



ELEMENTARY STUDENT-PARENT HANDBOOK

2018-19

Christ the King School
Holy Spirit School
St. Katharine Drexel School
St. Lambert School
St. Mary School
St. Michael School



MISSION STATEMENT

*... to form a community of faith and learning
by promoting a Catholic way of life through
Gospel values and academic excellence.*

VISION STATEMENT

*SFCS will be a Christ-centered community
providing a financially viable
world-class education
for an increasing number of children.*

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This handbook will serve as a general reference for school information. It is not exclusive in content and is subject to interpretation by administration. For additional clarification or questions, check with your principal.

Academic Services

Sioux Falls Catholic Schools (SFCS) is committed to providing appropriate education services to all students whenever possible. Each school offers academic support to students to achieve their potential and to aid in promoting a positive learning experience. The designated Academic Services staff and other school personnel collaborate with parents to design a plan to meet the individual needs of students.



Students with special needs for learning are identified by one or more of the following: medical diagnosis, comprehensive testing, and/or professional assessment. These qualified students are offered the following services or curriculum accommodations:

Modified Instruction (Report Card Code M): Reflects significant adaptations in instruction or materials as determined by the school's Academic Services staff and other personnel. These modifications enable a student to succeed without altering the objectives for that curriculum area. Modified curriculums may include modification in presentation, form, time consideration, etc.

Alternate Curriculum (Report Card Code K): Use of an Alternate Curriculum reflects replacement of the designated SFCS grade level curriculum with one that is developed by the classroom teacher, parents, Academic Services staff and other school personnel to accommodate student academic growth. Educational services are provided in and/or out of the classroom to meet the student's needs.

Enriched Curriculum (Report Card Code R): Reflects a modified or alternate curriculum, designed by the classroom teacher, parents, Academic Services staff and other personnel, that focuses on the enrichment of the grade level curriculum to further the student's academic growth. Educational services are provided in and/or out of the classroom to meet the student's needs.

Achievement Academy

The Achievement Academy is a supplemental academic program for SFCS students PK-12 that offers families enrichment or remedial options to broaden and strengthen student achievement, skills, knowledge and success. The program utilizes proven methods of instruction and a dedicated staff to design and implement individualized learning programs for each child. The program's goal is to assist parents and schools in educating students to their highest potential. **Because this program is supplemental, these services are not covered under normal tuition plans.** The Achievement Academy Director oversees and/or coordinates all programs.

Services available through the Achievement Academy:

- **Tutoring** – SFCS has a school year and a summer tutoring program staffed by SFCS faculty members. Families seeking the additional assistance of a tutor for their child should visit with their principal or Achievement Academy Director. Tutoring takes place in the schools at times arranged between the tutor and the family. Tutoring may focus on:
 1. Curriculum content (supporting classroom assignments)
 2. Specific skills (reading, writing, phonics, math)
 3. Time management/work completion.
- **Assessments:** A variety of testing tools are available to identify individual student's academic or developmental areas that would benefit from additional remediation and/or enrichment.
- **Summer Programs:** Camps, educational services, and enrichment programs are available during the summer.

Admissions

Preschool students must be 3 years old on or before November 1 of the year of enrollment. South Dakota state law requires that students entering Kindergarten must be 5 years old on or before September 1st of the year of enrollment. A certified copy of the student's birth certificate, an affidavit submitted by the Dept. of Health, or an I-94 Form to confirm identification must be provided. Students enrolled for 1st grade need to be age 6 by September 1st. SFCS also requires a copy of the Baptismal certificate (if Catholic) and a copy of current immunizations.

SFCS enrollment and tuition agreements are completed online and require a digital signature. A one-time new student registration fee will be charged the first year a student is enrolled in SFCS. Preschool registration fees are assessed annually but may be credited toward that student's Kindergarten tuition.



