

FLORENCE HIGH SCHOOL STUDENT HANDBOOK

FLORENCE SCHOOL DISTRICT PHILOSOPHY

The philosophy of the Florence School District entails the idea that education must be considered as a process of growth in which the individual is motivated and is stimulated by the controlled environment of the home, church, school, state, and nation as well as the uncontrolled environment of the total community. Our philosophy is aimed at developing the individual's capacities through a democratic procedure with regard for individual differences and responsibilities. We believe we should teach the students how to think but not what to think. It is our belief that through educational opportunities, adjusted to individual differences, our children may become free to grow intellectually and morally, understanding the natural force of life and learning to live in harmony with others.

MISSION STATEMENT

The mission of the Florence School District is to provide each student with educational opportunities that enable them to learn and find success in school to the full extent of their ability.

TO THE PARENT

The purpose of this handbook is to keep you informed on the policies concerning the school you are supporting and which your child is attending. Please read this handbook so that you will have a better understanding of your school's functions and activities. It is suggested that you take the time to ensure your child understands the contents as it applies to him or her. This handbook cannot serve as a complete and detailed manuscript on school operations but rather as broad guidelines to students.

TO THE STUDENTS

Use this manual as a means to guide you through completion of your school years. Should there be questions for which answers are not found, please feel free to contact school administration and faculty.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize students and parents with the rules, regulations, required courses, activities, and organization of the Florence High School. With this information it is our hope that a better understanding of the policies of the school by students, parents, and faculty members will consequently result in better cooperation and closer harmony. We want each student to feel that he is a citizen of the school. As citizenship is one of the main objectives of the educational system, we advocate that the student become aware of the restrictions that our

complex and ever changing society is constantly making on us. Certain rules and regulations must be imposed on all of us so that we may have a desirable society in which to live.

ASBESTOS

Florence School has on file a complete and updated management plan for dealing with asbestos containing building materials within the school district's building. The management plan is available for viewing by interested parties Monday through Friday, 8:00 am through 3:30 pm, or by appointment thereafter at the administrative office in the High School. Copies will be made available for \$10.00 within five days of a written request.

Patrons will be informed at least annually about the availability of the asbestos management plan. All employees of the Florence School will receive asbestos training annually.

The asbestos containing building materials are required to be kept under surveillance. The periodic surveillances will be conducted by trained personnel in accordance to the AHERA Rule, 40 C>F>R> & 763.84. Prior to July 9, 1991, all school buildings must be re-inspected by an accredited inspector.

ATHLETIC AWARDS

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 coach.
4. Go and return with the team to all games unless excused by coach.
5. Score at least one point in a track meet.
6. Play an average of one quarter per basketball game.
7. Play an average of one quarter per football game.
8. 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 ELIGIBILITY (ACADEMIC)

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 at both midterm 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 midterm grading period may request to have his/her grades reviewed after one week of ineligibility to regain athletic eligibility. Any student not having his/her grades up to the minimum standard remains ineligible for the remainder of the quarter.

*The “no F rule” simply means that a student getting a F in a subject loses their athletic eligibility at the time of the grading period with official grades taken at midterm 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.

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. Curfew – The following guidelines will be used: 11:00 PM for nights Sunday through Thursday; 1:00 AM for Friday and Saturday nights. Specific times may be given by the coach before any particular event. Each offense is a one game suspension. Times may be extended due to school, community, or family functions that last beyond the recommended time. In any exception, consultation with the coach should occur.
3. 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.
4. 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.
5. 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.
6. Missing practice – An unexcused absence from practice is a 1 game suspension.
7. 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.
8. 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.

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.

Any student who shall miss class or classes for any other excused or unexcused reason more than 10 times in a semester may not receive credit for that class or classes pending the outcome of a hearing before the school board. After 5 such absences, a letter will be sent to the parent explaining the consequences if continued absences occur.

In both cases mentioned above, at the time the letter is sent home, the principal will hold a conference with the student explaining the consequences of further absences.

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 must be in school all day the day of an activity in order to be able to participate. Exceptions to this need prior (a minimum of the previous day) administrative approval and will be granted only in special circumstances such as funerals and certain medical appointments.

