

2023-2024

**Pre-12
STUDENT
HANDBOOK**

**LEOLA SCHOOL DISTRICT 44-2
LEOLA, SOUTH DAKOTA**



School Board Adopted and Approved on August 14, 2023

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PHILOSOPHY

Each child, regardless of race, color, or creed, should have the opportunity for an equal education that will help him/her become what he/she is capable of becoming. In the education process the child should be considered as the prime objective. The education process should pick up the child where he/she is and work from there. We should give each child the opportunity and direction into many phases of the curriculum so that they can find themselves from a broad selection of possible interests.

Education should prepare our children to be college/career ready. In order to do this, the individual will have to have a broad background and an understanding of many types of situations. It is therefore the responsibility of the school to provide a balanced curriculum, which offers opportunities for each child to gain this knowledge and experience.

In the education process there should be enough freedom allotted so the student does not feel that he/she is regimented to the degree that will stifle his/her freedom of thought. It is necessary for the student to learn self-discipline as well as confidence and self-respect to cope with a changing environment.

VISION STATEMENT

Working toward a stronger community one student at a time.

MISSION STATEMENT

All students will have equal access to an excellent educational program and be educated to their greatest potential. They will meet high academic standards through school interventions, and family involvement.

ELASTIC CLAUSE

The pre-12 student handbook does not include everything that may happen during the school year. If any situation not specifically covered should arise, administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis.

Introduction for Parents

The Leola School District is dedicated to all our students. We are committed to meeting individual needs. The staff accepts the responsibility of helping guide our students through the most difficult period of growth they will perhaps ever experience. Parents can do the following to support student achievement:

- 1) Show an active interest in what the school is doing and attend its functions.
- 2) Be open-minded toward change, inquiring about policies and practices before accepting rumors or incomplete information.
- 3) Provide the school with any helpful information about the student which might affect academic progress and accommodations.
- 4) Recognize that the home, rather than the school, must assume significant responsibility for certain aspects of a child's development, moral and spiritual values, health, discipline, sex education, and out-of-school interests and activities.
- 5) Encourage students to follow school policies. Please understand that policies and procedures produce a safe environment for everyone. If there is disagreement or misunderstanding, please encourage productive discourse through proper avenues.
- 6) Ensure students complete homework.
 - Provide a regular time to complete homework, away from distractions such as television and cell phones.
 - Guide and support your children with their homework.
 - Encourage your students to make arrangements with their teachers for additional support.
- 7) Get students to school regularly and on time. There cannot be continuity of learning without regular attendance.
 - Plan vacations when students are out of school.
 - Do not keep them home to babysit or to do other chores which can be done outside of school time.
 - Try to arrange appointments, shopping trips, etc. on vacation time or after school hours.
 - Please refer to Attendance requirements.
- 8) Try to be home when students are home. Students should have some responsibility around home, but not all responsibilities. Sharing chores provides teachable moments.
- 9) Know their friends and what they are doing. Know their friends' parents and communicate with them.
- 10) Encourage them to take part in school activities.

For those who have access to the internet, be sure to check out our website: www.leola.k12.sd.us. There is a lot of information posted here such as the monthly calendars, monthly menus, and daily announcements. Teachers may be contacted through their school email: firstname.lastname@k12.sd.us (example: joe.smith@k12.sd.us)

Thank you for your support and cooperation!

Achieving Success Together
LEOLA SCHOOL DISTRICT DIRECTORY

BOARD of EDUCATION-

ReEtta Sieh (2024)	Board Chairperson, Negotiations Committee
Richard Westphal (2024)	Vice-Chairperson, Building, Grounds, & Transportation Committee, NCESC Representative
Kristi Spitzer (2025)	Member, School-Community Relations, Sports Coop, Committee, Negotiations Committee, Wellness Committee
Arnie Wollman (2025)	Member, Building, Grounds, & Transportation Committee
Trevor Zantow (2026)	Member, Sports Coop Committee, School-Community Relations Committee

DISTRICT LEADERSHIP TEAM

Domenic Paolo	Superintendent, K-12 Colony Principal, Truancy Officer, State Testing Coordinator, LEA Representative
Brett Flemmer	K-12 Principal, Activities Director, Title IX Director
Kayla Casey	Business Manager, Public Records Officer, Prom and Junior/Senior Trip Advisor
Jeff Mueller	Alternative School Director
Cassie Jager	Administrative Assistant, HIPAA Privacy Officer
Leah DeMent	K-12 Counselor, Testing Coordinator, Homeless Liaison
Brody Meier	K-12 Special Education, SPED Director, SPED State Reporting, 504 Officer
Wendi Hatlewick	Title I Coordinator, Curriculum Director, Consolidated App

ELEMENTARY STAFF

Carissa Price	Preschool/Junior Kindergarten Teacher
Kim Hill	Kindergarten Teacher
Wendi Hatlewick	1 st & 2 nd Grade Teacher
Denise Brandner	3 rd Grade Teacher
Kristy Jarrott	4 th Grade Teacher
Holly Mueller	5 th Grade Teacher
Vanessa Lechner	Paraprofessional
Taylor Kallas	Paraprofessional
Casey Gulbranson	Paraprofessional
Hannah Rowe	Paraprofessional

SECONDARY STAFF

Traci Kappes	7-12 Social Studies, Student Council Advisor
Anne Jo Erdmann	7-12 Science, Science Fair, FFA Advisor, STEAM Club
Pam Fauth	8-12 Mathematics
Jackie Bender	6th Grade Core Instruction and 7th Grade Mathematics
Beverly Myer	7-12 English Language Arts
Anita Malsam	Intervention Specialist
Shekota Lehmann	Paraprofessional

SPECIALS STAFF

Val Geffre	Computers, Health, Technology Coordinator
Nancy Kindelspire	K-12 Music/5-12 Band, 6-8 PE, HS Play
Trevor Van Tilburg	Business, CTE, Transportation Coordinator, FBLA Advisor

COLONY STAFF

Sheila Erdmann	Colony Specials & Grassland Paraprofessional
Doreen Emery	Colony Special Education
Lexi Thayer	Long Lake Teacher
Aimee Wagner	Long Lake Teacher
Kathy Wendt	Long Lake Teacher
Meza Myer	Long Lake Paraprofessional
Carly Grabow	Grassland Teacher
Anita Malsam	Grassland Teacher
Jackie Wurtz	Spring Creek Teacher
Trevor Taylor	Spring Creek Teacher
Robin Geffre	Spring Creek Paraprofessional
Nola Tschappat	Spring Creek Paraprofessional
Sierra Goldade	Spring Creek Paraprofessional

ALTERNATIVE SCHOOL STAFF

Jeff Mueller	Alternative School Director
Alisha Nixon	Assistant Alternative School Director

Bus Drivers: Alvin Kallas, Curtis Walz, Gwen Wolf

Cooks: Maria Evans, Betty Hutson, Luz Perez-Perez

Custodians: Dana Leibel and Felix Perez

Class Advisors

6 th Grade:	Jackie Bender (Class of 2030)
7 th Grade:	Pam Fauth (Class of 2029)
8 th Grade:	Anne Jo Erdmann (Class of 2028)
9 th Grade:	Beverly Myer (Class of 2027)
10 th Grade:	Trevor Van Tilburg (Class of 2026)
11 th Grade:	Traci Kappes (Class of 2025)
12 th Grade:	Val Geffre & Nancy Kindelspire (Class of 2024)

COACHING STAFF

Football: Head Coach, Jeff Kusters,
Assistant Coaches, Trevor Van Tilburg and Marty Morlock
JH Football: Brett Flemmer and Troy Podoll

Volleyball: Head Coach, Leesa Ware
Assistant Coach, Alura Johnson
JH Volleyball: Shekota Lehmann and Beverly Myer

Cross Country: Head Coach, Jackie Bender

Girls Basketball: Head Coach, Jeff Kusters
Assistant Coach, Sarah Sumption
JH Girls Basketball: Holly Lapka and Troy Podoll

Boys Basketball: Head Coach, Brock Pashen
Assistant Coach, Alex Sumption
JH Boys Basketball: Don Nickelson, Warren Sumption, and Bryson Thorpe

Track: Head Coach, Jackie Bender
Assistant Coach, Trevor Van Tilburg

Golf: Head Coach, Max Waltman

2023-2024 Leola School District Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
	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
 7-11 New Staff/Para Orient., 1:1 Mgt., & 1/2 Workday
 10 Full Day In-Service
 21 Open House (3:30-7:00PM)
 22 First Day of School
 25 12:30PM Dismiss & Staff Work Day
8 Student Days 10 Teacher Days
2981 minutes

September 2023						
Su	M	Tu	W	Th	F	Sa
					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
 1 No School (State Fair)
 4 No School (Labor Day)
 15 Ctr. 1 Midterm
 15 & 22 12:30PM Dismiss & Staff Work Day
 28 12:30PM Dismiss & PT Conferences (1:30-8:00PM)
 28 1/2 Day In-Service (8:00AM-12:30PM)
18 Student Days 19.5 Teacher Days
6609 minutes

October 2023						
Su	M	Tu	W	Th	F	Sa
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
 2-8 Homecoming Week
 8 Homecoming Parade
 9 No School (Native American Day)
 20 12:30PM Dismiss & Staff Work Day
 20 Ctr. 1 End & 23 Ctr. 2 Begin
 27 No School: Fall Day In-Service
20 Student Days 21 Teacher Days
7649 minutes

November 2023						
Su	M	Tu	W	Th	F	Sa
		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
 3 & 10 12:30PM Dismiss & Staff Work Day
 17 12:30PM Dismiss; 1/2 Day In-Service
 21 Ctr. 2 Midterm
 22-24 No School (Thanksgiving Break)
19 Student Days 19 Teacher Days
6998 minutes

December 2023						
Su	M	Tu	W	Th	F	Sa
					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
 1, 8, 15 12:30PM Dismiss & Staff Work Day
 21 12:30PM Dismiss & Ctr. 2 End
 22-31 No School (Christmas Break)
15 Student Days 15 Teacher Days
5311 minutes

Sem 1 Scl=80Tchr=94.5	No School	School Begins	Holiday	Graduation	PT Conferences	Midterm/Ctr. Begin/End	In-Service	12:30PM Dismissal and/or 1/2 Staff Workday	Last Day of School	PD	16.5 hours to count toward student minutes
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January 2024						
Su	M	Tu	W	Th	F	Sa
	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 No School (Christmas Break)
 3 Ctr. 3 Begin
 12 12:30PM Dismiss & Staff Work Day
 15 No School (MLK Day & Makeup Snow Day)
 26 12:30PM Dismiss & 1/2 Day In-Service
20 Student Days 20 Teacher Days
8296 minutes

February 2024						
Su	M	Tu	W	Th	F	Sa
				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
 2 Ctr. 3 Midterm
 2 & 9 12:30PM Dismiss & Staff Work Day
 16 12:30PM Dismiss & 1/2 Day In-Service
 19 No School (Presidents' Day & Makeup Snow Day)
20 Student Days 20 Teacher Days
7387 minutes

March 2024						
Su	M	Tu	W	Th	F	Sa
					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
 1 & 22 12:30PM Dismiss & Staff Work Day
 5 12:30PM Dismiss & PT Conferences (1:30-8:00PM)
 5 Ctr. 3 End & 11 Ctr. 4 Begin
 7-8 No School (Spring Break)
 8 & 15 No School: 1/2 & Full Day In-Service
 29 No School (Easter Break)
16 Student Days 18.5 Teacher Days
5831 minutes

April 2024						
Su	M	Tu	W	Th	F	Sa
	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 No School (Easter Break)
 5 Ctr. 4 Midterm
 12, 19, & 26 12:30PM Dismiss & Staff Work Day
21 Student Days 21 Teacher Days
7776 minutes

May 2024						
Su	M	Tu	W	Th	F	Sa
		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
 3 & 7 12:30PM Dismiss & Staff Work Day
 11 Graduation (2:00PM)
 15 Last Day of School: 12:30PM Dismiss; Ctr. 4 End
 17 Staff In-Service Full Day
 16-17 Make Up Snow Days (Determined by May 1st)
11 Student Days 12 Teacher Days
3886 minutes

Sem 2 Scl=89Tchr=91.5	Total Student Days: 168 Days (12 days built in)	Total Teacher Contract Days: 176
Student Hours: 8:15-3:30= 369 min/day & 210 min/day on 1/2 days	State	Leola
K-6=875 hrs.	6-12=622.5 hrs	K-6: 947.4
6-12=622.5 hrs	6-12: 1045.4	*If late start on 12:30PM Dismiss, run 10:00AM-3:30PM
		*Forgive first 2 inlement weather days
		*Jan. 15 & Feb. 19th MAKEUP DAY

2023-2024 JH & HS Schedule

	Period 1 8:15-9:05	Period 2 9:08-9:56	Period 3 9:59-10:47	Period 4 10:50-11:38	HS Period 5 11:41-12:29 JH Lunch 11:41-12:06	JH Period 5 12:09-12:57 HS Lunch 12:32-12:57	Period 6 1:00-1:48	Period 7 1:51-2:39	Period 8 2:42-3:30
Bender	6th Math	7th Math	6th Math	Prep	JH Lunch	6th Reading	6th Communications	6th SS	6th Science
Erdmann	10 Chemistry	8th Physical Sci	11-12 Biology II	Biology (9)	JH Lunch	7th Science	FFA- HS ag course	Prep	JH FFA
Fauth	Alg II (11)	Geometry (10)	9 Alg I	8th Math	Trig/Pre-Calc (0) Alg I - 1 senior	HS Lunch	11-12 Business math	7-12 Interventions ACT	Prep
Kappes	Geography/ Psych (9)	US Govt (12)	7th SS	10 World History/ Sociology	US History (11)	HS Lunch	8th SS	Prep	7-8 Exploratories
Myer	12th ELA	9th ELA	10th ELA	11th ELA	JH Lunch	8th ELA	7th ELA	7-12 Interventions ACT	Prep
Geffre			EMR	Lunch	9th Health FA & Health Careers SP	HS Lunch Duty	Health CTE		7-8 Exploratories/Health
Van Tilburg	Prep	Entreprnshp/ Career Exp (11)	11-12 CTE/DC	Personal Finance -FA & SR Exp- SP	10th Accounting	HS Lunch	9-12 Ag Mechanics	Internships	9-12 PE
Kindelspire	7&8 Band/Choir	6th Band(M/W)/Choir(T/TH)	8th PE	6/7 PE	specials/5th band lunch	specials/5th grade band lunch	Prep	7-12 Band	9-12 Choir

School Day Details

Daily Schedule

Classes begin at 8:15AM and end at 3:30PM

JH/HS Schedule

Period 1	8:15-9:05AM
Period 2	9:08-9:56AM
Period 3	9:59-10:47AM
Period 4	10:50-11:38AM
HS Period 5	11:41AM-12:29PM
<i>JH Lunch 11:41AM-12:06PM</i>	
JH Period 5	12:09-12:57PM
<i>HS Lunch 12:32-12:57PM</i>	
Period 6	1:00-1:48PM
Period 7	1:51-2:39PM
Period 8	2:42-3:30PM

Elementary Schedule

8:15-9:45AM	Language Arts
9:45-10:00AM	K-5 Recess
10:00-11:15AM	Mathematics
11:15-11:40AM	K-5 Lunch
11:40-11:55AM	Lunch Recess
12:00-12:50PM	Specials
12:50-1:20PM	K-2 WIN & 3-5 PE
1:20-1:50PM	K-2 PE & 3-5 WIN
1:50-2:35PM	Grammar, Spelling, and Handwriting
2:35-3:15PM	Social Studies/Science
3:15-3:30PM	Closing Routines

JH/HS Early-Release (12:30PM Dismissal)

A Days

Period 1	8:15-9:09AM
Period 3	9:12-10:06AM
Period 5	10:09-11:03AM
Period 7	11:06AM-12:00PM
<i>JH/HS Lunch 12:03-12:30PM</i>	

B Days

Period 2	8:15-9:09AM
Period 4	9:12-10:06AM
Period 6	10:09-11:03AM
Period 8	11:06AM-12:00PM

JH/HS Late-Start (10:00AM Start)*

Period 1	10:00-10:40AM
Period 2	10:43-11:23AM
Period 3	11:26AM-12:06PM
<i>JH/HS Lunch 12:09-12:38PM</i>	
Period 4	12:41-1:21PM
Period 5	1:24-2:04PM
Period 6	2:07-2:47PM
Period 7	2:50-3:30PM

**No Morning Preschool*

Lunch Schedule

Preschool	11:00-11:30AM
K-5	11:15-11:40AM
6-8	11:4AM-12:06PM
9-12	12:32-12:57PM

Recess Schedule

9:45-10:00AM (K-5)
1140-11:55AM (K-5)

Before & After School

1. Students who eat breakfast at school will be allowed in the cafeteria at 7:45AM. Breakfast is served from 7:45AM to 8:10AM.
2. **On late-start school days, there will be no breakfast and no morning preschool.**
3. Students will not be allowed in the building before 7:45AM.
4. As weather permits, K-5 students have supervised recess before each school day.
5. Students engaged in activities or study may remain in the building after school hours only if properly supervised by a staff member.

