FLORENCE HIGH/MIDDLE SCHOOL STUDENT HANDBOOK



Mission Statement

Empowering all students to learn now and in the future in a world that continues to rapidly change.

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MISSION STATEMENT

Empowering all students to learn now and in the future in a world that continues to rapidly change.

VISION

To provide all students with the opportunities to develop the skills and knowledge base necessary to be successful in an ever-changing world through high expectations of academic achievement, diverse opportunities, and involvement in a safe environment.

PURPOSE OF THE HANDBOOK

Purpose of this handbook is to familiarize students and parents with the rules, policies, classes, activities and organization of Florence Middle/High School. With this information, it is our hope to create an understanding of the policies of the school so students, parents, and faculty members can work together to improve the education provided to the students of the school.

NON DISCRIMINATION

The Board reaffirms the principle that every child - regardless of race, creed, color, sex, cultural or economic background, or handicap - should be given maximum educational opportunity for educational development. Further, no student will, on the basis of sex, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The school district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extra-curricular activities. Students, their parents, and employees of the Florence District are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Florence School District's compliance with Title IX is directed to contact Mr. Mitch Reed. Mr. Reed has been designated by the Board of Education to coordinate the school district's effort to comply with Title IX.

GOALS

Children are our most valuable resource. It is important for the middle/high school to develop, nurture, and promote the best interest of the individual child. The school will provide opportunities for our children to mature into responsible, participating members of society. All parents can assist the school by showing genuine interest and concern, attending conferences, communicating effectively with the teacher, sharing an interest in what is being studied,

assisting in homework, and encouraging good work habits. Ideally, cooperation between school and home with the school to see that your child follows rules and attends school regularly, and volunteer in your child's classroom or elsewhere in our school.

HIGH SCHOOL/MIDDLE SCHOOL STAFF DIRECTORY

758-2412

Paraprofessional	Carie Flemming
Paraprofessional/Transportation	Julie Hintz
Paraprofessional	Laura Jacobson
Paraprofessional	Ashley Nelson
Paraprofessional	Chris Cariveau
English	Erin Johnson
Math	Jenny Lund
Social Studies	Joel Eisenbraun
Science	Brittany Russell
FACS	Jordan Lanke
MS Special Education	Misty Snoddy
HS Special Education	Tara Aselsen
Business/Careers	Nathan Russell
MS ELA/HS Journalism	Katrina Boyum
MS Math, STEM, Science, ELA	Tammy Hendrickson
MS Math, SS, English	Brooklyn Schulte
Science/Ag	Adam Koll
Music/Band	Marcy Klitzke
Physical Education	Dan Lund
Guidance Counselor	Paula Florey
Technology Coordinator	Tyler Grassel
Business Manager	Sherri Sumner
Secretary	Sandy Zubke
MS/HS Principal	Travis Schmidt
Superintendent	Mitch Reed

Channels of communication policy directs parents with issues or concerns to first contact the classroom teacher prior to contacting either Mr. Reed with a summary of the issue or problem.

ACCEPTABLE USE POLICY (TECHNOLOGY)

(1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Florence School District.
(2) Students are responsible for their ethical and educational use of the technology resources of the Florence School District.

(3) Access to the Florence School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow this Handbook and the District Acceptable Use Policy.
(4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District Discipline Matrix.

Student Pledge for Tablet Use

1. I will take good care of my tablet and knowing that I will be issued the same tablet each year.

2. I will never leave the tablet unattended.

3. I will never loan out my tablet to other individuals.

4. I will know where my tablet is at all times.

5. I will charge my tablet's battery daily.

6. I will keep food and beverages away from my tablet since they may cause damage to the computer.

7. I will not disassemble any part of my tablet or attempt any repairs.

8. I will protect my tablet by only carrying it while in the bag provided or an approved case.

9. I will use my tablet computer in ways that are appropriate and educational.

10. I will not place decorations (such as stickers, markers, etc.) on the District tablet.

11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Florence School District.

12. I will follow the policies outlined in the Tablet Handbook (available upon request) and the Florence School District Acceptable Network and Internet Use Policy while at school, as well as outside the school day.

14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.

15. I will be responsible for all damage or loss caused by neglect or abuse.

16. I agree to pay for the replacement of my power cords, battery, or tablet case in the event any of these items are lost or stolen.

17. I agree to return all issued equipment, complete and in good working condition.

Florence High School Tablet Protection Plan

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

FUJITSU WARRANTY: This coverage is purchased by the Florence School District as part of the purchase price of the equipment. Fujitsu warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The Fujitsu warranty **does not** warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Florence School District has purchased through Fujitsu coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Fujitsu will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: Tablets that are stolen, lost or damaged by fire are not covered by the Fujitsu Warranty or the Accidental Damage Protection outlined above.

School District Protection requires you pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of $40.00. The $40.00 payment is non-refundable. This protection coverage has a $210.00 additional charge per occurrence that will be billed to the student's family. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. Additional costs include: Lost stylus – $75.00, destroyed laptop bag -- $45.00, lost laptop battery - $90.00, power cord -- $65.00, destroyed expansion base or lost -- $150.00, Tether Cord -- $10.00 (stylus string). Other costs may be accessed according to situation.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the superintendent's office. The $210.00 additional charge is the responsibility of the student/parent and must be paid before the tablet can be repaired or prior to issuance of another computer.

INTENTIONAL DAMAGE/ACCESSORY REPLACEMENT: Students/Parents are responsible for full payment of intentional damages to tablets or replacement of lost or damaged accessories. Warranty, Accidental Damage Protection, or School District Tablet Protection DOES NOT cover intentional damage of the tablets or accessories needing to be replaced due to damage or loss.

If parents are not comfortable with their students and this added responsibility of laptops and internet usage, a written notice can be turned into the office. This will rid the liability of any damages from the family.

ACCIDENTS

All accidents occurring during the school day are to be reported to the superintendent's or principal's office immediately. If there should be an accident during the school day or at a school activity, every effort will be made to see that the student receives proper medical care. Parent(s)/Guardian(s) will be notified.

ATHLETIC AWARDS (Activities Handbook)

Students (grades 9-12) meeting the following requirements will be awarded a letter and the necessary bars and emblems to designate their status in those sports:

1. Attend all practice sessions unless excused by the coach.
2. Be scholastically eligible during participation.
3. Attend award assemblies or banquets unless excused by the coach.
4. Go and return with the team to all games unless excused by the coach.
5. Score at least one point in a track meet/cross country meet.
6. Play an average of one quarter per basketball game.
7. Play an average of one quarter per football game.
8. Play an average of one match per volleyball game.
9. Play an average of one inning per softball game.
10. Be a part of the varsity cheer squad. For football cheer cheerleaders will have to cheer in 7 football games plus all post season games. For basketball cheer cheerleaders will have to cheer in 8 basketball games plus all post season games. For competitive cheer, cheerleaders will have to cheer at all competitive cheer competitions.
11. All guidelines are subject to the discretion of the coaches and the rules and regulations of the South Dakota High School Activities Association.

Cases of injury disabling an athlete will be handled on an individual basis. Students quitting a sport/activity will receive no recognition even though they may have met the minimum qualifications for lettering.

ATHLETIC TRAINING RULES

1. Alcohol and Tobacco – Those violating this standard shall be suspended for participating in all athletic activities for a period of 2 weeks for the first offense and for the remainder of the season for the second violation. The student athlete receiving a suspension must continue to work out in that sport on a regular basis until his/her suspension is over if he/she is to participate again.
2. Eligibility – All students will be required to maintain the eligibility as outlined by the SDHSAA. FHS further requires no F's in academic courses, and a minimum grade point average of 1.5 to maintain extra-curricular eligibility.
3. Personal Appearance – Athletes participating in any interschool contest will be required to dress up before the contest or they will not be allowed to participate or travel with the team.
4. Hair – Hair should be clean, neat, and presentable. Length of hair and the presence of facial hair should be a decision based on agreement of the athlete, parent, and coach.
5. Missing practice – An unexcused absence from practice is a 1 game suspension.
6. Illegal drugs and substances – Athletes shall not use or have possession of any illegal drugs or substances regardless of quantity during the season of practice or play. Violation of this standard will result in suspension from participating in all athletic activities for a period of one (1) year.
7. Transportation – All athletes will ride with the team both to and from out of town events whenever school transportation is provided. Other arrangements are discouraged and in the case of special circumstances, permission must be obtained prior to the night of the event.

24-Hour Rule for Parent/Coach Communication

To promote positive communication and ensure emotions have time to settle following athletic events, the Florence/Henry Athletic Department enforces a 24-hour rule regarding parent and coach contact.

Parents and guardians are asked to wait at least 24 hours after a contest or incident before contacting a coach to discuss concerns related to playing time, game strategy, officiating, or other emotionally charged topics. This waiting period allows for a more productive and respectful conversation between all parties.

If, after 24 hours, a parent still wishes to discuss a concern, the parent should contact the coach to set up a meeting at a mutually agreed-upon time. Meetings should not take place before, during, or immediately after practices or games.

If the issue is not resolved following the meeting with the coach, the parent may contact the Athletic Director to request a follow-up meeting involving all necessary parties. The Athletic Director also can be part of that initial meeting as well if the parties feel that the AD presence is necessary.

ADD AND DROP CLASSES

Students may request permission to add or drop a class without penalty, provided the request in within the first week of the classes. Students will be allowed to drop a course after the first Friday of the semester through midterm with a grade of WF or WP with the permission of parents, teacher, and an administrator. After midterm of a term, all drops will be an "F", which will appear on their transcript and be included in their grade point average. Students must carry the required number of classes assigned to each grade level. Extenuating circumstances may be considered by the Principal. Dual Credit may have different policies instilled by the given university. For more information, please consult the appropriate dual credit contact.

ATTENDANCE POLICY

The educational process is a continuing learning experience. All classroom activities such as lectures, group discussions, individual reports and assignments, audio-visual presentations, etc., all call for attendance to complete the learning experience.

