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## District Philosophy

### **To the Parents & Students**

The purpose of this booklet is to inform parents and students of the policies and procedures of the Faulkton Area Schools in order to insure cooperation and understanding between the home and the school. It is hoped that this booklet will acquaint the parents and students with our school's routine and that each family will take the time to go over this information together. If you have additional questions, please contact your child's teacher or the Superintendent at 598-6266.

### **Educational Philosophy**

The Faulkton Area Schools is accountable to the people of the district. The school is committed to provide a quality education for all students. The school community will stimulate and challenge the students to reach their full academic potential. Students, upon graduation, will have acquired the skills to become creative thinkers, resolute decision makers and knowledgeable citizens able to compete and thrive in the 21st Century.

The District will provide challenging academic coursework and co-curricular activities that meet the creative, physical, social, and emotional requirements of all students regardless of ability. The District, along with the influence of the home and community, will establish and promote the goal of our graduates becoming life-long learners and citizens of good character in our community in whatever field of endeavor they choose to follow after graduation.

## Academic Policy

### Activity Rules

Coaches and directors in each activity will set up the general guidelines they expect their students to follow in order to participate in their program and represent FHS and will discipline any infractions as they deem necessary. General guidelines are such things as curfew hours, minor misbehavior at games and practices, etc. and will be left to the coach's or director's discretion. Cheerleaders will be selected in a manner determined by the cheerleader adviser.

### Animals

Teacher permission is necessary before pets can be brought to the classroom by a parent, who will then wait and take the animal home again. For the safety of all children, animals must have had their rabies vaccination.

### Body Fluids

Any student confronted with blood or other body fluids from another person should notify an adult as soon as possible. Students should not clean up or deal with body fluids for their own safety.

## Boots and School Shoes

All students are required to wear boots, overshoes, or extra outdoor shoes when snowy or wet conditions exist on the playground. These “extra” shoes or boots worn on the snowy or wet playground will not be allowed to be worn throughout the school day in the classroom. Students will need to have a pair of clean gym shoes for their PE classes. These shoes will only be worn indoors and on the gym floor.

Students will need “extra” boots or shoes for the playground, clean shoes for gym use only, and a pair of shoes to be worn to school. Heelys or shoes with wheels will not be allowed in the classrooms, gymnasium, playground, and hallways of the school building. Students should not wear these to school as they are a danger and distraction to their education and to the education of others.

## Building Hours/Use of School Building

The school building is open in the morning by 8:00 a.m. and closes by 4:00 p.m. Students should not arrive before 8:15a.m., unless seeking individual assistance from a faculty member. Any student or group of students remaining in the building after the regular school day must be supervised by a member of the faculty. Custodians are not to assume this responsibility. Students may be asked to leave the gym(s) if not accompanied by a parent or adult. **Doors will be locked between 8:50a.m., and 3:15p.m.**

Permission must be secured from the Superintendent for the use of the building for any activity after school hours that are not regularly scheduled. Classes and organizations will be held responsible for any damage done at such gatherings. Under normal conditions, the adviser or supervisor of an activity is to make arrangements with the Superintendent for using the building. If permission is granted for a class or organization to use the building facilities, the activity is to be placed on the official calendar (in the business office) by the secretary.

## Cell Phone Usage

Cell phones are NOT to be used during class time between the hours of 8:40 am-3:30 pm. If a student possesses a cell phone in school, the phone must be placed in each teacher’s cell phone storage unit as they enter a classroom. The phone must be turned off or silenced and under no circumstances should a phone be used in a locker room or bathroom area at any time. At the end of the class period, the student may retrieve their phone from the storage container. Passing time as well as lunch time will be considered “open” for cell phone usage. Students caught receiving and/or sending calls or text messages in class who have not placed their phone in the storage unit will have their phone confiscated by the teacher and given to the Principal. By no means does the use of the device during passing time or lunch time overrule the District’s policy on acceptable use, harassment, cyber-bullying, cheating, or other policies set forth in the handbook. The Faulkton Area Schools is not responsible for the loss, theft, damage, or destruction of any cell phone, MP3 player, iPod, or other electronic devices that are brought to school.

## Church Night

The school, with the ministers of the various churches, has agreed upon Wednesday evening as Church Night. The school will not schedule activities after 6:00 p.m. for that evening,

thus leaving the students free to participate in the activities of their particular churches. No student, who chooses religious instruction in lieu of practice shall suffer a loss of playing time or position due to that choice. There are times, however, when circumstances beyond the control of the local school require that Wednesday night be used by the school. The school will attempt to keep the ministers of the churches informed concerning the use of Wednesday evening for school matters.

### College Visitation Day

Juniors will be allowed one day per year (non-accumulated) to visit a college of their choice without being counted absent from school. (November, 2014) Seniors will be allowed two days per year to visit a college of their choice without being counted absent from school. (January, 2018) This day must be set up through the guidance counselor and principal at least one school day in advance. After the counselor has made all arrangements with the college, the counselor will furnish the student with a form to be presented to the principal in order for the student to receive a credit for a day of visitation. The college visitation day is a school sponsored activity.

### Conflicting School Activities

Students who are participating in one school event will not be penalized in another school event when their participation causes them to miss a practice/game/event. When there is a scheduling conflict between school events, students will be free to make a choice without penalty.

### Driving Motor Vehicles

There will be no driving during the school day except in cases of extreme emergency, and then only when approved by the Superintendent or Principal. Students riding in or on a motorized vehicle without prior permission during the school day may be suspended from school. Parents who wish to take their child home from an activity may make arrangements prior to, during, or immediately after the completion of the activity. If these arrangements are made at the activity, they are to be made by the parents in person with the supervisor of the activity.

The director of each activity will be responsible for enforcement of this policy and carrying out disciplinary action.

**1st Violation:** Removal from the next inter-scholastic activity.

**2nd Violation:** Removal from all activities for the rest of the year.

### Dress and Grooming

The faculty and school board are concerned about student dress and grooming as it influences the health and safety of students, as well as the effect of dress and grooming on the learning process and with the ability of a student to do the work of which he/she is capable. Cleanliness of body and dress is vital not only to the individual but also to those with whom the student shares a classroom and locker. Dress of students shall be neat and appropriate. Any dress that sets up a special group or disturbs classroom activities or the school routine is not allowed. Some examples of inappropriate dress are given below:

1. Attire displaying obscene, suggestive, or vulgar text or symbols.
2. Clothing advertising tobacco, drugs, or alcohol.
3. Any clothing that doesn't appropriately cover the body (spaghetti straps, single straps, no straps, short tops, low-cut pants, see-through and revealing clothing, etc.)

4. Hats or caps worn in the school building during the school day.
5. Going without shirt or shirt unbuttoned.
6. Other articles that a teacher or principal determines to be inappropriate or distracting.
7. Hooded sweatshirts should be worn with the hood down.

These guidelines apply to the school day as well as school sponsored activities at home or away. Clothing articles that cause undue school maintenance problems, such as heavy boots that cause excessive floor marking, the wearing of spurs, or trousers with metal rivets that scratch furniture will not be allowed in the building at any time. Heelys or shoes with wheels will not be allowed in classrooms, gymnasium, and hallways.

Students whose dress and grooming does not conform to these standards will be asked to remedy the situation. Students who refuse or repeat the incident will be referred to the principal. Students whose dress and grooming does not conform to these standards will be asked to change their attire or have appropriate attire brought to them. They will not be allowed to go home to change their clothing. Failure to correct the situation at the principal's request will result in dismissal from class and a call to the parent. A continued problem would result in suspension for insubordination, either in-school or out-of-school depending on the severity of the violation.

### Driver Education

Driver education class is offered in the summer for students who will be 14 before December 31 of that year. The class consists of 30 classroom hours and 6 actual driving hours and the cost is \$250.00. (April, 2015) The class counts as 1/2 unit of high school elective credit but is not included in the cumulative grade point average. Driver education will not be open to foreign exchange students.

### Emergency Drills

Two fire drills will be conducted each semester. Everyone must leave the building during fire drills and not return until so notified. Students are asked to walk rapidly through the halls to the designated exits and move away from the building. All rooms have fire exit directions posted in them. Students and teachers should become familiar with these instructions. One tornado drill will be conducted in the fall. A lockdown drill will be conducted annually at a time and date determined by school administration along with consultation with the FCSO.

### Foreign Exchange Students

**The Faulkton School will allow one foreign exchange student per school year but this decision may be appealed to the Board of Education under extenuating circumstances.** Foreign exchange students are expected to follow all the rules and requirements of the district. They will be required to take a full load of classes. Foreign exchange students will not graduate from Faulkton Area High School, but will be allowed to participate in commencement exercises receiving an honorary certificate of attendance in lieu of a diploma providing they have completed all their obligations.

### Fund-Raising Activities

Any school-related fund raising activity involving students or faculty must be approved by the Superintendent before it can begin.

## Locks and Lockers

Each student (Grades 7-12) will be assigned a locker. Students who leave money, jewelry, or anything of value in their coats, desks, or lockers at any time do so at their own risk as the school cannot be responsible for loss.

All lockers are loaned to the student with the understanding that they may be inspected by the principal or Superintendent at any time. The locker interior should be kept neat at all times. Students are not to open the locker of another student unless express permission is given from the student to do so.

It is recommended that students take sufficient books, supplies, etc. with them for more than one class so that locker stops between classes are not necessary. Also, students should take sufficient work to study halls.