Bicycles

Bicycles must be parked in the rack upon arrival at school. Students are not permitted to loiter around the bicycle racks.

Student Dress Code

The Leola School District respects students' rights to express themselves in the way they dress. All students in the Leola School District are also expected to respect the school community by dressing appropriately for a Pre-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

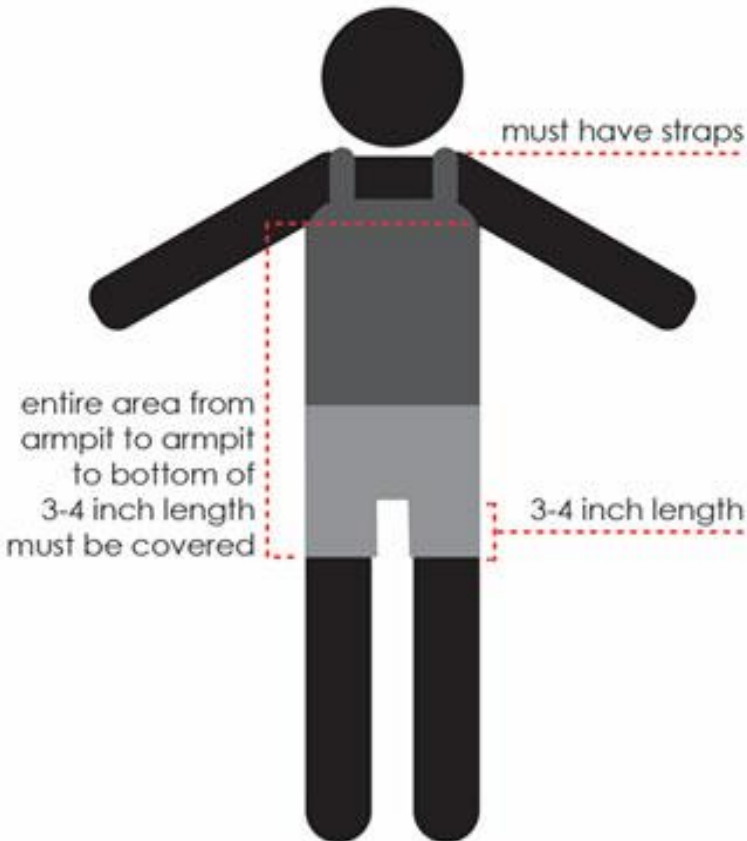
1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image to the left). Tops must have shoulder straps. Rips or tears in clothing should be lower than the designated 3 to 4 inches in length.

2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).

3. See-through, mesh, or spandex garments must not be worn without appropriate coverage underneath/over that meet the minimum requirements of the dress code.

4. Headgear including hats, hoodies, and caps are not allowed unless permitted by school administration.

5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
8. Shorts, capris, tank tops, sleeveless shirts, and open toed shoes are allowed before October 15th and again starting April 15th - to be notified by administration depending on the weather pattern at that time.
9. Students riding buses must be properly dressed for cold weather. Students will be asked to change if necessary.
10. All Pre-12 students need to have an extra pair of non-skid marking gym shoes at school.

Administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Attendance

Our desire is to cultivate a successful learning climate in the classroom, but it is difficult for students to succeed in school if they do not attend regularly. It is essential that students attend school on a consistent basis to ensure continuity of instruction. When students are absent or tardy, they miss important lessons where key concepts or skills are introduced. This puts them at a disadvantage when they return because of gaps in learning and the need to play "catch-up" with lessons that have already been taught in class.

Attendance is tracked and immediately recorded in Infinite Campus. Below are the designations used to accurately record student attendance:

- ABD – Absent Due to a Doctor’s Appointment (Doctor’s note on file)
- ABND – Absent Due to a Doctor’s Appointment (No doctor’s note on file)
- APC – Absent Due to Parent’s Choice
- ASD – Absent Due to Illness (Doctor’s note on file)
- AS – Absent Due to Illness (No doctor’s note on file)
- AU – Absent; NO PARENT NOTIFICATION
- ELX – Extended Leave Absence (Exempt)
- HE – Health Exempt Absence
- ISS – In-School Suspension
- OSS – Out-of-School Suspension
- SA – School Activity (Exempt)
- TPN – Tardy Parent-Notified
- TU – Tardy NO PARENT NOTIFICATION

Leaving School Grounds

Students WILL NOT be allowed to leave during the school day without a permission slip from the main office.

Passes

- 1) All requests to leave the building must be approved through the office.
- 2) Students leaving school without properly checking out will be given an unexcused absence. Additional consequences may be given.
- 3) Passes to leave the study hall must be issued by a classroom teacher.
- 4) Students must have a pass when in the halls during class hours.
- 5) Students must carry and be ready to display passes upon request.

Failure to have an appropriate pass may result in detention.

Absences

Daily attendance of all students who are enrolled in the Leola School District is required in accordance with State law and School Board regulations. Teachers will notify students of their attendance procedures at the beginning of each semester.

A written excuse by a parent or guardian or a telephone call to the office is required for ALL absences. For the safety of your child, if your child is not in school by 8:45AM and the office has not been contacted, a phone call will be made to your home or cell phone.

- For all 6-12 grade students, each period will count as 1/8 of a school day.
- Parents/guardians will be notified when a student has been absent from the same period 3 days during the semester. This will serve as notification to students and parents/guardians of the attendance concern.
- After 6 absences, a letter will be sent to the parent or guardian.
- After 9 absences, a conference will be held with the student, parent, teachers, and administration.
- If a student should reach 12 absences in any one class during a semester, that student will receive a grade of F for the semester and the parents/guardians will be notified.

If a student and his/her parents believe there were unusual circumstances causing these absences, a written appeal must be given to the Superintendent within five days of notification of the 12th absence and a decision will be rendered within five days of the written appeal. If further consideration is sought, a final appeal may be made to the school board. If an appeal is in progress, the student shall continue to be enrolled in the class or classes in question until final determination is made.

Elementary (JK-5) student attendance is calculated in periods (1/8):

8:15-9:00 AM

9:01-9:44 AM

9:45-10:00 AM Recess

10:01-10:45 AM

10:46-11:15 AM

11:15-12:00 PM Lunch/Recess

12:01-12:50 PM

12:51-1:30 PM

1:31-2:45 PM

2:46-3:30 PM

****Absences *after* 3:06PM will not impact attendance.**

Pre-12 students who plan to participate OR ATTEND after school activities – including practices – **must** be in attendance for the majority of the school day Example: 4/8 periods on a regular day or 4/7 on early dismissal day. Certain individual cases rest with the discretion of the administration (such as a non-emergent doctor's appointment or funeral). Students will not be counted absent during school-sponsored trips.

Doctors' Appointments

Please try to schedule appointments before or after school, during non-school days, early dismissal school days, or during the summer. For appointments during the school day, please bring doctors' notes to the office to document each appointment.

Medical documentation from a doctor, dentist, or other professional must be specific, including the date of the appointment and the duration of the absence. Example: "John Doe had an appointment at the clinic on January 14. Please excuse him from school on January 14 and 15." Please note: Doctors' appointments still contribute towards total absences; documentation of absences simply avoids truancy violations.

For students having doctor's notes to limit participation in PE, the doctor's note must include the following:

- Date of return or re-evaluation
 - Students will be expected to resume participation after the end date
- Activities to avoid
- Recommended physical activity (so the student can continue physical activity)

For students who have over 10 days of limited PE participation, a 504 Plan should be developed to meet the students physical fitness needs.

Tardiness

Students are considered tardy if they arrive to class after the second bell - even if they are in the school building. In order to be considered tardy, but present, for the individual class period, the student must be present for the majority of the class period. Example: Students must be present for at least 24 minutes of a 48-minute class period.

Consequences for Tardiness: (Per Course, Per Semester)

1. Starting with the 3rd tardy, each tardy will result in a detention by the teacher for that class.
2. For questions on serving detentions, please refer to the Detention Section for further clarification.
3. Teachers are responsible for maintaining their own accurate records in regard to tardiness.

Compulsory Age

Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused per SDCL.

Any person who does not see to the school attendance of a child in their care will be guilty of a misdemeanor and if convicted, will be subject to a fine as established by law. No student will be denied the right of attending school without due process of law.

Tuancy

Tuancy is defined as any absence not approved by the school or a pattern of irregular attendance. Skipping a class and/or leaving school grounds without permission is considered truancy. One day, or any part thereof, equals one violation.

School procedures/consequences for truancy may include making up missed time through detention, parent notification, parent conference, suspension, and/or loss of credit. Repeated truancy instances will result in a referral to legal authorities.

Academics

Academic Honesty

Any student caught cheating or plagiarizing will be given zero credit for that assignment or test, with no chance for makeup or extra credit for that assignment. The teacher will instruct the student on copyright laws, review the Academic Honesty policy with the student, contact parents/guardians, and document the offense in the school tracking system.

Consequences for Academic Dishonesty: (Per Semester)

- First offense: zero credit for that assignment or test, one 30-minute after-school detention, and parent will be notified
- Second offense: zero credit for that assignment or test, one 60-minute after-school detention, and parent will be notified
- Third offense: zero credit for that assignment or test, two 60-minute after-school detentions, and parent will be notified

Grading Scale

K-12 and Colony

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Passing
F	Below 60	Failing

Note: Dual credit and SD Virtual School class grading scales will be used and listed in each course's syllabus.

Report Cards

Report cards for K-5 will be sent home with students in the classroom folder. Report cards will be given to 6-12 students to take home to parents. End-of-the-year report cards will be mailed with state assessment results.

Personal issues that include work habits, behavior management, citizenship, health habits, etc. will be part of other information shared with parents either in person or in the comments section on the report card.

Homeschool

Homeschool students are welcome to enroll in individual classes.

- Textbooks will be loaned to children ages 5 throe Leola School District but live within in the Leola School District boundaries or enrolled in a school supported by any other governmental entity upon written request by the child or the child's parent or guardian made prior to May 1st preceding the school term of use.ugh 21 who are not enrolled in th
- Textbooks loaned shall be the same textbooks normally used by the students enrolled in the Leola Schools.
- If new textbooks must be purchased to meet the request of children not enrolled in the Leola Schools, the school board may limit the number of textbooks per student to be purchased for loan to the same amount of new textbooks that is furnished to the students enrolled in the Leola Schools.

Homework

The amount of homework a child will have will vary with the grade level and the work habits of the student in school. For grades K-5, a good rule of thumb is about 10 minutes of homework for each grade. For example, a 4th grader should be able to handle about 40 minutes of homework. If you feel your child is bringing home too much homework, please contact his/her teacher to determine a homework plan. If for some reason homework is not completed because of a family obligation, please notify the classroom teacher. Efforts will be made to avoid heavy assignments during holidays and when special activities involving the students are taking place.

Homework for planned absences needs to be made up prior to the absence. Make-up work is required for work missed due to unplanned absences. The make-up work is the responsibility of the student, not the teacher. It is the student's responsibility to contact teachers to determine the work to be made up. Unless there are special circumstances, the time period allowed for make-up work will be one school day for each school day missed, plus one additional school day. An exception to this rule is work that was due on the day the student was absent.

Example I: Absent Monday (1 school day); homework is due Thursday (after 1 school day, plus 1 additional school day)

Example II: Absent Thursday and Friday (2 school days); homework is due the next Thursday (after 2 school days, plus 1 additional school day)

Sound Homework Guidelines:

1. Be flexible, but remember children thrive on structure and routine
2. Have a quiet study area free from distractions/interruptions with good lighting
3. Agree on a regular time to study
4. Each child is different; one may need music to study, while another needs silence
5. It is your child's homework. Asking guiding questions to help them be critical thinkers will help them be successful. If your child has homework difficulty that you cannot help with, it is ok to let the teacher know so they can provide more support on that learning objective

Honor Roll

The Leola School District will report Semester GPAs (Grade Point Average) for grades 6-12 and will be as followed:

STRAIGHT A (4.0)

A Honor Roll (3.99-3.49)

B Honor Roll (3.48-3.0)

Textbooks and Library Books

Teachers will issue textbooks at the beginning of each year and students will have the privilege of checking out books from the library. If a student loses or damages a textbook or library book, parents will be billed for the cost of the replacement.

Retention/Promotion

The classroom teacher will notify the parents via face-to-face meeting of possible retention after processes, such as the Teacher Assistance Team meeting, to determine the best plan for the student. This may occur during the spring Parent/Teacher conference. The student may also be referred for further testing to get more data on how we can best assist with the student's learning needs.

Factors that may be used to determine retention/promotion are, but not limited to: 1. Social/emotional maturity, 2. Student age, 3. Siblings' ages, 4. Physical size, 5. Present grade placement, 6. Previous retention/promotion, 7. Present level of academic achievement, 8. Student's attitude about retention/promotion, 9. Emotional level, 10. Behavior history

The parent/guardian, teacher, counselor, and principal will meet to decide to retain or promote through a cooperative decision. Final decision to retain or promote will occur before the end of the school year.

Leola School District's Enhanced Academic Standards

Physical Science

Students are given the opportunity to earn their first official high school credit in Physical Science during the 8th grade school year. Physical science initiates the rigorous course sequence in our science program. In this course, students are challenged to study the world around them and are introduced to the basic principles of chemistry and physics.

