kim/Jessica	605-444-9690
	School Nurses - Christi/Kim/Jessica	605-444-9691
	Education Transportation/Inclement Weather Line	605-444-9490
	Education Therapy Office	605-444-9570

# Know Your Codes!

Parents and visitors, below are a list of emergency codes you may hear paged overhead when in our building. Should such an emergency occur, please look to LifeScope staff and they will assist you!

WEATHER RELATED CODES	
INCIDENT	CODE PAGED OVERHEAD WITH 600
Tornado Watch	Severe Weather – Keep all activities confirmed to the building & grounds
Tornado Spotted	Severe Weather – Move to the lower level south hallway
Severe Thunderstorm (Expected)	Severe Weather – Keep all activities confirmed to building and grounds
Severe Thunderstorm (In Progress)	Severe Weather – Keep all activities confirmed to building and grounds
Winter Weather (Winter Weather Advisory, Storm Warning, Blizzard Warning, Wind Chill Advisory)	Determination by Manager on-site of the area. Determination if need to activate Incident Command System (ICS)
MEDICAL	
INCIDENT	CODE PAGED OVERHEAD WITH 600
Weapons/Active Shooter	Armed Intruder (Location) Lockdown
Fire	Fire (Location)
Missing Person	Code Adam (Location & Description)
Unsafe Situation/Combative Person	Staff Assist (Location or Room Number)
Bomb, Nuclear, or Biological Threat	Security Alert Building Threat (Location)
Patient Exhibiting Inappropriate Behaviors	<ul style="list-style-type: none"> <li>◆ Code Behavior Support Level 1 – Paged during Specialty School hours</li> <li>◆ Code Behavior Support Level 2 – During ICF hours or if extra assistance is needed in school</li> <li>◆ Code Behavior Support Level 3 – Both programs in the community</li> </ul>
UTILITY FAILURE	
INCIDENT	CODE PAGED OVERHEAD WITH 600
Water Outage	Message Alert Water Outage (Location)
Electrical Outage	Message Alert Electrical Outage (Location)
Telephone Outage	Message Alert Telephone Outage (Location)
OTHER ISSUES	
INCIDENT	CODE PAGED OVERHEAD WITH 600
IT OUTAGE	Notification to staff through the Link – Pop-Up
OTHER ISSUES	
INCIDENT	CODE PAGED OVERHEAD WITH 600
Hazmat Disaster, Evacuation/Shelter in Place	Follow Incident Command System Activation Procedure

# LifeScape

## Specialty School Calendar 2023-2024

### July 2023

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 3-7-Independence Day Break-No School
- July 4-Independence Day Observed-Office Closed
- July 10-Classes Resume
- July 20-Early Dismissal, 2:30 PM

### August 2023

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 11-End of Quarter
- August 14-21-Summer Break-No School
- August 21-Teacher Inservice-No School
- August 22-School Resumes

### September 2023

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 Observed-No School/Office Closed
- September 21-Early Dismissal, 2:30 PM

### October 2023

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				

- October 6-Teacher Inservice Day-No School
- October 6-13-Fall Break-No School
- October 16-Classes Resume

### November 2023

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 16-Early Dismissal, 2:30 PM
- November 22-24-Thanksgiving Break-No School
- November 23-24-Office Closed
- November 30-End of Quarter

### December 2023

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 11-15-Parent Teacher Conferences
- December 22-January 2-Winter Break-No School
- December 22-25-Office Closed

### January 2024

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 1-2-Winter Break-No School
- January 1-New Years Day Observed/Office Closed
- January 3-Classes Resume
- January 15-No School

### February 2024

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		

- February 19-23-President's Day Break-No School
- February 29-End of Quarter

### March 2024

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						

- March 15-No School
- March 21-Early Dismissal, 2:30 PM
- March 25-29 Parent Teacher Conferences

### April 2024

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 1-5-Spring Break-No School
- April 8-Classes Resume

### May 2024

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 16-Early Dismissal, 2:30 PM
- May 24-End of Quarter
- May 27-Memorial Day Observed/Office Closed
- May 27-31-Summer Break-No School

### June 2024

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						

- June 3-Classes Resume
- June 27-Graduation



2501 W. 26th St., Sioux Falls, SD 57105-2498

- No School
- Holiday
- △ Early Dismissal 2:30
- End of Quarter
- Parent Teacher
- Parent Night
- ☆ Graduation



