

January 25, 2017

Don Kirkegaard, Superintendent
Meade School District
1230 Douglas St.
Sturgis, SD 57785

Dear Superintendent Kirkegaard,

Please upload documentation to the specific section in the online accreditation system that corresponds with the deficiency.

Thank you for the extra care taken by you and your staff to prepare the necessary documentation for the onsite review on January 23, 2017. The purpose for the review is to verify that the district is in compliance with certain state statutes governing K-12 education. As per the discussion during the review, there are areas that will require follow-up in order for the district to be in compliance with all accreditation requirements.

Meade School District is not in compliance with the following state requirements:

1. ARSD 24:43:01:03. Improvement plan defined. An "improvement plan" is a written document developed by the school district, based on local data. An improvement plan sets forth policies, processes, practices, and strategies that are grounded in research and will lead to continuous improvement of student learning. The plan identifies a challenging set of goals and sets forth actions that will be taken to achieve the goals. It specifies the responsibilities of the school district and its schools. The plan includes periodic benchmarks, measurement processes, and evaluation protocols. An improvement plan is the subject of official action by the school board and, after adoption, becomes an official district document. An improvement plan is subject to annual review.

Meade School District is currently being reviewed by AdvancEd. The district will upload the district school improvement plan upon approval by AdvancEd.

2. ARSD 24:43:08:03. Waivers of Administrative Rule. The district must demonstrate that any waivers of administrative rule it holds continue to be in the best interest of students. This is documented by reporting on progress through the district or school's improvement plan

Any waivers from Administrative Rule will be added to the district school improvement plan, and be part of the scheduled annual review of the plan.

Upload an assurance that all current waivers have been added to the plan.

3. SDCL 13-33-1 and 13-3-48. Curriculum Alignment to State Standards. Accredited schools must teach to the state content standards as approved by the Board of Education. Examples that can demonstrate alignment include but are not limited to samples of: curriculum maps, lesson plans, or district-adopted curriculum and/or course guides that show comprehensive evidence of standards alignment.

No remediation necessary.

4. **ARSD 24:13:12 Online courses offered.** Distance learning courses must be provided through an approved South Dakota Virtual School provider. Districts offering classes outside of the South Dakota Virtual School must provide students with a certified teacher and demonstrate alignment to state content standards.

No remediation necessary.

5. **SDCL 13-1-12.1; ARSD 24:43:11:02, and ARSD 24:43:11:07. Graduation Requirements.** Schools must offer at a minimum every two years the courses required for high school graduation.

No remediation necessary.

6. **SDCL 13-13-10.1. Kindergarten Requirements.** Kindergarten and junior kindergarten programs must be taught by certified staff and aligned to state content standards. If a district offers a combined preschool and junior kindergarten or combined preschool and kindergarten program, the programs must be accounted for separately. State aid is not paid for students in preschool and teachers teaching preschool must have that portion of their day subtracted from their percentage FTE.

No remediation necessary.

7. **SDCL 13-25-10 and ARSD 24:43:09:01. Safety Plan and Emergency Drills**

Documentation. An up-to-date written plan for the safety of students and staff in the event of a fire, tornado, or disaster should be on file. The district should also keep documentation indicating the dates and times of at least two fire drills per semester and any additional disaster or evacuation drills conducted.

The safety plan is complete. Documentation of emergency drills conducted show only one fire drill conducted per semester at Sturgis Brown High School, Sturgis Williams Middle School, and Hereford Elementary School.

Upload an assurance that school staff have been informed of SDCL 13-25-10 that requires two fire drills be conducted and recorded per semester.

8. **ARSD 24:43:09:02. Secure Storage of Student Records.** A permanent record of each student's scholarship and attendance, as well as a cumulative record kept for each student through the elementary and secondary schools shall be kept and stored in a safe place where it cannot be destroyed, i.e., a fireproof safe. If records are not stored in a fireproof safe, a duplicate copy shall be kept in a place that is not the school building.

No remediation necessary.