Pre-Algebra

Algebra is the foundation for students' future success in science, technology, engineering, and math. Providing the opportunity for students to complete pre-algebra earlier in their academic careers, in 8th grade, provides additional opportunities to take more advanced math and science classes prior to graduation.

U.S. Government

The successful completion of two semesters of U.S. Government is a Leola High School graduation requirement. Leola School District understands the value of providing our seniors with a thorough understanding of the principles and procedures of government. This course is designed to prepare students to be competent citizens who understand and are capable of participating in the political process of the nation. Our seniors will be active participants in local government and will practice the skills needed to think critically, weigh evidence, make informed decisions, and participate in political processes. Alternative school students and transfer students may work with their building principal to meet the state graduation requirements.

Physical Education

Students may choose to earn their physical education credit by successfully completing an entire varsity sport season.

Communication

Morning Announcements

Announcements will be emailed every morning to all Leola staff and parents, if requested. If you wish to receive daily announcements to your email, please send your email address to Cassie.Jager@k12.sd.us. If you have any announcements that you would like posted, please email it to the office by 8:45AM on that day or prior. We cannot guarantee announcements will be included if received after 8:45AM.

Any outside agency that uses the school announcements to advertise their club or activities must notify the students of any cancellations. The school is NOT responsible to notify students for outside activities and last-minute cancellations.

Back to School/Enrollment Process

The Back to School Open House is typically held a couple of days before the start of school. At the Back to School Open House, families will receive a folder with all pertinent information to complete for the school's files. Students may also meet teachers, drop off supplies, and visit their future classrooms.

For new students, please see the Leola School website for the New Student document sheet. New students may also visit the office to begin the enrollment process.

Chain of Command and Chain of Communication

The Superintendent of Schools is ultimately in charge of all buildings owned and operated by the Leola Public School District in accordance with the policies set by the Leola Board of Education. The purpose of this Chain of Command is to identify the person in charge in case of an emergency and in the absence of normal supervisors.

In the absence of the Superintendent, the K-12 Town Principal will be the next person in charge.

The Leola School District recommends parents, patrons, and teachers resolve issues at the lowest level possible. Parents/Guardians with academic questions, please first visit with:

1. Your Child
2. The Teacher
3. The Building Principal
4. The Superintendent
5. The School Board

Messages During School Hours

Should parents have occasion to contact students during school hours, we will be glad to take the message and deliver it between classes. If it is an emergency, we will contact the student immediately. The phone number is 1-605-439-3142. Telephone messages will be received in the central office and delivered to the student by office personnel. Any message concerning change of schedule, plans, or travel home must go through the office. Please refrain from emailing or texting classroom teachers for last minute schedule changes.

Students may ask a staff member to use a school phone at appropriate times.

Cell Phones and Personal Electronic Devices

The use of electronic devices by students in the school setting can be disruptive to the orderly educational environment. Examples of electronic devices may include, but not limited to: cell phones, smart watches, and wireless earbuds.

The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance.

Pre-8th Grade Guidelines:

- Cell phones must be TURNED OFF on school grounds
- Cell phones must be kept in a student's backpack or locker
- Cell phone use is prohibited in classrooms, restrooms, locker rooms, library, and school offices
 - Cell phones are banned from restrooms and locker rooms
- Cell phones may be turned back on at the end-of-school-day bell and used to communicate directly with parents/friends who are assisting in transportation
- Cell phones are not allowed to be used during transition times or between classes
- If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.

High School Guidelines:

- Cell phones may be used on school grounds before school, during lunch, and after school
- Cell phone use is prohibited in classrooms, restrooms, locker rooms, library, and school offices, unless otherwise stated by a teacher
 - Cell phones are banned from restrooms and locker rooms
- During the instructional day, cell phones must remain out of sight and in silent mode
- Unless explicitly allowed by a staff member, headphones and other Bluetooth-enabled listening devices may only be used before and after school hours
- During tests and assessments, cell phones must be placed in lockers, backpacks, or another location away from students and their desks
- If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone
- Under no circumstance is photographing or video recording allowed anywhere on the school premise.
- Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules

If a student violates the aforementioned cell phone and personal electronic device policy, the following actions will be taken: (Per Semester)

- First offense: The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their cell phone at the end of the day, students must serve a 30-minute detention and discuss and review the cell phone policy with an administrator.
- Second offense: The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow

the school's cell phone policy. Students may pick up their cell phone following one 60-minute after-school detention.

- Third offense: The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive two 60-minute after-school detentions and will be required to store their cell phones in the main office for the remainder of the semester.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy, or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

Parent Portal / Infinite Campus

Parents/guardians can access their children's grades, attendance, lunch balance and teacher comments via this online site located on the Leola School District website. You can also download the Infinite Campus app. Access to Infinite Campus will allow you to keep up to date on your student's progress in each of their classes. Teachers update grades weekly. Parents can receive notifications from the portal about missing assignments. Each 6-12 student will be given student portal accounts and are responsible for checking his/her grades each week.

If you would like a username and password for the parent portal, please contact Val Geffre at Val.Geffre@k12.sd.us or 1-605-439-3142 (ext. 302) or during Open House.

Parent/Teacher Conferences

Parent teacher conferences are held in the fall and spring of the year. Parents are encouraged to attend. Elementary (Pre-5) conferences are scheduled with teachers and JH/HS (6-12) are first come, first serve basis. Additionally, parents are welcome to conference with teachers at any scheduled time throughout the school year.

Extra Curricular Admittance Fees

Student/Senior Citizen (over 65) \$3.00

Adults: \$5.00

Season Student/Senior Citizen (over 65): \$30.00

Season Adult: \$70.00

Food Program

The cost of lunch for the school term 2023-2024 is as follows:

Breakfast

- Preschool-12: \$2.10
- Adult: \$2.73
- Extra Milk/Juice:\$.35

Lunch

- Preschool-8: \$2.80 per lunch
- 9-12: \$3.10 per lunch
- Adult/Salad Bar: \$4.85 per lunch
- Extra Milk: \$0.35
- Seconds: \$1.10

All families are eligible to apply for the Free and Reduced Meals Program. Applications can be requested from the Business Manager.

Parents must pay ahead of time and must maintain a positive balance in their child's lunch account. Lunch bills that have a negative balance will be emailed. All payments are to be received at the Business Manager's office at the Leola School. Please make all checks payable to: **Leola School District 44-2.**

- a. No charges are allowed for seconds and/or extra milk on any negative accounts or accounts with a zero balance.
 - b. All delinquent accounts at the end of May of the current school year will be subject to collections for payment.
 - c. Seconds are charged at full price regardless if the student is on free or reduced meals or pays full price for their first meal.
- Lunch balances can be checked on the Parent Portal.
 - The Leola School District has a closed lunch hour program. Students must eat lunch at the school. Children may bring sack lunches from home to eat with his/her class. Pop and energy drinks are not allowed per nutritional guidelines.
 - If a family member brings lunch for their child, please drop it off at the office. Students may not get lunches from non-family members.
 - Parents are requested to inform the Office with a doctor's note about any food allergies or medical issues that may affect a student's lunch.
 - Nutrition Guidelines state for serving that we must either *Offer vs. Serve* or *Serve*. For this school year:
 - *Offer vs. Serve*: Pre-12 students are required to have 3 food selections from either salad bar or hot bar on their tray. One choice must be a fruit or vegetable.

Brain Break Snacks

Pre-12 students will be offered a healthy morning and/or afternoon snack as funding is available.

Elementary Electronic Family Communication Folder

The Leola School District will be using an electronic Weekly Folder to digitally disseminate information. This electronic Weekly Folder can be found on the school's web page. Each Pre-5 teacher will also include appropriate information in a classroom-specific Weekly Folder; this classroom-specific folder will be sent home weekly on the first day of school.

Anyone requesting information to be placed in the Weekly Folder needs to have information to the office by 1:00 PM on the Thursday preceding the day the folder goes live.

Lost & Found

There is a lost and found in the office. Items will be displayed during parent/teacher conferences. Any items not claimed will be donated to the Piggy Bank after each Parent/Teacher Conference and at the end of the school year.

School Supply List

In May, the school website will display a supply list for the upcoming school year. Lists will also be available in Aberdeen stores throughout the summer. Please note: no wireless headphones are allowed in school.

School Visits

Parents are invited and encouraged to visit our school at any time with prior arrangements from the classroom teacher. Please stop at the office to sign in and pick up a visitor's identification badge before going to your child's classroom. If you choose to eat with your child, prices are **\$4.85** for adults.

Separated/Divorce Family Policy

School Neutrality/Parent Responsibility

The Leola School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the district to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by court order. It is the responsibility of the parent wishing to restrict a parental right to notify the district of any court order affecting student contact/student visitation and/or student records by submitting a certified copy of the court order to the Superintendent of Schools and a copy to the child's school building principal.

Student Contact/Student Visitation During School Hours

Unless a parent gives notification pursuant to paragraph above, the district will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the court order restricting any right of contact and/or visitation needs to specifically restrict the right and a general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and /or visit the child while the child is at school.

Release of Student to Noncustodial Parent

The district will not authorize a student enrolled in the district to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the district with a copy of the court order granting custody.

Release of Student Records

Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a court order specifically restricting this right of access. Any court order restricting the release of confidential student records to a parent is to be submitted to the district.

Student Records (See- Public Notices)

Confidentiality

Our district ensures confidentiality of student records consistent with the provisions of the Family Educational Rights and Privacy Act and with Part B of the Education of the Handicapped Act.

Scheduled Parent/Teacher Conferences

Parents may schedule group or individual conferences with teachers.

Social Media Expectations – While we recognize rights to freedom of speech, expression, and association, including the use of social networks, each student must remember that they represent the Leola School District and are expected to portray themselves and our school in a positive manner at all times.

If you participate on a social networking site:

- Everything you post is public information. Texts or photos are out of your control once placed online.
- Use caution when adding or inviting friends.
- Limit information about your location or plans.
- Use of disrespectful comments and behavior online will not be tolerated. This includes but is not limited to:
 - Comments or photos that depict unlawful or prohibited conduct.
 - Derogatory, defamatory, harassing, or discriminatory posts.
 - Comments that create a serious danger to the safety of another person or that constitute a credible threat of emotional or physical injury to another person.

Situations involving any of the above activities will result in a meeting with the principal. If concerning activities continue, the student, parents, and principal will meet; consequences are dependent on the student's response to the meeting and the severity of inappropriate activity.

Solicitations

Outside solicitations for private gain are not permitted at school. Other types of contacts, such as those made by Girls Scouts, or distribution of any literature or materials, must be approved by the Superintendent/Principal.

Safety & Health

Safety-Emergency Plans

The Leola School, in town, is under video surveillance in hallways and gyms.

Closing of School

If the school must be closed because of unforeseen events, the announcement will be broadcast through local media sources, such as television, radio, district call notification, district website, Facebook page, etc.

- Make Up Days
 - The Leola School Board adopts an annual district calendar in which make-up days will be set.

Emergency Drills

Fire and tornado drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone must obey orders promptly and seek safety in the appropriate manner. Familiarize yourself with the proper procedures.

Evacuation and lockdown drills will be practiced as needed.

Health

Accidents

If a student witnesses an accident on the school grounds, within the building, or has an accident himself, he or she should report it immediately to the nearest teacher on duty or to the school office. Staff need to fill out an accident form as found on the webpage or from the business office. The school does not provide insurance to cover accidental injury.

First Aid

The main office has basic first aid supplies on hand (Band-Aids, Neosporin, etc.) and if needed students may request to go to the office for treatment.

Illness

Early in the morning, it is often difficult to make a decision about whether or not your child is too sick to go to school. With minor symptoms, you often cannot tell whether she/he is going to get better or worse during the course of the school day.

As a rule of thumb, a child should stay home if he has:

- A fever of 100 degrees Fahrenheit or higher
- Vomited (not caused by motion sickness or a gag reflex unassociated with illness)
- Diarrhea

- A very frequent cough
- Persistent pain (tooth, ear, stomach, etc)
- A widespread rash

If a student exhibits flu-like symptoms (vomit, diarrhea, or a fever of 100 degrees or higher) while at school, the parent/guardian will be contacted and the child will be sent home. Students who are sent home must stay home until at least 24 hours after they no longer exhibit symptoms without the use of fever-reducing medicine; medical documentation must be provided if your student returns prior to 24 hours.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. The school is not equipped for prolonged care of sick students. We ask that you or an emergency contact pick up your sick student within an hour of notification.

If your child must take **ANY TYPE** of medication, including over the counter medications such as acetaminophen or ibuprofen at school, you must:

1. First send an authorization form to the office to have on file. (See end of handbook for form)
2. Send the medication in the prescription bottle or original container.
3. Instruct your child how to administer the medication himself/herself.
4. Help your child to remember the proper time to take their medication.

The other option available is for the parent to come to school at the proper time and administer the medication. If the medication is sent without a signed form, the medication will be held until the end of the school day.

Any time medication is sent to school with a student, it must be accompanied by the Parent Request for Assistance with Medication form.

Screenings

The community health nurse will check Kindergarten, 5th and 9th grade students' vision, hearing, blood pressure, heart, and lungs. Vision will be checked in 1st, 3rd, 7th, 8th, & 10th grade. Scoliosis will be checked in 5th & 7th grade girls and 8th grade boys.

Preschool screening of children ages three to five is offered in the spring of each school year.

Transmittable Diseases

Students who are afflicted with a communicable, contagious, and/or infectious disease or parasite may be excluded from school attendance due to possible transmission.

The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making.

The advisory committee may be composed of:

- A representative from the State Health Department
- The student's physician
- The student's parents/guardian(s)
- The school principal or designee
- The school health service's supervisor
- The superintendent or designee
- And primary teacher(s).

In making the determination, the advisory committee shall consider:

- The behavior, developmental level, and medical condition of the student
- The expected type(s) of interaction with others in the school setting
- The impact on both the infected student and others in that setting
- The South Dakota Department of Health guidelines and policies
- And the recommendation of the County Health Officer

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:

Information will be provided, as appropriate, to school employees who have regular contact with the student as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.



Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation, and health/hygiene care performed in different sick and work areas, maintenance cleaning, and other personal hygiene measures are part of creating a healthy environment.

STUDENT SYMPTOM SCREENING CHECKLIST

Parents must complete a daily symptom screening check by answering these questions before sending their child to school.

Has your child had close contact (within 6 feet for at least 15 minutes) with a confirmed case of COVID-19?	_____ YES	_____ NO
Does your child have chills or a fever of 100.4 or greater?	_____ YES	_____ NO
Does your child have new or worsening cough?	_____ YES	_____ NO
Does your child have shortness of breath or difficulty breathing?	_____ YES	_____ NO
Is your child experiencing fatigue?	_____ YES	_____ NO
Does your child have unexplained muscle or body aches?	_____ YES	_____ NO
Does your child have a headache accompanied with additional symptoms (not related to a known health condition i.e. migraines)?	_____ YES	_____ NO
Does your child have a new loss of taste or smell?	_____ YES	_____ NO
Does your child have a sore throat?	_____ YES	_____ NO
Has your child been experiencing nausea or vomiting?	_____ YES	_____ NO
Does your child have diarrhea?	_____ YES	_____ NO

*Based on CDC guidelines from 5-13-20

	<p>If YES to <u>ANY</u> of the questions DO NOT SEND YOUR CHILD TO SCHOOL. Please seek guidance from your medical provider. Contact your school to inform them of your child's symptoms. You may also contact the South Dakota Department of Health at 1-800-592-1861 with questions.</p>
	<p>If NO to <u>ALL</u> questions go to school.</p>

STUDENT COMMUNICABLE DISEASE GUIDELINES

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

Disease and Incubation* Period: Rules for School Attendance

Acquired Immune Deficiency Syndrome (AIDS) Determination will be made by the
6 months-five years Advisory Committee as outlined in the Communicable Disease Policy.