BULLYING & OTHER HARASSMENT

Students attending Florence School are under the expectation that their conduct always be appropriate for an education setting and free from any form of negative behavior that may impact the learning of another student. Bullying is defined as any teasing, taunting, coercive behavior, humiliation, or similar conduct that interferes with a person's right to an appropriate education. It also may include agitating a situation that may cause or aggravate a situation between others. Bullying may be done in a one-to-one situation, in a group setting, or through various electronic means away from the actual school grounds.

Any student engaging in bullying or other forms of harassment to another student will be subject to all of the provisions of the school code's of discipline to help insure that the school

environment remain free of behavior that may negatively impact the education of any other student.

BUS CONDUCT

The following rules apply to students at all times if they are riding the school bus:

1. Be on time for the bus – help keep buses on schedule.
2. Do not attempt to get on the bus before it stops.
3. Reach your seat on the bus without disturbing other students.
4. Share your bus seat with others.
5. The driver is in full charge of the bus and of the students riding. Obey the driver's suggestions promptly and with respect.
6. At the bus driver's discretion, seats will be assigned and students will sit in assigned seats.
7. Help keep the bus clean and sanitary by refraining from throwing refuse and debris in the bus.
8. Throwing and snatching hats, caps, books, pencils, and various other personal items are not permitted. Such actions may contribute to accidents.
9. Any loud talking, laughing, or other unnecessary confusion that may divert a driver's attention and contribute to accidents is not permitted.
10. When the bus is in motion, do not stand or move about.
11. Be courteous to fellow students and the bus driver.
12. Conversation on the bus should be appropriate, low toned, and not boisterous. Use of foul or profane language is not permitted.
13. Treat school bus equipment as you would valuable furniture and possessions in your own home. Students are liable for any damages they cause.
14. Always remain seated until the bus stops to unload. After exiting a bus, wait for a signal from the driver before crossing the road in front of the bus.
15. Permission must be granted from the driver before windows are to be opened. At no time shall chanting, yelling, or shouting from the bus out the windows take place. Keep arms, hands, and head inside the bus at all times.
16. Students may not be evicted from a bus by the driver during the course of a bus route or trip. The destination of the student (home, school, or place of the activity) is the only place students are permitted to leave a bus. In the event of disciplinary action, students may lose their privilege of riding a school bus pending the outcome of action taken by school administration.

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 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 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.

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 extra-curricular 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.

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 – in-school suspension (student must do the assignments for the day)

4th – out-of-school suspension

DRESS CODE

Proper attire is expected of all students while in attendance at school. Style and form of dress is left to the discretion of the student and parent. Administration reserves the right to confer with a student and parent in the event a certain style or form of dress is detrimental to positive classroom and school atmosphere. T shirts, sweatshirts, and jackets (or other clothing) with objectionable language, sexual innuendo, or other connotations, or alcoholic beverage/tobacco advertisements, are not considered proper attire and along with other inappropriate attire will not be permitted to be worn in school. Caps and hats are not permitted to be worn in school during the school day.

DRUGS

In Accordance with the Drug Free Schools Act, students violating the policy on drugs, chemicals, and alcohol will be subject to disciplinary action including suspension from school for up to ten (10) days for the first violation.

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.

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, all 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 student's 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 excepted).
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 rank.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parent and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

A copy of these policies and regulations may be obtained in the building principal’s or superintendent’s office of the named school district. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Florence School District 14-1, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

FIRE AND FIRE DRILLS

School officials will hold fire drills each semester to insure that all students can properly evacuate the building in case of a fire. In fire drills or in case of actual fire, students are to follow instructions of the teacher in charge. Haste is desirable at all fires and fire drills, but not to the point of throwing away caution. Every person walks quickly to his station of safety.

Students gather in groups according to the class they are in and retreat from the school building according to the posted fire drill evaluation procedure. All must wait until advised to reenter the building. All students will remain in their groups until they are given instructions to leave formation.

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+	
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	

ATHLETIC/FINE ARTS ACTIVITY ELIGIBILITY (ACADEMIC)

“All students are required to maintain the eligibility requirements set forth by SDHSAA. FHS further requires a current grade point average of 1.50 at each midterm and quarter grading period. Grades will be checked bi-weekly starting with the second Friday at the start of the school year. Any student with a failing grade (F) has a two week period in which to raise any failing grade to passing or the student becomes ineligible for the following two week period and remains ineligible until the failing grade is brought up or the school year is concluded.

