

Faith School District 46-2

PARENT/STUDENT HANDBOOK 2018-2019

GRADES K-12

The mission of the Faith School District is to recognize and stimulate the full potential of every student and foster the development of lifelong learning by providing the best educational program through positive visionary leadership, quality academics, and an array of opportunities for students to develop personal responsibility, honesty, integrity, and strength of character. The school will encourage the use of technology, communication, and problem solving skills so students can compete in the global marketplace and become productive citizens in our democratic society. It is our responsibility to work collaboratively with family, students, and colleagues to achieve this shared educational purpose.

Dear Parent(s),

The Administration of the Faith School District 46-2 present this handbook in the hope that it will be a door leading to closer relationships between the parents of our children and the school, and to a better understanding of the purposes and operation of our educational institution. You may find this handbook and other important school information on the school website at <http://www.faith.k12.sd.us/>. Our fundamental goal is to provide good educational opportunities for every child entrusted to our care. The educational staff believes that the individual growth of each child to their maximum intellectual, emotional and social stature is our primary objective.

This objective can be fully attained only through close cooperation between parents and schools. We welcome your active interest and assure you that we will do our best to keep you informed in matters pertaining to your child.

Kelly Daughters
Superintendent / Spec. Ed. Director
605-967-2152
Extension 205

Kelly.Daughters@k12.sd.us

Kasey Hale
K-12 Principal
605-967-2152
Extension 203

Kasey.Hale@k12.sd.us

NOTICE OF NON-DISCRIMINATION:

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining agreements with the Faith School District 46-2 are hereby notified that the Faith School District 46-2 does not discriminate on the basis of race, sex, religion, national background, handicap and other human differences, in admission or access to or treatment or employment in its programs and activities.

Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

Superintendent
Faith School District 46-2
PO Box 619
Faith, SD 57626
(605) 967-2152

School Seeks to Identify Children with Special Needs

The Faith School District, in order to fulfill the obligation of the Individuals with Disabilities Education Act (IDEA), P.L. 101-476, is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

Kelly Daughters, Superintendent of the Faith School District, in conjunction with Northwest Area Schools Educational Cooperative, needs your assistance to identify, locate and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of special education and related service to all individuals who reside within the jurisdiction of the Faith School District and who are between the ages of birth through twenty-one, regardless of the severity of their disability. Child placement and the development of an individualized education program (IEP) are done in accordance with federal guidelines and the decision of a multi-disciplinary team. Parent(s) or the legal guardian(s) are members of the team.

Anyone aware of an individual who may benefit from special education and related service is encouraged to contact Kelly Daughters, Director of Special Education for the Faith School District, at 605-967-2152.

**Family Educational Rights and Privacy Act (FERPA)
Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA) requires that Faith School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education record. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Faith School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and 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/guardian'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 (LEAs)

receiving assistance under the *Elementary and Secondary Education Act of 1965* (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 prior written consent.

A student’s name, address and telephone number will be released to a college, university or vocational school upon written request by that organization. Transcripts will be sent upon signed request by the student or parent.

If you do not want Faith School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by 30 days from this publication notice. The Faith School District has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's Name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | - The most recent educational agency or institution attended |
| -Photograph | -Degrees, honors, and awards received |
| -Date and place of birth | -Major field of study |
| -Grade level | -Dates of attendance |

**Family Educational Rights and Privacy Act (FERPA)
Notification of Rights
Elementary and Secondary Schools**

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 students educational records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access.
Parents or eligible students may ask the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, The School will notify the parent or eligible student of the decision and 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 disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 educational record in order to fulfill his or her professional responsibility.
Upon request, the School will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Health, Education, and Welfare concerning alleged failures by the Faith School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-590

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment: or
3. is regarded as having such impairment.

In order to fulfill obligations under Section 504, the Faith School District 46-2 has the responsibility to avoid discriminating in its policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Faith School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they have the right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the Faith School District at 605-967-2152.

Documents available for public inspection

The Faith School District has the following documents available for review by parents of children with disabilities and the general public:

1. Comprehensive Plan for Special Education
2. IDEA Federal Application for Funds
3. The most recent Special Education Compliance Monitoring final report.
4. Applications, evaluations, periodic program plan of reports relating to federal programs including auditor's reports, statements of assurance, budget and grant materials.

Information will be available at the Faith School District's Superintendent Office, Monday through Thursday from 8:00 AM to 4:00 PM.

MEDICAID:

The requirements under the Individuals with Disabilities Act of 1973, require schools to deliver a broad range of "related services" (e.g., educational, social, and medical services) to students with disabilities that address their diverse needs. These include medical services that may be provided under the Medicaid program, such as physical therapy, occupational therapy, speech/language therapy and mental health services. Medicaid is a joint state-federal program that offers reimbursement for the provision of some covered medical services within the school setting.

FAITH SCHOOL DISTRICT PARENT/GUARDIAN INVOLVMENT IN TITLE I POLICY
PART I GENERAL EXPECTATIONS

The Faith School District agrees to implement the following statutory requirements:

The Faith School District will put into operation programs, activities and procedures for the involvement of parents of the school with Title I Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation of participating children.

Consistent with section 1118, the Faith School District will work to ensure that the required school-level parent involvement policy meets the requirement of section 1118(b) of ESEA, and includes a school-parent compact consistent with section 1118(d) of the ESEA.

The Faith School District will carry out the Title I, Part A parent involvement requirements and provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children.

The Faith School District School wide program will involve the parents of children served in the Title I, Part A school in the decision about how the 1 percent of the Title I, Part A funds reserved for parental/guardian involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school.

- The Faith School District will, provide materials and training to help parents/guardians work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:
 - *Make and Take Nights for Parents
 - *DDN Campus
 - *Various Workshops or Conferences
 - *Parent Teacher Conferences
 - *KBHB Radio Faith Area News Program
 - *Faith School District Web Site
 - *SD Parent Resource Network Materials/Workshops
 - *Transition Meetings
- Parents/Guardians shall be involved in the decisions regarding the use of these funds through serving on the Parent Involvement Committee
- To ensure that not less than 95% of the 1% set aside is allocated to the Title I schools for Parent Involvement it will be categorized separately by the Business Manager. All Parent Involvement Programs will be paid for by funds from this categorized account.
- The Faith School District will inform parents/guardians of the purpose and existence of the South Dakota Parent Resource Network.
- The Faith School District will be governed by the following statutory definition of parent/guardian involvement, and expects that the Faith School District School wide program will carry out program, activities, and procedures in accordance with this definition:

Parent/Guardian involvement means the participation of parents/guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- *that parents/guardians play an integral role in assisting their child’s learning;*
- *that parents/guardians are encouraged to be actively involved in their child’s education at school;*

- *that parents/guardians are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- *the carrying out of other activities, such as those described in section 1118 of the ESEA*

PART II DESCRIPTION OF HOW THE FAITH SCHOOL DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENT INVOLVEMENT POLICY COMPONENTS

A. The Faith School District will take the following actions to involve parents/guardians in the joint development of its district wide parental involvement plan under section 1112 of ESEA:

- Annual Policy Review
- Parent Surveys annually
- Presentation at Faith Booster Club meetings
- Presentation at Parent Teacher Conferences

B. The Faith School District will provide the following necessary coordination, technical assistance, and other support to assist in the Title I Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Annual Policy Review
- Parent Surveys
- Family Activities/Classroom Family Celebrations
- Meetings during Parent Teacher Conferences
- Parent attendance at conferences or workshops
- KBHB Radio Faith Area News program
- Faith School District Web Site

C. The Faith School District will to the extent feasible and appropriate, coordinate and integrate parental involvement programs /activities with Home Based Head Start, and the Faith School District Pre-School and other programs, and conduct other activities, such as the South Dakota Parent Resource network, that encourage and support parents/guardians in fully participating in the education of their children by:

- Transition Planning
- Family Activities
- Parent Involvement Meetings
- Make and Take Workshops
- Preschool Transition Team Planning
- Preschool Story Hour Visit

D. The Faith School District will build the school's and parent's/guardian's capacity for strong parental involvement, in order to ensure effective involvement of parents/guardians to support a partnership, parents/guardians and the community to improve student academic achievement, through the following activities specifically described below:

- The Faith School District will coordinate and integrate other parental involvement strategies under Title I with parental involvement strategies under other programs such as our Dakota Character.
- The Faith School District will conduct, with the involvement of parents/guardians, an annual evaluation of the effectiveness of this policy in improving the quality of its Title I Part A schools. The evaluation will include identifying barriers to greater participation by parents/guardians in parental involvement activities. The district will use these findings to design strategies for more effective parental involvement and to revise, if necessary, its parental involvement policies.
- The Faith School District will involve parents/guardians in the activities of schools served under the Title I program. The Faith School District will, provide materials and training to help

parents/guardians work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

- *Make and Take Nights for Parents
 - *DDN Campus
 - *Various Workshops or Conferences
 - *Parent Teacher Conferences
 - *KBHB Radio Faith Area News Program
 - *Faith School District Web Site
 - *SD Parent Resource Network Materials/Workshops
 - *Transition Meetings
- The Faith School District will, educate its parents/guardians, teachers, principal and other staff, in how to reach out to, communicate with, and work with parents/guardians as partners, in the value and utility of contributions of parents/guardians, and in how to implement and coordinate parent/guardian programs and build ties between the parents/guardians and school by:
 - *Make and Take Workshops for Parents
 - *DDN Campus
 - *Various Workshops or Conferences
 - *Parent Teacher Conferences
 - *KBHB Radio Faith Area News
 - *Faith School District Web Site
 - *SD Parent Resource Network Materials/Workshops
 - *Faith School District Elementary Newsletter
 - *Transition Activities
- The Faith School District will take the following actions to ensure that information relating to the school and parent/guardian programs, meetings and other activities, is sent to the parents/guardians of participating children in an understandable and uniform format.
 - *KBHB Radio Faith Area News Program
 - *Faith Elementary School Newsletter
 - *Faith School District Web Site
 - *DDN Campus
- The Faith School District School Wide Program will provide assistance to the parents/guardians of children served by the school district, as appropriate, in understanding topics such as the following;
 - The South Dakota academic content standards,
 - The South Dakota academic achievement standards,
 - The South Dakota and Faith School District local academic assessments including alternate assessments,
 - The requirements of Title 1, Part A How to monitor their child's progress using the parental portal on the web
 - How to work with education staff
 -

PART III ADOPTION

The Faith School District Parent Involvement Policy has been developed jointly with, and agreed on with, parents/guardians of children participating in Title I, Part A programs, as evidenced during a public meeting in the spring of 2009. This policy will be distributed to all parents/guardians in the Faith School District in registration packets. It will be presented at a parent/guardian meeting and reviewed annually.