Immunization/Health Records: Any child entering SFCS for the first time must provide a completed SD Certificate of Immunization. Those students entering 6th grade are required to provide an updated SD Certificate of Immunization with the additional vaccinations required. A completed SD Certificate of Immunization form, available in the doctor's or school office, is required for all new students and must comply with the following:

1. **The form must be signed by a physician, nurse or school health authority.**
2. **The form must be submitted before the first day of school. Failure to comply with this requirement will exclude your child from attending school until all the immunizations are completed and the form is turned in.**
3. **The dates of immunizations must include month, day and year ("series complete" or check marks are not acceptable).**
4. **No other form except the SD Certificate of Immunization will be accepted.**

Admissions/Enrollment Policy:

New students who have formally enrolled online and paid the registration fee by March 15 will be admitted to SFCS elementary schools in the following priority order by categories:

- Catholic students who are members of the parish or sister parish
- Students from families who are members of other Catholic parishes in town
- Students from families who are members of Catholic parishes out of town
- Students from non-Catholic families

Within each of these categories, admission is granted in the following priority order:

- Have siblings in that school
- Have siblings in any SFCS PK-12 school
- Have no siblings in the system

SFCS does not discriminate on the basis of race, sex, color or national origin. SFCS does not discriminate on the basis of disability if the student can meet the academic and behavioral requirements of the school with reasonable accommodations and/or modifications.

SFCS Enrollment and Tuition Agreement: Families confirm next year's registration by completing the online enrollment and tuition agreement through their TADS (Tuition and Data Services) account for each child in their family attending SFCS. Tuition payment arrangements are set up through the TADS account. Delinquent accounts may be charged late fees, accrue interest, and may impact continued enrollment and restrict participation in academic and/or extra-curricular programs, testing, special ceremonies, and access to report cards, diplomas, transcripts and Infinite Campus student portals. Students with past due balances of tuition or other fees (textbook, library books, activity equipment/clothing, fines, etc.) at the end of each semester will not be allowed to continue enrollment in SFCS until arrangements have been made with the Business Office for full payment of past due tuition and fees. Families who experience financial hardship are encouraged to contact the Admissions Office at 575-3358. A detailed list of all payment policies is published in the Tuition Agreement Terms and Conditions.

Financial Assistance: Families may apply for financial assistance by completing the Financial Aid tab in their TADS family account. Numerous scholarships are also available through the SFCS Foundation. The deadline each year to apply for financial aid is early April.

Should your family experience a situation throughout the year that makes paying tuition difficult, please contact the Admissions Office at (605) 575-3358 to discuss your options.

Program Changes: Parents who wish to make a program change after filing initial SFCS enrollment and tuition agreement (e.g., add/remove band, add/remove after school care) may do so by contacting the school office and completing an addendum.

Questions or concerns regarding tuition, payments or program charges/changes should be directed to the Business Office at (605) 335-6557 or Accounts Receivable at (605) 575-3367.

Arrival/Dismissal



The school playground(s) is supervised 15 minutes before and after school. Students are expected to arrive no earlier than this time. SFCS does not assume responsibility for students who are onsite outside of the supervised times. Supervision is provided in the fee-based option in schools with before school programs. Students should immediately leave the school premises after dismissal time. Parents are expected to be prompt in picking up their students as students are only supervised outside the building for 15 minutes after dismissal. After 15 minutes, students will be sent to the After School

Program and fees applied. Students being picked up after the morning session of preschool should also be prompt or will be subject to additional fees. During supervised times, students are to remain in the school's designated waiting area until their ride is available. (*Also see Before and After School Care Program*).

Attendance

Parents must notify the school office of student absences. Regular school attendance is critical to student academic development and success. Students who are absent from school regularly or take extended absences may experience some difficulty in maintaining the quality of their school work. These absences also place an extra burden on teachers as they track student progress and assignments to prevent lapses in their studies. In addition, it is often not practical to "work ahead" to complete assignments before a scheduled absence. Whenever possible, parents should avoid taking students out of the classroom except in unusual or unavoidable situations. In situations of excessive absences, administrators will notify parents that they may be in violation of state law and the potential consequences. Questions or concerns should be directed to your child's teacher or principal.