Each student is responsible for the locker they are assigned. If it is damaged, written on, or in any way defaced or damaged, the student will be fined for cleaning and/or repairing the damages. Items are not to be taped to the outside of the lockers as the paint will peel off when the tape is removed. No images or material that is sexually demeaning or suggestive, promoting the use of alcohol, tobacco, or other controlled substances are to be hung on the inside as well as the outside of all school lockers. There are places provided above the lockers to hang items. The lockers will be checked the last day of school before students are officially checked out of school. Students may put locks on their lockers, but must turn a copy of the combination or an extra key into the principal. If students or parents so choose the district may provide a lock that can be used throughout the school year. The lock will be returned to the main office at the completion of the school year.

## Lost and Found

Articles that are found should be taken to the main office. If you have lost something, please check with the principal/and or secretary. Articles that are not claimed at the end of the year will be given to a charitable organization or discarded.

## Lunch Program

Charging for meals will not be allowed. Parents should pay for their child's lunch ticket(s) on a monthly basis. School calendars will be sent home prior to the start of each month with the lunch menu and monthly lunch fees for each child included. Parents/guardians will be expected to pay for the entire month of meals for each of their children at that time. If your lunch account balance is less than \$10.00, notices will be sent home each Monday. Payment is expected by the end of that week. If your lunch bills are not paid by Friday of that week, your child will not be allowed to eat school lunch until payment is received in the school office.

Students are invited to participate in this program. Lunches are paid for at the office at the following rates: **K-5 -- \$2.50/meal      6-12 -- \$2.50/meal      Adult -- \$3.52/meal**

**Breakfast \$1.90 student, \$2.20 Adult**

Students who live in town may go their own homes to eat at lunch time, if they have a form signed by their parent/guardian on file in the principal's office. Students cannot drive at lunchtime or be any other place than home. Students violating this policy will lose their privilege to go home for lunch for the remainder of the school year.

## Medications

Non-prescription medications (cough syrups, cough drops, Tylenol, etc.) will not be given by school personnel unless accompanied by a note from the parent, or after a phone contact with the parent. All prescription medication will be kept in the office. In the event a student is injured or becomes ill while at school, he/she will be sent to the office. The parents will be notified by the principal or administrative assistant. When the parent has no telephone or can't be reached, the school will call the emergency number. In an emergency, if the parents and the emergency number can't be reached, the school will either take the student to their family doctor at the FAMC Clinic or the hospital emergency room via ambulance as circumstances dictate.

## National Honor Society

Students who have attended FHS for at least one semester, are a member of the sophomore, junior, or senior class, and have a cumulative grade point average of 3.00, will be eligible for the National Honor Society. Students who are interested in becoming a member will fill out a "selection survey" and a committee of teachers will select those students who will be invited to join the National Honor Society based on the requirements of leadership, service, and character. New members will be inducted once a year - in the spring semester.

## New Student Entrance Requirements

All new students to the district have to present a certified birth certificate and shot/immunizations records before being admitted to the school.

## "No School" Announcements

### School Cancellations/Early Dismissals

There may be days when the weather is such that it is best to start late, close school, or dismiss early. Announcements concerning this will be made via SchoolMessenger and over KQKD Radio (1380 AM – Redfield), KGIM Radio (1420 AM – Aberdeen), KGFX Radio (1260 AM – Pierre), KSDN Radio (94 FM – Aberdeen), KPLO Radio (94.5 FM – Pierre), KMLO Radio (101.3 FM – Mobridge), KELO – TV, KSFY – TV and KTTW – TV.

## Out-of-Town School Activities

All students participating in any out-of-town school activity shall ride to and from the activity on school provided transportation. The only exception to this policy shall be the right of the parents to take their student to and from the activity themselves. A parent may take another student home if the child's parent notified (in person or by phone) the activity supervisor in advance of departure for the activity. Parents wanting to transport their own student to an activity must make arrangements prior to the activity; parents wanting to transport their own student.

## Parking

The Northwest parking lot is for staff and student parking. Staff parking is along the south sidewalk. Students are to park in the second row and to the north along the fence. Students may not park along the Community Center sidewalk. Students returning from an internship activity may park on the south side of the building in the appropriate area as marked. No school staff or



student should ever park in any of the designated visitor and or handicapped parking. This includes weekends and evenings.

### Parties - Elementary

Holiday parties, such as for Halloween, Christmas, or Valentine's Day, may be held in the elementary grades during the last part of the school day. Special requests may be granted by the elementary principal for other parties on an individual basis. Birthday treats for individual students may be handed out during the day when appropriate.

### Parties and Dances – High School

All-school social affairs are under the supervision of the principal of the high school. Class functions are under the supervision of the class faculty advisers. In all cases, the adviser must attend the social functions and arrangements for parties must be completed at least one week previous to the date of the party.

1. Arrangements for the use of the gymnasium or any other room for a special function must be made with the Superintendent.
2. The high school building must be cleared by 11 o'clock on evenings when authorized parties are held except when authorized to extend longer.
3. Classes are responsible for any damage done at any class party.
4. Students attending school parties or dances are to stay in the auditorium unless excused to leave.
5. Students leaving without permission will not be allowed to return to the activity.
6. Loitering around the building and grounds will not be allowed.
7. At least one set of parents is to be on duty at all dances and parties and at least one faculty member is to supervise arrangements and the students.

Only Faulkton Area High School students in grades nine through twelve (9-12) may attend, except for dances designed for guests. For such dances, a student bringing a guest must register with the principal the guest by a designated deadline prior to the dance. The behavior of the guest is the responsibility of the student who brought the guest. All guests are expected to obey all rules and regulations, just as Faulkton students are expected to do so.

All doors will be locked at a predetermined time, usually a half-hour after the designated opening time. No student will be allowed to enter after this time, unless prior arrangements have been made with the supervisor of the dance or party.

### Playground Rules

Recess

K-3 Noon Recess **10:35-11:00**

K-2 Afternoon Recess 2:00-2:15

4-6 Noon Recess **12:15-12:45**

1. No one is allowed on the east elementary playground prior to the start of the school day.
2. The teacher or aide on the playground is in charge. Follow all directions upon the first request of the adult supervising.
3. Students may be sent to the classroom teacher or the principal when

- misbehaving.
4. Fighting or arguing will not be tolerated.
  5. Obscene language is inappropriate.
  6. Throwing rocks and snowballs is prohibited.
  7. Use any and all playground equipment appropriately.
  8. Touch and flag football will be permitted. No tackle football will be allowed.
  9. Students will not be permitted to leave the playground without adult permission.
  10. Come directly in, on the sidewalk, when the bell rings.
  11. Please wear appropriate hats, coats, and boots, depending on weather conditions.

### School Activities

Students are encouraged to participate in as many school activities as they can handle. Students who feel they cannot actively participate in an activity are encouraged to participate as a spectator. Good sportsmanship should always be a number one priority, whether you are a participant, or a spectator. Students, who attend school activities as spectators, whether at home or away, do so because they want to, because they enjoy the spirit of competition, can act in a sportsman-like manner and not because they are required to. Any misbehavior will be handled by proper authorities.

### School Telephone

Students may use the school phone to call parents only when necessary. They are not to use the school telephone without permission. No student will be called from class to use the telephone or receive a message except in emergencies. Student phone calls home will be kept to a minimum and use of the phone is at the discretion of the classroom teacher or principal. Students will not be allowed to call home for forgotten items, homework, gym bags, textbooks, or to make after school plans with friends.

### School Visits and Visitors

All visitors to the school are to notify the principal's office and to call the teacher at the school in advance to see if it is convenient to visit at a particular time. This regulation applies also to other students visiting the regular students. Of course, this does not apply to parents who are welcome to visit school at any time. All visitors must check in at the main before visiting anywhere in the building and wear a Visitor lanyard throughout their entire visit. Students visiting the school should inform the principal's office at least one day in advance and indicate which FHS student they will be accompanying. Visiting students who cause a disruption in the learning process or are a discipline problem will leave the school.

### Student Indebtedness to School District

Report cards, transcripts, records, and/or diplomas for students indebted to the school for breakage, fines, fees, lost books, mutilated equipment, music supplies and rentals, etc. will not be issued until such indebtedness is paid, or arrangements made with the District Business Manager. Students who have not paid bills etc. or checked out from the previous year will not be issued equipment and/or books the following year until all fines are paid in full to the office. All textbooks and reference books are loaned to students without charge. Lost books must be paid

for and fines will be charged for mutilations or any damage beyond reasonable wear. The amount of the fine will be determined by the respective classroom teacher. All textbooks will be evaluated by the teacher and student at the beginning and the end of the year to assess damages properly.

### Student Council - Elementary

Elementary students are represented by a student council consisting of members from grades 4th-6th which is supervised by the student council advisor. The student council may plan various activities or help with making elementary school decisions throughout the year.

### Student Council Secondary

The student government body is known as the student council. The senior class makes nominations from the senior class for student body president. Then the entire high school student body votes on these to select the president. Each class will elect class officers (president, vice-president, secretary-treasurer, and student council representative). The student body president and the class president and student council representative from each class will make up the student council. The student body president will serve as student council president and a vice-president and secretary-treasurer will be elected at the first student council meeting.