PARENT/SCHOOL COMPACT:

(Appendix A – Page 41)

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.

Disputes addressing the enrollment, transportation, 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 district 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.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after 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 acknowledgment 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. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district’s decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

PARENTS RIGHT TO KNOW:

The federal education law put in place by President Bush called “No Child Left Behind”, requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers, including at a minimum: 1) whether the teacher has met the State requirements for licensure and certification for the grade levels and subject-matters in which the teacher provides instruction; 2) whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived; 3) the college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and 4) whether the child is provided services by paraprofessionals, and if so, their qualifications. In addition, each title school must provide each parent “timely notice that the parent’s child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.” If you are interested in this information, you may send your request to the building principal who will provide a response.

SCHOOL HOURS:

Classes start promptly at 8:00 AM. Playground supervision will be provided at 7:50 AM for K-6 students. Front school doors will be opened at 7:50 AM for K-12 students. Students may enter their classrooms at 7:55 AM. Students may get into school earlier to receive help from a teacher if the student makes arrangements with a teacher in advance. K-3 will be dismissed at 3:33 PM and 4-12 will be dismissed at 3:35 PM. On Tuesdays and Thursdays Kindergarten will be dismissed at 12:20 PM. Students will be expected to be out of the building as soon as possible after they have completed their responsibilities for the day. School doors will be locked at 4:00 PM.

LIBRARY HOURS:

8:00 AM to Noon on Monday, Tuesday, Wednesday and Thursday.
1:00 PM to 5:30 PM on Monday, Tuesday, Wednesday and Thursday.
Closed on Fridays.

ENTRANCE REQUIREMENTS:

Children may enter Kindergarten if they have reached their fifth birthday by September 1 of the current school year. All children enrolling in the Faith School District must have a completed certificate of

immunization on file with the Elementary Principal's office prior to enrollment. State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, pertussis (whooping cough), varicella (chicken pox) and polio. Students are also required to have two measles, mumps and rubella vaccinations. A certified copy of your child's birth certificate must be presented at the time of enrollment. A copy will be placed in your child's permanent record at school.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences are held once each semester (see calendar). Special conferences may be arranged by calling the school, or by sending an email or note to the teacher. Parents who come to the school for an unscheduled conference may find that the teacher is unable to meet them at that time.

We encourage parents to consult with the teacher if they have concerns regarding their child's progress or behavior.

HOT LUNCH PROGRAM AND MILK TICKETS:

Hot lunches will be available to all students in grades K-12. Families, who qualify for free or reduced price meals, as set forth under the government guidelines, may file an application for them. Packets will be mailed to each family before school starts and the Hot Lunch Applications will be included or you may pick them up at the school office. Students who do not qualify under the above may purchase a meal ticket from the school secretary at the office. The charges for meals will be kept as low as possible and still maintain the Hot Lunch Program on a self-supporting basis. Students may charge a maximum of three meals at any one time. The lunch prices are: K-6 - \$2.60, 7-12 - \$3.00, Staff - \$4.00, Visitors - \$5.25. Any number of meals can be purchased at one time.

Milk tickets may be purchased to be used for extra milk with meals or for the elementary milk breaks. Milk prices are .30 cents per milk, or \$6.00 per milk ticket.

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products will be available whenever food is offered at the school cafeteria during the normal school day.

General Guidelines:

- Procedures will be in place for providing information to families, upon request, about the ingredients and nutritional values of the food served as outlined in the SD Child and Adult Nutrition Service Audit on file in the business office.
- Food and beverages served in the school cafeteria during the normal school day will meet the Dietary Guidelines for Americans and the Standards for Food and Beverages set forth in the school wellness policy.

School Meal Program:

- The school food service program will operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and with applicable laws and regulations of the state of South Dakota. The program will comply with the USDA regulations and state policies.
- The school will serve varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. The "Dietary Guidelines for Americans" refers to the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC. 20250-9410, or call (800) 795-3272 (voice) or (202) 7206382 (TTY). USDA is an equal opportunity provider and employer.

MEAL SUBSTITUTIONS FOR MEDICAL OR SPECIAL DIETARY REASONS:

In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population. Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the student with a disability.

Parents with allergic children must provide the school with an individualized action plan prepared and signed by the student's licensed physician. The action plan should include; the nature of the student's disability, the reason the disability prevents the student from eating the regular school meals, including foods to be omitted from the student's diet; indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed should be specifically described in the statement. In addition, at risk students should have some means of identification, such as a medical alert bracelet. The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement. Care will also be taken to consider these students when planning field trips and/or classroom treats.

NO SCHOOL ANNOUNCEMENTS:

In the event it becomes necessary to call off school the following procedure will be followed: As soon as possible the Superintendent will notify radio station EAGLE 95.9 FM, KGFX 10.60 AM, KBHB 8100 AM and KOTA TV, KELO TV and KEVN TV. Parents are urged to tune to one of these stations or the school website. Occasionally there will be an announcement on TV and radio stations that "all Meade County schools will be closed due to weather conditions." This **does not** include the Faith Schools. It will be specified on radio and TV "Faith School District" when these announcements are made.

After School is in Session: Should a storm develop during the school day, the above named media will keep the public informed concerning the closing of school.

Parents are urged to use their judgment and discretion at all times when having children set out for school during inclement weather. The school administration will make every effort to keep parents informed, and cooperate in every way to insure the student's safety. **Students will not be awarded perfect attendance if they miss school due to inclement weather.**

MAKE UP HOURS:

Occasionally school is called off due to emergency, weather or disease. Forty-five hours (6 days) are built into the school calendar for emergency closing. Hours missed beyond the 45 hours will be made up at the discretion of the Board. The number of hours in the school term will not be less than nine hundred sixty-two and one-half hours. This meets the requirement of South Dakota CL 13-26-1.

COMMUNITY HEALTH NURSE:

A contract exists between the South Dakota Department of Health and Faith School District to provide 30 hours of professional nursing services. The following is a list of services provided at the beginning of each school year:

- Kindergarten and grade 5 students – check blood pressure, ears, eyes, mouth/teeth and hearing.
- 7th & 8th grade girls and 9th & 10th grade boys – scoliosis screening (curvature of the spine).
- Grades 3, 7, 8 and 9 – vision screening.

Any child may be referred to the health nurse for the above services. If health needs are identified through the assessments, the nurse will send a letter of explanation home to the parents. Parents may need to make an appointment for their child to see a doctor or dentist.

The following is a list of the educational topics that will be presented. The topics will be presented to students at the appropriate grade level.

Germ and Hygiene
Healthy Habits
Transmission of Germs
Immune System
Sports Nutrition
Puberty

AIDS
HIV
STDs
Breast, Cervical and Testicular Cancer
Communicable Diseases

Students may have videos to view. These videos will be at the County Health Nurse's office a week before the students are shown the video and parents may view them there. Parents are welcome to attend the sessions with their children.

Questions may be directed to the County Health Nurse and her telephone number is 967-2150.

STUDENT ACCIDENT INSURANCE:

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. Student Accident Insurance is available and the program is underwritten by Security Life Insurance Company of America and administered by Student Assurance Services, Inc. This insurance is available to all students K-12. The application forms can be picked up at the school office.

GUIDANCE:

Guidance services are available for all high school students. These services include assistance with educational planning, interpretation of test scores, occupational information, and career planning.

COUNSELING:

Developmental counseling classes are offered to the students in kindergarten through eighth grade. The Faith School District contracts with North West Prevention Resource Center for counseling services. The counselor meets with classes as scheduled (generally one to two times per month) for the entire school year. Topics discussed are: alcohol, tobacco, marijuana, methamphetamine, other drugs, character education, decision making, self-esteem, bullying/violence, suicide, and stress/anxiety.

The Faith School does not have a certified counselor on staff but individual counseling services are available for students. A referral for counseling can come from students, parents, and staff. The principal will assist you with arranging counseling services. Three Rivers Mental Health Center offer mental health services for students. Parents will have to offer their consent for students under age 18.

TRANSFERRING STUDENT PROCEDURE:

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents/Guardians consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a student transfers into the Faith School District, the student's records are requested from the previous school. To expedite this process parents are asked to sign a Request for Transfer of Students Records form.

DRESS AND GROOMING:

What appropriate apparel is varies from one person to another. Cleanliness, neatness, and non-disruption of the learning process is of primary concern for the school administration.

Slogans on clothing advertising alcoholic beverages, illegal drugs, or tobacco; slogans using offensive, foul or abusive language; slogans that elude to inappropriate or profane comments shall be prohibited.

Students will be asked not to wear short shorts, short skirts, spandex biking shorts, low cut hip huggers, excessively baggy pants, halter tops, mesh jerseys, half shirts or transparent shirts. All shorts, dresses, skirts and/or skorts must meet the fingertip rule. (Fingertip rule is: while standing with your arms at your sides, the bottom of the clothing must extend beyond your fingertips.) Slits in clothing must adhere to the rule as well. When the arms are stretched above the head the shirt MUST touch the top of the pants. Sleeveless shirts must not be revealing and must have at least a 2-inch strap across the shoulder. No halter-tops or

backless clothing, tube tops or other clothing exposing the stomach, back or sides or that expose cleavage will be allowed. No shirts with the sides cut out or cut low under the arms will be allowed. Acceptable dress will be left to the Principal's discretion. Students who choose to dress inappropriately will be instructed to go to the Principal's Office and check out a more appropriate item of apparel from the clothing box or they will be sent home to change and be charged with an absence or a tardy. All staff, elementary, high school, and administrators will enforce these rules.

High School Students will remove their hats/caps immediately upon arriving at school. Students will not wear their hat/caps while in the building. Students that do not comply with this rule will have their hats confiscated and they will not be returned until the end of the current semester.

Elementary teachers will determine when it is appropriate for their students to where caps and hats. As a general rule elementary students may wear their hats/caps during recess, or when weather conditions warrant their necessity. Students will not wear caps/hats in the classroom or during lunch. When the national anthem is played or when the flag is presented everyone will stand, face the flag and remove their hat or cap.