Outside Appointments: Parents are requested to schedule all student appointments outside of the school day. When it is necessary for a student to be excused during the school day for appointments, etc., the parent/guardian must call, send a note, or e-mail the school office prior to this absence stating the reasons and time for the early dismissal. Students and parents must check out at the school office before they leave and check in at the office upon returning. Students who fail to sign out/in may receive detention.

Tardies / Partial Day Absences: Students arriving within one hour after school starts will be marked tardy. Students arriving after that time will be marked absent for ½ day.

Students leaving within one hour of the end of the school day will be marked tardy. If a student leaves before that time they will be marked absent for ½ a day.

Parents must notify the school before a student is allowed to leave the building. All students must check out and in through the office. Excessive tardiness/absences may result in a conference with a truancy officer.

Truancy: Any student who is absent from school without parent/guardian permission will be considered truant. During the school day under no circumstances is a student to leave school property unless he/she has prior parent/guardian permission or permission from administration. Ultimate decisions on loss of credit will be made by administration. SD law requires compulsory attendance (*SD13-27-11* – Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor). Schools are required to report excessive absences and to inform parents that school children must attend regularly (*SDCL 13-27-16*).

Band/Vocal Music/Orchestra

The band program is open to all students in grades 5 and 6. Orchestra is open to all students in grades 4-6. Band and orchestra group sessions are scheduled weekly. Please note that these may not be individual lessons, but rather may be small groups of students with similar skill level/instrumentation. An additional fee is charged by SFCS for instrumental instructions. SFCS will inform parents of additional music opportunities.

Students are responsible for an instrument, lesson books, cleaning supplies and materials. There are limited school or SFCS instruments available for rent. Use of a school instrument requires a completed rental agreement. Students will perform in school and SFCS vocal and instrumental concerts throughout the school year. Grades may be affected by not attending these events.

Before and After School Care Program

School Year Program: All elementary schools offer After School Care and some offer Before School Care programs during the school year for an additional fee. The program runs in conjunction with the school year calendar and offers options for additional care when school is dismissed early or on days not in session (in-services, vacation, and conference days, etc.). The Before and After School Care Program is not available on holidays and follows SFCS emergency closing procedures. If you have questions or would like to participate, see your school principal.

Behavioral Expectations

Administrators have discretionary discipline authority. Together, the administration, teachers, and parents work to bring each student to the point where he/she freely accepts his/her responsibilities as a Christian. The ultimate aim of the SFCS behavioral expectations program is to help students mature as responsible decision-makers. SFCS strives to guide the children in courtesy, kindness, respect, and to a healthy inner self-discipline. Each child deserves to be in an excellent and safe learning environment and SFCS strives for a consistency of expectations and consequences working together to achieve our goal. SFCS stresses positive support for appropriate behavior. As a reference, the elementary ***Respect and Protect (Progressive Discipline/Intervention Plan)*** is included at the end of this handbook.



In School Suspension: The student will be assigned to a closed study hall. Consequences may include academic impact. Make-up work must be completed and is the responsibility of the student.

Out of School Suspension: A student is not to be in the school building or on school property during the suspension including school sponsored, evening, or weekend activities. The student may face a penalty in grades. Make-up work must be completed and is the responsibility of the student. **NOTE:** Penalties will be assigned prior to final grades being issued each quarter or semester. Students and parents will be notified if this penalty is invoked.

Expulsion: Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. A student will be subject to expulsion for any conduct which is of such a nature as to jeopardize the good name of the school community or which is detrimental or harmful to any member of SFCS. Defiance of authority, violent or threatening behavior, verbal or non-verbal harassment of any kind, vandalism, theft, possession or use of weapons, cheating or overt disrespect for the laws of attendance may demand permanent expulsion. Any student found in the possession of, dealing with, or under the influence of drugs or alcohol on school property, or at any school-sponsored activities off campus may be subject to permanent expulsion. Administration holds discretionary power with regard to expelling a student.