### July 2024

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 1-5-Independence Day Break-No School
- July 4-Independence Day Observed/Office Closed
- July 18-Early Dismissal, 2:30 PM

### August 2024

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 9-End of Quarter
- August 12-19-Summer Break-No School
- August 19-Teacher Inservice Day-No School

### September 2024

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 2-Labor Day-No School/Office Closed
- September 19-Early dismissal, 2:30 PM

### October 2024

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		

- October 4-Teacher Inservice Day-No School
- October 7-11-Fall Break-No School

### November 2024

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 21-Early Dismissal, 2:30 PM
- November 26-End of Quarter
- November 27-29-Thanksgiving Break-No School

### December 2024

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 16-20-Parent Teacher Conferences
- December 23-January 1-Winter Break-No School
- December 24-25-Offices Closed

### January 2025

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-New Years Day-No School/Office Closed
- January 2-Classes Resume
- January 16-Early Dismissal, 2:30 PM

### February 2025

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 17-21-President's Day Break-No School
- February 28-End of Quarter

### March 2025

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					

- March 14-No School
- March 20-Early Dismissal, 2:30 PM

### April 2025

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 14-18-Parent Teacher Conferences
- April 21-25-Spring Break-No School
- April 28-Classes resume

### May 2025

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 15-Early Dismissal, 2:30 PM
- May 21-Graduation
- May 23-End of Quarter

### June 2025

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					

- June 2-Classes Resume
- June 30-July 4-Independence Day Break-No School



- No School
- Holiday
- Early Dismissal 2:30
- End of Quarter
- Parent Teacher
- Parent Night
- Graduation

# Dates to Remember

## August

- 8/22:** First Day of School
- 8/31:** Parent Night, 5-7 PM (Please RSVP with your student's teacher)

## September

- 9/4:** Labor Day, No School
- 9/21:** Early Dismissal, 2:30 PM
- 9/11-9/15:** Picture Days (contact your student's teacher for their classroom's day/time)
- 9/25-9/29:** Homecoming Week

## October

- 10/4 & 10/5:** Zoo Trip
- 10/6:** Teacher Inservice Day, No School
- 10/9-10/13:** Fall Break, No School
- 10/24:** School Picture Retake Day
- 10/31:** Halloween Trunk-or-Treat, 1:00-2:30 PM

## November

- 11/16:** Early Dismissal, 2:30 PM
- 11/16-11/19:** LifeScape Center for the Arts production of "Rudolph" at Augustana University. More details online!
- 11/21:** School Thanksgiving Lunch, 11 AM-1:30 PM (Families are invited to attend, please RSVP)
- 11/22-11/24:** Thanksgiving Break, No School

## December

- 12/11-12/15:** Parent Teacher Conferences
- 12/22-1/2:** Winter Break, No School

## January

- 1/1:** New Years Day, No School
- 1/3:** Classes Resume
- 1/15:** No School
- 1/18:** Early Dismissal, 2:30 PM
- 1/19:** Bowling

## February

- 2/3:** Mall Walk
- 2/14:** Valentine's Day Celebrations
- 2/19-2/23:** President's Day Break, No School

## March

- 3/15:** No School
- 3/21:** Early Dismissal, 2:30 PM
- 3/25-3/29:** Parent Teacher Conferences

## April

- 4/1-4/5:** Spring Break, No School
- 4/26:** LifeScape Prom

## May

- 5/16:** Early Dismissal, 2:30 PM
- 5/27-5/31:** Summer Break, No School

## June

- 6/3:** Classes Resume for ESY
- 6/14:** Field Day
- 6/27:** Graduation, 6 PM

# Notice of Privacy Practices

## Policy Statement

All people supported by LifeScope or their guardians will receive a written notice of LifeScope'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 LifeScope 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 LifeScope 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:
  - ◆ That the person supported was provided a Notice and Written Acknowledgement form but refused to sign; The name of the staff member who provided the Notice and form;
  - ◆ Whether the staff member informed the person supported/guardian that signing the form merely indicates the acknowledgement that he or she received the Notice;
  - ◆ That the person supported/guardian nonetheless refused to sign; and
  - ◆ 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.
  - ◆ 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.
  - ◆ 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.
  - ◆ They will be asked to sign the acknowledgement and return it to the assigned person in the stamped, addressed envelope provided.
  - ◆ 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.

# LifeScape 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

# 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 authorized 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))



# USDA Nondiscrimination 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.

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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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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