Students participating in extra-curricular and after school activities will be expected to adhere to the school dress code and shall be required to conform to the dress code of those activities.

Elementary children should be dressed appropriately for current weather conditions. Students need to wear boots during rainy weather or if there is snow on the ground. We feel that it is very important to the health of the child as well as a great help in keeping the building clean. Students who do not wear boots will be restricted to designated areas at recess.

STUDENT LOCKERS AND DESKS:

Students' lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expense to repair the lockers and desks are charged to the student.

Students may not leave books, drinks, clothes, laptops, or other articles on top of the lockers. Students are advised not to store valuables in their lockers or desks. Valuables should be given to the teacher or brought to the office for safe storage. Drinks will be promptly disposed of. Books, notebooks, laptops, coats, etc. left lying around the school premises will be collected and taken to the office. A fine of 50 cents per article will be charged for the return of these items. We recommend that students bring combination locks for their lockers. All combinations for the locks must be filed with the Principal.

A student's locker, desk or computer sleeves can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated, and the administrator or teacher has reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers, desks or computer sleeves will be confiscated. Illegal items will be given to law enforcement officials to address through the judicial system.

MEDICATION ADMINISTRATION:

We encourage medication hours to be arranged outside of school hours, if possible. Students who must depend on receiving prescription medication during school hours for medical reasons must have a written order from a physician, dentist, or other legally designated health care professional giving specific directions for taking the medication. Such written order may be the prescription label on the original pharmacy labeled container. Children in kindergarten through second grade may need some assistance in taking medication but older children generally need only to be reminded when to take medication. Any medication which is ordered to be administered at school by school personnel must be given using the following procedure:

1. The medication sent or brought to the school must be accompanied by a signed request/consent from the parent or legal guardian. This consent must grant permission for school personnel to administer the medication.
2. The permission note will be kept with the medication until treatment is completed. After this the note will be filed in the elementary office.
3. The following information must be included on the ORIGINAL PHARMACY LABELED-CONTAINER:
 - a. The student's name.
 - b. Amount of dosage.
 - c. Time of administration.
 - d. Name and strength of medication and route (i.e., oral, eye drops, ear drops, nebulizer).
 - e. The instructions for administration.
 - f. Special care, such as refrigeration.
 - g. Name of physician or other legally designated health care professional.
4. Records shall be kept when medication is given, noting the date, time and initials of the person who administered it.
5. Medication should be stored in a safe place.
6. If medication is for emergency use only, such as a bee sting kit, parent must demonstrate proper procedure to the person or persons responsible and leave complete instructions provided by the physician for administration.
7. All personnel having responsibility for supervising students shall be given adequate information about the student, including related medical problems, if any, suspected allergies, emergency contact persons, etc., and shall be informed of anticipated circumstances for which school personnel may need to be in touch with out-of-school personnel (e.g., medical personnel, other agencies, etc.). These are the responsibility of the parent or guardian.

The giving of non-aspirin/Tylenol at school is not approved without the prior consent of a parent or legal guardian. Other over-the-counter medication may be administered only with written consent of the parent or legal guardian.

Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school-related event or activity if:

- (1) The prescription medication has been prescribed for that student as indicated by the prescription label on the medication;
- (2) The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- (3) A parent of the student provides to the school:
 - (a) Written authorization, signed by the parent, for the student to self-administer prescription medication while on school property or at a school-related event or activity;
 - (b) A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
 - (c) A written statement from the student's physician or other licensed health care provider, signed by the physician or provider that states:
 - (i) The student has asthma or anaphylaxis or both, and is capable of self-administering the prescription medication;
 - (ii) The name and purpose of the medication;
 - (iii) The prescribed dosage for the medication;
 - (iv) The times at which or circumstances under which the medication may be administered; and
 - (v) The period for which the medication is prescribed.

The physician's or provider's statement must be kept on file in the office of the principal of the school the student attends.

Section 3. If any student uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school. However, the disciplinary action may not limit or restrict the student's immediate access to the medication.

FOOD SNACKS AND DRINKS:

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products will be available whenever food is offered at the school cafeteria during the normal school day. The Standards for Food and Beverages are:

1. Beverages:

- a. Offer 100% fruit and vegetable juices and limit portion sizes to 4-12 ounces.
- b. Offer milk, 1%, or 2% in the 8 ounce portion size.
 1. Flavored low fat milk, may be offered in 8 ounce serving sizes with no more than 36 grams of sugar in an 8 ounce portion.

2. Grains:

- a. Offer whole grains which contain at least 2 grams of fiber per 1 ounce serving.
- b. Limit total calories from fat to no more than 30%.
- c. Limit total calories from saturated fat to no more than 10%.
- d. Limit sugar content to no more than 35% of calories by weight, or less than 6 grams from sugar per serving.
- e. Limit the amount of trans fats.

3. Fruits and Vegetables:

- a. Offer 1/2 cup serving sizes of fruits and vegetables. Offer additional fruits and vegetables to help students reach the recommended 5-9 servings per day.
- b. Offer a variety of fruits and vegetables, especially colorful ones.

4. Condiments and miscellaneous:

- a. Offer salad dressing containing no more than 6-12 grams of fat per ounce.

It will be left to the discretion of the classroom teacher to allow or disallow food or drink in the classroom. Teachers may choose up to four different events each school year where the Standards for Food and Beverages do not have to be met. However, the classrooms should also offer healthy treats at these events. The use of sunflower seeds or Russian peanuts is absolutely prohibited in the school building and school vehicles.

Healthy Food Choices for Snacks/ Vending/Classroom Treats At the Faith School District

Best Choices:

Granola bars, whole-grain fruit bars, Nuts and seeds-plain or with spices, Nut mix, Trail mix-plain, Fresh fruit and vegetables of all varieties, Dried Fruit, Beef jerky (or buffalo jerky), Yogurt, low fat and no sugars added, String cheese, Fruit/Vegetable juice (100% juice), 1% milk, Plain water, and Frozen fruit juice bars (no sugar or high fructose corn syrup)

Good Choices:

Nuts with light sugar covering, honey-roasted, Popcorn without hydrogenated fats, Individually packed fruit in natural juices only, Fruit leather, Animal crackers and graham crackers, Pretzels, Low fat ice cream and sherbet bars, Peanut butter and crackers, Low-fat pudding, Baked chips, and Corn nuts, Pickles.

FIRE DRILLS:

A fire drill will be held in each school building twice each semester. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year should be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent.

The Fire Evacuation Map (Appendix B – Page 41) will be posted in all classrooms.

Teachers will inform and practice the following with their students:

1. Exiting out of the assigned areas for their classrooms.
2. Orderly dismissal for safety during emergencies.
3. Windows/doors closed, lights off.
4. All students will meet east of the library for teachers to take roll.
5. Students will wait for an “All Clear” before reentering the building.

FAITH SCHOOL TORNADO PROCEDURE:

If a tornado has been sighted in the school area, the Civil Defense Siren will be sounded. Students (PreK – 12) are to gather in the interior hallways or rooms away from exterior walls & windows. Students in the gym are to gather in the halls adjacent to the stage. Students will sit down and cover the back of their heads with their hands. Practice drills will be conducted so that staff and students are prepared for such an event. The tornado procedure will be posted in all structures.

LOCK DOWN DRILLS:

The Faith School District has an Emergency Preparedness Plan in place. The purpose of this plan is to help our school maximize safety by reducing panic and facilitating effective action during a school crisis. To be prepared for certain crisis situations a lock down drill will be rehearsed once during the first semester.

EMERGENCY PROCEDURES FOR THE FAITH SCHOOL:

The Faith School District has developed procedures designed to minimize danger to students and staff should an emergency occur at school. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking or by transportation provided by parents/guardians.

It is impossible to foresee all the potential emergencies, but we have worked with law enforcement officers and other emergency professionals to plan the most effective ways to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience to all of us. These responsibilities are shared by us as school administrators and you as parents.

In most emergencies your child/children will remain and be cared for at Faith School. In the rare event of an emergency affecting Faith School that prohibits re-entry to the buildings (such as a fire) students and staff will be removed immediately to our alternate sites, St. Joseph’s Catholic Church (First alternate site) and Bethel Lutheran Church (Second alternate site).

We ask you to follow the following procedure if you hear RUMORS of any school emergency.

1. TURN ON YOUR RADIO TO KBHB AM RADIO. We will keep them accurately informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL TO PICK UP YOUR CHILD UNLESS REQUESTED TO DO SO. Any emergency involving Faith school may mean emergency vehicles and disaster workers must be able to get to the building.
 - a. If for any reason Faith School must be evacuated during regular school hours, Your child will be taken to and cared for at St. Joseph's Catholic Church or Bethel Lutheran Church.
 - b. Stay tuned to the radio station for updated, accurate reports and information provided by the school district administration about when and where to pick up your child or wait for a phone call with this information. You will be asked to sign a release form when picking up your child. This is necessary for accountability purposes.

ASBESTOS:

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Faith School District System has a very limited amount of asbestos containing materials in the buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of this inspection report which details the locations of these materials and the proper management procedure is available for public inspection during normal working hours in the Administration office.

VISITORS:

Parent(s)/guardian(s) are encouraged to visit the school. As a courtesy to the teacher, prior arrangements must be made with the teacher(s), Principal prior to classroom visits. For security purposes parent(s), guardian(s), and other visitors must check in at the main office for the purpose of obtaining a Visitors Identification Sticker. To get the full benefit of a visit, the classroom teacher must be in attendance.

High school students wishing to bring a guest to school must obtain approval from the Principal. Students who wish to visit an elementary classroom must have prior permission from the classroom teacher and the Elementary Principal. Students visiting will be expected to observe the same rules established for Faith School Students. Elementary student visitations will be limited to one hour.

ELEMENTARY ACTIVITY PARTICIPATION:

Participation in all classroom activities during school hours is only for students enrolled in the Faith School District. Visitors to the schools must follow the guidelines under VISITORS and must have permission to visit classes but will not be allowed to participate in contests, games or other activities.

HIGH SCHOOL ATTENDANCE REGULATIONS:

Research has shown that good attendance is essential for effective learning to take place. Poor attendance by a student hurts not only him or her but has an impact on the educational progress of his or her peers.