### Student Planners

Each student in **grades 5-7 (optional for grades 8-12)** will be given a student planner to record daily assignments, test dates, and other important information. Students will be required to use these planners for organization on a daily basis. The first daily planner will be given to all students at no cost. If a child does misplace their planner, they will be asked to purchase a new planner at a cost to them of \$5. **Paper planners are optional for high school students.**

### Student Pregnancies

Pregnant students have the same rights and responsibilities as other students. They are expected to attend school until such time they present a physician's certificate to the high school principal, stating that attending school and participating in school activities may be harmful to the health of the child or the mother.

### Study Hall/TAP Rules

1. All students are to enter the room quietly and take their assigned seats immediately.
2. Students shall wait in their seats until roll is taken before being permitted to use the library or sign out for any other reason or place.
3. Only one student at a time is to be at the study hall supervisor's desk for signing out purposes.
4. Students who exceed the allowed time to be checked out will lose sign out privileges for a number of days determined by the study hall supervisor.

5. Students signing out of study hall with pass made out for less than a full period must return immediately at the time indicated on the pass. Students with passes need to return to study hall before the end of the period and check in.
6. Study hall is a workroom and students are expected to be constructively busy.
7. Students that wish to check out during TAP must have a signed pass from the teacher they are checking out to see before leaving their TAP room.
8. Each study hall/TAP teacher has the right to add other rules and regulations to these, if they feel it is necessary.

## Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum educational benefits for each individual child.

The school realizes that at times it is necessary for students to be absent; however, the administration requests the students' and parents' full cooperation in keeping absences to a minimum. Families are encouraged to plan vacations to correspond with the times that school is not in session. Students are also encouraged to schedule dental and doctor appointments after school, on Saturdays, or during vacation periods. Local appointments that have to be during school hours should be scheduled around study halls if possible.

The student's attendance record becomes a part of the permanent record maintained by the school. Prospective employers contact school officials about an applicant's attendance record.

### K-6 Students

The school day begins at 8:45 am and ends at 3:25pm. The following times will assist you in determining when a student is tardy versus when a student is counted absent.

8:45 to 9:00 a.m.	Tardy
3:10 to 3:25	Excused

### 7-12 Students

The school day begins at 8:40 a.m. and ends at 3:30 p.m. Students are counted tardy when they are late for classes until the period is half over, then they are considered absent. Absences are recorded by period and each period lasts forty-eight minutes. A student who checks out after 3:10pm will be not counted absent for that period. A period of absence will be any period whether it is a study hall or class.

Students should not come into the building prior to 8:15 a.m. When a student has been absent from school, he/she should send a note explaining their absence. Written parental permission will be necessary if a parent must send his child downtown or home. Also, for class trips parental permission will first be granted before students leave our community. If your child is absent and needs make-up work, please notify the teacher in advance by phone before stopping at school so the materials will be ready.

### Absence vs. Participation

Any student who is absent from school after the fourth period or 11:43am will not be allowed to participate or be a spectator in any school activity that evening or practice after school

that day. Any student who will be participating in a school event during the school day has to be in school at the start of the school day and up until departure time. Special cases can be brought to the principal and will be handled on an individual basis. These special cases must be brought to the principal before the absence occurs.

### Checking in and out during the school day

Any student who wishes to leave school during the school day must check out through main office before leaving, and must have parental permission before he/she leaves. Even though a student may be sick and needs to go home, the student must check out through the main office. Any student who leaves school without checking through the principal's and/or main office will be considered to have skipped school. This also includes students who go home for lunch but do not return to school or let the school know they are not returning. Checking in and out with your junior or high school instructor is not acceptable.

### Communicable Disease

If your child should have a communicable disease such as mumps, chickenpox, or head lice, please contact the school. This will enable us to notify the other students to watch for symptoms of this disease.

### Compulsory Attendance Ages

Under South Dakota law, children between the ages of seven and 18 are of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's regular attendance at a public or nonpublic school until the child has reached the age of 18 unless the child has graduated or is excused.

All children not younger than five or older than six as of September 1, 2010 shall attend kindergarten. Any child who transfers from another state may proceed in a continuous educational program without interruption if the child has not previously attended kindergarten.

Any person who does not see to the school attendance of a child in their care will be guilty of a misdemeanor and if convicted, will be subject to a fine as established by law.

No student will be denied the right of attending school without due process of law.

### Excused Absences

Excused absences are defined as absences that the parents have notified the school about in writing or by phone. Unless written or oral notice has been given to the school in advance, it is the parent's responsibility to contact the school office by telephone (598-6266) by 8:40 a.m. each day the student will be absent. If this is not done, the school office will attempt to contact the parents.

Any oral or written excuse must include the date or dates absent (morning, afternoon, or all day). A written excuse must always have the signature of the parent. The office may occasionally telephone parents to confirm written excuses. It is the student's and parent's responsibility to see that the school is contacted about a student's absence. Students returning to school whose parents have not contacted the school will have a maximum of one school day to do so. At the end of one day or 24 hours of the absence, the absence will be unexcused.

A Student who is ill with what appears to be a flu-like illness with high fever, vomiting, joint pain, diarrhea and other symptoms similar in nature should stay home and will not be admitted

into school until after a normal temperature has been reached for at least 24 hours. All absences for an occurrence of a flu-like illness, or an extended hospital or home stay due to illness, accident, or medical condition will be counted as 1 full day regardless of the duration of the event to insure that a student does not return to school before the illness has run its course, and they are fully healed and the student is no longer exhibiting flu-like symptoms.

### Makeup Work

Students will be given the opportunity to make up missed work for absence from school. Such work shall be done only at a time that does not interfere with class instruction. Requests for teacher assistance is encouraged but shall be scheduled at the convenience of the instructor. Make up work is to be completed two days after a single absence, or at an appropriate time for a large absence (two school days for each day of absence).

It is the goal of the District to develop responsibility in our students. Either prior to or after an absence it is the responsibility of the student to meet with their teachers to receive all missed assignments and tasks.

Whenever a student is absent from class, they can expect to be assigned a reasonable amount of makeup work. If the student misses a test, a different test covering the same material may be given. If the student has missed discussion or lecture material, written work may be assigned. Students should report to class after an absence with the work completed that was assigned before the absence.

### School-sponsored Absences

Are defined as when the student is absent from school for the purpose of representing the school in a school activity. The student is not counted absent for this but is responsible for making up missed work.

### Tardiness

Tardiness is defined as a student who is not in their assigned room when the bell rings shall be considered tardy.

Tardies will be of two classifications – unexcused tardies and excused tardies. Oversleeping is not an excused tardy. Excused tardies will be granted in case of a student getting to school late because of bad weather, car trouble, or some home emergency. Excused tardies will be recorded as tardies, but no punishment will be connected to them unless a student piles up an excessive amount of them. Excused tardies require the parent to contact the principal within one day. Otherwise, it will remain on the books as a regular tardy. If no contact is made from parents/guardians within one day, unknown tardies become unexcused.

Students arriving late to school on the bus will not be counted tardy on the permanent record. Should a student arrive at school late and feels there are grounds for an excused tardy, the student should report to class, and then have his parents contact the Administrative Assistant by the next morning. If a student is tardy, the teacher will record the tardy electronically via the DDN Infinite Campus program. The student should not be sent to the principal's office.

The principal will track these tardies on Infinite Campus and when a student has three (3) in a nine (9) week period, the student will serve detention. The detention will be served at the discretion of the Principal. Excessive tardies can result in other punishments such as in-school suspension. In the case of excused tardies, it will depend on the particular situation as to when punishment is considered. In the case of a bad winter, there would be more leniency, etc.

Should a student be kept late in a class at the teacher's request, the student should obtain a pass slip to present to the next teacher. Otherwise, the student will be marked tardy.

### Unexcused Absences

Are defined as absences where the parent has not notified the school, the student has left the school without permission, or the student is not in assigned class. This also includes students who go home for lunch and fail to notify the school when they are not returning for the remainder of the day.

A student, who skips school without parental permission or checking out from the office, will receive a zero for the content missed. A student may be suspended in addition to this. A second skip, whether from a class or study hall, will result in a suspension.

### Bus Rules

Students are to follow these rules:

1. Be courteous, use no profane language or gestures.
2. Keep the bus clean by putting all papers, cans, and other trash in the proper container.
3. No glass bottles are allowed.
4. No alcoholic or non-alcoholic brew is allowed.
5. Cooperate with the driver at all times.
6. No smoking or smokeless tobacco products.
7. Do not destroy or vandalize property or endanger anyone's safety.
8. Remain seated at all times.
9. Keep head, hands, and feet inside the bus.
10. The bus driver may assign seats and set any other rules as needed.
11. For your safety and the safety of others, do not distract the driver for misbehavior.

If a student misbehaves on the bus the penalty is at the discretion of the principal depending on the circumstances. It may include removal from the bus for one to ten days or permanent removal from the bus by a formal hearing. Serious misbehavior on the bus may also be the cause for punishment up to and including suspension or expulsion from school. The parents will be contacted and the discipline event will be documented on the students discipline record through Infinite Campus. Parents will be contacted for another action requiring a second report. A second violation may result in the student being suspended from riding the bus for a period of time. It will then become the parent's responsibility and expense to get the child to school.

### Complaint Policy

This policy applies to all Federal Programs within the Faulkton Area Schools District and any complaints that parents or patrons may have with the implementation of a Federal Program Complaint Policy Procedure.

Parents are sometimes concerned that staff members will retaliate against students whose parents bring concerns or complaints to the school. The school board, administration and staff members are conscious of this concern and will not permit retaliation under any circumstances.