Student Harassment/Bullying

Policy: Any type of harassment or bullying is unacceptable, in some cases illegal, and shall not be tolerated. Per administrative discretion, any student violating this policy shall be subject to disciplinary action (e.g., detention, suspension, expulsion) including the possible involvement of law enforcement.

Definition: SFCS considers bullying as repeated and intentionally harmful contact made by one or more students directed towards another student by phone or computer, as well as verbal or written threats made against the physical or emotional well-being of any individual. Reports are taken very seriously. Outward threatening behavior, cyber-bullying (e.g., instant/text messaging, Facebook, or other social networks), or other such intimidation tactics are considered unacceptable in the school setting. Students making such threats (seriously, in jest or online) face disciplinary action. Examples:

- **Threats** - Direct or indirect, blatant or subtle, involving an imbalance of power through repeated and intentional actions.
- **Aggression** – Intimidation (physical, social, verbal or written), harassment (sexual, racial, or ethnic).
- **Isolation** – Of the victim by making them feel rejected by his/her community.
- **Gossip** – Malicious/rumor spreading.
- **Physical** – Harmful actions against another person’s body (e.g., hitting, kicking, pushing, invading another’s personal space).
- **Verbal** – Speaking to a person or about a person in an unkind or hurtful way (e.g., profanity, name-calling, teasing, taunting, mocking, and spreading rumors).
- **Visual** – Providing visual evidence of material meant to harm an individual (e.g., sexting, e-mail, text messaging, internet, pictures, and notes).
- **Sexual** – Any unwelcome sexual advance, solicitation or sexual activity (e.g., sexual activity with promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical sexual assaults). This conduct has the effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment regardless of intent.

Reporting: Students/Parents should report such incidents to Administration and/or the Guidance Counselor. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a student/their family is dissatisfied with the handling of the complaint, he/she may file a written complaint and utilize any applicable grievance procedures.

Responsibility: Administrators, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Threats of Violence: Any expression by a student of intentions to harm another student or staff member will warrant investigation, administrative review and disciplinary action. Legal authorities may be involved in cases of threats of violence toward students, staff or SFCS.

Birthdays



Each school recognizes each child's birthday in a special way. **Classroom treats (one per child) should be scheduled ahead of time with the classroom teacher. Parents should verify with the teacher if there are any food allergies in the class before sending treats.**

Nutritional treats are recommended and soda is not allowed. Parents must be certain that the treats do not contain peanut products, are ready to pass out to the students, and easy to eat so classroom teaching time is not lost. **Treats need to be packaged in the original container from the store with an ingredient label.** This allows teachers to verify the ingredients before serving them to students with allergies. **Homemade treats are not allowed. If treats are sent that do not comply with these guidelines, they may be returned home.** (*Reference Snacks on page 19*).

Invitations to parties and special activities outside of school should not be sent to school and passed out during school time unless they are for the entire class (or all girls/boys). Disruptive activities, such as limos, singing telegrams, etc., are not allowed.

Summer birthdays may be celebrated during the school year as half birthdays. **Due to potential health risks for students with allergies, latex balloons are not allowed in the classroom.** Outside deliveries will be held in the school office and distributed at the principal's discretion to avoid interruptions to the school day.

Cell Phones/Wearable Devices

Cell phones and wearable devices are not to be used in any area of the school or on the playground including the Before and After School Care Program. These devices can be distracting, can cause academic integrity issues, and have a potential to be dangerous in cases dealing with school emergencies.

Cell phones and wearable devices may be stored "OFF" in lockers/backpacks or checked into the office during the school day. Violations will result in the devices being confiscated and held by administration.