The following guidelines are to help students establish a good attendance record:

When students arrive 15 minutes late or less for any class, it will be considered a tardy. When students are tardy for the first period class, they must come to the office for a tardy slip. Three (3) or more tardies (excused or unexcused) during any one week will cause the student to have detention. Seven (7) tardies (excused or unexcused) will be treated as one (1) day absent. When students arrive more than 15 minutes late for any class it will be considered an absence for that period.

Seven (7) to thirteen (13) absences (excluding medical or bereavement) in any single class will result in a one point semester GPA reduction for the class. Fourteen (14) to twenty (20) absences (excluding medical or bereavement) in any single class will result in a two point semester GPA reduction for the class. Twenty-one (21) or more absences (excluding medical or bereavement) in any single class will result in a three point reduction for the class. We will follow the DDN Campus Software for attendance period by period. Parents may access their student's attendance record through the DDN CAMPUS Program via the internet. Contact the school administration office for the 32 digit alphanumeric access code.

Each student in grades 9-12 will be allowed twenty eight (28) periods absent from school per semester for any reason that the student's parents or guardian deem necessary. Out of school suspension counts against the 28 periods. A letter will be sent to parents after the 28th period notifying them that the student has used the 28 periods. A student with a 3.25 GPA for the first quarter may have seven (7) extra periods absent during the second quarter. The extra seven periods cannot be carried to the second semester. A student with a 3.25 GPA for the third quarter may have an extra seven (7) periods absent during the fourth quarter.

The parent or guardian must notify the school by note or telephone call explaining the reason for the student's absence. A student, when he/she is going to be gone from school, in a situation other than an emergency must secure a make-up slip, have it signed by the teachers indicating that the school work has been made up. The use of make-up slips will be enforced. Only the following reasons will be accepted for excused absences over the allowable 28 periods absent (all other reasons will be unexcused).

- Absences accompanied by a doctor's written statement indicating the student's illness or appointment are always excused and do not count toward the 28 periods per semester.
- Special medical situations that the building administrator deems justifiable.
- Absenteeism due to lengthy illness and family emergencies will be considered and left up to the discretion of the administration.
- Death in the immediate family.
- Severe weather conditions.
- School sponsored activities:

Athletic activities	4-H
Classroom field trips	Snow Queen and similar Contests
Music activities	National Honor Society
Academic Olympics and other approved academic competitions	Special Olympics
Faith High School Rodeo Club	Being selected as a Page for the Legislature
Any activity sponsored by the SDHSAA that students compete in	

Students participating in school activities that utilize slave auctions for fund raisers will only be excused one school day per activity.

Students will be allowed a reasonable length of time (twice the time missed) to make up work during an excused absence. Regarding make-up work, it must always take precedence over extra curricular activities.

When returning to school, the student has the responsibility of getting his/her make-up slip and getting to class on time. All students who have been absent must have a make-up slip from the office. It is the student's responsibility to get the assignments from their teachers and hand in all required make-up work.

There may be other students at the office for the same reason, therefore, the student must allow enough time to receive his/her make-up slip from the office and still get to class on time.

When a student knows in advance that he/she will be absent from school for all or part of a day, he/she should have his/her parent or guardian notify the school so that an advance excused absence form may be issued to the student by the Principal's Office. All the student's teachers will properly fill it out.

Any student who needs to leave the building during the school day must report to the office to obtain permission to do so. No one will be excused during the school day without permission from his or her parent or guardian. If a student becomes ill, they must notify the office before leaving for home. Students who leave the school grounds without permission will receive an unexcused absence for the time they were gone and make up the time missed during after school hours.

There will be no work releases issued except for those students enrolled in school-to-work programs.

If a student's class or group is performing at the scheduled winter or spring concert all students that are members of that class or group will be expected to participate. If a student is present at the concert they will be expected to participate. If a student is present at the concert and chooses not to participate they will serve detention time that is deemed appropriate by the school principal.

Perfect Attendance: Perfect attendance will be awarded at the end of the school year to those students who have not been tardy during the school year and have been present each school day. **Students will not be awarded perfect attendance if they miss school due to inclement weather.**

Unexcused Absence: If the Principal's Office is not notified of the absence, the Principal has no choice except to credit the student with an unexcused absence.

No provision can be made for giving credit for making up work missed during an unexcused absence. Students will receive a zero (0) grade for each class he/she misses that is considered an unexcused absence. Skipping is an absence without the knowledge or consent of the parent, and without the sanction of the school. Students who skip all or part of a school day will make up time outside regular school hours or during in-school suspension time.

LPA⁴ (Longhorn Pride Attendance & Academic Achievement Award):

For students to be eligible to be exempt from the semester exam, each of the following criteria must be met:

1. Attendance—Student has 14 or fewer periods absent or tardy for the semester
2. Current Grade—Student has a current grade of 94% or higher for the class/subject
3. Cumulative GPA—If the student has a cumulative GPA of 4.0 or higher, the student may be exempt for up to three (3) semester exams of their choice. If the student has a cumulative GPA of 3.75-3.99, the student may be exempt for up to two (2) semester exams of their choice. If the student has a cumulative GPA of 3.25-3.74, the student may be exempt for up to one (1) semester exam of their choice.

The Semester Exam Schedule will be at the discretion of the Administration.

The Semester Grade will be broken down as follows: Each quarter will be worth 42.5% and the semester exam will be worth 15%.

ELEMENTARY ATTENDANCE REGULATIONS:

Attendance: Research has shown that good attendance is essential for effective learning to take place. Poor attendance by a student hurts not only him or her but has an impact on the educational progress of his or her peers.

Absences and Tardies: School A.M. hours are from 8:00-11:40 and P.M. hours are from 11:40-3:33 for K-3, 3:35 for 4-8. If students arrive between 9:00 and 11:40 A.M. they will be counted as (½) day absent. If students leave between 11:40 A.M. and 2:35 P.M. it will be counted as (½) day absent. Students that come up to one hour late or leave one hour early on either end of the morning or afternoon are considered tardy for the day. Students who leave for any type of appointment (clinic, dental mobile lab, etc.) will be counted tardy or absent depending on the duration of the absence. Seven (7) tardies (excused or unexcused) will be treated as 1-day absent. Each student in grades K-8 will be allowed (5) five absences from school per semester for any reason that the student’s parents or guardian deem necessary. A letter will be sent to parents after the 5th day each semester notifying them that the student has used the 5 days.

Unexcused Absence: If the teacher or the elementary office is not notified of the absence, the Principal has no choice except to credit the student with an unexcused absence.

No provision can be made for giving credit for making up work missed during an unexcused absence. Students will receive three-quarters credit on assignments and tests for each day he/she misses that is considered an unexcused absence.

Skipping is an absence without the knowledge or consent of the parent, and without the sanction of the school. Students who skip all or part of a school day will make up time outside regular school hours or during in-school suspension time.

Parent/Student Responsibilities: The first 5 absences per semester will be automatically excused (and any beyond that will be automatically unexcused except at the discretion of the principal or for the reasons listed below). Only the following reasons will be accepted for excused absences over the allowable (5) five days per semester:

- Absences accompanied by a doctor's written statement indicating the student’s illness or appointment are always excused and do not count toward the 5 days per semester.
- Special medical situations that the building administrator deems justifiable.
- Absenteeism due to lengthy illness and family emergencies will be considered and left up to the discretion of the administration.
- Death in the immediate family.
- Severe weather conditions.
- School sponsored activities:

Athletic activities

Classroom field trips

Music activities

Approved academic competitions

Regional or State Civic Oration Contests

All other reasons other than the ones mentioned above will be unexcused.

4-H

Snow Queen or similar contests

National Honor Society

Special Olympics

Although the first (5) five absences per semester will be automatically excused, the following procedures remain in effect:

1. To ensure the safety and security of the child, a parent needs to telephone the office before 8:00 a.m. to advise the school that his/her child will be absent or tardy that day. It is important that both the parent(s) and the school know where the child is on a school day.
2. For “planned” absences the parent should notify the teacher that the student will be absent from school. The student’s regular classroom teacher will issue a make-up slip. Students will be allowed a reasonable length of time (twice the time missed) to make up work during an excused absence. Regarding make-up work, it must always take precedence over extra curricular activities. After the work has been made up, the teacher will sign the make up slip.

3. Any student who needs to leave the building during the school day must have their parent notify their teacher. No one will be excused during the school day without permission from his or her parent or guardian.
4. If a student's class or group is performing at the scheduled winter or spring concert all students that are members of that class or group will be expected to participate. If a student is present at the concert they will be expected to participate. If a student is present at the concert and chooses not to participate they will serve detention time that is deemed appropriate by the school principal.

Perfect Attendance: Perfect attendance will be awarded at the end of the school year to those students who have not been tardy during the school year and have been present each school day. **Students will not be awarded perfect attendance if they miss school due to inclement weather.**

EIGHTH GRADE ALGEBRA 1:

Students who would like to take Algebra 1 during their 8th grade year **MUST** meet the following criteria;
 1) Score Advanced or Top 1/3 Proficient on Dakota Step Test (Math) **AND**
 2) Pass a placement test with 85% or greater

They should also have the following;

- 1) Teacher Recommendation
- 2) Parent Recommendation
- 3) 85% or greater on the previous year's math course

**** Note to Parents****

- Students **must** pass a State written, end of course exam to receive credit.
- Parents who wish to have their children take this course via alternate menus, other than what the Faith School District will provide, must cover all cost for the course prior to its start.

***The principal has final say.

CURRICULUM:

The curriculum of the Faith School is guided by the South Dakota Content Standards. The South Dakota Content Standards articulate an essential core of knowledge and skills that the state as a whole wants students to master. Standards clarify what students are expected to know and be able to do at various points in their K-12 academic career. Local adoption and implementation of state standards ensures that the education students receive is consistently strong across all of South Dakota, and that completion of high school has common meaning throughout the state. The South Dakota Content Standards are available on the South Dakota Department of Education Web Site. <http://www.state.sd.us/deca/> The course guidelines for math, science, social science and language arts are available on the Faith School Website.

HIGH SCHOOL CLASS ENROLLMENT AND CHANGES:

Students must register for a minimum of five academic subjects per semester, exclusive of band, physical education, chorus, etc. Students must be enrolled in six classes. Students will be advised as to what required courses are available in each academic year. **ADVANCED PROGRAM CLASSES (AP) COUNT AS TWO ACADEMIC PERIODS.** Thus, students that are enrolled in an AP class would be required to enroll in three additional academic classes.