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
Computer	½ credit
Fine Arts	1 credit
Electives	<u>9 ½ credits</u>
	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.

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 extra-curricular activities.

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.

INCLEMENT WEATHER

In case of inclement weather or any other emergency situation a “no school” announcement, will be made between 6:45 AM and 7:45 AM on radio stations KWAT and KSDR, and on other radio or TV stations a appropriate. A one hour late/two hours late announcement may be used if reports indicate that roads and weather will improve throughout the school day.

INFECTIOUS DISEASES

Students may attend or be excluded from attending classes according to the following guidelines:

Impetigo: excluded until affected area is dry and is being treated

Head Lice: excluded until after treatment has been initiated

Mononucleosis: may attend school as directed by physician

Pink Eye: excluded until under treatment and eye has cleared or with physician's permission

Streptococcal Infections: excluded until 24 hours after treatment has been initiated

All other infectious diseases: follow the SD Department of Health recommendations on inclusion and exclusion from school attendance.

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. Students serving in-school suspension will receive a mandatory one grade reduction of any tests, quizzes, or other assignments missed during the time of the in-school suspension.

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.

MIDTERM GRADES

Midterm grades will be issued to all students at the midpoint of each nine week grading period to be taken home to parent/guardian to give them an exact indication of the progress the student is making in each academic class. 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.

NINE WEEK AND SEMESTER GRADES/SEMESTER TESTS/CLASS RANK

Nine week and semester grades will be averaged according to the following point system:

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

If a student wishes to withdraw from a class, he/she must do so within 5 school days of final fall registration. Any drops after this time will result in an F grade for the student with the results posted on the permanent records and the failure counted on grade point average for honors and

class standing. Provision is made for a student to drop an elective class at the end of the first semester with administrative approval provided the 5 class minimum is maintained.

When a semester test is administered, semester grade will be 1st Nine Weeks grade (45%), 2nd Nine Weeks grade (45%), and semester test (10%). When a semester test is not administered, semester grade will be based on 1st Nine Weeks grade (1/2) and 2nd Nine Weeks grade (1/2). Class rank for each high school class will be computed at the conclusion of each semester. Both class rank and cumulative grade point average will be as recommended by the National Association of Secondary School Principals (NASSP). Under the 4 point scale (A=4 points, B=3 points, C=2 points, D=1 point, F=0 point), all academic classes will be given equal weight.

NOON HOUR

Florence High School operates under a closed lunch period policy. 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.

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.)

PORNOGRAPHY / OBSCENE MATERIALS / INTERNET USE

FHS students are not permitted to possess or view online through the internet any materials deemed pornographic or of an obscene nature while in the classrooms, hallways, buses, or school premises of the school. Any violation would result in disciplinary action as deemed appropriate including canceling a student's privilege to use the school computer network.

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.

REPORT CARDS

Report cards will be distributed the week after the ending of a nine week grading period. Procedure for the first three nine weeks is to give each student a copy of their report card with each student then being responsible for seeing the report card is shown to parent/guardian. Report cards at the end of the school year will either be mailed to each student's parents or picked up from the administrative office.

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 clean up 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.

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.

SMOKING/POSSESSION/CONSUMPTION OF ALCOHOL/TOBACCO

Federal and state laws and school policy prohibit student possession or use of any alcohol or tobacco products. Violation of this law/policy will result in confiscation of the alcohol/tobacco

and disciplinary action of a severe nature taken against the student. Referral of the particular incident will also be made to the proper judicial authorities.

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 unemancipated 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 24:07:02:01. 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 24:06:26.01:08 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 floor unless permission is received by the study hall teacher. Checkout sheets are to be filled out in all instances.
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. Pop 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 by 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 semester will serve ½ hour in detention for each additional instance of tardiness.

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 on the basis of meeting the minimum requirement of the state from which he/she transferred.

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

Any student who causes intentional damage or destruction to school property or shall deface by cutting or with writing or pictures on any furniture, building or other school property shall be required to compensate for such damage and will be subject to school disciplinary action. Violators may also be referred to the proper civil authorities for appropriate action on their part.