9. **SDCL 13-26-1 and ARSD 24:17:03:08. School Calendar** reflects required minimum hours, and reported to the state by the last Friday in August. A school calendar shall be submitted for all applicable attendance centers and the online calendar updated on a regular basis to reflect actual instructional time.

No remediation necessary.

10. **20 U.S.C. § 1232g; 34 CFR Part 99. Privacy of Student Education Records (FERPA).** FERPA gives parents certain rights with respect to their children's education records. Parents

and guardians must be notified of their right to withhold certain information that could potentially be shared through the FERPA.

No remediation necessary.

11. SDCL 13-32-16. Bullying policy requirements. Each school district policy developed pursuant to §§ 13-32-14 to 13-32-19, inclusive, shall contain the following provisions:

- (1) A statement prohibiting bullying and a definition of bullying that includes the definition listed in § 13-32-15;
- (2) A description of the type of behavior expected from each student of the school district, and the consequences for a student of the school district who commits an act of bullying;
- (3) A procedure for reporting an act of bullying, including provisions that permit a person to anonymously report such an act, although formal disciplinary action may not be based solely on an anonymous report; and
- (4) A procedure for the prompt investigation and response to any report of bullying, including a requirement that an investigation be conducted on any alleged incident of bullying committed against a child while the child is aboard a school bus, at a school bus stop, or at a school-sponsored event.

The school district bullying policy will be reviewed to ensure that provisions 1-4 are included. The district should show how the policy is made readily available to stakeholders, parents, and students.

No remediation necessary.

12. SDCL 13-27-3.1. Birth certificates are on file for all K-12 students. For each student enrolled, districts must verify the certified birth certificate as issued by the Department of Health within 30 days of enrollment. Districts must then keep on file a copy of the certified birth certificate.

The following student files did not include a certified record of birth at the time of the review: Gr. 2 – two students; and Gr. 4 – one student

Do not upload certificates as verification. Upload an assurance when the documentation is on file.

The state requested that the district check with legal counsel whether passports were acceptable in place of a birth certificate for foreign exchange students.

13. SDCL 13-28-7.1 Immunization records shall be updated and on file for all students. Beginning the 2016-17 school year, meningitis has been added to the list of required vaccinations. All sixth graders must have this immunization in place to meet the new statute requirements.

No remediation necessary.

14. ARSD 24:43:11:01. Personal Learning Plan (PLP). Personal Learning Plans must document at least 22 credits from 9-12th grades. They can also incorporate extracurricular activities, work-based learning experiences, industry-recognized certifications, out-of-school training opportunities, and the like.

No remediation necessary.

15. **SDCL 13-10-12 and clarified by SDCL 13-10-14. Criminal background investigation** results of current employees and student teachers must be on file.

No remediation necessary.

16. **SDCL 13-42-1.2 and 13-43-5; ARSD 24:43:10:01. Certified Staff** are state certified and properly endorsed to teach current assignments.

No remediation necessary.

17. **SDCL 13-42-34. Teacher Evaluation.** Any public school district seeking state accreditation shall evaluate the performance of each certified teacher in years one through three not less than annually, and each certified teacher in the fourth contract year or beyond, not less than every other year.

No remediation necessary.

18. **ARSD 24:58:03:01. Principal Evaluation.** Beginning in the 2016-2017 school year, each school district shall evaluate the performance of each principal and assistant principal at least once per year for the principal's or assistant principal's first four years of employment with the district and at least every other year thereafter.

The School Growth part of the Principal Evaluation is missing. Meade School District needs to upload evidence that shows School Growth is being evaluated and that the School Growth Rating is being combined with the Professional Practice Rating to form a Summative Principal Effectiveness Rating.

Submit evidence for all items that require remediation, no later than: **April 24, 2017.**

Questions?

Email: doeaccred@state.sd.us

Again, thank you for your cooperation during the review.

Sincerely,

Laura K. Scheibe, Deputy Director

Division of Accountability Systems