Chicken Pox The student may attend school after all
14-21 days pox are dry and scabbed.

COVID-19 Follow current local isolation/quarantine guidelines as recommended by CDC/State

Cytomegalovirus (CMV) Salivary Gland Viruses The student may attend school. Precautions should be taken by contacts with immunosuppression such as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

Fifth Disease (Erythema Infectiosum) The student may attend school
6-14 Days with physician's permission.

Giardiasis (Intestinal Protozoan Infection) The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.

H1N1 Follow CDC guidelines

Herpes Simplex The student may attend school
2-12 Days during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.

Impetigo The student may attend school
Variable 4-10 Days if treatment is verified and covered or dry.

Infectious Hepatitis The student may attend school
15-40 Days with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.

Influenza & Influenza-like Illness: The student may attend school after 24
(Flu & Flu-Like Symptoms) hours of fever free (normal is 98.6
1-4 days degrees) and 24 hour symptom free (vomit/diarrhea). Additional exclusions may be necessary for documented novel strain or pandemic influenza based on school policy, and state or federal guidance.

Measles The student may attend school
(Red, Hard, Runeola, 7-Day) after a minimum of 7 days.
8-14 Days Students who have had contact with measles may attend school if immunization is up to date.

Pediculosis (Lice) The student may attend school after treatment and is nit free.

Infectious Mononucleosis (Glandular Fever- MONO) The student may attend school with physician's permission.
4-7 weeks The student may need adjusted school days and activities.

Mumps The student may attend school
12-21 Days after swelling has disappeared.

Pediculosis (Lice, Crabs) The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.

Pink Eye (Conjunctivitis) The student may attend school after the eye is clear, under treatment or with physician's written permission.
5-12 Days

Plantar's Warts The student may attend school. Students should not be permitted to walk barefoot.

Ringworm (Scalp, Body, Athlete's Foot) The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.

Rubella (3- day German measles) The student may attend school after a minimum of 4 days.
14-21 Days Prevent exposure of pregnant women.

Scabies (7-year itch, Mites) The student may attend school after treatment.

Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) The student may attend school after 24 hours after initiating oral antibiotic therapy, and clinically well.
1-3 Days

All Communicable and chronic diseases should be reported to Health Services.

*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

Student Behavior

Behavior at School Activities

All basic rules apply to school events (concerts, games, etc.) and activities. All school employees and chaperones have authority over students during these activities. Student violations of the rules of conduct are liable to disciplinary actions. All preschool to fifth grade students must have supervision at any event by either a parent or an adult guardian. The superintendent, activities director, or other designated person for the event, will call parent, guardian, or an adult emergency contact person to come and get the child/children.

Student Conduct & Discipline

The Leola School District has adopted PBIS - Positive Behavior Intervention System to guide our students and staff in a best practice approach in teaching appropriate behaviors.

PBIS

Leola School has adopted a three tiered framework called Positive Behavior Intervention and Support (PBIS) to provide specific guidelines and expectations to support our students behaviorally and academically. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school and throughout the school year. Our unified expectations, found in every classroom and non-classroom setting in the school, are as follows:

Be Respectful- Be Responsible- Be an Active Learner- Be Safe

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To assist students in developing a deeper understanding of the expectations in a positive manner, staff do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Students will qualify to participate in various quarterly and end-of-year activities based on the PBIS matrix. We also have a school-wide system of consequences which can be seen on the Leola School District Behavior Response Matrix

APPLYING THE DISTRICT-WIDE RULES (Elementary, Jr. High, Sr. High)

- See PBIS Matrix
- Consequences are designed to be fair, firm, and consistent for all students in the Leola School District. They apply to all students in any school at any level, on District property, in District vehicles or school buses, and at school or District events. The principal & superintendent have the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.
- Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian notification, parent or guardian conference, counseling, fine, restitution, detention, removal from class, in-school suspension, dismissal from school, out-of- school suspension, exclusion, expulsion, referral to law enforcement authorities, conflict resolution training and recommendations to alternative community services.
- Rules and regulations specific to each level will be developed to address the unique needs of that age level.

-
- Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

Request for Assistance

Families can complete the Request for Assistance form at any time to request services for their child(ren). This can be for academic or behavior concerns. The form is available on the school website and can be returned to Mrs. DeMent for services to be identified and set up.

Request for Assistance

Addressed to: PBIS Tier II Team

Student Name: _____ Grade: _____

Date: _____ IEP (circle one) Yes No

Teacher: _____

1) I am a (circle one): **Teacher/team** **Family Member** **Student**

Name: _____

Relationship to student: _____

2) Type of Concern:

___ Academic only

___ Behavior only

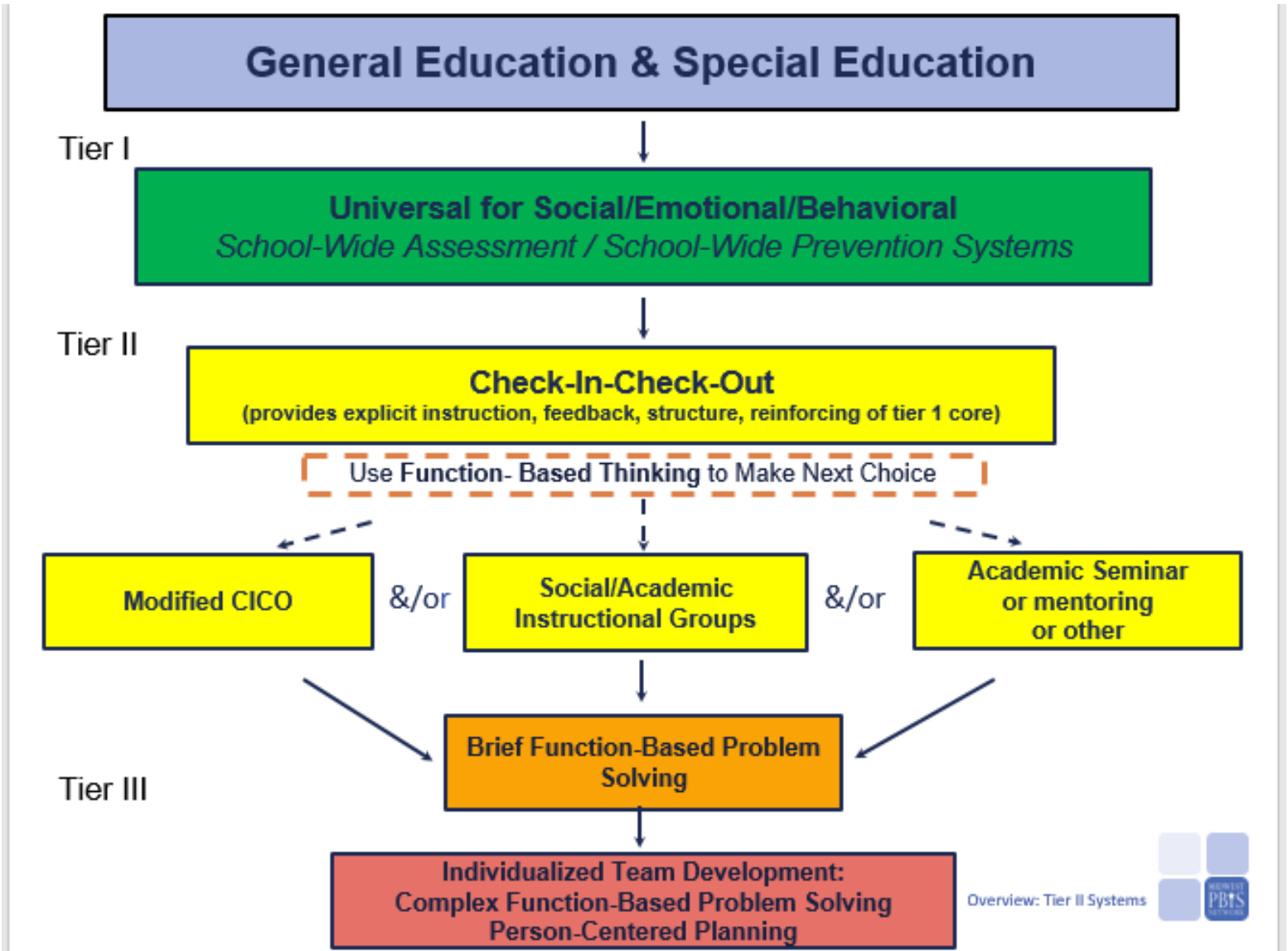
___ Both Academic and Behavior

Please return form to Mrs. DeMent.

Thank you.

Tiered Systems of Support

PBIS offers a tiered system to provide varying degrees of support depending on the student's need. Below you will see the support services that are offered based on the tiers:



Leola School District-Behavior Response Matrix

Level	Behavior	Response
<p style="text-align: center;">Level 1 Behaviors that are minor behavior violations</p> <ul style="list-style-type: none"> • Managed by teacher • Repeated behaviors enter into Google Docs 	<ul style="list-style-type: none"> • Failure to be in one's assigned place • Indirect Inappropriate language • Calling out • Teasing • Inattentive Behavior • Tardy (1-3) • Invading personal space • Electronic device • Minor disruption • Disrespectful tone • Dress code violation 	<ul style="list-style-type: none"> • Redirect/Reteach • State the rule • Model the behavior • Student practices correct behavior • Acknowledge/reinforce correct behavior • Prompts (verbal or nonverbal) • Problem Solve
<p style="text-align: center;">Level 2 Repeated Behavior/More Serious</p> <ul style="list-style-type: none"> • Teacher enters into Google Doc and document parent contact • Inform Admin/SPED • Admin will enter into Campus if necessary 	<ul style="list-style-type: none"> • Excessive/Repeated teacher managed behavior (Level 1) • Directed Inappropriate language • Cheating • Tardy (3+) for grades 6-12 • Deceitful • Minor Aggression • Unsafe or rough play • Misusing property • Pattern of not completing homework 	<ul style="list-style-type: none"> • Level 1 Responses • Verbal correction • Time out • Loss of classroom/school privileges • Behavior contract • Student conference with administration • Parent contact • Detention • ISS 1-3 days
<p style="text-align: center;">Level 3 Serious, threatening behaviors</p> <ul style="list-style-type: none"> • Call the office and send students unless safety for students or others is a concern. • Witness reports directly to Admin/DOS • Admin/DOS enter into campus • Parent contact made by administration and stated in report 	<ul style="list-style-type: none"> • Repeated Level 2 Behavior • Major/chronic refusal to follow school rules • Leaving School property • Major/chronic destruction • Pattern of aggressive/profane language • Inappropriate use of internet/electronic device • Direct refusal of authority • Discrimination • Bullying/Harassment • Harm to self • Theft • Aggressive physical contact • Substance use/possession • Sexual Misconduct • Fighting • Credible threats • Weapons 	<ul style="list-style-type: none"> • Loss of Classroom/school privileges • Behavior contract • Conference with student and parent • Time in Office • ISS 3-5 days • OSS 1-10 days • Long-term suspension/expulsion • Report to law enforcement

Detentions are served with the reporting adult. Levels 1&2 are recorded by the semester. Level 3 is recorded by the year Any action that requires discipline that is not on the discipline grid will be handled on an individual basis by the administration. Severe incidents may also be reported to law enforcement. Please see the handbook for due process procedures.

DETENTION

1. A 30-minute detention will be served immediately after school on the school day of the infraction. The 30-minute detention will begin immediately upon the student's arrival.
2. The 3rd detention of the semester results in a meeting with the student, parents, and administration.
3. The 5th detention of the semester results in in-school suspension.
4. Failure to report to detention will result in an additional 30-minute detention to be served on consecutive days. Detentions assigned for failure to report will count towards cumulative total. Parents/Guardians will be notified. It is up to the student to arrange for transportation home.

SUSPENSION

Students will be required to complete the class work assigned during suspension. For in-school suspensions, class work from the school day must be completed before being dismissed and returning home. If a student is assigned a second in-school suspension during the semester, the student will serve a three-day suspension from school. For out-of-school suspensions, class work must be completed before returning to the classroom; if class work is not completed upon completion of out-of-school suspension, the student will be retained in in-school suspension until classwork is completed. On the third offense the student will be subject to expulsion from school. In all cases, the student and parents' rights will be guaranteed.

LONG-TERM SUSPENSION/EXPULSION

A major display of misconduct may result in a long-term suspension, placement at our alternative school, and/or referral to the Board of Education for consideration of expulsion. The Superintendent shall have the authority to recommend to the school board that this procedure be considered on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

Bullying/Harassment-

The Leola School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying. Bullying and harassment are intentional harmful behaviors initiated by one or more students and directed toward another student or students which in turn create an objectively hostile school environment including, but not limited to, the following:

- Physical – harmful action or threat of harmful action against another person;
- Verbal, Written or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person;
- Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person;

This policy applies while students are on school property, while in school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, or while using school equipment. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. Follow chain of command for reporting.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Weapons -

Any student bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities per SDCL 13-32-7. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Support Programs

Guidance & Counseling

The Leola School District values the social/emotional health of our students and employs a counselor to provide elementary students with character education, high school students with academic and career guidance, and individual or group counseling. Referrals for individual counseling can be made through the building principal or directly to the counselor.

PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Northeast Central Special Education Cooperative

The Leola School District participates in the North Central Special Education Cooperative which provides specialized, special education services to Doland, Edmunds Central, Frederick Area, Groton Area, Hitchcock Tulare, Langford Area, Leola, Northwestern Area, and Warner School Districts. The main office is located on the Campus of Northern State University in Aberdeen and provides speech and language,

early childhood special education, and educational psychological services to children attending member schools; including evaluation, speech and language therapy, and preschool special education.

Special Education

Children from birth to age 21 may be considered for special services if testing shows that they have special problems learning or speaking. Parents, teachers, and others in the community are encouraged to contact the superintendent or the special education director to refer students that may have special needs. Following receipt of parental permission, various testing procedures will be used to determine program eligibility. If eligible, and with parental consent, the agreement and educational plan (IEP) will be developed to meet the child's educational needs.

504

The goal of 504 plans is for students to be educated in regular classrooms along with the services, accommodations, or educational aids they might need. If students with these plans can't achieve satisfactory academic success, as is determined by the school, then alternative settings in the school or private or residential programs can be considered.

A 504 plan is different from an individualized education program (IEP). The main difference is that a 504 plan modifies a student's regular education program in a regular classroom setting. A 504 plan is monitored by classroom teachers. A student with an IEP, as part of the Individuals with Disabilities Education Act (IDEA 2004), may receive different educational services in a special or regular educational setting, depending on the student's need. IEP programs are delivered and monitored by additional school support staff.