It is crucial that both students and parents understand that a student misses an essential portion of their education when they are absent from class. SDCL 13-27-6 and 13-27-6.1 set down valid excuses for absence. These valid excuses include the following:

1. Personal illness of such to make attendance at school unsafe for student or others.
2. Serious illness in the immediate family.
3. Bereavement in the immediate family.
4. Attendance at state and nationally recognized youth programs of education value for up to 5 days.

Each instance of those mentioned above by state law will count as 1 absence. (Example – A student gets the mumps and misses 8 days of school will count as 1 absence.) After 7 such absences in a semester, the student may not receive credit for that class or classes pending the outcome of a hearing before the school board. After 5 absences as such, a letter explaining the consequences of further absences will be sent to the parents.

In case of chronic illness or repeated illness, a physician's statement may be required by school administration certifying the validity of such absences.

If any absence is deemed not justifiable, the student will receive a zero as a grade for the time and classes missed for an unexcused absence and disciplinary action as deemed necessary will be taken by school administration.

Students will not be allowed to participate in or attend co-curricular activities if he/she has not attended 2 blocks including the last block of the day, unless special permission is obtained in advance from the Principal. The absence from the morning must be an excused absence to merit eligibility for the evening event/activity. Valid reasons for exceptions to this rule will include medical appointments, family emergencies, or attendance at other scheduled school

events. In the interest of student health and wellbeing, they will not be allowed to participate in or attend co-curricular functions if they have been too ill to attend school by the 12:00 noon deadline.

When a student obtains five absences in a given class during a semester, the principal will follow up with them and discuss the importance Students with seven excused and unexcused absences in a class period in a semester will get a phone call by the appropriate administrator. After ten, that administrator has the right to call a meeting if he/she believes that the absences are affecting grades and learning.

Steps to follow when absent:
1) For any age student, the parent/guardian should phone the school and inform the office of a student's absence prior to 9:00 am or prior to the day of a planned absence.
2) If a student arrives late for school or is gone to an appointment, he/she must check in at the office first upon arrival, so attendance can be verified. A member of the office staff will then write a pass to allow them into class.
3) A student who was absent shall provide the office with written parent/guardian verification of the absence. The note must include the student's name, date of absence, reason for absence, and signature of parent/guardian. An unexcused absence will be issued if no verification is received from the parent/guardian.
4) Upon returning after an absence, students are responsible for work they missed. If they need, students can obtain a makeup slip from the office.
5) The student is expected to check with each teacher in which class he or she missed. Such make-up work or instruction shall be done only at a time that does not interfere with class instruction. Request for teacher assistance is encouraged but shall be scheduled at the convenience of the instructor.
6) Each teacher has a late work policy instilled in their classroom. Students that are absent must abide to the adjusted late work policy. Teachers will be understanding of the absence, but know the importance of getting that work in and helping each student to stay up to speed.
7) If absences and late work become a problem, the classroom teacher will notify the appropriate principal and the issue will be dealt with.

BULLYING & OTHER HARASSMENT

Florence School District is committed to maintaining a constructive, safe school climate which is conducive to student learning and fosters 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

2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (academic, curricular activities, & social opportunities within the school environment).

This policy shall apply to persons on school property and at school activities and events on non-school property, including when the person is in any school vehicle or when in a private vehicle located on school property. The prohibition against bullying shall also apply to Florence students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with school work and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

Florence students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion.

BUS CONDUCT

The following rules apply to students any time they are riding a school bus:

1. Stay sitting.
2. Face forward.
3. Keep your hands to yourself.
4. Keep your feet on the floor.
5. Respect other people's space and property.
6. Use appropriate language.
7. Nothing goes out the bus window- trash or hands.
8. Adhere to directions given by school staff and/or other adults present that may not be posted

The privilege of riding a school bus may be suspended if a student has repeated incidents of inappropriate behavior.

CHANNELS OF COMMUNICATION (Chain of Command)

To promote effective communications and settle issues that may arise among the students, parents, and staff of Florence Middle School and High School, appropriate channels of communications need to be followed in handling issues, conflicts, and concerns. In addressing issues that arise, a parent or student must first address the problem or issue with the classroom teacher or other staff member most directly involved in the issue to see if the problem or issue can be resolved at that level. Only after that avenue has been pursued with no remedy or solution found is the issue be taken to the next level.

Chain of Command for Florence MS/HS:

- Classroom Teacher
- MS/HS Principal
- Superintendent
- School Board

CHEATING

Students are expected to do their own work. Students who need assistance with schoolwork should consult their teachers. Students who are caught cheating may automatically receive a zero percent (0%) on that particular academic obligation, his/her parent(s)/guardian(s) will be contacted, and further consequences as described in the appropriate Disciplinary Grid. Plagiarism and AI generated work is a form of cheating. Repeat offenders of this policy will be referred to the administration for further disciplinary actions which may include suspension from the class the cheating took place for the remainder of the semester.

CHILD ABUSE OR NEGLECT

Teachers and administrators are mandatory reporters of suspected incidents of child abuse or neglect. If abuse or neglect is suspected, the Department of Social Services/Child Protection is contacted and a report made to intake staff. DSS staff and supervisory personnel determine if an investigation is to be conducted. Interviews with children are performed by and at the discretion of DSS staff and case management investigators. School personnel do not contact a child's family or any other individuals to discuss incidents of suspected abuse or neglect. The duty of teachers and administrators is to report suspicions of abuse or neglect; they do not investigate those suspicions. Suspicions of abuse or neglect are treated with the utmost confidentiality. After reporting, it is imperative that staff inform the building principal and/or school counselor at once.

CLASS FUNDS

All money earned and solicited by or donated to school classes or activities will be turned over to the business manager to be deposited in the proper trust and agency account. All monies turned in will be accounted for and a receipt given to be kept by the class advisor. Money on deposit for each class/activity will be itemized monthly in the trust and agency report. Expenditures from class/activity accounts will occur only with class advisor/administration approval.

CODE OF CONDUCT/CITIZENSHIP

The following traits are deemed desirable for a well-integrated member of today's society: good conduct, dependability, courtesy, trustworthiness, diligence, initiative, punctuality, personal appearance, and patriotism.

School is the training ground for the citizens of tomorrow; therefore, students shall exemplify good conduct as they proceed to the lunchroom or classroom in an orderly manner. They shall exemplify dependability and trustworthiness by performing assigned tasks to the best of their ability. Students shall exemplify courtesy through their respect of their teachers' rights to teach and their fellow students' rights to learn. Diligence shall be exemplified as the students consistently complete assigned work by the date on which the work is due. Initiative shall be achieved when students go above and beyond the set standards such as doing more than asked and being in the room ready for class before the bell rings. Punctuality and personal appearance are given meaning as the students attend school regularly, arrive at school and classes on time, and maintain proper personal hygiene. Patriotism is the respect shown to any institution in which the students are a part. This respect is demonstrated as the students value their heritage in their country and school and protect the property of both institutions.

COMPLAINT POLICY:

If a parent has a complaint or a grievance regarding a staff member, the following procedure will be followed:

1. Parents initially bring the complaint or grievance to the staff member.
2. If the problem cannot be taken care of at the teacher level, the issue is taken to the level of the school building principal for resolution.
3. A problem not resolved at the principal level is taken to the school district Superintendent for resolution.
4. If the problem is not resolved at level three, the grievance is taken to a meeting of the school board for a hearing and possible action.

Please be mindful of time constraints. Allow the staff member an adequate amount of time to take care of the situation.

Failure to follow the policy in the absence of extraordinary circumstances by bypassing the appropriate level will result in the issue being referred back to the appropriate level of the complaint policy. A grievance form is available with the secretary if action is to be made.

Complaints involving the implementation of a federal program:

1. Parents bring the complaint or grievance to the principal
2. If the problem is not resolved at the principal level, the complaint is taken to the superintendent.
3. If the problem is not resolved at the superintendent level, the complaint is taken to the board for final resolution.

4. If the matter is still unresolved, the grievance may be taken to the South Dakota Department of Education.

DDN CAMPUS/ONLINE VIEW OF STUDENT GRADES

Florence School uses the DDN Campus student management system which includes a parental portal to see a child's grades. We strongly encourage our parents and students to take full advantage of the benefits of DDN. Parents can request user rights and a password from the school by contacting Tyler Grassel, district tech coordinator.

DETENTION

As a disciplinary action, students may be assigned detention (up to one hour per day) as a means of reinforcing the idea that proper behavior is expected of all students at all times. Detention time will be served in the principal's office or designated classroom.

Riding the bus home from school, being involved in extracurricular activities, or working after school does not make a student immune from being held after school for detention. Students placed on detention are responsible for arranging for their own transportation home. Detention must be served the same day it is assigned. Due to circumstances where a student cannot attend the day of detention he/she will need to report for morning detention the follow day at 7:45.

DISCIPLINE

Students who commit acts of misbehavior, which are injurious to the proper functioning of the school, whether the act was committed at school or away from school during an activity, will be subject to one or more of the following disciplinary actions:

1. Deprived privileges such as extra-curricular activities for a period of time as determined by school administration.
2. Assigned work beyond that required in class.
3. Sent from class with no credit for that particular day.
4. Placed on detention.
5. Placed on in-school suspension. Any student serving in-school suspension will receive a reduction of one grade on any tests, quizzes, or other assignments completed during the time of the in-school suspension.
6. Suspended from school from one to ten days with the possibility of expulsion by administrative recommendation and school board action. Any student suspended from school will receive no credit on any tests, quizzes, or other assignments missed during the time of the out-of-school suspension.

Forms summarizing disciplinary incidents and the disciplinary action will be placed in the student's permanent file.

It is every student's responsibility to know and practice the code of behavior.
The rules will be enforced by ALL school personnel. Students who commit acts of misbehavior which are injurious to the proper functioning of the school whether the act was committed at school or away from school during an activity will be subject to disciplinary action.

When it becomes necessary to remove a student from a class or activity the following consequences would occur:

First Incident

1. Upon being sent to the principal's office the following will occur:
    a) complete office referral form and signed by the student, administrator, and teacher

    b) 1st detention – 1 hour
    c) detention takes priority over any other activity or commitment

Second or Repeat Incident

2nd detention – double detention (one hour 2 consecutive days)
3rd or more- will consult the discipline grid and handle each situation appropriately.