Students who wish to change classes will have to follow this procedure: At the beginning of the semester students in grades nine through twelve will have four (4) school days to change classes. This must be done by receiving a Drop/Add Slip from the office and must be approved by both instructors, and the principal.

HIGH SCHOOL CLASS INFORMATION, GRADUATION REQUIREMENTS AND COLLEGE ENTRANCE REQUIREMENTS:

All students must carry at least five solid academic subjects per year, (band, chorus, P.E. and cross peer are not considered as solid subjects) but may carry more if they so desire. Seniors will need 22 units of credit to

graduate. The Faith School Board and the State Board of Education have established graduation requirements. The Board of Regents has established college entrance requirements for students planning to enter college. The Board of Regents has also established requirements for Regent Scholar. It is the responsibility of the Faith Board of Education to provide students of the Faith School the opportunity to meet the requirements of the Board of Regents.

It is the responsibility of the students and their parents to decide if the students will pursue college entrance preparation.

Students may apply to be a Cross Peer beginning the 2nd semester of their freshmen year. Freshmen are not allowed to cross peer the first semester. Students earn ¼ credit per semester. Students must find an instructor who is willing to sponsor them. Students will use their open period to be a Cross Peer.

The following are the South Dakota requirements for graduation from High School after July 1, 2009: The units of credit required for high school graduation must include the following 17 units for the advanced high school program:

English – 4 units of credit which include a minimum of -1 1/2 units of Writing; 1 1/2 unit of Literature including ½ unit of American Literature; and ½ unit of Speech;

Social Science – 3 units of credit – must include a minimum of - 1 unit of U.S. History, ½ unit of U.S. Government and ½ unit of Geography; and ½ unit of World History; **The Faith School District requires all students to have 1 unit of credit in Government.**

Math - 3 units of mathematics which include a minimum of 1 unit of Algebra I, and 1 unit of Geometry;

Science – 3 units of laboratory science that must include a minimum of biology and chemistry or physics;

Fine Arts – 1 unit – chorus, band or art;

Physical Education or Health – ½ unit;

Economics or Personal Finance – ½ unit;

Two units with any combination of the following required offerings –

World languages; or

Computer studies; or

Approved career and technical education courses;

Mathematics courses in addition to meeting the math requirement listed above or Science courses in addition to the science requirement listed above.

Electives – 5 units

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year.

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- (1.) Four units of Language Arts – must include: a. Writing – 1.5 units b. Literature – 1.5 units (must include .5 unit of American Literature) c. Speech or Debate – .5 unit d. Language Arts elective – .5 unit
- (2.) Three units of Mathematics – must include: a. Algebra I – 1 unit b. *Algebra II – 1 unit c. *Geometry – 1 unit
- (3.) Three units of Lab Science – must include: a. Biology – 1 unit b. Any Physical Science – 1 unit c. *Chemistry or Physics – 1 unit
- (4.) Three units of Social Studies – must include: a. U.S. History – 1 unit b. U.S. Government – .5 unit c. World History – .5 unit d. Geography – .5 unit
- (5.) ~One unit of the following-any combination: a. Approved Career & Technical Education b. Capstone Experience or Service Learning c. World Language
- (6.) One unit of ^ Fine Arts
- (7.) One-half unit of Personal Finance or Economics
- (8.) One-half unit of Physical Education
- (9.) ~One-half unit of Health or Health Integration

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

~Required beginning Sept. 1, 2013 Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course.

^ Local decision. A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of ¼ credit may be granted for each activity in each school year. **The Faith School District does NOT accept credit for participation in fine art extra curricular activities.**

Resources for the graduation requirements can be found on the Department of Education Web site at <http://doe.sd.gov/oatq/gradrequirements/>

ADVANCED PROGRAM: (AP) Courses are available via the Internet. Students may use these courses for high school credit. AP courses prepare student for an examination that may be taken by the student. College credit is earned if the student's score on the examination exceeds the minimum requirement. The Department of Education pays for the cost of these courses. There will be a minimal exam fee that the student will be responsible for if the student plans to receive college credit. The full cost of an AP course is forwarded to the LEA if a student does not meet the criteria established by the State Department of Education. A student must receive a "C" or higher grade or the state will not be responsible for the cost. The Faith School District requires students who enroll in AP courses to sign a contract. Contracts will be distributed when registering for the class. The purpose of the contract is to require students to reimburse the school for the cost of the class, if the criteria established by the state are not met. Students who wish to take these courses should contact the Principal or the Guidance Coordinator. AP courses are weighted differently when determining grade point average (GPA). A = 5.0, B = 4.0, C = 3.0, D = 2.0.

DUAL CREDIT COURSES: Dual Credit courses are available via the Internet. Students may use these courses for high school credit. Dual Credit courses provide for simultaneous credit for high school and certain college/technical schools. Students who wish to take these courses should contact the Principal or the Guidance Coordinator. Dual Credit courses are weighted differently when determining grade point average (GPA). A = 5.0, B = 4.0, C = 3.0, D = 2.0.

REGENT SCHOLAR: The following are the requirements established by the Board of Regents to be nominated for a Regents Diploma: A graduating senior from a South Dakota high school must have completed all high school courses listed below with no final grade below a "C" (2.0 on a 4.0 scale) and an overall average grade point of "B" (3.0 on a 4.0 scale). Students who maintain a 3.0 GPA in the courses stipulated by the Board of Regents for the Regent Diploma, and score a composite of 24 or higher on the ACT Test will be eligible for the Regent Diploma.

English – 4 units of credit which include a minimum of - 1 1/2 units of Writing; 1 1/2 unit of Literature including ½ unit of American Literature; and ½ unit of Speech;

Social Science – 3 units of credit – must include a minimum of - 1 unit of U.S. History, ½ unit of U.S. Government and ½ unit of Geography; and ½ unit of World History; **The Faith School District requires all students to have 1 unit of credit in Government.**

Math - 4 units of mathematics which include a minimum of 1 unit of Algebra I, 1 unit of Algebra II, 1 unit of Geometry and 1 unit of Higher Level Math Elective

Science – 4 units of laboratory science that must include a minimum of biology and chemistry or physics;

Fine Arts – 1 unit – chorus, band or art;
Physical Education or Health – ½ unit;
Economics or Personal Finance – ½ unit;
World Languages - 2 units of the same language
Computer Studies - ½ unit

Electives - 2 1/2 units

SD OPPORTUNITY SCHOLARSHIP:

The South Dakota Legislature authorized the Regents Scholarship Program in 2003 to allow South Dakota's most academically accomplished high school graduates to receive an affordable education at any university, college, or technical school in South Dakota that is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In 2004, the Legislature renamed the scholarship the South Dakota Opportunity Scholarship and authorized funding from the state of South Dakota's Education Enhancement Trust Fund, beginning with high school graduating classes in 2004.

Scholarship Amounts:

Starting this 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. Recipients may participate in the South Dakota Opportunity Scholarship program for the equivalent of four academic years (eight consecutive fall and spring terms), or until attaining a baccalaureate degree. During each academic year, one-half of the annual scholarship award will be distributed at the beginning of the fall semester and the other half distributed at the beginning of the spring semester.

Initial Requirements:

The South Dakota Legislature established five requirements that all South Dakota high school graduates must meet in order to establish their initial eligibility in the Opportunity Scholarship program. These requirements specify that a recipient must:

Be a resident of South Dakota at time of high school graduation.

Have an ACT composite score of 24 or higher before the beginning of post-secondary education. If using a SAT score, the sum of the verbal and mathematics scores on the SAT must be at least 1090.

Complete high school course requirements with no final grade below a "C" (2.0 on a 4.0 scale) and a cumulative high school GPA of 3.0 on a 4.0 scale (grade of "B") prior to graduation (Note: One unit of high school credit equals 1 year of instruction).

Effective for those students entering into postsecondary education for the first time on or after August 2013, the curriculum requirements specified in section 3 above are not required for any student who has received a composite score on the ACT of at least 28 and meets the ACT college readiness benchmarks scores equaling or exceeding 18 for English, 22 for Reading, 22 for Math, and 23 for Science.

Attend a university, college, or technical school accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and that provides instruction from a campus located in South Dakota.

Enter into the program within 5 years of high school graduation, or within 1 year of the student's release from active duty military service (if that release is within 5 years of the date of the student's high school graduation). Students seeking to transfer from a regionally accredited university, college, or technical school located outside of South Dakota may do so within two years following high school graduation and be eligible to receive partial award.

Course Requirements:

To meet the curriculum requirements for the Opportunity Scholarship, all recipients must receive a "C" or higher on all coursework including:

- 4 units of English (courses with major emphasis upon grammar, composition, or literary analysis may be included to meet this requirement).
- 3 units of Social Studies (such as history, economics, sociology, geography, U.S. government, and similar courses).

- 4 units of Algebra or Higher Mathematics (algebra, geometry, trigonometry, or other advanced mathematics, as well as accelerated or honors mathematics [algebra] at the 8th grade, shall be accepted). NOT INCLUDED are arithmetic, business, consumer, Tech Math or general mathematics or similar courses.
- 4 units of Science, including 3 units of approved laboratory science (courses in biology, chemistry, or physics in which at least one regular laboratory is scheduled each week). Qualifying physical science or earth science courses (with lab) shall be on a case-by-case basis.
- 1 unit of Fine Arts (in art, theatre, or music, as well as approved extracurricular activity).
- 2 units of either of the following or a combination of the two:
 - Approved Career and Technical Education Courses
 - Modern or Classical Language (Includes American Sign Language; all units must be in the same language)
- 1/2 unit of Personal Finance or Economics
- 1/2 unit of Physical Education
- 1/2 unit of Health or Health Integration (Students entering high school after July 2013)

To get student admissions information for all of the South Dakota State Supported Universities go to:
<http://www.sdbor.edu/student/prospective/>

A Course Description Handbook may be accessed on the school website. This handbook may be helpful when selecting classes.

Students in grades 9-12 who fail a semester of a required course will be required to make up that credit before they graduate. There are several options available to make up credits. Contact the Guidance Coordinator or Principal regarding these options. Students who need a course or courses for credit recovery will be responsible for the cost.

Students who do not have 22 academic credits or have not passed all required subjects will not be allowed to participate in graduation exercises or receive a high school diploma.