Also, parental approval and involvement is required for an IEP, but not for a 504 plan. Full parental participation in the 504 plan process, however, is important for the student's academic success.

Alternative School

Alternative schooling and education was created to meet the needs of students that require flexibility, creative, evidence based approaches and 1:1 care in order for students to thrive and remediate behaviors that would restrict their academic performance in a mainstream classroom setting.

Who is eligible for placement?

1. Students with several documented disciplinary infractions
2. IEP recommendations
3. Students struggling to maintain mainstream classroom expectations due to behavioral and mental health factors
4. Students in remote locations for whom regular classroom schedules and settings are impossible or impractical - eg - Hutterite colony students.

Title**Leola Elementary School (K-5) runs a Title I Schoolwide Program.**

A Schoolwide Title I Program meets the needs of ALL students enrolled. All teachers are considered Title I teachers. It is NOT REQUIRED to identify children as eligible for Title I services.

Leola Elementary implements WIN (What I Need) Time or also known as RTI (Response to Intervention). This program aims to identify struggling students early on and gives them the support they need to thrive in school. The program measures students' skills in reading and math by administering the DIBELS universal screener test, and uses this data to decide which interventions to use. An important part of WIN/RTI process involves closely monitoring student progress throughout the academic year and providing more support as needed.

Testing

Various testing procedures are used to measure student success and to identify students with special needs. Teachers, parents, or guardians may refer students for other testing (see next page).

Leola's 2023-2024 Parents' Right to Know Testing Transparency

Leola District Student Assessments	Grades	Leola Testing Window	Purpose	Resources
Smarter Balance (SBAC)	Grades: 3-8, 11	March - May	To ensure accountability for school districts in the areas of math and reading	http://doe.sd.gov/Assessment/TestReview.aspx and http://doe.sd.gov/Assessment/
South Dakota Science Assessment (SDSA)	Grades: 5, 8, 11	March - May	To ensure accountability for school districts in science instruction	http://doe.sd.gov/Assessment/TestReview.aspx
Home School Testing	Grades 4, 8 and 11	March- April	South Dakota students who receive alternative instruction are required to take a nationally standardized achievement test in Mathematics and Reading	https://doe.sd.gov/assessment/SAT10.aspx
National Career & Readiness Certification (NCRC)	12	Fall November 1, 2022	To ensure post-secondary readiness of graduates into the workforce	http://doe.sd.gov/Assessment/
DIBELS Benchmark (Contact Wendi Hatlewick at wendi.hatlewick@k12.sd.us)	All K-8 students	(8/28/23-8/31/23) (12/11/23-12/14/23) (5/1/24-5/9/24) At-risk progress monitored weekly	To set individual goals and monitor the effectiveness of reading interventions for students who are at risk in reading	https://dibels.uoregon.edu/
ACCESS 2.0 (English Language Language Learners)	K-12 ELL students	January-February 2024	Given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English.	https://www.wida.us/assessment/ACCESS20.aspx
W.A.P.T. (Contact Jackie Bender at jackie.bender@k12.sd.us)	K-12 ESL students	Within three weeks of enrollment in the district	English language proficiency "screener" test given to incoming Kindergarteners who may be designated as English language learners. It assists educators with programmatic placement decisions such as identification and placement of ELLs.	https://www.wida.us/assessment/w-apt/
Presidential Fitness Test				https://www.hhs.gov/fitness/programs-and-awards/presidents-challenge/index.html
Collaborative Classroom Formative Assessments	K-6	Formative assessments are given after each Chapter.	Reading, Language and Writing assessments to measure progress throughout the academic year	
Eureka Squared Pre-Module Assessments	K-7	Assessments are given prior to teaching the module	To benchmark students math level and measure progress throughout the academic year	
Pre-ACT	10	Offered in February 2024	Assists students with prepping for the college entrance exam the following year	http://www.act.org/content/act/en/products-and-services/preact/preact-classroom.html
ACT	11 & 12	National Test dates are offered all year long. The District ACT will be administered on March 7, 2024	National college admissions examination that consists of subject area tests in English, Math, Reading and Science.	http://www.act.org/content/act/en/students-and-parents.html
ASVAB-Armed Services Vocational Aptitude Battery	11	Fall 2023	Word Knowledge, Paragraph Comprehension and Mathematics Knowledge--to determine military placement	https://www.military.com/join-armed-forces/asvab
OSHA	Grades 7-12	Fall & Spring	Ag, General Knowledge, and/or Construction	https://campus.careersafeonline.com/sign_in.k2

Leola Junior High School (6-8) runs a Title I Targeted Assistance Program.

A Targeted Assistance Title I Program targets individual students in need of assistance. A Targeted Assistance Program requires that staff identify students using educationally related, objective, and uniformly applied criteria. That criteria includes: specific assessment instruments, parent/teacher recommendation, passing/failing grades, at risk for failing to meet instructional standards. A Targeted Assistance Program's components must adhere to the supplant vs. supplement guidelines. Supplanting is not allowed. For example, helping a student with homework. The program's components must supplement instructional concerns. For example, vocabulary work for the course the student is struggling with.

ELL Services

English language learners will be identified and provided with appropriate services. See Leola ELL guidelines.

Parental Involvement

The Leola School District is committed to providing quality education to every student. We recognize that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, ESSA goals, the school and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. The Leola school District in collaboration with parents shall establish programs and practices that enhance parent involvement and reflect the special needs of students and their families.

Engaging parents is essential to improve student achievement. Parents are the primary educators of their children. It is the mission of the Leola School District to empower parents to become more involved with their children's education in the home and at school.

To this end, the Leola School District supports the development, implementation, and annual evaluation of a parent involvement program in the school, which will involve parents at all grade levels in a variety of roles. The parent involvement program will be comprehensive in nature.

If you would like to volunteer at the school, you will need to complete the form and which will also include a background check. The form can be found on our webpage at: www.leola.k12.sd.us .

Sending Money to School:

Please send money to school with your child in an envelope marked with your child's name for proper accounting.

State Report Card

Our District's Assessment and Accountability reports are available for your review in the school's office or on the SD DOE website or the Leola School website. In this report you will also find information about our teacher's highly qualified status. The federal education law called ESEA requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of their child's classroom teacher. All of Leola's teachers are highly qualified in the area they instruct or are on a plan of development to obtain certification. Please contact the principal if you would like to visit about your child's teacher qualifications.

Transportation

Please notify the bus driver if your child is not riding the bus on a certain day. Bus drivers will contact parents/guardians prior to the start of school with pick up and drop off times. Students are expected to follow the rules for safety and proper conduct established by the school district while riding the bus on regular routes or special trips.

Parents, please read these rules with your child(ren):

- Be on time. The bus cannot wait and be expected to maintain its schedule.
- Remain in your seat while the bus is moving.
- Keep books, body parts, backpacks, etc. out of the aisles at all times.
- Do not yell or throw things out the bus window at any time.
- Talk must be kept at a conversational level.
- Profane, foul, and disrespectful language or gestures are forbidden
- Possession or use of tobacco, alcohol, or other illegal drugs, weapons or pornographic material is prohibited.
- Fighting on the bus is absolutely prohibited.
- Disruptive behavior or defiance of authority is forbidden.
- If parents want their children to ride on a different bus, or bring a friend on the bus, the child must have a permission slip from parents.

The bus driver will have the authority to determine the discipline with the school administrator. Students may lose the privilege to ride the bus due to poor behavior.

Field Trips

During the school year, a number of occasions arise when students are transported on school supervised activities. Teachers will notify parents via email/note when they are taking students out of the building for an extended time. On such trips, students are supervised directly by members of the faculty or an approved adult. Students **MUST GO AND RETURN** in district-provided transportation, unless administrative authorization is obtained in advance to return with parents (or authorized adults), or to be picked up.

Visiting the School

Parents are always welcome and encouraged to visit their child's classroom. To ensure safety and communication, we ask all visitors to schedule a visit in advance through the main office. All visitors must enter through the main entrance, Door #1, sign in, and remain in the waiting area until a staff member is able to assist.

Elementary Section:

Preschool (Partnered with Head Start) & Junior Kindergarten

The Leola School District offers free preschool to children who are 3 or 4 years old as of September 1st of the current school year. We will also be partnering with Head Start for additional services for students who qualify.

Hours for 3 year olds (and 4 year olds, if parents choose) will be Monday - Thursday from 8:15-12:30. Hours for 4 (and some 5 year olds) are 8:15-3:30 Monday - Thursday. Rural students may ride the bus but parents will need to pick up in the afternoon. Preschool students may participate in the school nutrition program (see that section). Families may register through the school office and are welcome to attend the annual Open House in the fall.

Preschool will begin the first full week of the beginning of the school year. Also, there will be no early preschool on Late Start days.

Junior Kindergarten

The Leola School offers junior kindergarten for children who are five years old and need additional time to mature and develop social/emotional skills necessary to be more successful in upper grades. Junior Kindergarten will follow the normal school day/calendar.

Cold Weather Dress

- Mark all jackets, coats, gloves, hats, boots, snow pants, et. With a permanent marker so that students can identify their belongings in case they are misplaced
- The following cold or weather items of clothing are expected for Pre-5 students while riding on district transportation when temperatures, including wind chill, are below freezing: coat, snow pants, gloves or mittens, headwear, and snow boots. Pre-5 students who do not wear boots or snow pants during wet and snowy conditions at school will be restricted to play in a designated area for recess.

Student Possessions

The school is not responsible for lost, stolen, broken, or damaged items that are brought to school. For this reason, please avoid bringing any personal items to school (toys, trading cards, etc.) If a student is caught using prohibited items they will have it taken away and will have returned at the end of the day. In the event of a second offense, parents will be required to come in and pick it up.

Due to the unpredictable behaviors of animals in strange situations and allergies some students and staff may have, students are discouraged from bringing pets to school. Parents could make arrangements with the classroom teacher to bring the pet for a short visit and then take it home as soon as it has been viewed.

Curriculum

Elementary students will receive instruction in the following areas: Character Education, Computers, English Language Arts, Math, Music, Physical Education, Science, and Social Science.

Preschool Screenings

Children enrolling in our preschool will have had a developmental screening. Usually, 3- and 4-year-olds are given the DIAL test to screen for any delays in the area of gross and fine motor skills, concepts, and communication skills.

Preschool, Junior Kindergarten, & Kindergarten Roundups

Each year the school will hold meetings for families of students with 3- and 4-year-olds after the preschool screening. A plan of placement will be determined for kindergarten-age children during spring Parent/Teacher Conferences.

School Parties

Classroom parties for kindergarten through fifth grades are scheduled in the afternoon as schedules permit. Parents may be asked to provide treats or assist in the classroom activities. Students who wish to share treats on their birthday may bring treats to be passed out at the end of the day. Personal invitations to birthday parties are discouraged from being distributed at school. This practice has the potential for disrupting the learning environment.

Title I Support Services for Elementary

K-5 Leola Elementary

- All parents will be sent a letter in the packet going home in August explaining the Title 1 program. This letter will inform parents how their child is involved in Title 1 services.
- Promoting on-going communication between home and school and ensuring it is regular, two-way and meaningful.
- Providing materials and suggestions to parents to help them promote the education of their children at home.
- Training for parents to promote the education of their children at home.
- Providing timely responses to parents' recommendations.
- Providing reasonable access to meeting space, information, and materials.
- Providing information concerning the new Title 1 regulations and instructional programs.

Timeline: Fall- Annual Meeting/ Parent Involvement Meeting & Spring- Policy Evaluation

The Leola Title program will provide resources, materials, and information to accomplish all program goals. The district's Title 1 Director will facilitate the program and help to empower parents as educators of their children by providing information and materials for parents that will help them at home with reading and math, and with ideas for developing skills that will assist them in helping their children become successful learners.

Recess Rules

In order to help ensure that everyone has a pleasant and safe recess the following rules of appropriate playground behavior, focusing on respect, responsibility, active learning, and safety have been established.

- Follow instructions given by recess supervisors
- Wear appropriate shoes for running, climbing, kicking, etc. (flip flops and sandals are discouraged-winter gear is mandatory)
- Play games that only involve touch, such as tag or touch football. Tackling or pushing will not be allowed at any time.
- Respect the rights of others and be respectful and share equipment
- No fighting or rough play
- Remain in full view of the supervisors at all times
- STOP activities when the whistle blows and line up in a timely manner

For playground:

- The slide is a one-way slide, DOWN. One person on the slide at a time
- Swings are for swinging not twisting or spinning (exception is the tire swings)
 - Students are not allowed to push other students on the swing
- NO throwing rocks, gravel, snowballs, or any other item other than playground equipment designed for throwing
- Return playground equipment taken outside
- Receive permission from the playground supervisors to leave the playground to enter the building during recess
- No playing tag on equipment
- No tunnel building is allowed
- Sliding on snow hills is allowed when supervisors determine it is safe.
 - One person at a time
 - Sit to slide
 - Slide down only when no one is at the bottom
 - No pushing or shoving allowed
 - NO sliding on ice

The recess supervisors may stop any activity that is dangerous, violent in nature, or has the potential for injury.

Please note that Leola School uses Mesonet at South Dakota State University (https://climate.sdstate.edu/mobile/sdmesonet/county_weather.asp?num=188), snow pants & boots are needed when temp is below 32 F, no coat is needed when 60 F and higher if wearing long sleeves, and recess will be held indoors when REAL feel of -10.

JH/HS Section:

Lunchroom Rules:

1. Visit quietly when you are done eating.
2. No music or noise from games.
3. Do not congregate around the Lunch Monitor's podium.
4. Request permission to use the restroom with the lunchroom staff.
5. Remain seated until your lunchtime is over

Backpacks

Students will not be allowed to carry backpacks throughout the school day. Students will be issued a computer bag for the sole purpose of storing computer supplies.

Lockers

Lockers will be furnished to students in Grades 6-12. No locker may be locked with any other lock other than one owned by the school. The school reserves the right to inspect lockers at any time. Any item on the outside of a locker must be approved by administration. Students must keep lockers clean and locked at all times.

Restrooms

Students may use the restroom as needed, without asking the teacher, however they must adhere to the following teacher/student agreements:

- 1) Student cannot sign-out during the first 10 minutes of the class period or during direct instruction
- 2) Student must leave their cell phone in the classroom
- 3) Student must accurately and legibly sign-out and sign-in
- 4) Student must take the restroom pass from the classroom
- 5) Students may not travel anywhere other than the restroom
- 6) Student must return within six minutes

Locker Rooms

Locker rooms will be accessible ten minutes before the school day begins, during a student's physical education period, and immediately following the school day; students will not be able to access the locker room outside of the specified time. The locker rooms will remain locked throughout the school day. Students found loitering or congregating in these areas are subject to school discipline.

Locker rooms are to be used for PE and athletics only – nothing else. Misplaced items and contents not safely stored will be collected and placed in the lost and found. The school is not responsible for lost or stolen items. Nothing may be stored overnight in the locker room other than PE and athletic necessities.

In order to protect students' privacy in the locker rooms, cell phones and other personal communication devices are strictly prohibited. Secure all such items in hallway lockers with other personal and academic possessions.