Saturday School Discipline Plan

Minor Infractions (1-2 Points)

Tardiness

-1 point for each tardy arrival to class. These are unexcused tardies. If a student has a dentist appointment and doesn't get back until after a class has started, they will not be punished. Students will be allowed to accumulate three unexcused tardies before Saturday School points will be administered. The fourth tardy and any additional tardy after that will result is a point per infraction after the 3rd tardy. Tardies and unexcused absences will be treated as one entity. For example, if you have one unexcused absence and three unexcused tardies that will result in one point.

Unexcused Absence

-1 points for each unexcused absence. These are absences once in the school building. We will not punish students for unexcused absence because a parent failed to call in.

Disruptive Behavior in Class

-1 point for minor disruptions (talking out of turn, ignoring instructions, minor insults, throwing objects, inappropriate noises, minor distractions, refusal to participate in class activities, rude gestures, talking back). Teachers will track these in their own classrooms, and Mr. Schmidt will come around at the end of the day to tally the points.

-2 points for repeated or more significant disruptions. This is more of a judgment call by the administrator.

Insubordination

-1 point minor procedural infractions.

Leaving Class Without Permission

-2 points per incident. Laminated passes will be used in each classroom to allow students to go to the bathroom, office, and other classrooms for help while they are in study hall.

Failure to Complete Homework

- Saturday School will be used to catch students up on work. If a student has ten or more late assignments out in all their classes on Thursday of the week that we are having Saturday school that student will attend Saturday school from 8-12 on that certain Saturday. If a student fails to show up for Saturday School on the date assigned, they will stay after school for 45 minutes or be in school at 8AM for the next five school days to make up for that time they missed at Saturday School. Inquiries will be sent home via phone call or email prior to Saturday that the student is required to be in Saturday School.

Inappropriate Language

-1 point for use of inappropriate language not directed at anyone.

-2 points if directed at a peer or a teacher.

Cell Phone Policy (See Cell Phone Policy)

-1 point for the first cell phone infraction while it should be in the lock box. The phone will be placed in the office to be picked up by the student at the end of the day.

-5 points for the second cell phone infraction while it should be in the lock box. The phone will be placed in the office to be picked up by a parent at the end of the day.

-8 points for the third cell phone infraction while it should be in the lock box. For the remainder of the quarter the student will place their phone in the office to be picked up at the end of the day.

Moderate Infractions

Disrespect Towards Staff or Students

-2-4 points for incidents of disrespect (any incident that warrants an office referral, teasing, taunting, and open defiance. This is on a sliding scale and will be determined by the designated authority.)

Insubordination

-3 points for refusal to follow reasonable requests from staff. (Blatant refusal to follow instructions, verbal confrontation, continuous ignoring of repeated requests, misuse of technology, challenging teachers in front of others)

Minor Vandalism

-3 points for minor intentional damage to school property.

Bullying (Verbal)

-3 points for verbal bullying.

Serious Infractions (5 Points)

Physical Altercation

-5 points for involvement in a fight or physical aggression.

Bullying (Physical)

-5 points for physical bullying or harassment.

Theft

-5 points for stealing property.

Cheating/Plagiarism

-5 points for academic dishonesty.

Leaving School Grounds Without Permission

-5 points per incident.

Vandalism (Major)

-5 points for significant intentional damage to school property.

Possession of Prohibited Items

-5 points for possession of items like tobacco, e-cigarettes, or other prohibited items.

Automatic Referral to Administration (Points may vary but typically higher than 5)

(Most of these will result in out of school suspension)

Weapons Possession

-Immediate referral to administration; point value determined based on the situation.

Drug/Alcohol Possession or Use

-Immediate referral to administration; point value determined based on the situation.

Severe Threats or Intimidation

-Immediate referral to administration; point value determined based on the situation.

Severe or Repeated Bullying/Harassment

-Immediate referral to administration; point value determined based on the situation.

Implementation Tips:

- Saturday School: If a student earns five points during the designated time, the student will spend a half day of Saturday School on a designated Saturday from 8am-10am. If a student earns eight points during the designated time, the student will spend a full day of Saturday School on a designated Saturday from 8am-12pm. If a student fails to show up for Saturday School for any reason they will spend the next two school days in ISS. Points will be wiped clean at the end of every quarter. So, for example if a student were to get five points in the first month they are to spend a half day in Saturday School. During the next month if they accumulate three more points that will give them eight in total and will have to spend a whole day in Saturday School the next time it occurs.

Elastic Clause for Disciplinary Policy

Purpose: To ensure fair and just application of the school's disciplinary policy, this clause allows for discretionary adjustments in response to unique or unforeseen circumstances.

Clause: The school administration reserves the right to exercise discretion in the enforcement of disciplinary actions and policies. In cases where strict adherence to the established point system or rules may not adequately address the nuances of a particular situation, the principal or designated authority may modify the disciplinary response to ensure a fair and appropriate outcome.

Saturday School Dates for 2026-2027 school year:

Saturday September 26th, Saturday October 17th, Saturday November 21st, Saturday December 19th, Saturday January 30th, Saturday, Saturday March 6th, and Saturday April 24th

DRESS CODE

Proper attire – South Dakota law states that it is the responsibility of the school to determine student's dress.

Therefore, any style of dress, article of clothing, or hairstyle that interferes with or disrupts the learning environment is unacceptable in the Florence School.

• Students should wear clean clothing and be dressed and groomed in a way that is not offensive to others or distracting from the operation of the school.

• School clothing should be appropriate as to time, place, and weather. Please be advised of daily weather conditions for the health and safety of all students.

• Mark all jackets, coats, hats, shoes, boots, mittens, gloves, etc. with a permanent label or marker so that students can always identify their own belongings. It is suggested that families plan early for cold and wet weather.

• The following cold or wet weather items of clothing are necessary for K-5: coat, jacket or sweater, snow pants, gloves or mittens, head wear, scarves, snow boots or overshoes. K-5 students who do not wear boots or snow pants during wet and snowy conditions will be restricted to a designated area. (More weather wear instructions may be forthcoming from K-5 teachers.)

• The following cold or wet weather items of clothing are suggested for 6-12: coat, jacket or sweater, gloves or mittens, head wear, scarves, snow boots or overshoes. .

1) No spaghetti-strap tops, halter tops, tube tops, tank tops with less than a 2" strap, mesh jerseys, half shirts, or muscle shirts.
2) No clothing that conveys any message (in print, or picture) of profanity, drugs, tobacco, alcohol or bars, is sexually suggestive, displays racial slurs, is objectionable, or depicts acts of violence.
3) No revealing low-neck shirts, dresses, blouses, tops or camisoles.
4) No undergarments should be visible, no matter the position of the body (standing, sitting, leaning, etc.).
5) Bottom half clothing (pants/shorts/skirts) must reach the top of the hipbone.
6) No bare midriffs, short tops or tattered clothing. Tops should be long enough what when a student raises one hand above his/her head that no skin is exposed.
7) No hats, caps, bandanas, sweatbands, berets, hoods or sunglasses in school unless approved by the building principal.

8) No jackets worn in classrooms.

9) No visible chains.

10) Shorts will be prohibited from Thanksgiving to March 1.

11) All students riding the bus will wear a jacket when temperature is below freezing or they may be refused to be transported.

Consequences for wearing inappropriate attire is the judgment of staff and administration, students who wear restricted clothing will be required to change into office-issued clothing provided by the counselor's office. Students' clothing will be returned when the borrowed items are brought back to the office.

Out of concern for health and safety, footwear must be worn during school at all times. Students must wear footwear appropriate to the school activity or season of the year.
Please be advised

• No non-soled slippers.

• No shoes or boots that leave excessive black marks on the floors.

• Tennis shoes must be worn for physical education classes. Students not wearing tennis shoes for physical education classes will not be allowed to participate in class that day and may have their grade docked for lack of participation.

Youth Gang Apparel and Behaviors

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules (relative to youth gang apparel, possessions and behaviors) apply to all students on the school grounds and at school activities.
• Any clothing identified as gang-related apparel by the Florence School is not allowed

DRUGS, ALCOHOL, AND TOBACCO POLICY

The use or possession of tobacco, any device or product that contains nicotine, a device that is used for inhaling or ingesting unless used for medicinal purposes with a prescription, alcohol or drugs in the school building, on the school grounds, in school vehicles, or at school events at home or away is strictly forbidden. The appearance of students in school or at school functions, at home or away, who are to any degree under the influence of alcohol or drugs is strictly forbidden. Students who are in violation of the rules governing tobacco (and tobacco-like devices), alcohol, or drugs will be suspended from school or will lose their privilege to attend or participate in any or all school functions. Situations will be dealt with on an individual basis and may involve law enforcement if deemed necessary. Additional rules governing the use of alcohol, tobacco, or drugs are contained in the activities handbook as well.

DUAL CREDIT COURSES

Juniors and seniors may have the opportunity to participate in dual credit courses through Florence High School. Dual credit courses will be offered in partnership with South Dakota Board of Regents-affiliated higher education institutions only (ex. SDSU, USD, LATI, etc.). Students and their families will be responsible for any costs associated with college credit earned through these courses. One full credit will be awarded for each Dual Credit course successfully completed due to the higher amount of coursework that accompanies such courses. Students are responsible for obtaining a transcript or grade report from the college they are taking the class through and submitting it to administration to put in their cumulative files. Juniors are required to take 3 courses that the school offers, and seniors are required to take 1. Adjustments may be made to those students who are enrolled in NTHS.

Florence School Dual Credit Program Guidelines

Florence School is committed to providing rigorous academic opportunities through the South Dakota Dual Credit Program. In alignment with state guidelines and with approval from the Florence School Board, students may now enroll in up to three dual credit courses per semester, provided they meet the criteria outlined below.