GRADING:

The school uses the following grading system in grades 4-12: A, B, C, D and F. A - 100-94%, B - 93-87%, C - 86-77%, D - 76-70% and F - Below 70%. Grading will be done on a nine-week basis. Incompletes for one nine week period must be made up before the next grading period or the incomplete will automatically become an F. Parents may access their student's grades through the DDN CAMPUS Program via the internet. Contact the school network administrator for the 32 digit alphanumeric access code.

A 4.0 scale will be used for the purpose of determining GPA in the High School. A = 4.0, B = 3.0, C = 2.0, D = 1.0. AP and Dual Credit courses are weighted differently when determining GPA. A = 5.0, B = 4.0, C = 3.0, D = 2.0.

An alternate grading system is used for grades K-3. Consult with your child's teacher or elementary principal for an explanation of this grading system.

MID-QUARTER REPORTS:

Midway through each quarter a report will be sent to parents to keep them informed of their child's progress.

DEFICIENCY NOTICES:

Notices will be sent out to the parents of students that are not maintaining a "C" (elementary) / "D" (high school) average in a subject every week. This will inform the parents of their child's need for improvement in an academic area and also of the child's lack of participation in an extra curricular event. Each semester will be considered independently for the purpose of grade calculation. Grades recorded the previous semester will not be carried over to the second semester to determine if a student is placed on deficiency.

HOMEWORK:

Homework assigned by each classroom teacher is a normal and acceptable practice. These assignments should always relate to the subject matter studied and should be moderate in length. The amount of homework will vary with the grade level, the teacher and subject involved. The bringing home of large amounts of schoolwork may mean that the child is not using their time in school properly. You are invited to consult with the teacher if a problem arises in this matter. All class assignments are due when they are called for by the classroom teacher. It is the student's responsibility to be prepared when they come to class.

HONOR STUDENT STATUS:

A senior who has an accumulated a GPA of 3.50 or above for the first seven semesters shall be considered an Honor Student. Valedictorian and Salutatorian from the Senior Class shall be the students with the highest grade point average over the first seven semesters. If the tie still remains the composite score on the ACT test will determine the Valedictorian and Salutatorian. ACT scores must be finalized prior to March 1st to be considered as the tie breaker. If the tie still remains then the total number of credits completed will be used to determine the Valedictorian and Salutatorian. Academic classes shall be the only grades figured for the honor student status.

MEALS AND LODGING DURING ACADEMIC/ATHLETIC/ACTIVITIES TRIPS:

The Faith School District #46-2 will arrange for transportation to and from all school academic, activities and athletic events that are out of town. Frequently parents will be asked to provide transportation to out of town events. They will not be paid mileage for these trips. Occasionally a group or athletic team will stay out of town overnight and eat meals while away from home. The student will need to take money along to cover the cost of these expenses.

It is the policy of the Faith School District #46-2 that the school district will not pay for meals or lodging for students while traveling to or from an activity or event.

Exception: The Faith School District #46-2 will pay meal and lodging expenses for any student(s) participating at an approved state level competition. The school district will pay the full cost of lodging for a participating student(s) and the school district will provide a meal allowance of \$5.00 per meal while the student is on the state level competitive trip.

Students that have earned the opportunity to compete at a national level competition will be expected to participate in fund raising activities to cover the expenses.

NATIONAL HONOR SOCIETY:

Faith High School has a chapter of the National Honor Society. A National Honor Society Constitution governs the activities of the Faith High School Chapter.

SENIOR PRIVILEGES:

A senior student may be eligible for senior privileges if they meet the following grade requirements:

- I. Eligible for privileges at the beginning of the 3rd week of the first semester.
3.50 grade point average the first six semesters –
Score at least one advanced on the Smarter Balanced Test

- II. Eligible for privileges at the beginning of the second nine weeks.
3.25 grade point average the first six semesters
Score proficient or advance on 3 of the Smarter Balanced Test

- III. Eligible for privileges at the beginning of the third nine weeks.
3.25 grade point average the first and second nine weeks –
Score proficient or advanced on 2 of the Smarter Balanced Test

- IV. Eligible for privileges at the beginning of the fourth nine weeks.
2.75 grade point average the third nine weeks
Score proficient or advanced on 1 of the Smarter Balanced Test

Applications for Senior Privileges may be picked up at the office. Senior privileges are privileges not a right. Senior privileges can and will be revoked if the contract for senior privileges is not followed.

SENIOR TRIP AND SKIP DAY:

It is the policy of the Faith School District to not sponsor, advocate, encourage or authorize any Senior Class “Skip Day” or a “Senior Trip”. The Board and Administration recognize that parents may plan and provide for trips for their children. The School District will not infringe, outside the regular attendance policy, on the rights of parents to take their children out of school for trips. The Faith School District will not provide supervision for any non-school sponsored activity or trip. The Faith School District will fully apply its attendance policy on all absences from school for non-school sponsored activities including but not limited to: a “Senior Trip”, a Senior Class “Skip Day”, etc.

EARLY GRADUATION:

Students wishing to graduate early must meet all graduation requirements established by the South Dakota State Board of Education and the Faith School District Board of Education and complete the following process:

- The student and parent/guardian must submit to the principal a written statement, by June 1st following their junior year, describing the reason for early graduation and their course of study to complete their graduation requirements. The principal and guidance counselor will make a recommendation to the Board of Education at the regularly scheduled June Board Meeting.
- The high school principal will notify the student in writing by June 30th whether the Board approved or rejected the student’s petition to graduate early.

Students who graduate at the end of the first semester of the fourth year may:

- Participate in the graduation ceremony but lose the privilege of participating in School Sponsored Activities.

COLLEGE VISITATION:

Faith High School Juniors and Seniors will be allowed one day during the school year to visit a college or vocational school. The purpose of this visit is to tour the campus, take entrance exams, visit with school officials, etc. It is expected that seniors will choose a day when there will not be a conflict with prescheduled tests or major school activities. The following requirements must be met:

1. No more than six (6) seniors will be excused on the same day to make a college visit.
2. The student must complete a college visitation form which can be picked up at the Principal's office or Guidance office, and have it signed by the college official.
3. If all the above requirements are met, this day will not count against the 28 period limitation.

CLASS ORGANIZATIONS:

Each class, grades 9-12, shall have the following class officers: President, Vice President, Secretary, Treasurer, and one Student Council Representative. Class officers will be elected at the same time, using the same format, as Student Council members.

FUND RAISING PROJECTS:

All fund raising projects throughout the school year must be scheduled through and approved by the Principal. The class or organization conducting the activity shall be responsible to see that the activity is carried out and that all requirements of the project or campaign are completed.

STUDENT COUNCIL:

The Student Council shall be composed of nine members: a Student Council President/Student Body President, one Student Council Representative from each class grades 9-12, and the Class President from each class 9-12.

Student Council Elections

1. Student Council elections will be held in the spring so students can plan and prepare for the upcoming school year.
2. A nominating committee will be made up of high school faculty, the student council advisor, and a member of the administration.
3. The nominating committee will meet to select 3 juniors to run for Student Council President/Student Body President and 1 junior alternate (the alternate will not be nominated unless one member declines the nomination)
4. The candidates have 3 days to campaign for the position. Posters, pins, and other promotional materials are allowed at the candidate's expense.
5. On Election Day, the candidates will give campaign speeches at an allotted time approved by the administration.
6. After the speeches, all students (9-11) will vote for the new Student Council President/Student Body President.
7. After the new Student Council President/Student Body President is announced, the petitions for the class officers (President, Vice President, Secretary, Treasurer, and Student Council Representative) will be available for two days.
 - a. 2 seniors (11th)
 - b. 2 juniors (10th)
 - c. 2 sophomores (9th)
8. The ballots are made up and the class officers are voted by their individual classes for the next year.
9. The incoming freshman class will elect the offices of President, Vice President, Secretary, and Treasurer in the fall on the first day of school.
 - a. The incoming freshman class Student Council Representative will be elected in the spring at the same time as the other high school elections. This will ensure that the freshman class is represented at any summer events.
10. This will bring the total number of student council members to 9, thus allowing equal representation while voting.

A vacancy on the Student Council will be filled by a special election held for that purpose. The Principal or an instructor he/she designates will be the Student Council Advisor. An active Student Council depends entirely on participation and desires of the members of the Student Council.

All students should work through their Student Council to promote ideas or make changes which they feel will benefit the Faith School.

SCHOOL DANCES:

School dances sponsored by classes or school organizations shall be planned in advance with the school sponsor and principal. At least one parent and one school sponsor shall chaperone the dance. All school rules will be enforced during school dances. Alcohol, drugs, smoking or chewing tobacco will not be allowed on school premises. Students are prohibited from using, possessing or being under the influence of alcohol on school property or at school related functions. Therefore, the Faith School reserves the right to use an alcohol sensor device to detect the use and possession of alcohol in schools and at school activities. Reference: Policy JFCHH. Dances shall begin by 9:00 PM unless other arrangements are made and be over by midnight. Doors shall be locked one half hour after the dance begins. If students leave before the dance is over they will not be allowed to return.

School dances shall include Faith students (grades 7-12) and their date. No students below grade 7 will be allowed to attend school dances. All school dances shall be in the schools facilities. Alumni may not attend dances unless they are a date of a FHS student and approved by the principal. All guests must adhere to the same rules established for FHS students. No students below grade 9 shall be invited to the high school prom. All students participating in prom will be expected to wear their formal apparel until the prom is over. Exception: A change of shoes is acceptable.

CELL PHONES AND PORTABLE DIGITAL MEDIA DEVICES:

Cell Phones/Electronic Devices serve good purposes. Yet their capabilities of taking pictures and text messaging bring disruptions to the classroom and school.

For the purpose of the following statement(s): **Non-District issued devices** refers to all Cell Phones and Electronic devices not issued to the students by the district.

The use of Non-District issued devices is limited to the discretion of the classroom teacher. The use of these devices should be used to enhance the education of the students in the classroom. If a student has to leave the classroom for any reason the above device needs to be left in the classroom, unless authorized by the teacher for outside classroom projects. Student(s) will be required to show written permission by the classroom teacher. The students will NOT be allowed to use the above device in the hallways between classes. If a student is found abusing the rules and regulations discipline will be handled as follows:

- 1st offense: Student may pick up Non-District issued device after school, parent notified (written).
- 2nd offense: Parent must pick up the Non-District issued device prior to 4:00PM plus the student will serve 1 hour in detention.
- 3rd offense: Parent must pick up the Non-District issued device prior to 4:00PM plus the student will serve 1 day in ISS
- 4th offense: Parent must pick up the Non-District issued device prior to 4:00PM plus the student will serve 2 days in ISS
- 5th offense & beyond: Consequences for the 5th offense and beyond will be similar in nature to the 4th offense.