1. Following an informal Level 1 or 2 meeting with the parent, student, teacher and principal if there is no satisfactory resolution to the concern then a Formal Level 1 meeting will be scheduled among the interested parties in the dispute.
  - a. The meeting will be held within five (5) business days.
  - b. A Formal Level 1 complaint form shall be obtained from the principal's office.
  - c. The complaint form shall be filled out, signed, dated, and returned to the administration.
  - d. Each party in the Level 1 complaint shall receive a copy of the form.
  - e. A copy of this form will be held in the Principal's office for a period of two years.
2. If there is no resolution at the Formal Level 1 the Superintendent shall meet with the interested parties and provide them with a copy of the Level 2 complaint and the interested parties will then offer a written statement regarding the events.
  - a. The meeting will be held within five (5) business days after the receipt of the Level 2 complaint form.
  - b. A decision will be made and communicated to the parties involved in writing within three (3) days after the meeting is held.
  - c. If the Superintendent feels that the complaint has grounds for further action, or if the complaint is to be made part of the employee's permanent record, the employee must be informed of this action, in writing.
  - d. A copy of this form will be held in the Superintendent's office for a period of two years.
3. Either side may request a meeting with the Board of Education if either feels the decision of the Superintendent was incorrect.
  - a. The hearing before the Board of Education will be scheduled with the mutual agreement of the parties involved for the next scheduled meeting of the Board of Education, or
  - b. A Special Board of Education meeting may be scheduled if the President and a majority of the Board of Education believe the situation warrants.
  - c. A decision will be made and communicated to the parties involved in writing within three (3) days after the meeting is held.
  - d. A copy of this decision will be held in the Superintendent's office as a part of the teacher's permanent record.
4. Decisions of the Board of Education are may be forwarded to the SD Department of Education. This may include an appeal of the decision made by the Board of Education.
5. The resolution of any issue related to any Federal Program is a district responsibility. Complaints should be directed to the district administrator.

### Controlled Substance

This policy covers all students participating in all activities of the school – not just athletics. This includes athletics, music, oral interpretation, FCCLA, FFA, plays, or any other activities where the students represent the school.

The philosophy of this policy relating to the use of mood-altering chemicals such as alcohol, tobacco, drugs and marijuana is as follows: "The school 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 persons in their lives. The close contact in activities of advisers and coaches provides them with a unique opportunity to observe, confront and assist young people.

The school, therefore, supports education and awareness of chemical dependency and special issues affecting school activities for administrators, athletic directors, coaches, advisers, participants and their families.

The statement of purpose of this program is:

- To encourage the growth of responsible citizenship among the students, other schools, and their personnel.
- 2. To emphasize the school's 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.
- 3. To promote equity and a sense of order and discipline among students.
- 4. To confirm and support existing state laws that restricts the use of such mood-altering chemicals.
- 5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
- 6. To assist students who desire to resist peer pressure that directs them toward the use of mood-altering chemicals.
- 7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

**Basic Rule of the Policy** – During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not possess, use, sell, or be under the influence of beer, alcohol, drugs, or other controlled substances or tobacco products in school, on school property, at school activities or in any other area where school functions are occurring. Prohibition shall also extend to all non-school activities and locations. 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 a doctor. The count of violations will not start over with each school year, but will continue from grade 7 through 12.

**Penalties For Violations** related to use, possession, sales, or being under the influence of tobacco and/or alcohol.

First violation – After confirmation of the first violation, the student shall lose eligibility for the next school function in its entirety. No exception is permitted for a student who becomes a participant in a treatment program.

Second violation – After confirmation of the second violation, the student shall lose eligibility in events in which the student is a participant for the next two school functions in its entirety. No exception is permitted for a student who becomes a participant in a treatment program. In addition, students using any form of alcohol or drug in either or both of the violations would have to provide documentation that the student has sought or has received counseling form a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist, or psychologist. (This would be a student-parents expense.)

Third violation – After confirmation of the third or subsequent violations, the student shall lose eligibility in all school functions for the remainder of the school year. If the student voluntarily

becomes a participant in a chemical dependency program or treatment program at his own or parent expense, the student may be certified for possible reinstatement in activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. Students whose offenses have all involved tobacco and only tobacco may be reinstated after six weeks.

#### Other Points of Consideration

Confirmation of a violation would have to be made by a faculty member, administrator, law enforcement officer, or parent of the student involved.

Reports of a violation shall be made to and be investigated by the principal. The principal shall interview the student concerning the alleged violation. If the investigation indicates that a violation has occurred, the student's parents shall be advised of the violation and be given an opportunity for a face-to-face conference with the principal at a time and place designated by the principal. Upon completion of the investigation, if a violation is determined to have occurred, the above penalties would be enforced.

A school function is considered to be any function that is at least one of the following: sponsored, funded, and/or advised by a school employee or representative of the district. In the case of organizations regular meetings, planning meetings and practices will not count as a school function in which the student loses eligibility. Music events such as concerts, pep band, full group contests, and other required performances will also not be counted as school functions since they are part of the curriculum and credit is given. However, music events separate from what is the minimum requirement for all students will be counted as school functions. Students would be required to rehearse or practice if they wish to continue in the activity after the suspension period. It is not a defense under this policy that the particular student's violation did not constitute a criminal violation under South Dakota law. (Therefore, if a parent buys a student alcohol, this may not be breaking a South Dakota law, but would still subject the student to penalties under this policy.)

The violation may be reported to the proper juvenile court official or state's attorney.

#### **Suspension from extracurricular activities for controlled substances violation.**

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

The one year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department

of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program.

Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22- 42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.

Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices. 13-32-9.1.

No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the district.

### **Damage/Vandalism/Breaking and Entering the School Building**

This policy refers to willful or malicious destruction or defacement of public or private property (including books and equipment). The student should be counseled by the classroom teacher and/or principal and the parent/guardian will be notified. The student will be subject to possible detention, suspension, expulsion, and/or possible referral to law enforcement agency, depending on the seriousness of the offense, and total financial responsibility. Failure to accept financial responsibility will be dealt with by suspension or expulsion of the student and/or referral to the proper law enforcement agency.

The school may in the case of minor damage (writing on desks, pencil marks in books, etc.) give the student the option of rectifying the situation by his/her own labor as long as the work is acceptable. In such cases, parents may not be officially notified. This option is at the school's discretion and times to perform the work will be at the supervising teacher's convenience.

While science lab glass and equipment breakage may not be intentional, students are financially responsible for such breakage and replacement cost.

## Detention

Detention will be issued by teachers or administrators. The teacher may assign up to three detention periods for an offense. More than three detentions may be assigned on approval of the principal. A student who fails to show up for detention will automatically on the first offense receive additional detentions. On the second offense of not showing up for a detention, a student may be suspended in/out of school. If a third offense should result, the student will be presented to the school board for expulsion.

The following rules are to be followed by students on detention:

1. Students must bring work to do while at detention.
2. Detentions will be served either mornings or after school only when school is in session.
3. Detention times will be assigned at the teacher's discretion and convenience. No detention will have to be served the same day the slip is issued unless the slip is issued for a previous day's skipped detention. This gives the student opportunity to inform his/her parents that they will have to arrange transportation. Not having a way home will not be a defense for not serving a detention and failure to stay will only result in more detention.
4. Students will serve multiple detentions on a consecutive daily basis with the detention being served in the same order that they were issued.
5. Students will be issued a "detention slip", stating the reasons for the detention, by the teacher. This slip, signed by the parents or guardian, must be returned to the teacher on or before the first day of detention or more detention time will be assigned.

Detention means spending time outside of regular school hours and is used as a punishment for some violations of rules. All detentions are supervised by teachers or the principal. A student on detention is never left unsupervised.

## Disciplinary Action

Students under disciplinary action will be handled on an individual basis depending on the cause for the disciplinary action and the number of times a student deviated from an acceptable standard of conduct.

If a student feels a teacher has been unjust, the student should discuss it with the teacher alone after class or ask to see the principal, counselor, or Superintendent.

Discussion while minds are rational can usually do much to prevent a small problem from growing. It is much easier to discuss a problem before disciplinary action becomes necessary. Disciplinary actions will be noted by the principal on DDN campus.

## Discipline Policy

### Philosophy of Discipline

Students are expected to behave while at school. They are to obey the teachers, administrators, and other staff members at all times without arguing. Rules are posted in each classroom. Students are expected to follow all classroom rules at all times. If however a student's behavior does not meet the expectations of their teacher, they may be sent to the principal's office.

## Character Counts

These six core ethical values form the foundation of the Character Counts Initiative and are the basis for the Philosophy of Discipline of the district. For more information visit [www.charactercounts.org](http://www.charactercounts.org)

### Trustworthiness

- Be honest
- Don't deceive, cheat or steal
- Be reliable — do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal — stand by your family, friends and country

### Respect

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults and disagreements

### Responsibility

- Do what you are supposed to do
- Persevere: keep on trying!
- Always do your best • Use self-control
- Be self-disciplined • Think before you act — consider the consequences
- Be accountable for your choices

### Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

### Caring

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

### Citizenship

- Do your share to make your school and community better
- Cooperate

- Get involved in community affairs
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

A student may be sent to the principal's office for the following reasons, but the staff member reserves the right to also send students for other offensive behaviors:

1. Misbehavior in an extra class such as music, computer, band, guidance, etc. that results in the teacher sending the student back to their regular classroom.
2. Physical or verbal fighting on the playground or in the school building.
3. Inappropriate language/or gestures as determined by the school staff member present.
4. Violation of a playground rule such as throwing rocks or snowballs.
5. Violation of rules in place at home athletic contests.
6. Misbehavior on the bus, or a violation of the bus rules.