Communication

It is important to actively involve parents in the school-related education of their children, understanding that parents teach much to their children on an informal basis. As partners in education, regular communication with parents and students occurs through conferences, written and verbal reports, newsletters, and emails during the school year. Parents may access their student's academic progress through Infinite Campus at www.sfcss.org. Parents are encouraged to contact the school whenever questions, concerns and suggestions arise regarding their child or the school program.

If a parent wishes to talk to a teacher, a request for a conference appointment can be made by email, a note, in person, or through the office. Parents are asked not to disturb teachers at home or when they are supervising students. Parents should contact the school office with questions or concerns.

Concern or Complaint Procedure

The purpose of this procedure is to secure, at the most immediate level possible, resolutions to the questions that arise from time to time among parents, parishioners and the school. These procedures will be kept informal and confidential as may be appropriate at any level of the procedure.

Since it is important that concerns are addressed as rapidly as possible, every effort will be made to expedite the process. If a parent/parishioner has a concern, the following are the steps to follow:

1. A parent/parishioner with a concern will first discuss the concern with the teacher with the objective of resolving the concern informally.
2. If the concern is not resolved with the teacher, the concern will be discussed with the principal with the objective of resolving the concern informally. A written response will be furnished to the parent/parishioner if requested.
3. If the concern is still not satisfied, the parent/parishioner may take their concern to the Director of Instruction.
4. SFCS follows the Sexual Misconduct Policy of the Catholic Diocese of Sioux Falls. Reports of abuse are handled first at the school level with the assistance of the SFCS Title IX Coordinator. Access to the full policy can be found on the Diocesan website at www.sfcatholic.org

Conferences/Report Cards/Official School Records

Infinite Campus Parent Portal: Parents may check student grades/progress by accessing Infinite Campus Parent Portal on the www.sfcss.org website. If you do not have a Parent Portal, please contact your school to have an account created.

Conferences: Parent-teacher conferences are held school-wide twice a year. Communication between conferences is encouraged as needs arise. To the greatest extent possible, parents should attend conferences at the time they are scheduled. Rescheduling conferences due to vacation may not be possible.

Report Cards/Progress Reports

- ***Preschool progress reports*** are issued at Parent-Teacher Conferences with a final progress report issued in May. A Kindergarten readiness assessment (DIAL- 4) is administered in the second semester with a Dial-4 parent report issued and discussed with parents upon completion.
- ***Quarterly report cards*** are issued in grades K-6 during the school year
- ***Four mid-term grade reports*** will be issued in grades 1-6 during the 5th week of each quarter.
- ***Multiple Parent Reports:*** Unless barred by court, duplicate report cards or newsletters can be sent to parents at other addresses upon request. Parents may initiate this by submitting a written request to the school office and providing postage paid or stamped envelopes.

Report Card Curriculum Codes:

- ***No Code*** = regular grade level curriculum.
- ***R = Enriched Curriculum:*** Curriculum is above present grade level expectations.
- ***M = Modified Curriculum:*** Curriculum is an adjusted version of the regular curriculum.
- ***K = Alternate Curriculum:*** Curriculum is adapted to meet individual learning needs and is not the regular curriculum for grade level.

PRIMARY GRADES (1-2) GRADING LEGEND:	
E+ = 99-100	N+ = 75-79
E = 97-98	N = 70-74
E- = 95-96	N- = 69 & below
S+ = 90-94	E = Excellent
S = 85-89	S = Standards Met (Satisfactory)
S- = 80-84	N = Needs Improvement
Effort/Work Habits/Social Habits:	
1 = Meets Expectations 2 = Shows Growth 3 = Needs Improvement	

E = Excellent (95 – 100%): Exceeds objectives set for grade level. Masters all assigned work and is willing to do more than assigned work. Works well independently or in a group and completes work on time.

S = Standards Met (80 – 94%): Masters a major portion of assigned work. Works with little assistance from others and usually completes work on time. Willing to do assigned work and gives evidence of interest in work.