A student found to be abusing the privilege of their device is subject to the discipline matrix and the rules and regulations stated above. In addition students can lose their privilege of their device for an extended period of time; the time is at the discretion of the principal.

The school district will not be responsible for loss, damage, or theft of any electronic device brought to the school by staff or students.

STUDENT PARKING:

Students who drive automobiles or motorcycles must park them in the school parking lot north of the school building. Because of school liability students may not drive their vehicles or ride with other students until school is dismissed. There will be no exceptions for students to drive or ride with other students to the café, drive inn, or home for the purpose of eating lunch. Students not following this rule will be subject to the consequences indicated in the school discipline matrix.

Exception: A student may be granted permission from the principal to move their vehicle during the school day if it is determined that extenuating circumstances exist.

DISCIPLINE:

The Faith School Board, Administration and Staff want to maintain the best possible learning environment for all students attending the Faith Schools. Therefore appropriate behavior is expected at all times. School personnel shall have the authority to take steps necessary to maintain proper behavior at school, on the school grounds, traveling to and from school functions by school owned vehicles and while attending school functions.

DETENTION

Detention means spending time outside regular school hours and is used as a consequence for failure to follow school rules and policies. Detention is scheduled through the school offices and must be made up at the time indicated by the principal. Detention will be generally served on Friday morning's beginning at 8:00 AM. Failure to appear at a detention period without the principal's approval will result in, but not limited to an increase of detention time. A student may be ineligible to participate in extra-curricular activities until all detention is served.

The following is the discipline code summary for the elementary and high school in a matrix format. The discipline matrix will assist school personnel maintain a quality learning environment.

TOBACCO, ALCOHOL, ILLEGAL DRUGS:

The use of tobacco products, illicit drugs and alcoholic beverages is prohibited for staff members, employees, students and visitors in school buildings, on school grounds, and in school vehicles. All students registered at the Faith School are prohibited from having tobacco products, illicit drugs and alcoholic beverages in their possession while in school buildings, on school grounds or in school vehicles. It is a Class II misdemeanor for a person under 18 years of age to purchase or have tobacco products in their possession.

WEAPONS:

State and federal laws forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon confiscated from a pupil shall be reported to the pupil's parents and to law enforcement. Appropriate disciplinary or legal action or both shall be pursued by the building principal. A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows, and authorized supervised school training sessions for the use of firearms. Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer, CEO/Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis.

SUPERVISION OF STUDENTS AND CONDUCT OF SCHOOL –SOUTH DAKOTA CODIFIED LAW REFERENCE NUMBERS: SDCL 13-32-1. 13-32-2. 13-32-4. 13-32-4.2. 13-32-4.3. 13-32-5. 13-32-6. 13-32-7. 26-11-5.1.

<http://legis.state.sd.us/statutes/index.aspx>

DISCRIMINATION/ HARASSMENT POLICY: <http://www.faith.k12.sd.us/>

HAZING POLICY: <http://www.faith.k12.sd.us/>

BULLYING POLICY: <http://www.faith.k12.sd.us/>

EXPLOSIVES AND DESTRUCTIVE DEVICES –SOUTH DAKOTA CODIFIED LAW REFERENCE NUMBERS: SDCL 22-14A-22. 22-14A-24. 22-14A-25. 22-14A-26. 26-11-5.1. <http://legis.state.sd.us/statutes/index.aspx>

GRADING DURING SUSPENSION:

1. A suspension of 1-4 days of in or out of school suspension will result in the following grading policy:
 - a. A one-day (1) suspension will result in the loss of 25% points off awarded grade for work completed and turned into the instructor.
 - b. A two-day (2) suspension will result in the loss of 50% points off awarded grade for work completed and turned into the instructor.
 - c. A three-day (3) or four-day (4) suspension will result in the loss of 75% points off awarded grade for work completed and turned into the instructor.
2. A suspension of five days (5) and beyond will result in zero's (0%) for all classes.

3. Grading during suspension is calculated on the total of all days served in detention throughout the school year.

LUNCH ROOM RULES:

The lunchroom is a place all students may enjoy a well-balanced lunch at a reasonable price. All students will be expected to:

1. Leave the table and floor around your place in a clean condition.
2. Deposit all lunch litter in the wastebasket.
3. Return all trays and silverware to the dishwashing area.
4. Not take any food items from the lunchroom to be eaten elsewhere.
5. Not bend or intentionally damage the silverware
6. Not wear coats when going through the lunch line.
7. Not throw food
8. Students will be asked to remain in the lunchroom until their teacher/advisor dismiss them

LIBRARY RULES:

A student checking out a book from the library is responsible for the books care and return. Each student is responsible for renewing the check out period. Do not give a library book to someone else to use while it is checked out to you.

Students may order books from the South Dakota State Library or Universities libraries through our school library. These books must be returned on the appointed date or renewed for a longer period of time.

Remember that students with unpaid fines or overdue books will not be allowed to check anything out of the library until the books are returned and all fines are paid.

The specific library rules are posted in the library. If you have any questions ask the librarian.

PLAYGROUND RULES:

Supervision is provided whenever students are using the playground when classes are in session. Students are required to observe rules of safety on the playground and follow the instructions of the person on playground duty. Tackle football and other rough games, as well as the throwing of snow and rocks, skateboards, roller skates, Heely's and roller blades are prohibited. In order for students to maintain the privilege of using the playground they must adhere to rules which promote safety and appropriate social interaction.

STUDY HALL RULES:

The following rules will apply to the study hall regardless of where they are held.

1. Any student leaving the study hall must check out by indicating their destination and time left. Upon returning the student must check in by indicating the correct time.
2. Permission to leave the study hall:
 - a. By pass slip signed by the teacher you are going to visit. This must be obtained before the study hall begins. No student may leave the study hall to go to a classroom for any reason without a pass from the teacher. The study hall teacher cannot sign a pass to any other classroom except the library.
 - b. To go to the Library - obtain a pass slip from the study hall teacher.
 - c. Only one boy and one girl may sign out to the restrooms and locker at a time.

Each study hall teacher may use his/her own discretion in making appropriate rules. The following are suggested rules that may be included:

1. Students should remain in their seats during the entire study hall period. Seats may be assigned at the discretion of the study hall teacher.
2. Student Speaking: Students will with permission of the study hall teacher be allowed to speak for approximately 3 minutes with no more than two students speaking at one time.
3. Group studying will be allowed with special permission only.

SCHOOL TRANSPORTATION & SCHOOL BUS RULES:

The school bus and school vehicles will be used for school-sponsored activities. All students riding to an activity in the bus or school vehicles must return in the bus or school vehicles unless they are released into the custody of their parents. Parents have to be present at the event to assume custody of their child. Telephone calls or written notes granting permission to ride home with other individuals will not be accepted.

When a child is riding, boarding, or leaving the bus the bus driver or supervising staff member has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control.

In view of the fact that a bus is an extension of the classroom, the Board will require children to conduct themselves in the bus in a manner consistent with the established standards for classroom behavior.

1. The school bus may be returned to school at anytime at the discretion of the sponsor or school bus driver for any reason such as road conditions or disciplinary action.
2. Music played on the bus is acceptable only if the volume is controlled by the sponsor or school bus driver or both. Headphones are suggested.
3. Any student eating or drinking on the bus will be responsible for cleaning the seat when leaving. After each trip it will be the sponsor or bus driver's responsibility to make sure the bus is clean.
4. A student who violates the school bus rules will not be allowed to go on any further field trips and will be subject to consequences outlined in the school discipline matrix.
5. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
6. Students will keep their hands, arms and heads inside the bus. Shouting, screaming, smoking, running, fighting, vulgar talk and pushing are not permitted.
7. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
8. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to consequences outlined in the school discipline matrix.
9. Bus riders are expected to be courteous and obedient to bus drivers and supervisors at all times.
10. Boys and girls will be segregated while riding the bus.

GENERAL RULES:

All activities must be properly supervised by a sponsor, instructor or approved adult during the time students occupy the classroom or gym. Students that gain unauthorized access to the gym or other school facilities will be subject to disciplinary action. Surveillance cameras have been installed to monitor the campus.

Writing or carving on desks, walls, tables, etc. is prohibited. Students who engage in this will face disciplinary action and pay restitution for the damage. Defacing, losing, or destroying textbooks may result in the student paying for the book.

Students will be permitted to go to their lockers during class periods only under conditions of absolute necessity. The teacher in charge will determine this. Students are to have a hall pass to be in the halls.

No student will be in the hall or gym during class periods except with a pass slip signed by a teacher. The student must obtain a pass slip before the study hall begins from the teacher of the class that you wish to be excused too.

No student shall be allowed to work or play in any of the school buildings unless the student is under direct supervision of an approved supervisor.

No provision will be made for credit to high school students for making up work missed due to an unexcused absence.

No roller blades, skateboards or skate shoes will be allowed on the school premises.

To avoid unnecessary accidents there will be no running in the school facilities except during scheduled physical education classes.

Out of respect for peers, adults and younger children, public displays of affection between girl friend and boy friend on school property is prohibited. This includes kissing, hugging, and embracing.

There will be no personal messages in the morning bulletin.

Students are not allowed to use the copy machines for any reason.

Lariats will not be allowed in the school buildings or on the school grounds without permission from the Principal.

CHILDREN’S INTERNET PROTECTION ACT

It is the Faith School’s intent to comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)]. To access the complete act go to <http://www.ifea.net/cipa.html>

The Faith School provides filtering software and firewall from the State of South Dakota and plan to continue following the State’s recommended course of action regarding content filtering and firewall.

CYBER BULLYING POLICY: <http://www.faith.k12.sd.us/>

USE OF TECHNOLOGY RESOURCES POLICY: <http://www.faith.k12.sd.us/>

INTERNET ACCEPTABLE USE POLICY: <http://www.faith.k12.sd.us/>

DISTANCE LEARNING POLICY: <http://www.faith.k12.sd.us/>

CO-CURRICULAR ACTIVITIES:

All students are encouraged to participate in the activities offered at the Faith School

Philosophy and Purpose

The Faith School District recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant person in their lives. The close contact in Faith School Activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The Faith School District, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting activities for administrators, athletic directors, coaches, advisors, participants and their families.