A student will be given two warnings when sent to the principal's office. These trips to the office will be documented with a note to the parents of the child informing them of the behavior of the student and the incident will then be recorded on the DDN Campus Parent Portal. On the student's third trip to the office for misbehavior, the parent will be called and the student's incident will also be recorded on the DDN Campus Parent Portal. After three trips, any ensuing trip to the office will result in an in school suspension. An in-school suspension will mean that the student will receive no better than a 69% on all work completed for that day.

### Dismissal from Class

If the conduct of a student is such that it interferes with the work of the teacher and/or students, and does not improve after warning, the student will be dismissed from the classroom.

- a. Any student dismissed from class shall report to the principal's office. A conference with the teacher, student, and principal will be held. A disciplinary report shall be completed by the teacher for the student's file. The teacher shall call the parents and/or send a letter relative to the action. (Suspension may or may not be issued depending on the nature of the incident.)
- b. A second dismissal from that class or any other class may result in some suspension time with parents' notification.
- c. A third dismissal from that class or any other class may result in suspension with parent notification.
- d. Disciplinary action after that point will result in bringing the student before the school board for expulsion.
- e. A student, who has been dismissed from class but refuses to leave the room at the request of the teacher, shall be suspended.

## Homelessness Policy

Faulkton Area Schools District Policy on Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth.

The Faulkton Area Schools District policy is to:

- ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
- Transportation services.
- Educational services for which the child or youth meets the eligibility criteria, such services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- Programs in vocational and technical education.
- Programs for gifted and talented students.
- School nutrition programs.

## Sexual Harassment Policy

**POLICY:** It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

**DEFINITION:** Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

**RESPONSIBILITY:** School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment.

Workshops and activities may be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

**COMPLAINTS:** Employees and students who believe they have been or are being sexually harassed should inform the individual that his/her behavior is unwelcome, offensive or inappropriate. In the event such behavior continues, the student or employee should discuss the incident(s) with the supervisor and keep a record of the discussion and the incidents leading up to the discussion. Include dates, times, places, witnesses, and any notes or letters or other materials.

If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator.

**INVESTIGATION:** After receiving a verbal or written report, the supervisor shall conduct an investigation and make written recommendation within fourteen (14) working days to the Superintendent. The recommendation will contain the validity of the charges and what action, if any, should be taken to resolve the complaint.

Action may, but shall not be required to include progressive discipline up to and including termination, probation, suspension or expulsion, and/or counseling or other rehabilitation effort. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

**PROHIBITION AGAINST RETALIATION:** The District strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of reprisal or adverse pressure, including the accused discussing the allegations directly with the accuser except where such discussion has been arranged and facilitated by the Title IV Coordinator. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the offender.

## Student Bullying

The Faulkton Area Schools District 24-4 is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students' are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. Has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
- Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

- Reporting Procedure:
  - a. Incidents of bullying, whether directly observed by a student or staff member or reported by a student to a staff member, are considered serious infractions of school policy and will be handled in that manner.
  - b. All incidents must be reported immediately to a classroom teacher,



- paraprofessional aide or a principal so that the incident is documented.
    - c. Documentation may consist of either an oral or written statement taken from a student or staff member.
    - d. Facts of the incident may be entered into the appropriate student's Infinite Campus file for future reference.
  - 2. Investigation of referral:
    - a. Facts of the incident will be gathered informally by the teacher, staff member or administrator and the incident will be referred to a principal for immediate action.
    - b. Students involved in the incident will be questioned to determine the factual background details of the incident.
    - c. If the facts, as stated by the individuals in question, lend credence to the report the parents of the student(s) involved in the incident will be notified within a reasonable time period.
  - 3. Consequences for bullying:
    - a. 1st Offense:
      - i. Notification of parents
      - ii. 1 hour detention
      - iii. 1 day of in-school suspension (student may receive credit for work up to 69% of total allotted points for each assignment given): OR
      - iv. 1 day of suspension from all school activities and classes (student will not receive credit for any assignments and is prevented from either participating in or attending any school activity for the day).
    - b. 2nd Offense:
      - i. Notification of parents
      - ii. 2 hours of detention
      - iii. 2 days of in-school suspension (student may receive credit for work up to 69% of total allotted points for each assignment given); OR
      - iv. 2 days of suspension from all school activities and classes (student will not receive credit for any assignments and is prevented from either participating in or attending any school activity for the day).
    - c. 3rd Offense:
      - i. Notification of parents
      - ii. 3 days of suspension from all school activities and classes (student will not receive credit for any assignments and is prevented from either participating in or attending any school activity for the day).
      - iii. Referral to Superintendent and/or Board of Education for hearing for the purposes of suspension from or expulsion from school district.
  - 4. Non-retaliation policy:
    - a. The school board, administration and teaching staff are conscious of the fact that retaliation against a student who files a bullying complaint may occur. The district staff and board of education will not permit retaliation under any circumstances.

- b. Incidents of retaliation related to a bullying complaint will be referred to the administration for further disciplinary action.
  - c. Law enforcement may be called in cases of a serious where threats of bodily injury, personal property damage, or physical violence have or may occur.
5. Bullying Prevention Activities:
- a. Character Counts for grades K-12
  - b. DARE for grade 5
  - c. Staff and student in-service programs as scheduled throughout the school term.
  - d. Policy will be listed in the Faulkton Area Schools District 24-4 Student Handbook, on the school website and in the School Board Policy Manual and Teacher's Handbook for reference.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

### Suspension and Expulsion

Serious breaches of standards of behavior on school property or at school events may result in suspensions or expulsions from school. By law, the Board has the authority to suspend or expel beyond ten days students for violation of school rules or policies, or for insubordination or misconduct. The principals are authorized to suspend pupils for not more than ten school days and by the Superintendent of schools for not more than 90 days. The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsion for consumption or possession of beer or alcoholic beverages may not extend beyond 90 school days.

### Suspension

There may be times when the only way to correct a disciplinary problem is by suspension. These can be of two kinds.

1. IN SCHOOL SUSPENSION consists of the child being kept apart from the rest of the children. The student will be required to do assignments and will receive no better than a 69%.
2. OUT OF SCHOOL SUSPENSION consists of the student being prohibited from attending school because of behavior that is detrimental to the orderly operation of the school and because the presence of the student is disruptive. The student will complete the work assigned but will receive no credit.
3. In the event of a suspension or expulsion of any student SD Codified Law 24:07 will be followed.

Suspension and/or expulsion may result from the following offenses:

1. Continued and willful disobedience
2. Use, possession, distribution, or being under the influence of alcohol, illegal drugs, or tobacco on school property or in connection with any school sponsored function.

3. Open defiance, in language or action, to any teacher or person having authority in school.
4. Willfully causing or attempting to cause substantial danger to public school property
5. Conduct of such character as to constitute danger to the well-being of self or other students
6. Physical assault and/or battery upon another student or school personnel
7. Taking or attempting to take another person's property or money by means of force or fear or by any other means.
8. Violation of attendance regulations
9. Cursing, verbally abusing, or threatening any person.
10. Willful interruption or substantial disturbance of any school activity or program
11. Violation of school board policy or regulation
12. Possessing weapons, explosives or other prohibited materials (see weapons policy)
13. Making false alarms or bomb threats.
14. Participating in or conspiring with others to engage in harassing, bullying, or hazing acts to injure, degrade, and/or disgrace other individuals.

Students who are guilty of continued serious misconduct which results in repeated suspension and who therefore interfere with the opportunity of other students to carry on their learning activities may be recommended to the Board for expulsion from school.

Most suspensions are "in school" unless the safety of others is endangered, it is a serious infraction, or the student has already had several "in school" suspensions. A student under "in school" suspension shall be given the chance to complete make up work and receive an "F" (69%) for such work for each day. The work is due at the end of the school day. A student under "out of school" suspension will automatically receive zeros.

"Out of school" suspension and expulsion is an exclusion from school and means total exclusion from participation in any and all school sponsored activities. This includes such things as dances, homecoming, prom, curricular and extra-curricular activities including all practice sessions.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsion.

### Tobacco, Drugs and Alcohol

The District recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function reasonably in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, the school staff recognizes that chemical abuse (drugs and alcohol) has become a serious problem throughout the country. They accept their obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way. One of the goals is to prevent abuse. Accomplishing this goal will entail training teachers, counselors and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, the administration is prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psychoactive or mood altering chemicals in the school district. This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

### Smoking and Chewing

The use and/or possession of tobacco or tobacco products, including chewing, e-cigarettes/vapor pens/vapor hookahs (containing nicotine or no nicotine) (January, 2018) is prohibited. The policy applies on the way to and from school, on the bus, during lunch, at school activities, and during the school day. Violation of the above shall be considered disruptive behavior and may result in in-school suspension.

### VIOLATIONS

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

- A. First Offense
  1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
  2. The administration may suspend the student for up to five (5) days in compliance with student due process procedures.
  3. Within thirty-six (36) hours, the director will notify the parent(s)/guardian(s) in writing of the suspension.
  4. Notify available law enforcement authorities.
  5. The administration may refer on for prosecution.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because chemical dependency is preceded by misuse, early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) days. The administration will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

- B. Second and subsequent offenses
  1. The administration will contact the parent(s)/guardian(s) to arrange a conference.
  2. Notify available law enforcement authorities.
  3. The administration will suspend for five (5) days in compliance with student due process procedures.
  4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
  5. The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
    - a. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
    - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and family.
- C. Supply/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.
  1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
  2. Supplying or selling chemicals will result in a five (5) day suspension.
  3. The administration will refer the case to available law enforcement authorities.
  4. A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the Superintendent.
- D. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the school nurse if available, and the building administrator will be notified. The school nurse or building administrator will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Chemical Abuse will be followed.