N = Needs Improvement (Below 79 %): Has difficulty mastering assignments and completes less than assigned work. Needs a great deal of assistance and shows little interest in work. Has difficulty following directions.

INTERMEDIATE GRADES (3-6)	
GRADING LEGEND:	
A+ = 99-100	C+ = 83-85
A = 95-98	C = 80-82
A- = 93-94	C- = 78-79
B+ = 91-92	D+ = 76-77
B = 88-90	D = 72-75
B- = 86-87	D- = 70-71
	F = 69 & below
Effort/Work Habits/Social Habits:	
1 = Meets Expectations 2 = Shows Growth 3 = Needs Improvement	

An **incomplete** is given only in cases of long illness or emergencies when the student has not been able to complete assignments. Unless the work is made up within two weeks, the incomplete becomes an "F".

Midterm Progress Reports: For students in grades 1-6, midterm reports are distributed to parents/guardians in the middle of each quarter. Midterm reports will be sent home with students. Third quarter midterm report will be issued to parents at parent-teacher conferences the middle of the third quarter.

Official School Records: Records are kept in the protection of the school unless a student transfers to another school and an official transfer slip signed by a parent is submitted to release records. Parents may stop at the school and view records in the administration office. Parents are asked to make an appointment prior to such a visit. In certain circumstances, parents have been restricted from viewing such records due to court order. If this situation occurs with a student, the administrative office should possess appropriate legal documentation. SFCS complies with state accreditation reporting requirements. As a Catholic school, SFCS is not required to comply with The Family Education Rights and Privacy Act (FERPA).

Curriculum

The elementary curriculum provides a solid foundation in Religion, Mathematics, Science/Health, Social Studies, Language Arts, (English, Reading, Handwriting, Spelling, and Creative Writing). Weekly instruction is also provided in Music, Art, Computer/Technology, Library, and Physical Education. State and SFCS curriculum standards are addressed through excellent classroom instruction, a school based reference/reading library, use of technology and auxiliary materials. Curriculum guides are available upon request.

Emergency Closings

In the event of school closing, late start, or early dismissal, parents will be notified through the SchoolMessenger Notification System. Parents should listen to the message before calling the school. An announcement will also be broadcast through social media and local television and radio stations.

In the event of inclement weather where school is not cancelled or postponed, parents are encouraged to use their discretion in sending their child to school or picking them up early. If you decide not to send your child to school, please notify the school office.



School Cancellation: School cancellation must be authorized by the SFCS President. Cancellation announcements will be made utilizing SchoolMessenger and various media sources and will be made as early as possible.

Early Dismissal: Should school be closed after students arrive, announcements will be made utilizing SchoolMessenger and various media sources. Students will be supervised and released to their parents or legal guardian per emergency card information unless the school is notified by said persons as to other dismissal arrangements. Emergency information must be kept current.

Late Starts: In the event of a late start, announcements will be made utilizing SchoolMessenger and various media sources as early as possible. A “**one-hour late start**” delays all normal school start procedures, including Before School Care Program, by exactly one hour from regular start time. All classes/activities then follow a normal school day schedule (including afternoon preschool, and the After School Care Program) with dismissal at the regular time. A “**two-hour late start**” delays the start of school by two hours and cancels morning only preschool classes and Before School Care; however, students registered in Preschool Plus programs may report to school two hours late and finish the school day. Afternoon preschool classes will run at normal times and are not affected by the late start.

Evacuation Plan: In case of a building emergency (gas leak, explosions, etc.), it may be necessary to evacuate. Students and staff will be evacuated according to the SFCS Crisis Management Plan and if it is not possible to re-enter the building, students will be released according to the emergency dismissal or reunification plan.

Field Trips



Field trips provide a learning experience for students. School personnel determine student participation on a field trip.