State Eligibility Requirements

Juniors must meet one of the following:

- ACT Composite score of 24 or higher
- Rank in the upper one-third of their graduating class
- Cumulative GPA of 3.50 or higher (on a 4.00 scale)

Seniors must meet one of the following:

- ACT Composite score of 21 or higher
- Rank in the upper one-half of their graduating class
- Cumulative GPA of 3.25 or higher (on a 4.00 scale)

Florence School-Specific Guidelines

Juniors:

- May take up to two dual credit courses beginning in the first semester of their junior year if they meet state eligibility requirements.
- To enroll in three dual credit courses during the second semester, juniors must:
    - Rank in the upper one-third of their class, or
    - Maintain a minimum GPA of 3.75, or
    - Have earned a B or higher in their current/previous dual credit courses, and
    - Have 95% or higher attendance during the first semester
    - Have no failing grades or major disciplinary referrals
    - Receive a recommendation from a core teacher or school counselor
    - Submit a parent/guardian consent form

Seniors:

- To enroll in a third dual credit course, seniors must:
    - ACT Composite score of 24 or higher, or
    - Rank in the upper one-third of their class, or
    - Maintain a minimum GPA of 3.50, and
    - Have earned a B or higher in all current/previous dual credit courses
    - Maintain 95% or higher attendance in the previous semester
    - Have no failing grades or major disciplinary referrals
    - Receive a recommendation from a core teacher or school counselor
    - Submit a parent/guardian consent form

These additional requirements are in place to ensure that students who enroll in three dual credit courses are fully prepared for the rigor and time management that college-level coursework demands. All third-course requests are subject to administrative review and approval.

ELECTRONIC COMMUNICATIONS DEVICES

Students who possess cell phones or other electronic communications equipment while on school property are subject to any and all limitations of use by the school district and its staff.

Student use of electronic communication devices without administrative approval is limited to the time prior to the start of classes until lunch period and then from the end of lunch period until the conclusion of the school day. Cell phones, etc. may not be used or at hand and available for use during any instructional time or between class periods unless an emergency situation as understood by school administration would dictate such use.

Students violating this policy will be subject to disciplinary action with the electronic communication device confiscated pending completion of any necessary investigation.

Florence School Cell Phone/Electronic Policy Grades 6-12

Some focal points of our new cell phone procedures:

- Students will have their phones in cases with them all day.
    - This includes watches and AirPods/earphones.
- Students will have these locked during the school day except:
    - Lunch
    - ~~Dual Credit classes~~
    - NTHS
    - Special instances in class when phones are needed, with teacher approval
- Discipline will be swift and consistent for students who do not follow the rules.
    - This could include Saturday School Points, Detentions, taking phone calls, and having parents/guardians coming to get them.
- To use the restroom or leave class for any reason, a hall pass will be obtained by trading their phone/case. There will be no phones allowed in bathrooms during the school day. If a student is caught with a phone in the bathroom, they will automatically go to infraction number 2 on the disciplinary action requirements.
- Students are encouraged to keep their phones on airplane mode or off.
    - If phones ring in class, it will be considered a phone violation.
- Parental communication is still an essential component of a student's success. The best way to do that is:
    - Email students (they have access to that all day)
    - Call the office

BENEFITS OF LOCKABLE PHONE CASES

Enhanced Focus

– Reduces distractions from phone use, keeping students engaged with the lesson.

Improved Academic Performance:

– Encourages students to pay attention, take notes, and participate in class discussions without the temptation of their phones.

Safer Learning Environment

– Limits the opportunity for cyberbullying during school hours, as students do not have access to their devices.

Equal Learning Opportunities

– Ensures all students, regardless of their self-regulation skills concerning phone use, have the same chance to learn without interruptions.

Teacher Empowerment

– Gives teachers control over the classroom environment, ensuring that lessons are conducted without technological interruptions.

Digital Well-Being

– Promotes healthier screen-time habits by giving students a necessary break from their devices during school hours.

Emergency Accessibility

– In case of an emergency, phones can be quickly unlocked for students to use, ensuring safety is not compromised.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES AND FIELD TRIPS

All basic school rules apply to athletic contests, music, and any other school-related activity including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension. When activities (field trips, etc.) require a student to pay money, it must be paid in advance, before the student is allowed to attend. All activities, field trips, etc. must be scheduled through, and approved by, the activities director.

EXTRA – CURRICULAR ACTIVITY ELIGIBILITY

You are eligible if:
1. You are under the age of 20.

2. You have not attended more than four first semesters and four second semesters of school in grades 9-12. Enrollment in school for fifteen school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, al semesters must be consecutive unless waived due to illness, injury or other circumstances of a similar serious nature which must be verified in writing by a licensed health professional or other professional personnel if requested by the SDHSAA.
3. During the preceding semester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum equivalent of four full time subjects for which you will earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the sixteenth school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination and parent's permit form
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception is made for students who transfer pursuant to the open-enrollment By-Law.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than ten consecutive school days. (Illness of the student or death in the immediate family accepted).
10. During a high school sports season, you do not compete as an individual or member of another team
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in an athletic in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rant.

Students participating in the Florence-Henry sports cooperative must obtain passing grades in all of their academic coursework (the no F rule*) and also maintain a current 1.5 minimum grade point average. Official grades to determine eligibility are taken weekly (with grades being pulled at 9:00 a.m. Monday mornings) and quarterly throughout the school year with grades earned at the end of the school year serving as the qualifying factor for the start of the next year. A student not making the minimum standard at the weekly grading period will be ineligible until the first Monday they have qualifying grades.

*The "no F rule" simply means that a student getting an F in a subject loses their athletic eligibility at the time of the grading period with official grades taken weekly (Monday at 9:00 a.m.) and the end of the quarter. With the availability of the parent portal feature of DDN Campus system, the school will not present warnings to the student or his/her parents of any impending loss of eligibility.

EVERY STUDENT SUCCEEDS ACT (ESSA) COMPLAINTS

A parent, student, or district stakeholder who has a complaint regarding the use of the federal ESSA funds and is unable to resolve the issue, may address the complaint in writing to the district superintendent. The written complaint would first go to the superintendent for an informal conference and then move to the next level if the complaint remains unresolved following any action of the superintendent. The next level would be putting the complaint in writing to the school board for review. The Board's decision will be final unless an appeal is requested. On all levels an informal conference is to be held within five days of the date of filing of the complaint so that no complaint shall consume more than 20 days' time in all. Disputes involving the enrollment, transportation and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. The parent/guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent/guardian or youth to appear the decision. Students should be provided with all services for which they are eligible while disputes are resolved. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD DOE Complaint Procedure)

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Florence School receives a request for access.

   Parents or eligible students should submit to the school principal or assistant principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the Florence School to amend a record should write the school principal or assistant principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other

volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Florence School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

• To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

• To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

• To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to

adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

• To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

• Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Notice for Directory Information

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
If you do not want Florence School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Florence School in writing by September 1st of each school year.

The Florence School District has designated the following information as directory information:

- Student's name
- Address

- Photograph
- Date and place of birth
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Grade point average

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA applies to the programs and activities of an SEA, LEA, or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

What types of notification do local educational agencies (LEAs), i.e., school districts, have to make to parents about PPRA?

There are three types of notification an LEA must provide parents and students. The first one is a general notification of their rights under PPRA.

The second notice is a notification of specific events. The following activities require notification: Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes or for selling that information, or otherwise providing it to others for that purpose; The administration of any survey containing one or more of the eight protected areas listed above: and

Any non emergency, invasive physical examination or screening that is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The third notice is a notification of the policies LEAs are required to develop, in consultation with parents, under PPRA. The LEA shall provide the notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in the policies.

What policies must an LEA develop under PPRA?

PPRA requires that LEAs, in consultation with parents, develop the following local policies concerning student privacy, parents access to information, and administration of certain physical examinations to minors:

The right of a parent of a student to inspect, upon the request of the parent, a survey created by a third party before the survey is administered or distributed by a school to a student, and any applicable procedures for granting a request by a parent for reasonable access to the survey within a reasonable period of time after the requires is received;

Arrangements to protect student privacy that are provided by the LEA in the event of the administration or distribution of a survey to a student containing one or more of the eight protected areas of information;

The right of a parent or student to inspect, upon the request of the parent, any instructional material used as part of the educational curriculum for the student, and any applicable procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received;

The administration of physical examinations or screenings that the school or LEA may administer to a student;

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the LEA in the event of such collection, disclosure, or use;

The right of a parent of a student to inspect, upon request, any instrument used in the collection of personal information (a student or parent's first and last name, a home or other physical address, a telephone number, or a Social Security identification number) before the instrument is administered or distributed to a student, and any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of –

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

•Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Florence School District will/has developed] and adopted]] policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Florence School District will directly notify parents of any significant policy changes. Parents are to provide a specific note that addresses all things a student is not allowed to participate in. With that, teachers and administration will then be responsible to make sure these students do not participate in the desired event. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this direct notification requirement:

•Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.

•Administration of any protected information survey not funded in whole or in part by ED. •Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PPRA Model Notice and Consent/Opt-Out for Specific Activities
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Florence School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities.

These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):
1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes ("marketing surveys"). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

For surveys and activities scheduled after the school year starts, the Florence School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

FAMILY RESOURCE PROGRAM

There are numerous family resource programs available to assist families through a variety of needs. If you would like to know more about the programs that are available, please contact the school counselor to discuss these programs and your specific needs. All information shared in these conversations will be confidential.

FIRE, TORNADO, SCHOOL SAFETY DRILLS

School officials hold a minimum of two fire drills each semester to insure that all students can properly evacuate the building in case of a fire. During fire drills or in case of an actual fire, students are to follow instructions of the teacher in charge. Every student is to walk quickly and quietly outside and immediately go to his/her station of safety to allow the teacher to make sure all are accounted for.

Tornado and school safety drills are important safety precautions. It is essential when the first signal is given, everyone obeys orders promptly and follows all directions. The teacher in each classroom will give specific instructions and students are expected to follow those instructions quickly and efficiently.