Academic Improvement Opportunity

Students will have the opportunity to register for one Directed Study period in which they can receive additional help from core class teachers; students with an IEP or 504 accommodation that provides extended time to work may register for up to two Directed Study periods. Students may also come before school or after school to receive additional assistance in coursework. See also Support Programs.

Enrollments

A fully-enrolled student will be enrolled in at least seven courses.

Adding or dropping a class must be finalized within the first week of each semester. Students must complete a drop/add form available from the office, which includes parent and teacher signatures.

Note to 18-year-old students

State law requires schools to enforce the same rules on all students regardless of their age.

Student Vehicles

When students park their vehicles, they will not be permitted to leave the school grounds without checking out in the office, first. Students may park in the second row of the north lot or on the side street.

Fundraising

The Administration must approve all parties, fundraising, and activities. Adults will properly supervise these activities.

Student organizations and class meetings will use parliamentary procedure for meetings. Minutes must be kept by each designated secretary to document any decisions for the group.

Fundraising Procedures:

1. Organization meeting
2. Determine what you need funds for
3. Vote on fundraising activities with set dates
4. Advisor & president notifies principal & business manager of fundraiser activity & dates
5. All money is to be turned into the advisor and treasurer who then turns it in to the business manager who accounts for it in that organizations fiduciary fund that is established through the school
6. NO solicitation of staff during school hours – 8:00-3:30

Concession Stand

Students in grades 9-11 will be expected to assist in the concession stand during game nights. The Concession Stand Advisor will have a list of home games and sign students up to develop a schedule. Students must help with set up, selling, and cleanup during his/her assigned night.

Homecoming

Homecoming Candidates will be selected each year from the current Semester Senior Class. Students considered for this honor must meet the credit criteria established for seniors and must be enrolled full-time on campus. Foreign exchange students will not be allowed to participate as royalty candidates. Students selected for Homecoming Candidates are also subject to extra-curricular requirements regarding academic performance and behavioral infractions. Final selection of Homecoming Royalty will be determined by secret ballot by students 6-12 and under the supervision of the Student Council Advisor.

Shared Prom

Leola senior & junior class will plan and host prom/banquet every other year with Frederick students. Formal attire is expected. The Grand March is a public event and will be conducted in a formal fashion.

Students should bring school appropriate clothing to change into for the post-prom party. These will be placed in the locker rooms and students will be allowed to change at the conclusion of the dance. Locker rooms will be locked during the dance. School personnel may check any bags or other materials brought by the students; monitoring for illegal substances.

The Grand March begins at approximately 7:00PM. Prom will commence at approximately 8:00PM and end at approximately 11:30PM. Post prom will begin immediately following the end of Prom. All times will be finalized by the advisors and the Administration.

Doors will be closed at all school dances one hour after the start of the dance. This is a school function and all attendees will be expected to abide by school policy. It is the intention of the school that post prom activities be conducted by the Approved Volunteers with the assistance of the Prom Advisor(s).

The use of alcohol, drugs and tobacco is strictly forbidden. Anyone caught with these products will be turned over to authorities and suspended from school. Any suspicion of drinking will be handled by the authorities. Inappropriate behavior will result in parents being called to remove students from prom. In the event that the parents cannot be reached, referral will be made to the Administration. All rules governing student behavior will be followed.

Advisor(s) are expected to be present during set-up, at the prom, and during take-down. All purchases for social functions must be recorded with the class sponsor and charge slips presented as soon as the purchases are made.

Students in grades 9-12 are permitted to attend the Leola Prom. Non-Leola student guests must be under the age of 21 and have written permission from the administration prior to the event. Leola students will be responsible for the actions of their dates.

Junior/Senior Trip

As part of a developing plan to encourage independent study and self-responsibility, the Board approves as policy the practice of permitting high school juniors and seniors release time from school every other year when prom is NOT held in Leola. (See Shared Prom guidelines.)

The Board authorizes the administration to develop criteria for granting privileges to high school juniors and seniors. The criteria shall contain minimum standards for granting these privileges, shall delineate the types of privileges that may be granted, and shall delineate the terms under which privileges may be revoked.

The Junior/Senior Class trip will be funded completely from concession stand fundraising activities. No out of student pocket funds will be allowed. The following expenses must be allocated prior to the Junior/Senior Trip in order to calculate how much money is available for said trip:

- Graduation Expense (plan for \$100.00 per student which would include: cap, tassel, stole, 2 flowers, yearbook)
- Prom – allocate \$1,500.00

Once it is determined how much money is available for a junior & senior class trip, both classes will agree on a destination within the budgetary allowance. Next, a detailed plan with tentative itineraries and costs shall be presented to the board by the president of the senior class as agreed upon by both classes.

The presentation shall:

- Include the total number of people going, cost per student, and miles.
- Take place by the November board meeting. (The reasoning for this is to reassure the board and superintendent that planning has already taken place and so that if the request is denied there is adequate time to plan for alternate activities.)
- Have Junior and Senior officers report to the board upon completion of the trip.

Classes are responsible for finding admin approved chaperones and bus drivers.

Trip Expenses:

The Junior/Senior Class must pay:

- Lodging for all people going including male & female chaperones and possible bus driver if not a chaperone
- Meals for all people going including male & female chaperones and possible bus driver – may consider using hotels with continental breakfast
- Activities for all people going including male & female chaperones
- Transportation fuel—may include a bus driver

****Note:** No other fundraising or out of pocket of students can be considered. Students can be expected to pay for items like souvenirs.

Miles Allowed:

425 miles; in addition, students must remain in the bordering states of South Dakota, North Dakota, Minnesota, and Nebraska.

Days from School:

2 (These days may be in addition to weekends and vacation days.)

*Advisors and a ratio of 5 students to one adult (not including the driver.)

Permission:

- Students must sign off that they are going on the trip within the first mid-term of the school year (Students who elect not to go are expected to attend school as normal.)
- Juniors & Seniors must complete the Overnight form
- Juniors & Seniors will follow all requirements as listed in the Student Handbook in regard to acceptable behavior.

Grades, Attendance, & Behavior:

The Jr./Sr. Trip Advisor will establish and communicate the eligibility requirements below; an agreement will be signed by the student, the student's parent, and Jr./Sr. Trip Advisor after the first mid-term of the school year.

- Students must maintain 90% attendance, with no unexcused absences, throughout the entire school year.
- Students must not be failing any classes, including online, as of the weekly eligibility check of the week they leave
- Students must not have any major behavior infractions

If a student's behavior is deemed unacceptable by the chaperones, that student will be immediately returned home at a cost to the student and his/her parents. The student may also face further consequences upon returning home, suspension from school being one of the possible consequences.

Classification of Students

The fully enrolled students of Leola High School are classified according to the number of credits that they have earned toward graduation.

Classification will be as follows:

FRESHMEN: has completed 8th grade; or more than three (3) units at the opening of the second semester.

SOPHOMORE: at least six (6) units of credit of high school work at the opening of the first semester; or with nine (9) units at the opening of the second semester.

JUNIOR: at least ten (10) units of credit at the opening of the first semester; or with thirteen (13) units at the opening of the second semester.

SENIOR: completion of SBAC and at least fifteen (15) units of credit at the opening of the first semester; or with eighteen (18) units at the opening of the second semester.

SOUTH DAKOTA & LEOLA HIGH SCHOOL GRADUATION REQUIREMENTS

Each high school student will develop & have on file a Personal Learning Plan (per ARSD 24:43:11:01 of SDCL) which documents a minimum of 22 credits toward their career goals. Note, the Leola School District may require credits beyond this. Students will complete their **Personal Learning Plan (PLP)** by selecting courses that fit their career plans and provide the greatest opportunity for individual success. Parents will sign off after an annual review – usually during spring registration. Students who are not proficient in math or reading on the SBAC may be restricted in course selections until proficiency is met.

ADVANCED ENDORSEMENT REQUIREMENTS

Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.

4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Other Lab Sciences: 2 units 	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION
1 UNIT OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education • Capstone Experience • World Language 	5 ½ UNITS OF ELECTIVES

ADVANCED CAREER ENDORSEMENT REQUIREMENTS

Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.

4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Mathematics electives: 2 units 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective) 	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION
2+ UNITS OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education units from the same career cluster OR • Capstone Experience AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher	4 ½ UNITS OF ELECTIVES

ADVANCED HONORS ENDORSEMENT REQUIREMENTS

Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-3.1 (High school course requirements for opportunity scholarship eligibility).

All high school coursework completed with a "C" or higher

4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1.5 units • Speech or Debate: .5 unit • Literature: 1.5 unit (must include .5 unit American Literature) • Language Arts electives: 5 unit 	1 UNIT OF FINE ARTS	3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • World History: .5 unit • Geography: .5 unit • Social Studies electives: 5 unit 	½ UNIT OF HEALTH or HEALTH INTEGRATION
4 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit • Advanced Mathematics: 1 unit (details at sdos.sdbor.edu/require/require.html) 	½ UNIT OF PERSONAL FINANCE or ECONOMICS	2 UNITS OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education OR • Modern or Classical Language (including American Sign Language); must be in the same language 	2 ½ UNITS OF ELECTIVES
4 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Any Physical Science: 1 unit • Chemistry or Physics: 1 unit • Science elective: 1 unit 	½ UNIT OF PHYSICAL EDUCATION		

High School Registration Form

Last Name: _____ First Name: _____ Grade: _____

Instructions:

1. Please complete this registration form thoughtfully; choosing your classes for the entire school year
2. Please return this form to the office by the due date with student and parent signature
3. Only 1 directed study/semester

Period	Semester One	Semester Two
1		
2		
3		
4		
5		
6		
7		
8		

Below are the suggested courses by grade. An * indicates an elective course

Grade 9

English I
Algebra I
Physical Science
World Geography/Sociology
Comp Programming/Intro Draft & Design
Fine Arts/Band and/or Chorus
Service Learning*
Spanish I*
Elective*
CTE*

Grade 11

English III
Algebra II
Chemistry/Biology II/Environ/Animal
US History
Entrepreneurship/Career Exploration
Fine Arts/Band and/or Chorus*
Elective*
CTE*
Service Learning*

Grade 10

English II
Geometry
World History/Psychology
Biology
Accounting I
Fine Arts/Band and/or Chorus *
Elective*
CTE*
Service Learning*

Grade 12

English IV
US Government
Health/PE
Personal Finance
Calculus/Trigonometry*
Chemistry/Biology II/Environ/Animal*
Fine Arts/Band and/or Chorus *
CTE*
Service Learning*
Elective*

Student Signature _____

Parent Signature _____

School Responsibilities--

- The master agreement is in effect for the ___ semester for the _____ school year.
- The major objective for the duration of this agreement is to enable the students to keep current with _____ grade studies for the period covered by this agreement.
- Leola School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- The student will complete, during the term of this agreement, the course work listed below. All coursework will be consistent to the Leola School District adopted curriculum.
- Independent Study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will be available to the student, although it may not be in the same school year.
- The student agrees to meet with or report to the teacher regularly: _____ days out of the school week.

Student Responsibilities--

I understand that:

- Independent is a form of education that I have voluntarily chosen, and I will continuously have a classroom option available to me should I no longer participate in Independent Study, but I understand that the class may not be available until the next semester.
- I am entitled to textbooks and supplies, supervision by a certified teacher, and all the services and resources received by other students enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy.
- No more than _____ weeks or _____ school days may elapse between when an assignment is assigned by the teacher and the date is due, unless an exception is made in accordance with district policy. If I do not complete three consecutive assignments during any period of 15 school days, my incomplete work will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom.

I agree to:

- Be supervised by and meet regularly with the assigned Independent Study teacher and/or approved resources personnel responsible for my educational studies as outlined on page one of this agreement.
- Complete my assigned work by its due date, as explained by my teachers or teachers and described in my written assignments.

Parent/Guardian/Caregiver Responsibilities--

I understand that Independent Study is an optional educational alternative for my student that I have voluntarily selected. I agree to the conditions listed under "Student". I also understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if my student were enrolled in a traditional school program as his/her current school.
- If my student has an IEP, the IEP must specifically provide for his or her enrollment in Independent Study.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my student on a regular basis as specified in this agreement. The purpose is to direct the student's study and measure progress toward the objective of the specified class.

AGREEMENT:

We have read this agreement and hereby agree to all the conditions set forth within.

Student _____ Date _____

Parent/Guardian/Caregiver _____ Date _____

Independent Study Supervising Teacher _____ Date _____

Other Person Responsible _____ Date _____

Specified Class _____ Date _____

Early Graduation Possibility

The Leola School District does not encourage attempts to complete a course of study for high school graduation in less than four (4) full academic years. However, students who choose to consider early graduation would need to meet the following criteria:

1. After reviewing Personal Learning Plans and having discussions with parents, counselor, principal, and teachers, early graduation must be applied for by the end of the first quarter of the senior year, unless enrolling in our Alternative School. Later applications will not be accepted unless that person was not a student of this district at that time. This exception is to cover transfer students. Transfer students must apply for early graduation within 2 weeks of becoming a student of this district.
2. Students must have successfully completed all semesters of high school and credit classification requirements.
3. Student must have maintained a 3.5 cumulative GPA

4. Student must be on track to meet the SD graduation requirements
5. Early graduates will no longer be able to participate in school/extra-curricular activities once courses are completed. They will not be eligible for Valedictorian / Salutatorian recognition.
6. Early graduate will be able to walk in the spring graduation ceremony

Graduation

In keeping with the Leola School District tradition, 8th grade students will be issued certificates marking the successful completion of elementary and junior high education and the beginning of high school academics during the high school graduation ceremony. In order for 8th grade students to participate and be acknowledged during this ceremony, they must be passing all core subjects (mathematics, English, physical science, and social studies) when the academic eligibility is established on the Monday preceding the graduation ceremony.

All students participating in the graduation ceremony will present themselves in a respectful manner. *Appropriate attire is expected.* If students' attire is deemed unacceptable by the Administration, the student will be asked to sit with their parents and will not be allowed to participate in the ceremony. Any disrespectful and inappropriate behavior will result in disciplinary sanctions. These sanctions must be served before the graduate will receive their diploma.

Honors Graduation Requirements

To graduate with Honors, students must have a cumulative GPA of 3.5 or higher and will be given at the spring award's ceremony.

Valedictorian and Salutatorian

The valedictorian and salutatorian will be determined by the cumulative GPA at the midterm of fourth quarter of the senior year. In order to be eligible for valedictorian and salutatorian recognition, the senior must have been enrolled in the Leola School District for at least four semesters during his/her high school years. If there is a tie, co-valedictorian or co-salutatorians will be chosen. Early graduates are not eligible.

Senior Privileges

The following privileges will be granted to seniors. Privileges will be suspended based on weekly academic checks and PBIS early-dismissal guidelines.

Privilege	Details	Start
Ability to go off campus for lunch	Must have parent note on file in the front office & Must check in with lunch teacher & cannot bring food back for others & if pre-order, must be done on own time	1st Qtr
Ability to use cafetorium during online classes or directed study		3 rd Qtr
Ability to have YouTube unblocked		4th Qtr

Scholarships & SD College Entrance Requirements

Starting in Fall 2015, the **South Dakota Opportunity Scholarship** provides up to \$6,500 over four years to a qualifying student who attends an eligible higher education institution in South Dakota. SD graduates must be a SD resident, have an ACT score of 24 or higher, & no final grade below 'C'. See <https://sdos.sdbor.edu/Pages/default.aspx> for further details.