- E. A biennial review of the School Districts program will be made:
1. To determine the program's effectiveness and implement changes to the programs if they are needed; and
  2. To insure that disciplinary sanctions are consistently enforced

## Weapons Policy

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported 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 fire 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 Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 5-4 for the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

## Federal Guidelines

### Confidentiality Requirements

The Family Educational Rights and Privacy Act (FERPA) require that all parents be notified annually, in the primary language used in the home, of their rights under the law. This annual notice shall be given to inform parents of the following;

1. All records kept on a student, including computerized data can be found in that student's attendance center. Copies of the student's file can be found in cum file, gifted teacher/coordinator and classroom teacher's file.
2. Parents have the right to inspect and review all educational records; to receive explanations and interpretations of the records; and to obtain copies upon request.
3. Parents have the right to request to amend educational records believed to be inaccurate, misleading or in violation of a student's privacy.
4. Parents have the right to request a hearing if the district refuses to amend an educational record.

5. No student record will be disclosed without informed parental consent, except to persons with a legitimate educational interest.

The "personally identifiable information" which the Act protects includes, but is not limited to, test scores and grades identified with student's name, the names of the student's parents or other family members, personal identifiers such as social security number or student number, personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

Schools may disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, if a parent, guardian, and/or student do not want this information released, they must annually contact the school in writing within a reasonable amount of time of receipt of this handbook that they do not want this information disclosed.

Parents and eligible students who need assistance or who wish to file a complaint under the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW,  
Washington, DC 20202-5920

### Elastic Clause

The student handbook for Faulkton Area Schools does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration and teaching staff will make every effort to act fairly and quickly to resolve the issue and communicate with the parents in a timely manner. The best interest of the student, school, and community will be greatly considered in handling each event. Each situation is different and all situations will be handled on an individual basis. We sincerely hope that each one of you will have a successful and enjoyable school year. Please take the time to know the rules and regulations that you are expected to follow and many of the little problems that may be avoided. If you have questions or concerns please contact your child's classroom teacher or the principal. They can explain the rules to you and will do their best to enforce all rules fairly and consistently.

### Special Services

The Faulkton School District offers various special programs for students and teachers. The various programs are described below.

**Title One:** Services are provided to students that are in need of extra help in the areas of reading and math. Services are provided by a teacher in groups of 1 to 3 students. Referrals for this program are to be made by parent/teacher either to the principal or the Title I teacher.

**Computers:** They are available for use by all students that have received instructions on the computer by the classroom teacher. Teachers are encouraged to challenge individual students and provide reinforcement for skills taught in the classroom.

**Counseling:** Services are available for students. Teachers wishing to refer a student for counseling should do so through the counselor.

Library: Services are available for both the students and staff. A variety of books, reference materials, videos, audio-visual equipment, and computer software are available. More information regarding the library services may be obtained from the librarian.

Screening: Screening for possible speech, language or hearing difficulties are conducted during the year for students in grades Kindergarten, 1st, 2nd, 4th, 7th, 11th, and new students by the speech/language therapist. Vision and scoliosis are screened by the Community Health Nurse. Preschool screening of children age's three to five is offered in the spring of each school year.

Speech, Language, and Hearing Therapy: Services are provided for students who are in need of speech, language, or hearing services. Referrals for this program are to be made to the principal or speech/language therapist.

### Student IEP Transfer

A child in need of special education or special education and related services assigned to and enrolled in an approved out of district special education residential or tuition day program by an individualized education program (IEP) team has school residence in the school district making the assignment.

The fiscal responsibility of the school district making the assignment continues until the end of the school fiscal year or until the child's parent or guardian enrolls the child in another school district, the child participates in the new school district's special education program, the new school district conducts a placement committee meeting, a new individualized educational program for the child is adopted, and the child's placement is changed.

### Summary of Parents Rights

Special Education: Services are provided for all students that are in need of special or prolonged assistance. Referrals for this program are to be made either to the principal or the special education teacher.

Parents and children are granted a number of rights through rules and regulations applying to special education programs and services. As a parent, you may request more detailed information from your school district.

1. You may review your child's school records and have a copy made of them.
2. You may request an evaluation of your child at any time.
3. An evaluation of your child will not occur without your written consent.
4. You will be informed of the results of evaluations and the recommendations that come from them.
5. Your child will not be placed in any special education programs without your knowledge.
6. You have the right to refuse both evaluations and special education placements.

Faulkton Area Schools District

Title I Plan

FAULKTON AREA SCHOOLS

TITLE I (section 1118) Parental Involvement

(a) LOCAL EDUCATIONAL AGENCY POLICY

Adopted August 11, 2003

The Faulkton Area School shall:

- I. Establish a Title I Parent Advisory Council which will be appointed when needed



for specific time and purpose to review Local Educational Agency (LEA) policies, school-parent-student compact, and to formulate suggestions in decisions relating to the education of students.

- A. The Parent Advisory Council membership shall consist of the Federal Programs Coordinator, Title I teachers, and at least one Title I parent.
- B. The purpose of the council shall include:
  - 1. Involve parents in the joint development of the annual Consolidated Plan under section 1112 (Local Educational Agency-LEA), and the process of school review and improvement under section 1116.
  - 2. Provide coordination, technical assistance and other support necessary to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
  - 3. Coordinate and integrate parental involvement strategies with other programs such as Head Start and Preschool.
  - 4. Build the schools' and parents' capacity for strong parental involvement.
  - 5. Provide all parents the opportunity to annually conduct an evaluation/survey of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation by parents in activities authorized in this section.
  - 6. Involve parents in the activities of the schools served under this part.

## FAULKTON AREA SCHOOLS

### TITLE I (section 1118) Parental Involvement

#### (b) School Parental Involvement

##### I. Policy Involvement

- A. Convene an annual meeting to inform and explain in an understandable and uniform format to parents their school's participation in the Title I program, and their right to be involved.
- B. Offer a flexible number of meetings with funds used to provide transportation, child care, or home visits as they relate to parental involvement. The scheduled agenda should include discussion on planning, review, and program improvement.
- C. Provide parents of participating children timely information about programs, a description and explanation of curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

##### II. Shared Responsibilities

- A. Develop a school-parent-student compact that outlines how students, parents, and the entire school staff share the responsibility for student

achievement and the means by which the school and parents will build and develop a partnership to help serve the state's high standards. This compact will be distributed to parents/teachers at the beginning of each school year, with the appropriate student handbook. Parents are encouraged to discuss the compact with their child.

- B. Address the importance of communication between parents and teachers on an on-going basis, such as parent-teacher conferences, frequent reports to parents on their child's progress, and being involved in their child's classroom.

### III. Building Capacity for Involvement

- A. Provide assistance to parents in understanding the state's academic and content standards and how to monitor a child's progress with educators to improve achievement.
- B. Provide materials and training to help parents to work with their children to improve their achievement.
- C. Coordinate to the extent feasible and appropriate the integration of parent involvement and activities with programs such as Head Start and Preschool.
- D. Ensure that information related to schools and parent programs and meetings is sent to the parents in a format that is practical and in a language parents can understand.
- E. Provide other reasonable support for parental involvement activities under this section as parents may request. This may include:
  - 1. Involving parents in the development of training for educators to improve the effectiveness of such training.
  - 2. Provide necessary literacy training from funds under this part.
  - 3. Pay reasonable and necessary expenses associated with local parental involvement activities.
  - 4. Train parents to enhance the involvement of other parents.
  - 5. Arrange school meetings at a variety of times, or conduct in-home conferences between educators and parents.
  - 6. Adopt and implement model approaches to improving parental involvement.
  - 7. Establish a District wide voluntary parent advisory council to provide advice on matters related to parental involvement.
  - 8. Develop appropriate roles for community-based organizations and businesses in parental involvement activities.
  - 9. Parents will be scheduled to attend parent-teacher conferences twice yearly. In addition to this they will be welcomed to request a conference whenever they feel a need to talk to a teacher about a specific problem.
  - 10. Parents are welcome to visit classrooms to volunteer in classrooms and to participate in all school activities.

11. The school's curriculum, proficiency level expectations, and district report card are available for parental viewing in the elementary principal's office at all times.
12. Parents are notified through the newspaper that they have a right to request information about the professional qualifications of classroom teachers instructing their children.

#### IV. Accessibility

- A. To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- B. Information shall be distributed to parents in a format to the extent practicable, in a language parents can understand.

#### V. Highly Qualified Staff

All students in the Faulkton Area Schools will be taught by "Highly Qualified" Teachers and Principals according to the Federal No Child Left Behind Act. If you have any questions regarding the qualifications of your child's classroom teacher or principal and would like verification of their teaching qualification, please contact the elementary principal or the secondary principal. If your child will not be taught by a highly qualified substitute teacher for more than 20 consecutive days, you will be notified in writing of this staffing change. Please contact the Faulkton Area Schools if you have any questions regarding this policy.

## Grading and Student Eligibility

### Academic/Attendance Awards for Elementary Students

Awards will be presented at the end of the year.