Statement of Purpose:

- To encourage the growth of responsible citizenship among the students.
- To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
- To promote equity and a sense of order and discipline among students. It is recommended that any training rule and penalty code be applied to both athletics and fine arts.
- To confirm and support existing state laws which restrict the use of such mood-altering chemicals.
- To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
- To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
- To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

Training Rules:

During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not: 1) use a beverage containing alcohol, 2) use tobacco, 3) use or consume, have in possession, buy, sell or give away marijuana, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor.

Recommended Penalties:

- First Violation - The athlete will set out one interscholastic event. The athlete will continue to practice to stay a member of the team.

- Second Violation – The athlete will set out five consecutive interscholastic events.
- Third Violation - shall result in suspension from all extracurricular participation for the remainder of the school year.
- **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS–SOUTH DAKOTA CODIFIED LAW REFERENCE NUMBERS: SDCL 13-32-9, SDCL 26-11-5.1.**
<http://legis.state.sd.us/statutes/index.aspx>
- Violations that fall outside of this policy will be subject to the school discipline matrix.

Penalties shall be accumulative throughout the students high school career. The date this policy goes into effect is the first day of practice in August. The policy will remain in effect until the final day of the State Track Meet in May.

When the School Administrator receives notification from a law enforcement agency regarding an arrest pertaining to drugs, alcohol or tobacco the accused will be suspended from the activity until the matter has been resolved through the judicial process. Prior to judicial action, the accused may choose to complete the school penalty for the offense, and be able to return to competition as soon as the school penalty has been completed. If convicted of possession or distribution of a controlled substance, refer to the SDHSAA controlled substance policy above.

Due Process: Reported violations by citizens other than law enforcement must be turned in by an adult (age 21 or older) eyewitness within five school days of the offense. The witness of the offense shall sign an affidavit stating the nature, time, place, etc. of the offense, whereupon the administrator shall arrange a meeting with the accuser, the accused, the Athletic Director, the Coach, the parents of the accused, and the Superintendent with the intent of validating the report.

No one, including the Faith School District, expect rules alone to deter students from using chemicals. The clear philosophy and statement of purpose explains the rule and gives direction, encouraging school staff to take an active role in responding to existing chemical use problems, preventing future problems from occurring and promoting the chemical health of students involved in Faith School Activities.

According to law enforcement officials, if the purpose of having rules is to deter student use of chemicals, three principal factors must be balanced to achieve the greatest effectiveness:

1. CERTAINTY: That enforcement of the consequences will follow a violation;
2. SEVERITY: That consequences are a fair penalty for the act; otherwise the offense will be overlooked or avoided; and
3. CELERITY: Promptness of the process.

CO-CURRICULAR PARTICIPATION:

Sports Philosophy:

It is the philosophy of the Faith School District Board Of Education that our sports program shall provide all students an opportunity to learn as well as to compete in their chosen sport with

the emphasis on learning. That sports require a dedication to hard work and that dedication shall be rewarded. Faith School Athletic Program strives to win but team spirit, sportsmanship and the enjoyment of the game are the life long lessons that make our athletes stand out over and above the others. Finally we expect our coaches to be positive role models to the athletes, not only to coach but to be instructors of their sport and to mold our athletes into respectable teams by rewarding the hard work of the gifted as well as the committed.

Participation in varsity athletics will be specified in the Rules of the South Dakota High School Activity Association, the Little Moreau Conference and the Faith School. Students having questions about this should contact the coach or principal.

Rules for school co curricular activities are as follows:

1. Students must meet the SDHSAA eligibility requirements. For this information go to the following web site:

<http://www.sdhsaa.com/Handbook/General>

2. All students who compete in school sponsored activities must have a properly completed physical slip signed by a doctor and a parent or guardian. Parents are responsible for the physical fee. 5th & 6th Grade Basketball, Soccer and Pee Wee Football are not school sponsored.

3. Students in elementary grades who compete in athletics will maintain a "C" average in each subject. Students in grades 9-12 must be passing in all academic subjects. All work must be turned in as required by the teacher. Any exceptions to this rule are entirely up the discretion of the teacher, coach, and principal. Students excused for Rodeo Club fund raising activities must meet this criteria also. All coaches will be provided a copy of the deficiency list to determine eligibility.

4. Students will be evaluated each Thursday for grade eligibility. Students who do not meet grade requirements will be ineligible from Monday thru Saturday of the coming week. The student shall continue to practice though not permitted to play. Students will not be able to dress in uniform or travel to away games with the team.

5. Flagrant or repeated violations of school rules in the classroom or on the field or on the athletic floor (practice or game) will be grounds for denying a student the right to participate in athletics for an indefinite period of time.

6. Students are to attend all practices scheduled for them. Students who fail to attend practice sessions without a valid excuse may be denied the right to participate. The final determination as to what is a valid excuse is up to the principal or designee in consultation with the coach. There will be no organized practices on Sunday.

7. Students participating in regularly scheduled contests will be expected to dress appropriately. Refer to section on dress and grooming.

8. A student must be in attendance at school for 1/2 day in order to participate in any school **sponsored activity that is conducted on that day. In case of an emergency or medical appointment** the principal or his designee may grant an exception to these limitations.

As representatives of the Faith School and community all athletic participants and spectators are expected to display good conduct at all times. It is the athletes and spectators responsibility to follow the basic rules of sportsmanship:

- Treat opponents with respect.
- Play hard, but play within the rules.
- Exercise self-control at all times.
- Respect officials and accept their decision without gesture or argument.
- Win without boasting; lose without excuses and never quit.
- Always remember that it is a privilege to represent the school and community.
- Respect the judgment and strategy of the coach and do not criticize the players, coaches or officials for the loss of a game.

CHEERLEADERS:

Activity rules apply to all cheerleaders and drill team members.

ACTIVITY TICKETS:

Activity prices are: Adult - \$5.00, Student - \$4.00 and Senior Citizen (65 and older) - \$3.00. Activity double header prices are: Adult - \$8.00, Student - \$6.00 and Senior Citizen (65 and older) - \$5.00. Season Activity Tickets are: Adults - \$68.00, Student - \$50.00 and Senior Citizen (65 and older) - \$47.00. Season tickets may be purchased at the school office. These tickets can be used for all home games but cannot be used for Conference, District, or Regional Tournaments.

SPECTATORS AT ATHLETIC CONTESTS:

Good sportsmanship is one of the primary purposes of high school interscholastic athletic program. Spectators can support the school interscholastic program by practicing good sportsmanship. It is a privilege to be a spectator at high school sporting events. Your cooperation and support of the values promoted by the Faith High School is appreciated.

Students who attend indoor sporting events as spectators are expected to be seated in the bleachers (except to use the restroom and to obtain refreshments). Unsupervised children that are not observing this rule will be asked to leave the facility.

Spectators are asked to refrain from gathering on the playing court after the contest is concluded.

STUDENT/PATRON GRIEVANCE PROCEDURE POLICY:

A grievance procedure policy should increase communication between anyone feeling aggrieved and school personnel. The school board deems it advisable to have uniform policies for the district where possible.

Therefore, the following policy shall be considered the Student/Patron Grievance Procedure for the Faith School District 46-2:

Student/patron complaints and grievances are to be resolved through orderly processes and at the lowest possible level. Channels will be provided for an eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he considers unjust or unfair.

2. If the incident remains unresolved, the student or his parents or guardian or the teacher, may bring the matter to the principal's attention for his consideration and action. A Student/Patron Complaint and Grievances form must be completed and submitted to the principal. A meeting will be arranged with the complaining party, the teacher and principal.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the chief executive officer (CEO)/superintendent for his consideration. A meeting will be arranged with the complaining party, the teacher and (CEO)/superintendent.
5. Complaints that remain unresolved following any action of the chief executive officer (CEO)/superintendent may be referred in writing to the Board for review. A hearing in executive session of the Board will be arranged within ten days or at the next regular meeting of the Board, whichever comes first. The complaining party and the teacher will be given an opportunity to present their position. Each may have a representative present.

The Board's decision will be final unless an appeal is made pursuant to SDCL 13-46-1.

Anyone feeling aggrieved may obtain the Student/Patron Complaint and Grievances form at the superintendents office, principals office or access it on the school website under Board Policies File: JFH-E.

APPENDIX A
Parent-School Compact
Faith Title I Program 46-2

We believe that parents/guardians and the school are partners in education of children. Equal responsibility is given to the Parents/Guardians/Students/ and the Faith School to ensure each child has the opportunity to learn.

Faith School Compact

It is the responsibility of the Title 1 program of the Faith School to provide a safe environment for the learning of the students and to inform parents of activities concerning the program.

The Faith School will provide:

- 1.) A positive and safe learning environment.
- 2.) Notification of the Title I services for any child who is in need of additional assistance.
- 3.) Assessments for each child to determine educational goals.
- 4.) Appropriate materials for reading and math areas.
- 5.) Educational computer technology.
- 6.) Progress reports on a timely basis.
- 7.) A public informational meeting annually.

Parent/ Guardian

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- 1.) See that my child is punctual, well rested, and has had breakfast.
- 2.) Support the school in its effort to maintain proper discipline.
- 3.) Take Time to check on homework papers nightly.
- 4.) Read daily with my child and let my child see me read.
- 5.) Stay involved by attending Parent-Teacher Conferences; Open House; volunteering to help and visit the classroom once a year.
- 6.) Sign a Parent/Guardian/Student/School Compact.

Student

Students will achieve success at school through a variety of activities. The students will:

- 1.) Attend school regularly.
- 2.) Come to school with pencils, pens, paper and necessary tools for learning.
- 3.) Spend ten (10) minutes a day reading.
- 4.) Be responsible to complete homework assignments when taken home.
- 5.) Use problem solving skills each day.
- 6.) Give 100% effort when classroom assignments and test assessments are given.
- 7.) Demonstrate respect to peers and instructors throughout the day.
- 8.) Be responsible for personal hygiene.
- 9.) Be responsible for their own behavior.

Teacher Signature

Principal Signature

Date

Student Signature

Parent Signature

Date