FOOD SERVICE

Florence School maintains a breakfast and lunch program sponsored by the school district and SD Child and Adult Nutrition Services for the benefit of all students in attendance. Healthy and nutritious meals are served daily. Breakfast will be served daily except when a late start is announced. **Students with special diets must have written doctor orders on file at the school office.** Students not wishing to take part in the school lunch program are permitted to bring their own lunch. Sack lunches must be a balanced meal (only 100% juice allowed if student does not take school milk and no pop). The charge for eating school breakfast and lunch will be kept at the minimum level necessary to recover expenses. Public notification will be made on meal charges at the beginning of the school year at our open house. **Parents are encouraged to apply for free or reduced lunches by filling out the application form sent home with each**

student/family at the start of the year. Food Service will use a checklist system to record meals served to each student. Billing to parents will be at the end of each month with remittance due in the business office by no later than the 15th of the next month. Families that have not paid by the 20th of the month will no longer be able to charge meals until the past due amount is paid. Those students shall be able to purchase meals daily on a cash basis until the past due amount is paid.

GRADING SYSTEM

A recommended grading system is suggested for the teacher's consideration and student information relative to the evaluation of students in academic coursework. An incomplete will be made up under the direction of the instructor, however, an incomplete not made up within two weeks from the end of the nine week period automatically becomes an F.

100% A	94% A	88% B	82% C+	76% C-	70% D
99% A	93% A-	87% B	81% C	75% D+	69% D-
98% A	92% A-	86% B	80% C	74% D+	68% D-
97% A	91% B+	85% B-	79% C	73% D	
96% A	90% B+	84% B-	78% C	72% D	
95% A	89% B	83% C+	77% C-	71% D	

GRADUATION REQUIREMENTS

Florence School District has established the following requirements for graduation from high school that also meet the minimum graduation requirements set forth by the South Dakota State Board of Education:

English	4 credits
Science (Lab)	2 credits
Mathematics	2 credits
Social Studies	3 credits
(1 full credit of Government)	
Computer	½ credit
Fine Arts	1 credit
Electives	9 ½ credits
	22 credits

***South Dakota Board of Regents requires 5 Science (lab) and Math credits for admission in a South Dakota public university. (Class of 2006 and after need 5 Science and Math credits to graduate.)

***All students must take a minimum of 5 academic courses each semester; six academic courses are recommended. All classes meeting 50 minutes per class period per day for a semester are considered academic classes. All high school level courses will be weighted on a 4.0 scale. College level courses, dual credit courses, and if any students take an AP course they will be weighted on a 4.5 scale.

GUIDANCE

A professional counselor is available to provide the following school counseling services:

- All students participate in classroom guidance on a regular schedule.
- Groups will be offered as needed.
- Individual counseling for a variety of issues.
- Information and resources for parents on a variety of issues.
- Behavior modification programs for students at school and/or home.
- Academic planning and preparation.
- Career planning and preparation.
- Testing services.
- Referral to other agencies when necessary.

Parent permission for counseling services:

- The main goal of school counseling services is to foster healthy development in students in the following areas: academic, social, and emotional.
- The school counselor will make his/her best effort to work collaboratively with parents in providing students with counseling services.
- The school counselor will pursue permission from parents before long-term individual counseling.
- The school counselor will pursue parental permission before students are allowed to participate in any group counseling offered by the counselor.
- The school counselor reserves the right to provide any classroom guidance activities, short-term individual counseling, teacher-referred counseling, or crisis intervention services to students without the permission of parents.

Confidentiality between student and school counselor:

- The school counselor has an obligation to the student to keep what is shared in a counseling session confidential except in the following circumstances:
  1. There is intent by the student to harm him/herself or put his/her life at risk;
  2. There is intent by the student to harm another person or put their life at risk;
  3. The student speaks of situations that may be considered child abuse or neglect.
- By law the situations listed above must be reported to the proper reporting agency or persons. In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
- The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.
- For any student who is receiving services at the request of a parent, parents will receive appropriate updates as to how their daughter/son is progressing in counseling.

Students and parent(s)/guardian(s) are welcome to visit with the counselor at any time.

HAZING

Hazing of any student on or off school property is prohibited, whether conducted by school or non-school organizations. No initiations may be held outside of the school organizations' regular meetings. The advisor and the administration must approve initiations held within meetings. Any initiations, which provide the slightest element of physical danger or poor taste, are not permitted.

HEALTH INSURANCE

At the beginning of each school year, a private accident/medical insurance program will be made available for individual students to purchase for the current school year. Florence High School does not provide health, major medical, or student accident insurance for students including those who participate in extracurricular activities.

HOMELESS STUDENTS

The Florence School Board of Education will insure immediate enrollment of students experiencing homelessness until all enrollment records are secured (ex. academic records, medical records, proof of residency, or other documentation). The administration will eliminate stigmatization or segregated services for homeless students, and work to keep the students experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the student's parent(s)/guardian(s).

Students who are experiencing homelessness must have services comparable to all other students including: transportation, educational services for which the student meets the eligibility standards, vocational and technical education programs, gifted and talented programs, and nutritional programs.

HOMEWORK

Assignment of homework is considered both necessary and proper in the reinforcement of the learning that takes place in every student's classes. Tempering this with the idea that many students are also productively occupied in numerous school activities in addition to jobs, work at home, church activities, and family life, a guideline of one hour of homework per class per week is recommended for secondary students.

HONOR ROLL

An honor roll will be compiled for each nine week grading period. Averages will be based on academic courses only. To make the straight A honor roll a student must have a 4.00 grade point

average based on a 4-point scale. To make the A honor roll a student must have a 3.99-3.65 grade point average. To make the B honor roll, a student must have at least a 3.64-3.00 grade point average. Any student with an incomplete grade or any grade D+ or below will not be eligible to have their name included on the honor roll for the current nine weeks. The official honor roll will be compiled by school administration and announced/posted during the week after the conclusion of a nine week grading period.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE

South Dakota State Law (SDCL 13-18-7.1) requires that any pupil entering school shall, prior to admission, be required to present to school authorities certification from a licensed physician that he or she has received adequate immunizations according to the recommendations of the State Department of Health. This law applies to all children entering a South Dakota school system for the first time in grades kindergarten through the twelfth grade. A copy of a student's birth certificate and social security number must be on file upon entering school.

INCLEMENT WEATHER

In case of inclement weather or any other emergency situation, School Messenger system will be used contact families by phone and a "no school" announcement will be made on local radio and TV stations. KELO Closeline is a recommended online source of information. One-hour or two hours late announcements may be used if reports indicate that roads and weather will improve later in the morning of a school day.

INFECTIOUS DISEASES

The Florence School will follow the South Dakota Department of Health's guidelines. The following health guidelines shall apply and specific needs will be addressed on a case-by-case basis. This policy shall apply to all communicable diseases including, but not limited to the following:

Disease and Incubation Period	***Rules for School Attendance***
Chicken Pox	The infected individual may attend school after all pox are dry and scabbed.
Fifth Disease, Measles, Mumps, and Mononucleosis	The infected individual may attend school with physician's permission.
Impetigo	The infected individual may attend school if treatment is verified and lesions are covered and dry.
Pink Eye	The infected individual may attend school after the eye is clear; after treatment is verified; or with physician's permission.
Ringworm	The infected individual may attend school if the area is under treatment and covered.
Scabies	The infected individual may attend school after treatment.

Streptococcal Infections (Strep Throat, Scarlet Fever)	The infected individual may attend school 24 hours after initiation and verification of antibiotic therapy.

Head lice can spread as long as lice or eggs remain alive on infested person. Medicated shampoos or cream rinses containing pyrethrin (RID), permithrin (NIX), lindane (Kwell), or malathion (Ovide) are used to kill lice. Upon discovering that a student has head lice, the student will be sent home to be treated and may not return to school until the following school day. Upon returning to school, the student will be evaluated to determine if any lice or eggs are still present. If bugs are spotted, the student will be sent home to treat again.

IN – SCHOOL SUSPENSION

When warnings, conferences, and detention are not considered to be effective or appropriate for a disciplinary incident, a student may be removed from all classes and activities and kept generally isolated from all other students for a 1-2 day period. Parents/guardians will be notified by phone or mail regarding the incident involved. Student is responsible for having all work completed upon re-entering class. Any work not completed may be counted late by his/her teacher.

JURISDICTION

Each school employee has jurisdiction over students enrolled in Florence High School. Expectation is that all students will demonstrate the appropriate respect for and courtesy to all employees of the Florence School District.

MAKE – UP WORK/CLASS ADMISSION

Whenever possible, advance notification of a student's absence from class is recommended.

The student is responsible for getting homework from each missed class. All assignments missed must be completed to the teacher's satisfaction. Students will receive full credit for all work make up for excused absences. Students will generally be given 1-2 school days for every day absent to complete their make-up work. In many instances, it is possible and advisable for students to be completely prepared for class after being absent from school.

MEDICATIONS

The following criteria must be met in order for medications and/or treatments to be administered and/or supervised at school. If the criteria are not in place prior to the administration of the medication the parent/guardian will be notified and will be responsible to administer the medication.

1. "Over the Counter" medications will not be supervised or kept in the office unless directed by the physician. This requires the above guideline to be completed.

2. District policy and rules state that a student's parent/guardian shall transport medication to and from school, not the student. Parents/guardians must bring the medication to the school office in a bottle labeled by the pharmacy to include:

- Student's Name
- Medication Name and Strength
- Physician's Name
- Dosage & Time of Administration of Medication

4. If a student is going to carry their own medication (ex: Inhaler, Tylenol, etc.) parents/guardians need to complete a medication authorization form and mark Option II. Forms can be obtained at your school office. Students should only carry enough medication for one day's use.
5. At the end of the year, parents/guardians are responsible to pick up unused medication on or before the last day of school. If the medication is not picked up it will be destroyed.

MIDTERM GRADES

Midterm grades will be issued to all students at the midpoint of each nine week grading period. These grades can be viewed on Infinite Campus, the school districts grade reporting system. A list of all students earning deficient grades (D+ or below) will be prepared for teaching staff as an indication of which students are having academic difficulties. Midterm grades are also used as a basis for eligibility for school activities with students who become ineligible having the opportunity to be regarded one week after midterm in order to potentially regain their eligibility.

OPEN CAMPUS POLICY

Junior and Senior students have the option to leave the campus during their lunch period. The student can use their vehicle during this time. If a student abuses the privilege or other school policies, leaving the building for lunch will not be an option. The violation of any rules by the student will result in loss of noon privileges and the length of time will be at the discretion of the principal.

Rules directly affecting eligibility for Open Campus.