**Meritorious Attendance Award:** To students that were absent a total of two days or less for the school year.

**Perfect Attendance Award:** To students that did not miss any school, except for school-related functions or approved activities.

**Gold Award:** 96% or above average for the year on all academic work.

**Silver Award:** 90-95% average for the year on all academic work.

**Bronze Award:** Meritorious effort, attitude, work ethic, or improvement as decided by the teacher.

### Cheating/Plagiarism/Academic Dishonesty

Students who are found cheating or plagiarizing will receive a zero (no credit) for the particular piece of work in question with written notice being sent home to parents. Cheating infractions may also be viewed via the DDN parent portal.

### Classification of Students

Students are classified according to credits earned and are assigned to classes accordingly. The number of years spent in high school has no bearing on a student's class affiliation. Classification is on the following basis:

- FRESHMEN: less than five (5) units of credit at the opening of the first semester; or less than eight (8) units at the opening of the second semester.
- SOPHOMORE: at least five (5) units of credit of high school work at the opening of the first semester; or with eight (8) units at the opening of the second semester.
- JUNIOR: at least ten (10) units of credit at the opening of the first semester; or with thirteen (13) units at the opening of the second semester.
- SENIOR: at least fifteen (15) units of credit at the opening of the first semester; or with eighteen (18) units at the opening of the second semester.

### Class Advisers

Advisers will be assigned to each high school class. Class meetings will be held when deemed necessary by the high school principal and the class adviser. Arrangements for class meetings should be made by the class president, the class adviser, and the principal. Students will not expend their class funds without authorization from the Superintendent, the principal, or the class adviser.

### Conferences

Report cards are prepared and handed out after each quarter of the year. Conferences with parents will be held periodically during the year. Parents are urged to attend and discuss their child's progress with his/her teachers. Parent/teacher conferences are held at the end of the first quarter and toward the end of the third quarter.

Progress reports are prepared during the 5th week in each quarter. Report cards and progress reports are available for parental review on the DDN campus website. However, anytime a question arises, please feel free to call 598-6266 and set up a conference with your child's teacher. It is always better to discuss concerns as they happen!

### Eligibility

- At the beginning of each quarter the student will have a three week period before the teachers will post their grades to check and see if students are eligible for extracurricular activities. After that three week period the grades will be posted every two weeks and the eligibility will be checked until the next semester begins.  
**If a student has one F the student will be declared ineligible for the activity or activities in which they are participating.**
2. The grades will be posted by the teachers that Thursday night before the next eligibility period begins. Then Friday morning the grades will be printed off by the high school principal/activities director.
  3. If there is any student who is ineligible the high school principal will inform the coach and any extra-curricular participant that they are ineligible for the next two weeks. During that two week period the student(s) will have the opportunity to bring up their grades to become eligible once the grades are checked again. A student's ineligibility will begin the following Monday and go until the grades are checked again. If the student becomes eligible again at the next posting he/she will be able to participate again the following Monday.

**Even though a student is found ineligible on that Friday, he/she will still be able to participate in that weekend's activities. The student will become ineligible the following Monday.**

4. If a student is ineligible for two weeks they may continue to practice with their team, but are not allowed to suit up for any game or perform in their extra-curricular activity.
5. If a student is ineligible for a two week period and has a study hall, he/she will have his/her study hall privileges restricted. This means that a copy of who is ineligible will also be given to those who watch over the students in study hall.
6. Music events such as concerts, pep band, full group contests, and other required performances will also not be counted as school functions since they are part of the curriculum and credit is given. However, music events separate from what is the minimum requirement for all students will be counted as school functions.

Ineligible students may continue to practice in an activity, with the approval of the director of the activity. No student will be permitted to practice until he/she has had a physical examination, and has presented the physical slip to the athletic director. A student needs to update their physical exam every three (3) years. All eligibility regulations shall apply to junior high activities as well as high school activities. In addition to the above regulations, all rules set forth by the SDHSAA must be enforced.

### GED Exemption

Students aged 18 years of age or older will be exempt from compulsory attendance provided they are enrolled in and participating in a school-based or school contracted Graduate Equivalency Degree (GED) program and meets one or more of the following five conditions:

- Verification from a school administrator that the child will not graduate with the child's cohort class because of credit deficiency;
- Authorization from a court services officer;
- A court order requiring the child to enter the program;
- Verification that the child is under the direction of the Department of Corrections; OR
- Verification that the child is enrolled in Job Corps as authorized by Title I-C of the Workforce Investment Act of 1998, as amended January 1, 2009.
- The parents or legal guardian of the child must also give written consent to the GED exemption.

### Grading Classroom Performance

Students in the elementary will be graded using a points system. Each assignment will be given a point value and a grade will be given based on the number of points earned out of the number of points possible on the assignment. The quarter grade will be a percentage based on the assignment. The quarter grade will be a percentage based on the number of points earned out of the total number of points possible throughout the quarter. All grades will be posted in the Infinite Campus Grade book within a reasonable amount of time after the assignment has been completed. The following grading scale will be used to insure a systematic way of recording and interpreting grades.

Kindergarten  
S+ = Above Average  
S = Average

First through Sixth Grade  
A+ = 100%    C+ = 85-84%  
A = 99-96%    C = 83-81%

S- = Below Average  
I = Improvement Needed  
U = Unsatisfactory  
CW = currently working on

A- = 95-94%    C- = 80-78%  
B+ = 93-92%    D+ = 77-76%  
B = 91-88%    D = 75-73%  
B- = 87-86%    D - = 72-70%  
F = 69% and below

Music, Physical Education, Band, Computer classes will be graded using S, I and U.

### Grading Scale 7-12

The percentage grading scale used will be:

A+ = 100%	B+ = 93 – 92%	C+ = 85 – 84%	D+ = 77 – 76%
A = 99 – 96%	B = 91 – 88%	C = 83 – 81%	D = 75-73%
A- = 95 – 94%	B- = 87 – 86%	C- = 80 – 78%	D- = 72-70%
			F = 69% - 0

When teachers are figuring grades, they are to round to the nearest whole number using normal mathematical rounding rules and the tenths place only to round.

Beginning with the 2010-2015 - 2016 school year, any student completing as AP (Advanced Placement) course whether through the South Dakota Virtual School or via Faulkton High Schools, the grade earned in said class will possess a multiplier of 1.25 for GPA calculation purposes.

### Graduation Requirements

A student must attend high school for eight (8) semesters, except in extreme circumstances. Such “circumstances” must be discussed with the high school principal and Superintendent. Only one unit of credit for co-curricular activities (band and vocal) and one unit of credit for physical education shall be counted toward graduation.

Students graduating, are required to earn 22 credits including:

4 units of Language Arts (includes 1 ½ units writing, 1 ½ units literature, and ½ unit of speech)

3 units of social studies (includes 1 unit of U.S. History, 1 unit of U.S. Government, ½ unit of World History, and ½ unit of World Geography)

3 units of Mathematics (includes 1 unit of Algebra I, 1 unit of Geometry\*, and 1 unit of Algebra II\*)

3 units of Lab Science (includes 1 unit of Physical Science, 1 unit of Biology, and 1 unit of Chemistry\* or Physics\*)

2 units of keyboarding/computer studies

1 unit of Fine Arts (1/4 credit is earned through completion of the following drama activities in a given school year)

- Oral Interpretation
- One Act Play
- All School lay

1 unit of Physical Education/Health

½ unit of Personal Finance or Economics

\*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 required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Science.

No student will participate in commencement exercises unless he/she meets the requirements for graduation. It is the student's responsibility to be sure that he/she has earned all the required course credits and the required minimum amount for graduation.

## Homework

Students are expected to complete their homework assignments on time and at an acceptable level. Students may be required to do assignments over again if, in the opinion of the teacher, the work is not at an acceptable level. No assignment is considered complete until it's in the hands of the teacher! Parents are invited to talk to teachers regarding their grading system for assignments.

## Honor Roll and Honor Graduation

An honor roll is compiled at the end of each nine-week period, based on the grades for that period. The following is the break-down for inclusion on the honor roll:

Straight "A" 4.00  
"A" Average (not including 4.00) 3.75-4.00  
"B" Average (not including 3.75) 3.00-3.75

A student receiving an "F" in any subject is automatically excluded from the honor roll, regardless of his grade average.

Students who graduate with a grade point average of 3.60 or higher are listed as honor students. This will be determined by the seventh semester grade point average.

Grade Point Average is computed as follows (+’s and –’s are not considered):

A – 4 points  
B – 3 points  
C – 2 points  
D – 1 point  
F – 0 points

In determining honor roll and honor graduation, all regular academic courses, including physical education and music are considered. Grades in driver's education are excluded.

## Incomplete Grades

All incompletes shall be made up within a two-week period. Failure to make up incompletes will result in a failing grade for that particular school work. Parents will be notified if the incomplete is not made up. Students missing school due to an accident or a prolonged illness may request an extension of this two-week period. Such a request must have the approval of the principal and the teachers involved. No incompletes will be issued at the end of the year unless there are extreme conditions whereby it is impossible for a student to complete work and then arrangements will have to be cleared with the teacher/teachers and the principal.

## Note to 18 year old students

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

## Online Classes/AP Classes/College Credit Classes

Any course costs associated with a class taken by a FASD student will be the responsibility of the student's parents or guardian. These costs may include, but not be limited to; all books and materials plus assessments required for credit or advanced placement credit. This would include any course needed for credit recovery, taken as an elective or a substitute for a core course whether offered by the district or not offered by the district. AP Courses may be taken with approval of the administration. Contact the principal or counselor for AP class offerings.