College Readiness Curriculum

SD Accuplacer/My Foundations Lab – For students whose ACT sub-scores fall below 20 in math and 18 in English the South Dakota Department of Education and the South Dakota Board of Regents offer the Accuplacer program through the SD Virtual School to allow students to complete remedial coursework prior to entering one of the Board of Regents' institutions, saving students time and money. The Board of Regents require students whose ACT sub-scores fall below 20 in math and 18 in English to take remedial courses prior to entry into college-level courses. The Department of Education encourages students to explore this new opportunity available through the South Dakota Virtual School at www.sdvs.k12.sd.us or <https://doe.sd.gov/octe/remedial.aspx> .

Appendix A
ACT, Smarter Balance, COMPASS, and ACCUPLACER Placement Scores for English
Effective Fall 2017

University	Course(s)	ACT Scores	COMPASS	ACCUPLACER	Smarter Balance
<i>Pre General Education</i>					
BHSU	ENGL 032 Basic Writing: 2cr/ENGL 101C Core English	ACT English: 1 to 17	Writing: 1 to 73	Sentence Skills: 0-85	0 - 2582
DSU & NSU	ENGL 033 Basic Writing: 3 credits*	ACT English: 1 to 17	Writing: 1 to 73	Sentence Skills: 0-85	0 - 2582
SDSMT	ENGL 033 Basic Writing: 3 credits*	ACT English: 1 to 12	Writing: 1 to 32	Sentence Skills: 0-52	0-2492
	ENGL 032 Basic Writing: 2 credits*	ACT English: 13 or 14	Writing: 33 to 48	Sentence Skills: 53-70	0-2492
	ENGL 031 Basic Writing: 1 credit*	ACT English: 15 to 17	Writing: 49 to 73	Sentence Skills: 71-85	2493-2582
SDSU	ENGL 033 Basic Writing: 3 credits*	ACT English: 1 to 13	Writing: 1 to 38	Sentence Skills: 0-52	0-2492
	ENGL 032 Basic Writing: 2 credits*	ACT English: 14 to 17	Writing: 39 to 73	Sentence Skills: 53-85	2493-2582
USD	ENGL 032 Basic Writing: 2 credits*	ACT English: 1 to 17	Writing: 1 to 73	Sentence Skills: 0-85	0-2582
<i>General Education</i>					
BHSU, DSU, NSU, SDSM&T, SDSU, USD	ENGL 101 Composition I	ACT English: 18 to 36	Writing: 74 to 100	Sentence Skills: 86120	2583 or higher

*Depending on the university, enrollment in ENGL 031/032/033 may occur either concurrently or sequentially with ENGL 101.

Appendix B
Mathematics Index, ACCUPLACER and Smarter Balanced Placement Scores for Mathematics
Effective Fall 2017

Course(s)	Mathematics Index (MI)	Accuplacer Score	Smarter Balanced	Only if no HS GPA is available and thus no MI is Available
MATH 021	0 or higher	Elem Algebra 0 - 43	0 - 2542	ACT MATH 1 - 17 or SAT equivalent (see Appendix D)
MATH 095	0 or higher	Elem Algebra 0 - 75	0 - 2627	ACT MATH 1 - 19 or SAT equivalent (see Appendix D)
MATH 101 or MATH 102 w/092L or MATH 103 w/093L	950 or higher	Elem Algebra 44 - 75	2543 - 2627	ACT MATH 18 - 19 or SAT equivalent (see Appendix D)
MATH 102 or MATH 103 or MATH 104 or STAT 281 w/091	1150 or higher	Elem Algebra 76 - 120 or College Level 0 - 50	2628 or higher	ACT MATH 20 or higher or SAT equivalent (see Appendix D)
MATH 115 or MATH 120 or MATH 121 or MATH 201 or MATH 281 or STAT 281	1300 or higher	College Level 51 or higher	NA	ACT MATH 25 or higher or SAT equivalent (see Appendix D)
MATH 123 w/123L	1300 or higher AND Accuplacer Calculus 16 or higher	Accuplacer Calculus 16 or higher AND MI 1300 or higher	NA	ACT MATH 25 or higher AND Accuplacer Calculus 16 or higher
MATH 123	1300 or higher AND Accuplacer Calculus 19 or higher	Accuplacer Calculus 19 or higher AND MI 1300 or higher	NA	ACT MATH 25 or higher AND Accuplacer Calculus 19 or higher

COURSE LISTINGS

See <https://doe.sd.gov/contentstandards/commoncourse.aspx> for lists of courses offered to our high school students with course descriptions.

Extra-Curricular Offerings

The Leola School District offers a variety of extra-curricular activities for our students such as 6-12 Student Council representation, Class Officers, Dakota Players, Vocal, Band, Jazz Band, Marching Band, Flag Corp, Show Choir, High School Play, Yearbook, FBLA, Concession Working (9-12), Homecoming Week, Prom, Cross Country, Volleyball, Football, Basketball, Track, Golf. Most varsity activities are sanctioned by the SDHSAA and follow those eligibility rules. For more information, please contact your building principal or see the Student Activities Section of this handbook.

Driver's Education

Students in 8th grade will take the driver's ed book portion during their third quarter exploratory period. In order for students to complete the drive portion, they must turn 13 by the first day of the driving class. Students need 30 hours of class time and 6 hours behind the wheel. For students who do not meet the age requirement for driving, they have one year to complete after the book portion. Drive times will be arranged toward the end of the class.

There is no charge for the book portion. The drive portion is \$150.00 - to be paid prior to the first day of driving and to be completed through the office. Driver's Ed allows students to drive by themselves 90 days sooner upon meeting age requirements.

Music Activities

HS Band-Prerequisites: 5th and 6th grade band- High School Band is open to any band instrumentalist who has had two or more years of previous training. Auditions will be held each fall for seating assignments. Students must remain in band consecutive years in order to participate – exemptions to this rule will be determined by administration and the music director. All students, grades 7-12, will be required to participate in marching band, pep band events, and concerts as part of their grade. Private lessons are required for grades 7-9 students and are an integral part of the program. There is no charge for band lessons and they are assigned on a weekly basis by the teacher during each term. All co-curricular music activities, including pep band, jazz band, All-State Band, All-State Jazz Band, Honors Band, and Region 4 contests, require membership of this band. *New to 2018-19 Junior High Band will be taught at the end of the HS Band periods.

HS Chorus: New to 2018-19 all students in grades 7/8 are required to participate in High School Chorus unless special circumstances have been approved by myself and administration. High School Choir is a performance-based class designed to further vocal training of students. While concert and contest performances are chief goals, musical literacy geared toward lifelong learning is of equal priority. Vocal auditions are required for seating purposes only. Students will perform in concerts throughout the school year. As a member of Concert Choir, students are eligible to audition for co-curricular groups, such as Show Choir, as well as All-State Chorus and Honor Choir.

Jazz Band: Grades 7-12 This is an auditioned group. Students are required to be members of the High School Band. The Jazz Band performs at the High School Christmas Concert and the High School Spring Concert. Instrumentation includes: Alto Saxophones, Tenor Saxophones, Baritone Saxophones, Trumpets, Trombones, Piano, Bass Piano, and Drum-Set. Exceptions to the instrumentation may be made according to the director's discretion

"Piraticals" Show Choir: Grades 7-11 Students are required to be members of the High School Choir. This is an auditioned group. Members are required to participate in competitions and the High School Spring Concert. Rehearsals are done during before school hours in addition to "no school" days, and during High School Band and Chorus hours as needed

Flag Corp: Grades 8-12 Students are required to have at least one year of prior marching. This is an auditioned group. Flag Corp is a visual unit that performs and rehearses with the marching band to enhance the visual elements of the marching band. This group performs with the marching band at all parades. Rehearsals are done during before school hours and during 1st hour High School Band. This group meets during the 1st quarter of each school year.

Fine Arts SDHSAA

For the purpose of administering the policy concerning training rules and penalties, the SDHSAA handbook places "all activities that do not have a regular season including All-State Band, All-State Chorus and Orchestra and One Act Plays" in a separate category from sports. "The recommended penalty for violations shall be determined by the governing board of each member school."

South Dakota High School Activities Handbook, p. 3-4

Therefore, the following rules will be applied to music events within the Leola School System.

All-State Events: Band/Chorus/Orchestra/Jazz/Show/Middle School, Honors Band & Chorus, Local and State Anthem Performances, Small Group Music Contest, Show Choir Competitions

The preceding list of events are considered an "honor" to participate in and do not affect a student's grade in regular band or chorus. Overall a two-week exemption time frame from participating will be followed when students are turned in/caught for drinking/smoking/vaping/drugs.

Any student caught drinking/smoking/vaping/drugs, or in possession of those items within the two-week time frame prior to the actual event will not be allowed to participate, regardless of the number of the offenses for the student.

As per All State Chorus, this rule stands for the alternates chosen as well as the actual quartet member. In the event that both the quartet member and the alternate chosen are at fault, another student will be selected to participate that is deemed as "free of fault".

Violations of school policies will NOT affect the following activities since they are a portion of a student's grade in band or chorus: Concerts, Marching Band Parades, and Pep Band Events

Any discrepancies or deviations from any of the rules will be up to the discretion of the teacher, superintendent, and/or school board.

LEOLA SCHOOL ACCEPTABLE USE & ELECTRONIC DEVICE POLICY

Appendix A -PROGRAM FORMS

Laptop Protection Plan

Student Pledge for Laptop Use

Signature Page (student and parent/guardian)

The policies, procedures and information within this document apply to all laptops used at Leola High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

Receiving Your Laptop

Laptops will be distributed each fall during Open House. Parents & students must sign and return the Laptop Computer Protection Plan and Student Pledge documents before the laptop can be issued to their child.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at LHS.

Laptop Check-in

If a student fails to return the computer at the end of the school year or upon termination of enrollment at LHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Leola Police Department.

TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Technology Coordinator or his designees. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally. Students will be issued a loaner if repairs are needed.

Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school.

- Laptops should always be within the protective case when carried to avoid placing too much pressure and weight on the laptop screen.

USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, checking grades, student K-12 emails, and schedules may be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher. Laptops must be stored in lockers during lunch, PE, etc. when not needed for class.

Home Internet Access

Students may connect to the internet from a location outside of school but must understand that they are still using school equipment and all school rules and policies still apply.

MANAGING YOUR FILES & SAVING YOUR WORK

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. Student server files size may be subject to disk quotas.

Saving data to Removable storage devices

Leola School District will have storage devices for sale.

Network Connectivity

The Leola School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

Acceptable Use Policy Computer, Internet and Electronic Mail

Electronic Equipment

Student use of any electronic device not provided by the school is prohibited during school hours unless otherwise noted in this policy. This may also be extended to school activities by coaches/advisors.

Students may use digital cameras for approved educational activities under direct supervision of a teacher. Use of digital cameras at school activities shall be limited to public areas. No digital camera is permitted in locker rooms and restrooms.

Use of an electronic device in a manner other than described in this section will result in confiscation of the device.

Computer—Terms and Conditions

- No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programs or games are desired, they must be submitted to the computer instructor or technology coordinator. If these are allowed, they will be installed by the computer instructor or technology coordinator.
- No work in command prompt
- No physical tampering or destruction of computers, keyboards, printers, etc.
- No unauthorized use of other student's directories. Students must keep their passwords private. Students are responsible for all files in their directory.
- The system operator and/or school personnel will periodically inspect student files unannounced and at random.
- All student files/programs will be deleted at the end of the school year by the computer instructor.
- Staff will be notified of names of students on computer suspension

Internet—Terms and Conditions

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Leola Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

- Acceptable Use - The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Leola Public School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is

prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Leola Public School District may limit the use of student electronic mail to one source determined by the administration.

- Privileges - Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Leola Public School administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Leola Public School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.
- Netiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
 - Do not reveal your personal address or phone numbers of students or faculty.
 - Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that files stored in district servers will be private. Trespassing in another's folders, work or files is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
 - Do not use the network in such a way that would disrupt the use of the network by other users (intentionally wasting limited resources).
 - All communications and information accessible via the network should not be assumed to be private property.
 - Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
 - No Warranties - The Leola Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Leola Public School District will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Leola Public School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Leola Public School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage students should not use the system.
 - Security - Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Internet, they must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
 - Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
 - Conditions as stated in this document are applicable to the Leola Public School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Leola Public School Board, the laws of the State of South Dakota, and the United States of America.

Statement of Agreement with AUP

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) requires public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. The Leola School District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the

Leola School District's Network, and to ensure such use complies with the CIPA requirements. "Network" is defined as any and all Leola School District owned computers, servers, hardware or software, the Leola School District's local area network, wireless access points, the Internet, Internet 2, the Leola School District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the Leola School District regardless of the physical location of the user. This AUP applies even when Leola School District provided equipment (laptops, tablets, etc.) is used on or off premises of Leola School District property.

Responsibilities of Technology Use

Many responsibilities result from the use of these available technologies in the educational setting.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities

- Provide Internet and email access to its students.
- Access logs and email will be treated similar to school lockers. Leola School District reserves the right to review, monitor and restrict information stored on or transmitted via Leola School District owned equipment and to investigate inappropriate use of resources.
- Provide Internet blocking of inappropriate materials.
- Provide network data storage areas.
- These will be treated similar to school lockers. Leola School District reserves the right to review, monitor, and restrict information stored on or transmitted via Leola School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide various software for student use.

Student Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Leola School District's designated Internet System is at your own risk. Leola School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Protect the Leola School District computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.
- Return their laptop to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LHS for any other reason must return their individual school laptop computer on the date of termination.

Laptop Care

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Leola School District may be applied to the computer.

- Computer cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee of \$33.00.

Student Discipline

Consequences for violations of this policy will be handled under the Leola School Discipline Plan. Discipline consequences may vary depending on the severity of the offense. Computers owned by the Leola School District are for educational purposes ONLY.

PROTECTING & STORING YOUR LAPTOP COMPUTER

Unsupervised laptops will be confiscated by staff and taken to the Tech Coordinator.

REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

Warranty

This coverage is purchased by the Leola School District as part of the purchase price of the equipment. HP warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The HP warranty **does not** warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Technology Coordinator. The school will be responsible for any work that would normally be covered under warranty.

Accidental Damage Protection

The Leola School District has purchased through HP coverage to protect the laptops against accidental damage such as: accidental drops, power surges, and natural disasters. This coverage **does not** provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. HP will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. The laptop is covered with a four year HP\Fujitsu Warranty and Accidental Protection Plan. LHS Technology Coordinator will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to the Technology Coordinator. The school will be responsible for any work necessary for damage ruled accidental.

Claims

All insurance claims must be reported to the Administration. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced with School District Protection.

The District will work with the Leola Police Department to alert law enforcement of this District-owned equipment.