- Attendance – 2 absences (principal's discretion) and no more than 2 unexcused tardies each 9 weeks. Absences and tardies will be grounds for losing the privilege.
- Grades – This is a no "F" policy. Any student with an "F" will lose their privilege until the following, Midterm or end of quarter. Grades will be checked only at midterms and quarter breaks.
- A student who has left city limits driving will lose their privilege for the year.
- It is the Junior/Senior's responsibility to return to school on time when using the privilege. Also, taking any underclassman off campus without permission is a serious offense and will result in suspension, individual loss of open campus privileges.

- Actions related to school activities and events will be tied to privileges.

- Any misconduct reported to the school while off campus will be investigated and consideration by administration may result in loss of privileges.
- Students are expected to continually prove to the community that they deserve the privileges.
- School Administration holds the right to pull the privileges for an entire class or classes.

NOON HOUR

Florence High School operates under a closed lunch period policy for grades 6-10, depending on circumstances. Students are neither allowed to drive cars nor leave the school grounds without specific permission. Because direct supervision is not available, the high school building is closed during the noon hour unless students have specific permission to be there. All students are expected to be either in the gym or outside on the school grounds.

NORTHEAST TECHNICAL HIGH SCHOOL

Juniors and seniors will have the opportunity to attend the Northeast Technical High School (NTHS). Florence School is allotted no more than two students per course offering; therefore, seniority and a student's grade point average may be used as a determining factor if more than two students are interested in enrolling in one course offering. Students are to attend NTHS while it is in session, even if Florence is not in session. NTHS students do not have to attend if Florence School closes due to inclement weather.

Florence School provides transportation to NTHS. Prior parental notes requesting permission to drive may be accepted. The NTHS bus driver may ban a student from riding due to bus violations. Students suspended from riding the bus will be suspended from NTHS classes as well. It is a privilege to attend NTHS; all school rules apply when attending NTHS.

OPEN GYM / GYM SUPERVISION

Open gym is available to Florence High School students during weekends and early evening (before 9:00 PM) hours provided there is no conflict with school events or other district functions. Responsible adult/parent supervision is necessary at all times that school personnel are not on the premises.
Guidelines:

1. Students must stay in the gym or locker rooms only. Students may purchase pop from the pop machines if bottles are picked up before leaving.
2. Students are not allowed in the classrooms except with the supervisor's permission and then only one student at a time to get a book or personal belongings.
3. Supervisor will keep a list of all students who visit classrooms.

4. Supervisor will watch the action in the gym and help divide gym space between younger and older students.
5. Basketball or volleyball will be played.
6. Supervisor will assign or see that the gym floor is swept before leaving.
7. Supervisor will insure that all lights are turned off in the gym, locker rooms, and restrooms before leaving.
8. Supervisor will report any damage, discipline problems, or any other problems to school administration.
9. Supervisor is responsible for the acquisition and return of school keys to school personnel.
10. Supervisor will check all doors in gym to be sure they are properly locked before leaving.
11. Supervisor will insure that restroom doors are propped open before leaving.
12. Supervisor is to remind students to wear gym shoes while on the gym floor.

(Open gym supervisor must turn in a list to the school office naming all students involved in open gym.)

PARENT TEACHER CONFERENCES

Parent teacher conferences will be held in the fall. Refer to the school calendar for specific dates and times.

PERMISSION TO USE PHOTOS

The Florence School District is excited about the accomplishments and efforts of its students. Because of that, we enjoy sharing those stories with our community. We use our website and our social media pages to share these stories. Parents have the right to deny these rights to the school. We will provide a form to fill out if you would like to exclude your students from this publicity. Please have them filled out and brought back to the business office and we will exclude the appropriate students.

POST SECONDARY VISITATIONS

Seniors will be allowed to visit a college or vocational-technical school 2 days throughout the year without being counted absent. Juniors will be allowed one college/technical school visitation day. Beginning with the third and all subsequent such visits, the students will be counted absent from school.

All post-secondary visitations must be arranged by the school counselor who will then notify the office of the student's upcoming absence. A college visit form must be completed prior to a college visit. The student must get a make-up slip in advance of the absence. Any student who does not follow this procedure may be charged with an unexcused absence.

Many post-secondary and military recruiters visit our school each year. These visits will be announced in advance and those students who choose to attend must sign up with the school counselor and receive permission from their classroom teacher.

PROMOTION / RETENTION

Students in grades 7-8 are promoted to the next grade or to high school only after satisfactorily completing the coursework of their grade level. Retention of individual students may take place pending a conference between parent, teacher, and administration.

Students in grades 9-12 are required to retake all required courses failed. Elective classes do not have to be retaken unless the student so desires. Students are considered promoted to the next grade academically after earning five credits per year.

PUBLIC RECORDS

Florence School District #14-1 operates in a complete, open, and transparent manner and makes district records available for public inspection provided the release of the record requested does not conflict with state or federal law.

School board designates the superintendent as the district public records officer. As such, he/she shall be responsible for allowing the inspection of records upon public request and for maintaining the confidentiality of those records not open to the public. Superintendent as the public records officer shall also establish fees that may be charged for the retrieval and copying of any public records requested. Superintendent shall also give the individual making the public request a reasonable time frame in which the public records request will be complied with.

QUARTER & SEMESTER GRADES / SEMESTER TESTS / CLASS RANK

Quarter and semester grades will be averaged according to the following scale:

A 4.00 A- 3.67 B+ 3.33 B 3.00 B- 2.67 C+ 2.33 C 2.00
C- 1.67 D+ 1.33 D 1.00 D- 0.67 F 0.00

When a semester test is administered, the semester grade will be determined with the ratio of 90% value for the two nine week grade averages and a 10% value for the semester test. When a semester test is not administered, the semester grade will be the percentage grade of the two quarters.***

All academic classes are given equal weight when determining honor roll and cumulative GPA.

***Please note that the software program used by the school averages the percentages earned and not an actual letter grade.

RESTRAINT AND SECLUSION

I. Policy Rationale and Philosophy:

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion. A non-aversive effective behavioral system such as Positive Behavioral Intervention and Supports (PBIS) should be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

II. Definitions:

a. Positive Behavior Interventions and Support:
   i. A school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students, and
   ii. Encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors and teach appropriate behavior to students.

b. Physical Restraint:
   i. The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint.
   ii. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
      1. To break up a fight;
      2. To knock a weapon away from a student's possession;
      3. To calm or comfort;
      4. To assist a student in completing a task/response if the student does not resist the contact;
      5. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

c. Seclusion:

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

d. Time Out:
A behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

III. Requirements for the use of Physical Restraint:
Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied the staff member must:

a. implement in a manner that is age and developmentally appropriate;
b. ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (non-physical interventions are always preferred) that will diminish the need for physical intervention in the future;
c. use the least amount of force necessary, for the least amount of time necessary;
d. be appropriately-trained;
e. continually observe the student in restraint for indications of physical or mental distress;
f. contact appropriate emergency entities according to district crisis policy if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved;
g. remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated; following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.

IV. Prohibited Practices for Use of Restraints:
Staff members are not to use any physical restraints for which they have not been trained by the district. Staff members are not to use any unauthorized physical restraints. This includes but is not limited to:

a. Prone restraint, which is physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree;
b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student;
c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
d. Uses pressure point, pain compliance, or joint manipulation techniques;
e. Corporal punishment;

f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
g. Deprivation of basic needs;
h. Chemical restraint;
i. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
j. Using other students or untrained staff to assist with the hold or restraint;
k. Securing a student to another student or fixed object;
l. Aversive behavioral interventions; or
m. Seclusion in a locked room or area.

V. Requirement for Use of Seclusion:
Given a threat of immediate risk of physical harm to the student or others, the following principles must always be applied:
a. A room or area used for seclusion must:
i. provide for adequate space, lighting, ventilation, clear visibility and the safety of the student; and
ii. not be locked.
b. Staff must:
i. implement in a manner that is age and developmentally appropriate;
ii. ensure safety of other students and protect the dignity and respect of the student involved;
iii. the least amount of time necessary;
iv. be appropriately-trained;
c. staff must continually observe the student for the duration of the seclusion;
d. if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted;
e. seclusion ceases when the immediate risk of physical harm to self or others has dissipated;
f. upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

VI. Prohibited for Use of Seclusion:
a. Use of seclusion in any environment that does not meet the above criteria.
b. Deprivation of basic needs;
c. Seclusion shall not be used;
i. As a form of discipline/punishment
ii. As a means to coerce, retaliate or in a manner that endangers a student;
iii. For the convenience of staff;
iv. As a substitute for an educational program;
v. As a substitute for less restrictive alternatives;
vi. As a substitute for inadequate staff; and/or

vii. As a substitute for positive behavior supports or other crisis prevention.

VII. Reporting and De-Briefing Requirements after the use of Physical Restraint or Seclusion:

a. The staff member(s) using physical restraint or seclusion shall complete all district required reports and document staff's observations of the student.
   i. As soon as possible under the circumstances the staff member(s) using physical restraint or seclusion shall inform the appropriate school administrator of the use of physical restraint or seclusion.
   ii. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
   iii. Completion of the form and submission of the Incident Report to the appropriate administrator must be done the same day the staff member(s) used physical restraint or seclusion.
   iv. An administrator shall attempt to contact the parent/guardian during the same day of incident.
   v. A copy of the Incident Report must be made available to parent/guardian by the administrator within 24 hours after receipt of the Incident Report.
b. The administration shall conduct a debriefing with all involved staff and parents and, if appropriate, the student;
   i. Debrief utilizing the District's Debriefing Form.
   ii. evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs;
   iii. During the debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment, and/or a Behavior Intervention Plan must be completed.

VIII. Training and professional development:

a. The district will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.
b. The school district will maintain written or electronic documentation on training provided and lists of participants in each training.
c. All student personnel shall be trained annually on this policy.

IX. District Monitoring:

a. The school board and superintendent shall monitor the implementation of this policy.
b. This policy shall be accessible on the district's website.
c. The district shall notify all parents annually on the school's website of its policy on seclusion and restraint.