## Registration

Each spring students will complete their proposed schedule of classes for the coming school year. Care should be taken at this time so that it will not be necessary for the student to change his/her schedule at a later date. The spring registration forms are used by the high school principal in preparing the master schedule. Should conflicts arise concerning a student's schedule, the student will be consulted.

During registration, students will have ample time to decide on his/her class schedule, and ample opportunity to consult with instructors, the counselor, and parents.

Students will be given five (5) school days in which to change or drop classes. After that time, students will remain in their scheduled classes until the end of the semester.

## Report of Student Progress

Reports of student progress are issued every nine-weeks by the teacher of each class in which a student is enrolled. Report cards are generally given to the student during the latter part of the week following the end of a nine-week period. Student progress can also be monitored online via the DDN parent portal. Parents as well as students are encouraged to utilize this technology if at all possible.

## Semester Grades and Credit

### HIGH SCHOOL

Quarter grade— 2/3 (67%) combination of daily average and quarter work.

- 1/3 (33%) quarter test grade if given

Semester grade— 3/7 (43%) first quarter (includes all quarter work)

- 3/7 (43%) second quarter (includes all quarter work)
- 1/7 (14%) semester test

### JUNIOR HIGH

Grading system is the same as the high school except semester tests are optional. Grades will be given for each semester and credit granted or not granted based on that grade. There will be no yearly grade or credit.



## Semester Test Exemption

High school students who have not missed more than five days or 40 periods in each semester will earn the privilege of exemption from taking spring semester tests. Three tardies will constitute a day of absence for this policy. Days of in-school suspension will also count as days absent for this policy.

High School students required to take spring semester tests are required to be in the testing area for the entire allotted time. They must take the tests during the designated time unless they will be absent for a school-sponsored event in which case the student will have to makeup, in advance, all tests to be on the date of absence. The student will not be allowed to attend the school-sponsored event if tests are not made up in advance.

## Student Case Load

All students must be in class six out of seven class periods which means they can only have two study hall periods. Students are urged to communicate with their parents, teachers, counselor and principal when registering for classes.

## Withdrawals

Students withdrawing from school must contact the principal and check out with that office before departure.

## Technology Plan and Policy

### Faulkton Area Schools District 24-4

## Student Acceptable Use Policy

Faulkton Area School District is providing students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Faulkton Area School District electronic network.

- The Faulkton Area School District electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Faulkton Area School District electronic network has not been established as a public access service or a public forum. Faulkton Area School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.

It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Faulkton Area School District electronic network.

### General Unacceptable Behavior

While utilizing any portion of the Faulkton Area School District electronic network or with the use of the Districts tablet at home, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Faulkton Area School District electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Faulkton Area School District electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use of any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of an iPod or

home computer on the network or accessing the internet from any device not owned by the district.

Students will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

## E-Mail

**The K12 email system is monitored by Administration; all emails sent through the k12 system are subject to review by Administration at any time.**

- E-mail for students in the elementary and middle school grades will be provided through a teacher for classroom activities.
- High school students may be provided with e-mail accounts with the approval of the building level administrator for specific educational projects or activities.
- Students will not establish or access Web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

## World Wide Web

- Elementary School Level - Access to information for students on the Web will generally be limited to prescreened sites that are closely supervised by the teacher.
- Middle and High School Level - Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by their school.

## Message Board/Blog Groups

The district will provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The district reserves the right to immediately terminate an account of a student who misuses the message boards or Usenet groups.

- **Websites**  
Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
- High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the home page of the classroom, school or district, as appropriate.

### Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

### System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Faulkton Area School District electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

### Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Faulkton Area School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

## Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

## Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

## Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

## Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within our or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

## Student Rights

- Students' right to free speech applies to communication on the Internet. The Faulkton Area School District electronic network is considered a limited forum, similar to a school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

## Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

## Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

## Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

## Laptop Policy

The purpose of the Laptops Program is to prepare students for their future, a world of digital technology and information. Increasingly, excellence in education requires that technology is seamlessly integrated throughout the curriculum. Increasing access to technology is essential for the future, and the current learning tool for these twenty-first century students is the laptop computer. The individual use of laptops empowers students to learn, reach their full potential and prepares them for post-secondary training and the workplace. Learning with laptops integrates technology into the curriculum anytime, anyplace. These policies apply to all laptops, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

### A. LAPTOP ASSIGNMENT

Laptops will be distributed each fall during student registration. Parents & students MUST sign and return the laptop Computer Protection Plan and Student Pledge documents BEFORE the laptop will be issued to the student. Laptops will be collected at the end of each school year for maintenance, cleaning and software upgrade. Students will retain their original laptop for each year they are enrolled in the district.

#### 1. Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number or written label on the laptop and/or
- Individual User account name and password.

### B. LAPTOP CARE

Students are responsible for the general care of the laptop issued to them by the district. Laptops that are broken or fail to work properly must be taken to the Technology Coordinator for repair or maintenance.

#### 1. General Precautions

- No food or drink is allowed next to a laptop at any time. Cords and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops with the screen open, unless directed to do so by a teacher.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the district.
- The cord and battery must be either connected to the laptop or in the carrying bag at all times.

#### 2. Carrying laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. These guidelines should be followed during daily use:

- Laptops should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.

- The laptop must be turned off or in suspend mode before placing it in the carrying case.

### 3. Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the laptop that could put pressure on the screen.
- Do not write on the screen with anything.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

## C. LAPTOP USE AT SCHOOL

Laptops are intended for daily use at school. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students will be responsible to bring their laptop to all classes, unless specifically notified by their teacher, the Principal or the Technology Coordinator.

1. Laptops Left at Home: If a student leaves their laptop at home, they must immediately phone parents to bring them to school. In some situations, a loaner laptop, if available, may be provided to the student for the school day. Repeat violations of this policy will result in disciplinary action as defined in the student handbook.

2. Laptop Undergoing Repair: Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Coordinator.

3. Charging the Laptop's Battery: Laptops MUST be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy may result in disciplinary action. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class or borrow a battery from the Technology Coordinator. Loaned batteries must be returned to the Technology Coordinator by 8:40 am the next school day.

4. Screensavers & Wallpapers:

- Inappropriate media may not be used as a screensaver or wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures may result in disciplinary actions.
- Passwords on screensavers are not to be used.

5. Sound: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used during study halls only or by special permission of the classroom teacher. However, this privilege may be revoked if abused.

6. Printing: Students may use printers in classrooms, the library, and computer labs for school related assignments as assigned by their teacher.

7. Additional Software: No additional software may be added to the laptops without the permission of the Technology Coordinator. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Violent games and computer images containing obscene or pornographic



material are banned.

8. Inspection: Students may be selected at random to provide their laptop for inspection by teachers, administration or the Technology Coordinator. Laptops will be monitored and scanned

9. Storing the Laptop: When students are not monitoring laptops, they should be stored in their lockers. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle. Extreme heat or cold could cause problems with the laptop.

10. Laptops Left in Unsupervised Areas: Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library and unlocked classrooms. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Principals' Office or the Technology Coordinator. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

#### D. REPAIRING OR REPLACING THE LAPTOP COMPUTER

##### 1. School District Protection:

School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each laptop with a maximum cost of \$50.00 per family and includes a \$200.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

- Claims:

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

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the student handbook.

The District will work with the Faulk County Sheriff to alert pawnshops and police departments in the area to be aware of loss of this District-owned equipment.

##### E. Collaboration with Adult Literacy:

Collaboration with adult literacy service providers is to assist a community in devising methods of increasing access to technology resources to serve the learning needs of both students and adults.

- The Distance Learning room is available for the students and community to use to take education classes and workshops through universities and other specialty groups.
- Technology related classes may be offered in the evenings for adults. A small fee will be charged for these classes to cover the cost of the instructor and supplies that may be used for the class. A minimum number of students must be signed up for the class to be offered.

#### F. Evaluation:

The District's Technology Plan will be evaluated using the following criterion as guiding principles:

1. To what level of competency have our students in grades K-12 progressed in the use of technology as those standards are related to the DOE Standards for technology literate students within one year, three years and five years of the technology plan?
2. To what level of competency have our teachers in grades K-12 progressed in the use of technology as those standards are related to the DOE Standards and Performance Indicators for technology literate teachers within one year, three years and five years of the technology plan?
3. To what level of competency have our administrators progressed in the use of technology as those standards are related to the DOE Standards for technology literate administrators within one year, three years and five years of the technology plan?
4. What specific staff development programs have been instituted based upon yearly surveys of staff training needs?
5. What specific advances in technology has the District Board of Education budgeted and provided for staff, student and patron use?
6. What specific impact has technology had on student achievement and performance as measured by the stated components of DOE required standardized assessments?
7. What specific changes in policy and/or goals and objectives have been undertaken as a result of the District's five-year Technology Plan?
8. To what extent has technology affected teaching and learning as determined by staff, student, parent and patron surveys conducted as part of the District's membership in the NCA/CASI school improvement process?
9. The technology committee will meet quarterly to see if the technology plan is on track or if changes need to be made and addendums added.
10. Students will be surveyed as to what they feel their technology skills are at on a yearly basis. Parents will be surveyed by our school improvement team as to their feelings on technology at Faulkton School and the effects on their children.
11. Teachers will be surveyed as to their level of technology skills on a yearly basis.
12. Patrons would fill out an evaluation as to their beliefs in technology and the future needs at Faulkton School.