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.

WELLNESS POLICY

Introduction and Rationale

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.

NUTRITION EDUCATION

The primary goal of nutrition education is to influence students' eating behaviors. At each grade level nutrition education will be integrated into existing curriculums and designed to provide students with the knowledge and skills necessary to promote their health.

Nutrition Education should:

- teach consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, home, community and media;
- be included in the scope and sequence of the curriculum in core subjects such as math, science, language arts, social sciences and elective subjects;
- include the school cafeteria which serves as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom;
- provide enjoyable, developmentally-appropriate, culturally-relevant and participatory activities (e.g. contests, promotions, taste testing, farm visits, and school gardens);
- offer information to families that encourages them to teach their children about health and nutrition and provide nutritious meals for their families.

PHYSICAL ACTIVITY

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of a physically active and healthful lifestyle.

Daily Physical Education Classes K-12

- All students in grades K-6 will receive weekly physical education for the entire school year. Students with disabilities, special health-care needs and in alternative educational settings will be included. Students in grades 7-12 will be provided physical education opportunities as permitted by staffing, physical facilities, and funding resources.
- All physical education will be taught by highly qualified physical education teachers or those holding a K-12 comprehensive health education endorsement.
- Student involvement in other activities involving physical activity will not be substituted for meeting the physical education requirement.

Daily Recess

- All elementary school students will have at least 15 minutes a day of supervised recess, preferably outdoors, during which students are encouraged to engage in moderate to vigorous physical activity.
- Extended periods of inactivity, two hours or more, are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

- All high schools and middle schools as appropriate, will offer interscholastic sports programs.
- Florence Schools will offer activities that meet the needs, interests and abilities of all students, including boys, girls, students with disabilities and students with special health-care needs.
- After-school child care and enrichment programs will provide and encourage daily periods of physical activity for all participants.

Rewards, Incentives, and Consequences

- Rewards and incentives will be given careful consideration as to the messages they send to the students receiving them. Food will not be used as a reward or incentive in the classroom, but other, more appropriate rewards may be used (e.g. extra free time, pencils, bookmarks, etc.).
- Food will not be withheld from students as a consequence for inappropriate behavior and poor academic performance.
- Physical activity should not be used as a consequence of bad behavior but can be used to promote positive learning habits.

Use of School Facilities Outside of School Hours

- Florence Schools will attempt to make school spaces and facilities available to students, staff and community members before, during, and after the school day, on weekends and during school vacations.
- These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs.
- School policies concerning safety will apply at all times.

Other School-Based Activities

Florence Schools shall create an environment that provides consistent wellness messages, is conducive to healthy eating and being physically active, and contributes to forming healthy life long habits.

Professional Development

- Florence Schools will strive to provide ongoing professional development and education for food service professionals and educators.
- Florence Schools will strive to provide nutrition and physical education for students, staff, parents, and, where appropriate, for community members.

Eating Environment

- Students and staff will have adequate space to eat meals in clean, safe, pleasant surroundings and will have adequate time scheduled.
- Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- Consideration should be taken for passing time, bathroom break, hand washing and socializing so as to allow adequate eating time for breakfast and lunch once the student is seated.

Nutrition Standards

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

General Guidelines

- Procedures shall be in place for providing to families, on request, information about the ingredients and nutritional values of the foods served.
- Food and beverages sold or served on school grounds or at school sponsored events during the normal school day shall meet the Dietary Guidelines for Americans and the Standards for Food and Beverages as set forth in this document.

School Meal Program

- The school food service program shall operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and applicable laws and regulation of the state of South Dakota. All schools will comply with USDA regulations and state policies.
- Florence Schools shall offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans.
- Menus should be planned with input from students, family members, and other school personnel and should take into account students' cultural norms and preferences.
- Students with special dietary needs (diabetes, celiac sprue, allergies, etc.) will be accommodated as required by USDA regulation.

Parties and Celebrations

- Schools should limit celebrations that involve food during the school day.

Input sought and received by the following groups:

All staff of Florence Schools received a copy of the instrument and responses were invited.

The Administration of Florence Schools has reviewed the policy and provided input into its final content and format.

The Florence Board of Education received a copy for their review at the July, 2006 meeting. The policy was approved in August of 2006.