X. Complaint:

a. A parent/guardian who feels that a school employee violated this policy may file a complaint pursuant to the superintendent office of the Florence School District.

b. If the student is a student with a disability, the parent/guardian of the student with a disability may file a complaint with the superintendent office of the Florence School District.

SCHOOL DANCES / PARTIES

School dances and parties may be authorized by school administration through the request by class officers and/or class advisor or sponsor. The following guidelines apply to all school dance/parties:

1. School party/dance must be planned under the direction of a class/activity advisor or sponsor.
2. Permission to hold a party/dance must be obtained from school administration.
3. All parties/dances must be scheduled on the school calendar at least one week prior to the event.
4. All parties/dances will be chaperoned by a combination of teachers, parents, and school administration.
5. Guests or dates may be brought to school parties/dances. Each student is responsible for the conduct of his/her guest or date.
6. Students attending the activities must remain in the school building/gym. Re-admittance will be denied upon leaving the gym after a specified time.
7. All parties/dances must be held on the school premises unless for a special occasion specific permission is obtained.
8. All alcohol and tobacco products are prohibited.
9. Sponsoring group is responsible for all decoration and cleanup work.
10. All parties/dances are extensions of the school day with all school policies and regulations being in force and enforceable.
11. School dances/parties will not normally begin before 7:30 PM and must conclude by 12:00 midnight unless advance permission is obtained.

SCHOOL LUNCH

Florence School maintains a hot lunch program sponsored by the school district and the South Dakota Child and Adult Nutrition Service for the benefit of all students in attendance. Healthy and nutritious meals are served daily. Students with special diets must have written doctor's orders on file at the school office. Students not wishing to take part in the school lunch program are permitted to bring their own lunch. Sack lunches must be a balanced meal. The charge for eating school lunch will be kept at the minimum level necessary to recover expenses. Public notification will be made on meal charges at the beginning of the school year. Parents are encouraged to apply for free or reduced lunches by filling out the application form which will be sent home with each student. The Food Service will use a checklist system to record meals served to all students. Billing to parents shall be at the end of each month with remittance due in the business office by no later than the 15th of the month following each billing. Students that have not paid by the 20th of the month will no longer be afforded the

privilege to charge meals until the past due amount is paid. Those students shall be able to purchase meals on a cash basis only until the past due amount is paid.

SCHOOL USE

Permission must be secured from the activities director, principal, or superintendent for the use of the building for an activity after school hours which are not regularly scheduled. Classes and organizations will be held responsible for any damage done at such gatherings. The facilities should be in the same shape before and after the event. Custodial costs may be assessed if area is not cleaned appropriately.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Annual Internal Notice to Students/Parents and Employees Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who.

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

In order to fulfill obligations under Section 504, the Florence School has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. Section 504 Coordinator, Mitch Reed, may be contacted at the school

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent(s)/guardian(s) disagree with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

SEXUAL HARASSMENT

POLICY: It is the Florence School's policy that sexual harassment of students by other students or other individuals is unacceptable and shall not be tolerated. No student of the school district may sexually harass another. Every student will be subject to disciplinary action, including possible suspension or expulsion, for violation of this policy.

DEFINITION:

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature and constitutes sexual harassment when:
A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, advancement, participation in activities or programs, academic recognition, or grades.
B. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual.
C. Such conduct has purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile offensive educational environment, or effectively bars a student's access to an education opportunity or benefit.

RESPONSIBILITY:
The staff, administrators, and students of Florence School are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and/or activities will be provided by the school district to explain the policy and laws.

Every school district officer or employee shall be responsible for immediately reporting observations of student sexual harassment or complaints of student sexual harassment from students, parents, or others to the school administration. School administration shall investigate the observations or allegations, and shall document the information obtained in the investigation. If the administration believes that sexual harassment of the student has occurred, or reasonably suspects that such harassment of the student has occurred, he or she shall impose a level of discipline that is deemed appropriate and reasonable under the circumstances.

False allegations that are malicious or ill-founded may constitute libel or slander.

COMPLAINTS: Any student, or any parent or guardian of any student, or other individual, who feels that the student has been subject to sexual harassment, should report the incident immediately to the student's teacher, guidance counselor, or school administrator. Any school employee, who learns of sexual harassment of a student, whether by direct observation or by other means, shall immediately report such incident or information to school administration. If a building principal is alleged to be involved in the activity, the incident or report shall be made to the school superintendent. If an activity or allegation of an incident involves the school superintendent, the report shall be made to the chairman of the school board. Confidentiality consistent with due process will be maintained.

RETALIATION: Submission of a complaint or report of harassment will not affect the student's grades, work assignments, activities, or honors. Retaliation for submission of a complaint or report shall be a violation of the district sexual harassment policy and subject the violator to disciplinary action. Any student or person who believes that they are the subject of retaliation shall report the incident in the manner set forth above.

SPECIAL EDUCATION

The Special Education Program is set up to help the student, age 0 to 21, to achieve his or her highest potential. For a student to receive services due to academic difficulty, the classroom teacher, parent(s)/guardian(s), or counselor must first refer him or her to the special education director. A team that consists of the building principal, special education teacher, counselor, and classroom teacher(s) who meet to discuss educational planning for the student's needs. A one-month process occurs where the faculty establishes goals and objectives for working with the student prior to special education testing. If, after the one-month period, the situation warrants, the student will be referred for special education testing. The parent/guardian is then sent a permission form, which needs to be signed and returned to the school to authorize evaluation. School and cooperative personnel will administer tests that measure achievement skills, cognitive skills, perceptual skills and personality. When the testing is complete and the results cross-referenced, the parent(s)/guardian(s) will be invited to attend a meeting during which the results are explained. If a team—which includes the parent(s)/guardian(s), classroom teacher, special education teachers, principal and/or assistant principal, and counselor—agrees that certain criteria have been met, then the student is eligible to receive services within the program. An Individual Education Plan (IEP) is then written to address the specific academic needs of the student. Special Education Director Mitch Reed may be contacted for more information about the Special Education program.

SPORTSMANSHIP CODES/PARTICIPANTS AND SPECTATORS

PARTICIPANTS:

1. I will consider my opponents as guests and treat them as such.
2. I will give my opponent credit for a high degree of skill when he/she wins a contest.
3. I will respect the decision of the officials who are chosen because of their knowledge of the rules of the game and their sense of fair play.
4. I will accept the decisions of the officials without show or demonstration since they are in the best position to see the play.
5. I will consider myself a member of the team and as such will not sacrifice team play for individual glory. I will play to win fairly at all times.
6. I will cooperate willingly and completely with my coaches at all times.
7. I will remember that I am representative of my school and as such will always play and conduct myself in such a manner as to be a credit to the student body I have chosen to represent.
8. I will consider winning and losing contests as important; but how we win or lose is much more important.
9. I will win without conceit and lose with alibi.
10. I will respect the property of all institutions including our own and in no way damage or deface the property of others.

SPECTATORS:

1. I will applaud good plays made by either team.

2. I will consider our athletic opponents and their following as guests and treat them as such.
3. I will consider the officials as the proper authorities to make decisions and will accept their decisions without demonstration.
4. I will support the team and coach regardless of the winning record of the team.

STUDENT COUNCIL/CLASS OFFICER/MEETINGS

Student council exists to take a leadership role in student affairs. Purpose of student council is to provide leadership, direction, and responsibility to more effectively carry out the affairs and activities of the school and the student body as a unit and to promote the general welfare of the school and the students enrolled in school. Council officers are nominated from council members with upperclassmen taking the most responsible positions.

For class officers, each class will elect a president, vice president, secretary-treasurer, and student council representative at the start of the school year. Student council will elect one student to be president of the student body. Each term is to be one year in length unless recalled by class or student body.

Class and organization meetings will be held as the need arises. To schedule a meeting, president shall contact the class advisor and state the reason for such meeting. Meetings will also be called as needed by the class advisor. Class advisors are required to attend all class or organization meetings or the group is not allowed to meet.

STUDENT DRIVING

Students who drive/provide their own transportation to school shall be under the direct supervision of school administration. Driving of vehicles during the school day is prohibited with specific permission. Extreme caution must be exercised by students who drive as they approach and leave the school grounds. Students must leave the parking lot by some route other than the bus loading area. Cars must be parked in the school parking lot and not in any area designated for unloading and loading students or adjacent to the fuel barrels. Students causing problems with providing their own transportation may be subject to disciplinary action and the appropriate judicial authorities contacted.

STUDENT DUE PROCESS

DEFINITIONS:
1. “Expulsion,” the action of the school board that terminates a pupil’s membership in school for not more than 12 consecutive months.
2. “Long-term suspension,” the exclusion of a pupil by the superintendent or school board from a class or classes or from school for more than 10 but not more than 90 school days.
3. “Parent,” a parent, guardian, or person in charge of a pupil.

4. “Policy,” a rule, regulation, or standard enacted by a school district board.
5. “Short-term suspension,” the exclusion of a pupil by a principal or superintendent from a class or from school for not more than 10 school days.

SHORT-TERM SUSPENSION PROCEDURE

If a short-term suspension from a class, classes, or school is anticipated because of a pupil’s violation of a policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension. The pupil must be given the opportunity to answer the charges. If a pupil is suspended, the principal or superintendent shall give the parent oral notice, if possible, and shall send the parent or a pupil who is 18 years of age or older or an emancipated minor a written notice which provides information regarding the pupil’s due process rights. A pupil who is an emancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the pupil’s presence poses a continuing threat or danger, in which case the pupil may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

LONG TERM SUSPENSION PROCEDURE

Written Report Required:

The superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent’s decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the pupil’s parent or to the pupil if the pupil is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board’s secretary or business manager.

Right to Request Hearing—Notice of Hearing:

If the superintendent finds grounds for a long-term suspension from a class or classes, the superintendent may exclude the pupil from a class or classes by using the short-term suspension procedure in 24:07:02:0l. The superintendent shall give a written notice to the pupil’s parent or to a pupil who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

1. The policy allegedly violated;
2. The reason for the disciplinary proceedings;
3. Notice of the right to request a hearing or waive the right to a hearing;
4. A description of the hearing procedure;
5. A statement that the pupil’s records are available at the school for examination by the pupil’s parent or authorized representative; and
6. A statement that the pupil may present witnesses.