LAPTOP TECHNICAL SUPPORT

The Technology Coordinator is located in Room 302N and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

Use of Technology Resources

Acceptable Use Policy violations will result in the following consequences:

- 1st Offense – Student(s) will check in/checkout their laptops from the help desk daily for three (3) weeks.
- 2nd Offense – Three (3) weeks of laptop privilege suspension
- 3rd Offense – Loss of laptop privileges for a length of time determined by the administration and the help desk.

Computer Network Violations

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.

Computer Network Violations will result in the following consequences:

- Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

12. Cost of Repairs

<u>ITEM</u>	<u>COST</u>
Lost Adaptor	\$42-\$70
Loss of Battery	\$99-\$112
Damaged/Lost Case Sleeve	\$31
Laptop and Accessories	\$1050

Additional Fees may be assessed depending on condition of laptop upon Check-In
Items related to HP laptops will be assessed based on cost. Above are some estimates. Fujitsu assessments will be similar and based on their costs.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection DOES NOT cover intentional damage of the laptops.

Grades 6-12 LEOLA SCHOOL DISTRICT LAPTOP PROTECTION PLAN

The Leola School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty and accidental damage protection.

WARRANTY and ACCIDENTAL DAMAGE PROTECTION: Warranty and accidental damage will be covered by the school or manufacturer of the laptop this will not include damage caused by misuse or abuse. The student will provide details of any accidental damage and administration will determine if it constitutes accidental damage. For damage other than accidental or otherwise covered under warranty, the student will be assessed fees as outlined in the laptop policy. If not specifically covered in this policy, the student will be assessed repair or replacement costs, including labor. This coverage does not provide for damage caused by fire, theft or loss.

I understand and will abide by the above Terms and Conditions for the Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation or damage to the computer network, individual computers, computer equipment, and/or

Internet/electronic mail, my access privileges may be revoked, school disciplinary action taken and/or appropriate legal action. Furthermore, I understand that I will be responsible for paying for said damages and professional services in their entirety.

Individual school laptop computers and accessories must be returned to the LHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LHS for any other reason must return their individual school laptop computer on the date of termination.

APPENDIX

Public Notices-

ADA- Americans with Disabilities Act Compliance Provisions for Leola School District

1. It shall be the practice of the Leola School District to guarantee non-discrimination in hiring in the selection of candidates to include candidates with mental or physical disability does not impair their ability to perform the essential function of the position.
2. No employee will be terminated in employment based upon mental or physical disability except in the case of impairment to perform the essential function of their position.
3. The district also recognizes its obligation to make reasonable accommodations for applicants and present employees of the district, to include possible structural changes or schedule changes to accommodate the individual with the disability.
4. If the district would face undue hardship in terms of cost administrations, or in changes to the school program, the accommodations would not be required. If the disability would pose risk of harm to themselves or others and modification would not reduce said risk the district is not obligated to modify. Discrimination is prohibited in all employment practices including job application, hiring, firing, advancement, compensation, training and terms and conditions of employment.
5. The Leola School District will not discriminate against a person with disabilities in participation in services, programs or activities. Programs and services will be integrated to ensure equal opportunity.
6. Requirements that tend to screen out individuals with disability will be prohibited.
7. The district will make reasonable modifications in policy, practices and procedures to insure equal access to individuals with disabilities unless fundamental alterations in programs will result.
8. The Leola School District will remove physical barriers where reasonably feasible. Where undue hardship would result, the district will make the program accessible.
9. New construction will conform to all A.D.A and U.F.A.S. students.
10. Private parties may bring lawsuits against the district to enforce their rights. All must comply with A.D.A. Title II.
11. Complaints may also be filed with the U.S. Dept. of Justice or any agency that provides federal funds to the district.
12. All appeals by an individual must be directed to the designated person for A.D.A in the district. The appeal shall be handled in accordance with A.D.A. standards and guidelines.
13. The general provisions of the A.D.A. plan will be published annually in the teacher's handbook and in the student's handbooks.
14. Annually a statement of non-discrimination will be published in the districts official newspaper.

Asbestos Inspection

May 2022

Dear Parents, Teachers and Employees of Leola School District,

The Leola School District #44-2 has on file a Management Plan for dealing with asbestos containing building materials within the school district's buildings. This plan is available to view at the main office when requested.

As response actions and preventive measures are conducted or completed, at least annually, you will be notified of any changes in the amount and conditions of asbestos, containing building material in the school buildings.

The asbestos containing building materials are required to be kept under surveillance. We will have an accredited inspector re-inspect our building every three years.

Sincerely,
Leola School Superintendent

Child Find

Leola School District Conducts Special Education Child Find. The Leola School District is required to provide appropriate educational opportunities for all children, regardless of their special educational needs. In light of this, Superintendent Domenic Paolo of the Leola School District announced that the district is conducting an annual Special Services and Section 504 "Child Find" search to identify and evaluate all district children under 21 who may not be receiving appropriate educational opportunities. Domenic Paolo of Leola School has been named Child Find coordinator. Persons who know of a child in the district with inappropriate or unserved educational needs may give the child's name to Brody Meier, the district's Special Services and Section 504 coordinator at 439-3142, ext. 102. After obtaining parental consent, the district will conduct an evaluation of the child's needs, and a placement meeting will be held with the child's parents or guardian. Superintendent Domenic Paolo stresses that parents are not expected to be able to diagnose a child's difficulty before they ask for help.

Complaint Policy for Federal Programs

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after the receipt of the complaint.
- The superintendent will notify the complainant of the decision.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved. This policy was adopted by the Leola School District School Board on **August 13, 2007**.

Compliance with GEPA 472

It is the policy of the Leola School District that no barriers may exist which prohibits any stakeholder from taking advantage of any technological service, equipment, curriculum or program administered by the school. Students, teachers and the community at large shall not be restricted or prohibited from participation because of gender, race, national origin, color, disability, or age; and shall be protected under all applicable state statute and federal laws (e.g. Equal Employment Opportunity, Civil Rights, Disabilities, Acts, NCLB, etc.) Furthermore, steps are taken to ensure that all users have equal access and/or assistive technology when and where required. The NWA is an equal opportunity employer.

Department of Health

From time to time during the year, screenings or education may be provided through a contract with the SD Dept. of Health (DOH), who is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notice of Privacy Practices. You may view the DOH notice on their website at www.state.sd.us/doh or request a printed copy by contacting us at 1-800-305-3064.

Directory Information:

Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the building principal's or superintendent's office of the named school district. Complaints regarding violation of rights accorded parents and students should be submitted to the superintendent of the Leola School District 44-2, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

In accordance with the Title IX Civil Rights Restoration Act, you are hereby notified of the following Leola School Board Policy:

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Leola School District 44-2, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's educational records. However, the Leola School District may disclose appropriately designated "directory information" without written consent, unless a parent or guardian has advised the building principal to the contrary, in accordance with usual district procedures. The primary purpose of directory information is to allow the district to include this type of information from a child's education records in varied school publications. Examples include, but may not be limited to:

- A playbill, showing the student's role in a drama production;
- The annual yearbook or monthly school newsletter publications;
- Honor roll, scholarships or other recognition listings;
- Graduation or other student activity programs; and
- Sports activity sheets, such as for wrestling, showing weight and/or height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1995* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

Any parent who does not want the district to disclose directory information from their child's education records, without prior written consent, must notify the building principal in writing on or before the first day of the school year. The Leola School District 44-2 has designated the following information as directory information:

Student's name, Home or email address, Telephone Listing, Photograph, Date or Place of Birth, Major area(s) of Student, Grade Level, Dates of Attendance, Participation in officially recognized activities and sports, Weight & height of athletic members, Degrees honors and awards, The most recent educational, Agency or institution attended

These laws are: Sec. 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the educational bill, and 10 U.S.C. 503, as amended by Sec. 544, the *National Defense Authorization Act for FY 2002* (P.L. 107-107). . . legislation that provides the Nation's armed forces funding.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) #93-380

Rights that you have as a parent or a student over 18 years old.

You have the right to:

- Know the location of all records kept on a student, including computerized data.

- Inspect and review all educational records, receive explanations and interpretations of the records, and obtain copies upon request.
- Request to amend educational records believed to be inaccurate, misleading or in violation of a student's privacy.
- Have assurance that no student record will be disclosed without informed parental consent, except to persons with a legitimate educational interest.
- File with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA.
- Obtain a copy of this policy and regulation in the building principal's office of the school district
- Most recent previous education agency or institution attended by the student

District policy and regulations adopted are located at the business office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district 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 record(s) they wish to inspect. The principal will make arrangements for access and notify where the records may be inspected.
2. The right to request the amendment of a student's education records that the parent or student believe are inaccurate or misleading. Parents or eligible students may ask (Leola School District) to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure with 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 district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); or a parent or student serving on an official committee, 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.
4. The right to file a complaint with the U.S. Department of education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

99.37 What conditions apply to disclosing directory information?

A) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of - - The types of personally identifiable information that the agency or institution has designated as directory information.

1. A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
 2. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.
- B) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph A) of this section.

SDCL 13-28-50 requires school districts to provide the Board of Regents and each of the four Technical Institutes with a list of students in grades 7-12, along with mailing addresses, for the purpose of sharing information about postsecondary opportunities at their various institutions. Moving forward, the South Dakota Department of Education (SD DOE) will provide this directory information to the institutions on behalf of school districts. SD DOE will pull the appropriate directory information from IC in order to do so.

Highly Qualified Status

According to "No Child Left Behind" parents may request information regarding a teacher's qualifications. If you wish to receive that information, please contact the school. Parents will be notified if their child is taught for four or more weeks by a teacher who is not highly qualified.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys collection and use of information for marketing purposes, and certain physical exams. These include the right to:-Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or students' family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

--Receive notice and an opportunity to opt a student out of--

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Student Due Process Rights

All students are entitled to due process when they are subjected to disciplinary actions, such as suspension or expulsion. The board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the hearing procedures established by the State Board of Education.

Due process procedures will conform to the following basic practices:

1. They must be fair.
2. They must apply equally to all
3. They must be enforced in a fair manner, which involves:
*Adequate and timely notice and an opportunity to prepare a defense.
*An opportunity to be heard at a reasonable time and in a meaningful manner.

*The right to a speedy and impartial hearing on the merits of the case. Legal Refs: SDCL 13-32-4ARSD 24:07:01 et seq

Note: Articles 24:07 of the Administrative Rules of South Dakota provide two sets of procedures: one is for short-term suspensions, and one for long-term suspensions or expulsions. The short-term procedure applies to suspensions or expulsions of students from school or class for ten (10) days or less; the long-term procedure applies for more than ten (10) days when suspended by the school principal; or more than ninety (90) days when suspended by the superintendent of school.

Sexual Harassment Policy

Because sexual harassment is a form of sexual discrimination and compromises the attainment of education and work excellence, the Leola School District strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and including expulsion for students and termination for employees and termination of services for others. This policy applies to employees and students attending any events on Leola property and at any event or location when the behavior involves Leola employees or students.

Title IX

The Leola School District does not discriminate in its employment policies and practices, or in its educational program on the basis of race, color, creed, religion, age, sex, handicap national origin, or ancestry." Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Leola School Superintendent, Title IX, (439-3142), Leola, SD 57456, or to the Regional Director, Department of Education, Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367. Telephone (816) 880-4202. TDD: (816) 891-0582 Fax: (816) 891-0644

TOBACCO-FREE SCHOOL

The Leola School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property or during school-sponsored activities is prohibited. This policy shall be in effect at all times and shall apply to all students, employees and visitors. Minors in possession of any illegal substances will be reported to law enforcement.

For the purposes of the policy:

1. "Tobacco" means any substance or item, in any form (including vaping, juuling, etc.), containing tobacco;
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco

**Forms that need to
be filled out and
returned to the
office by the first
day of school:**

PARENT REQUEST FOR ASSISTANCE WITH MEDICATION

I authorize the Office Personnel of _____ Leola _____ School to assist my child, _____ Grade _____ with the following medication(s) as directed below:

DAILY MEDICATION

Medication	Dose	Time Given

AS NECESSARY MEDICATION

Medication	Dose

As _____ is _____ necessary _____ to _____ control _____ Symptoms but not more often than every _____ hours.

OTHER DIRECTIONS OR INSTRUCTIONS TO BE OBSERVED:



If prescription medication, the medication shall be provided in a bottle showing the name of the pharmacy, student's name, physician's name, and the **dosage** of the medication to be given. I will notify the school if the dosage changes and will bring a new prescription bottle within 24 hours. If not prescription medicine, the medication shall be provided in the original medicine bottle.

I absolve the school personnel of all responsibility for any unforeseen development or reaction attributable to the administration of the above-named medication. **It is the responsibility of the child to come to the office to take his/her medication.**

I understand that I am responsible to pick up unused medication on or before the last day of school or one week after the last dose is given. If the medication is not picked up, it will be destroyed.

(Date of Authorization)

(Parent/Guardian Signature)

****DETACH THIS FORM AND RETURN IT IMMEDIATELY****

Leola School District has established a tradition of excellence in both academic and extracurricular activities. Together we can continue that tradition. You've just read the guidelines to help you to a successful year. If you have any constructive suggestions that could improve the conditions in our school, please bring them to the attention of the principal. If you have any problems, feel free to discuss them with the staff.

Please read and sign below:

I have read and understand the rules in the STUDENT HANDBOOK and the FERPA Information and will abide by them.

Attendance Agreement

- I agree to come to school every school day and report on time.
- I agree to stay in school the entire school day and attend all class periods.
- I agree to be on time for each class period.
- I agree to complete any assigned detentions, in-school suspensions (ISS), and out-of-school suspensions (OSS).
- The parent(s) agree to structure the home environment to improve school attendance. This includes arranging a reliable source of transportation to and from school for the student.
- A medical professional or school official must excuse all future absences. Medical notes must be provided to the school's secretary immediately upon return to school.
- If absences continue without medical documentation or the approval of a school official, a legal petition of truancy may be filed on the student and/or parent(s) with the State's Attorneys' office in accordance with the state compulsory attendance law. If a petition is filed, the student and parent(s) may be summoned to a juvenile court hearing.

Acceptable Use Policy

I have read, understand, and agree to comply with this Acceptable Network and Internet Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated, and I may face other disciplinary measures. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system. Including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I gave permission to issue an account for my child(ren) and approve of the use of the internet. I certify that the information contained in this form is correct.

Media Permission Form

Throughout the year, teachers will be updating their website with photographs of the class or examples of student work/projects. The school's website can be viewed at <http://www.leola.k12.sd.us/>

Please read through the following options and circle yes or no for each.

Yes No My child's picture may be displayed on the teacher's or school's website. I understand that they may be identified using first name and last initial. Example: LifeTouch

Yes No My child's work samples, art work, or pictures of their completed projects may be displayed on the teacher's or school's website.

Yes No My child's name and photo can be published in the newspaper or used by TV stations. Examples: Santa letters, class activities, field trips, recognition, etc.

Yes No My child's (**grades 9-12 only**) directory information can be shared with the South Dakota Board of Regent's for the purpose of distributing postsecondary opportunities from the various institutions.

Please provide the names of individuals granted permission to access your child's school information (attendance/grades):

I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Acceptable Use Policy; Laptop Protection Plan, the Student Pledge for Laptop Use, and Web Page Publications

Signature required for all Pre-12 students in the family.

Parent or Guardian Signature: _____ Date: _____

Student Signatures: _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____