If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor.

If no hearing is requested or the hearing is waived, the action of the superintendent is final.

Right of Waiver:
The pupil, if of the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

Hearing procedure:
The school board is the hearing board and shall conduct the hearing in the following manner:
1. The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
2. Each party may make an opening statement;
3. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
4. Each party may be represented by an attorney;
5. The school administration shall present its case first;
6. The hearing is closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order;
7. Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president or business manager;
8. Each party may raise objections; however, objections are limited to relevancy and scope of the question;
9. All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer;
10. The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
11. Each party may make a closing statement;
12. After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the pupil is present; and
13. The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion must omit the name of the pupil and must state the reason for the board's action. The school board shall notify the pupil or the pupil's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

Right of Appeal:
The student may appeal an adverse decision by the school board to the circuit court.

Attendance Policies:
The attendance policy of a school district may not exclude a pupil from a class or from school for more than ten days without providing due process procedures pursuant to this chapter.

Referral to Placement Committee:
If a pupil identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, the procedure in 24:05:26:09 applies.

EXPULSION PROCEDURE
Written Report Required:
If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the student's removal from one or more classes or from school and schedule a hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action and the superintendent's recommendation. The report must remain in the possession of the school board secretary sealed and unavailable for review by individual school board members, until the time set for a hearing.

At the same time that the report is filed with the school board's secretary, the superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or is an emancipated minor.

Notice of Hearing:
If the superintendent finds grounds for expulsion from one or more classes or from school, the superintendent may exclude the student immediately by using the short-term suspension procedure in 24:07:02:01. The superintendent shall give a written notice to one or both of the student's parents or to a student who is 18 years of age or older or an emancipated minor. The notice must contain the following information at a minimum:
1. The rule, regulation, or policy allegedly violated;
2. The reason for the disciplinary proceedings;
3. Notice of the right to request a hearing;
4. A description of the hearing procedure;
5. A statement that the student's records are available at the school for examination by the student's parent or parents or another authorized representative;
6. A statement that the student may present witnesses; and
7. A statement that the student may be represented by an attorney.

The superintendent shall set the date, time, and place for the school board hearing. The superintendent shall send notice of the hearing to each school board member by first class mail and to the student's parent or to a student who is 18 years of age or older or an emancipated minor by certified mail, return receipt requested. If the superintendent recommends expulsion, the school board must act on the recommendation before it is implemented.

Right of Waiver:
The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties. If the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents.

Hearing Procedure:
The school board is the hearing board and shall conduct the hearing in the following manner:
1. The School board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
2. Each party may make an opening statement;
3. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
4. Each party may be represented by an attorney;
5. The school administration shall present its case first;
6. The hearing is closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
7. Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president, hearing officer or other person authorized by law to take oaths and affirmations;
8. Each party may raise any legal objection to evidence;
9. The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence;
10. The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
11. Each party may make a statement;
12. After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and
13. The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall

notify the student's parent or parents or a student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

Right of Appeal:
The student may appeal an adverse decision by the school board to the circuit court.

Attendance Policies:
The attendance policy of a school district may not exclude a student from one or more classes or from a school for more than ten consecutive school days without providing the due process procedures in this chapter or chapter 24:07:03.

Referral to Placement Committee:
If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is the subject of proposed expulsion, the procedure in 24:06:26.0l:08 applies.

STUDY HALL GUIDELINES/PROCEDURES

The Following guidelines are suggested for the proper monitoring of a study hall:
1. A seat will be chosen by the student or may be assigned by the teacher.
2. Each student must be prepared to study, read, or write by having the necessary materials with him/her to complete without consistently having to leave study hall to gather additional items. Reading materials need to be brought, if school work is completed.
3. Number of students talking will be limited by the teacher and all talking to be done quietly.
4. Students may not leave study hall for another room unless permission is received by the study hall teacher.
5. Passes will be issued when a student checks out to see another instructor.
6. Teachers needing to meet with students during study hall time need to issue passes accordingly.
7. Each classroom used as a study hall will be left in an orderly manner at the end of the period.
8. To not be considered tardy, students need to be in study hall by the ringing of the second bell.
9. Study hall teacher is responsible for maintaining an atmosphere conducive to studying and learning during each study hall.
10. Study hall teacher is responsible for taking roll, keeping order, and accounting for all students assigned to them for that period.
11. Vending machine privileges may be granted each afternoon study hall provided it does not interfere with study hall operations and abuse of the privilege does not occur.

SUSPENSION/EXPULSION

In extreme cases, it may be necessary for school administration to temporarily suspend (up to 10 school days) a student because of a disciplinary incident. With the recommendation of the school superintendent, the school board may expel a student from school as a result of a

disciplinary incident. Such expulsion shall not extend beyond the end of the current school year, unless the disciplinary incident involves a violation of the weapons policy. Any student suspended from school will receive no credit for tests, quizzes, or other assignments missed during the time of the out-of-school suspension.

TARDINESS

Tardiness by a student interrupts and delays the work of the class and penalizes not only the student but all members of the class. Being late to class or to school is a bad habit. A student should be in the classroom and in his/her seat by the time the second bell rings. Any student tardy to class or to school that is unexcused more than 2 times in a quarter will serve ½ hour in the morning detention for each additional instance of tardiness. Failure to report to morning detention will result in ½ day of in-school suspension. Attendance will be pulled at 9:00 a.m. every Monday.

TEXTBOOKS/CARE OF EQUIPMENT

Basic textbooks are used in each academic subject offered to students at Florence High School. At the time of issuance, condition of the textbook assigned each student is noted by the instructor. Excessive or malicious damage to any book may result in an end-of-the-year replacement, partial payment, or full payment in view of the abuse of the textbook.

Desks, library books, athletic equipment, musical instruments, science equipment, and other such items used by students in the school and on the school premises are school property. Any damage to school property by a student will result in a damage assessment against the student and possible disciplinary action.

TRANSFER POLICY

Any in-state transfer student unable to meet graduation requirements set by the Florence School Board which are above the state board of education's minimum requirements because of time and scheduling constraints but not due to course failure may graduate on the basis that he/she has met the state board's minimum requirements.

A student who transfers from another state and is unable to meet graduation requirements set by the state board of education and the Florence School Board because of time and scheduling constraints but not due to course failure may graduate based on meeting the minimum requirement of the state from which he/she transferred.

Grade placement shall be the responsibility of the principal. In general, pupils transferring into the system from accredited schools will be placed in the same grade level as the schools in which they transferred from.

A student of compulsory school age, that has been attending an unaccredited institute or receiving alternate instruction and enrolls in the school district, shall be placed at the discretion of administration. Smarter Balance scores, past grades from prior accredited institutes, placement tests, and other means will be used to assess each situation and place the student appropriately.

USE OF TELEPHONE

Because of official/business demands on the school phone and the need to keep the phone line open to incoming calls, use of the school phone by students is restricted to emergency needs. Permission to use the school phone including the phone in the gym must be given by school personnel and should not be requested unless absolutely necessary. Long distance calls are not permitted unless under the direction of a class advisor or administrator. Students will also not be called from class to receive phone calls except in case of a family emergency.

VANDALISM

State laws make the student and his/her parent(s)/ guardian(s) responsible for damages and defacement of school property. Any pupil who intentionally or accidentally destroys, damages, or defaces school property will face the appropriate disciplinary action deemed necessary. Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Students will pay the replacement cost for damaged books and materials. Vandalism will be immediately reported to the appropriate law enforcement agency for investigation.

VISITOR POLICY

Parents and district patrons are encouraged to visit our school. Visitors are required to check in at the office. Visitors are encouraged to contact the teacher in advance to avoid conflicts with schedules. Students are allowed to have student visitors with granted permission only. Any student visitor wishing to attend classes at Florence School must follow the following procedures:

1. File a written request and receive principal or counselor approval at least one week in advance of the visitation day.
2. Visitors must check in at the business office.
3. Visiting students must be in designated areas with their designated student. All salespersons or visitors (including all family members) must check in at the office before conducting business or visiting with a staff member or a student. All visitors, regardless of age, must follow the school guidelines and policies.

WEAPONS

In accordance with the Gun-Free Schools Act of 1994, any student who is determined to have brought a weapon to school is subject to expulsion for a period of not less than one year. Situations will be handled on an individual basis and the necessary officials may be contacted if administrations deems necessary.

WELLNESS POLICY

Introduction:
In the Child Nutrition and WIC Reauthorization Act of 2004, PL 105-268, the U.S. Congress established a new requirement for all local agencies) with a federally-funded National School Lunch program. School districts are encouraged to establish and maintain a coordinated school health program that addresses all components of school health.

Rationale
The increasing rates of overweight and obesity among youth threaten to jeopardize the future health and productivity of our children. Will academic success become more and more difficult for students to attain as lifestyle choices diminish a child's ability to learn? Will the students of today be the first generation to have a shorter life expectancy than their parents? Do over nourished and malnourished children face similar adversities?
A healthy school environment goes beyond school meals in the cafeteria. Living a healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices, knowledge of nutrition, and appropriate amounts of physical activity. All foods made available on school campuses should offer children nutritious choices. Nutrition education and physical activity should be incorporated into the school day as often as possible. The healthy, nutritionally astute, and physically active child is more likely to be academically successful.

The federal government recognizes that a coordinated effort by the entire community including child nutrition professionals, school board members, parents, students, school administrators, and teachers is warranted. These efforts involve adults serving as role models and community members being informed of the policies that improve the long-term health and well-being of students. The local agency has a strategic role to play in improving the health and well-being of children.

For more details, please see our Wellness Policy on our website.

WITHDRAWAL FROM SCHOOL

A student wishing to withdraw from school should have his/her parent contact the school. The student will then be given a withdrawal form which must be signed by each individual teacher when his/her books are turned in and any money due is paid.

ELASTIC CLAUSE

The student handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each student will have a successful and enjoyable school year. Take the time to know the rules and regulations that students are expected to follow and many of the little problems can be avoided. If students have questions or problems, consult the classroom teacher or the principal.