Teachers will inform parents in writing about field trips. A parental signature is required on a permission slip/liability waiver (giving consent for their child to participate and agreeing to hold harmless SFCS from any claim arising from the event in connection with their child’s participation). Parents should notify the school office if any applicable participation fee presents a financial hardship. Students will be required to leave and return to school in the same vehicle, unless permission has been issued beforehand by the school administrator.

Parent drivers are required to complete the volunteer driver’s process, which includes signing a sexual misconduct form, volunteer driver form, on-line safe environment training, and a background check if volunteering more than once. Drivers are asked not to bring drinks or treats for students on field trips or to stop anywhere to pick up “treats” during field trips unless permission has been prearranged with the principal. Drivers should not make unauthorized stops and movies and radio stations in vehicles should be “G-rated” and appropriate. Students are not allowed to bring cell phones or other electronic games and devices on field trips.

Health/Medical Procedures

In the event a child becomes ill or seriously injured during school, an immediate effort will be made to contact the parent and/or person indicated on the emergency file. In the event of serious injury or illness, and failure to reach a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency service (per the student’s emergency/medical form information). **It is critical that each student’s emergency information be kept current.**

All Sioux Falls Catholic Schools have access to a registered nurse, however, a nurse is not always present in each building. In addition, the health program at SFCS is serviced by the University of Sioux Falls and Augustana University student nurses, under the supervision of their nursing instructors and includes various health screenings. If health concerns are detected, a referral form will be sent home to the parent/guardian. This form should be signed and returned to the school. Parents/guardians of students with ongoing health conditions should complete and keep current a Health Services Request Form/Student Medical Care Plan, which will be kept on file in the school office. A Health Services Request Form must be on file for any student requiring medication. The school office and teachers should be made aware of any unusual or serious health conditions that a child possesses (as noted on a Health Services Request Form/ Student Medical Care Plan).

Dispensing of Medication:

Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. However, SFCS permits the dispensing of medication by school designated personnel and sports medicine personnel who have successfully completed medication administration training by a licensed health care professional and when the medication is administered in accordance with this policy and regulation. **SFCS acknowledges that its personnel have limited knowledge of administering medication to students. SFCS reserves the right to refuse to administer medication.** Students with food allergies, asthma, diabetes or other medical conditions that may require a medical care plan or who depend on medication in order to stay in school, and whose parents/guardians cannot be present to dispense it, must follow the procedures as deemed appropriate.

Conditions Requiring a Medical Care Plan and/or Prescription Drugs/Over the Counter Medications:

1. Parents/guardians requesting that staff be aware of a specialized medical care plan for their child that does not require staff to administer medication, complete the **Health Services Request Form A – Student Medical Care Plan.**
2. Parents/guardians requesting that staff administer medication during the school day for their child need to fill out **Health Services Request Form B – Administration of Medication during the School Day.** Parents/guardians must bring the medication in to the office.
 - a. Prescribed medication must be in a container provided by the pharmacy with a label which includes date, student name, doctor name and dosage. Prescription medication must be brought to the Administration Office in the morning, and the student should return when it is time to take the medication.
 - b. Non-aspirin products (ex. Acetaminophen/ibuprofen) will be administered to students upon request, provided permission has been granted as indicated on the permission form. Any other medications should be brought to school only when they are accompanied by a parent's/guardian's written orders and should be submitted in its original container.
 - c. No medication shall be administered by any school personnel except on the written orders of the parent/guardian. All medications shall be kept in the office in a locked cabinet/drawer and managed by school personnel trained in medication administration.
 - d. Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school-related event or activity if:
 - o The prescription medication has been prescribed for that student as indicated by the prescription label on the medication; and
 - o The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
3. If a food intolerance and/or food allergy is involved, the parent/guardian must also complete **Health Services Request Form C – Food Intolerance/Allergy Action Plan**, which will be shared with staff and food service personnel and followed as prescribed by physician.
4. All Health Services Request Forms are available in the school office.

Conditions Requiring Staff Administration of an Epinephrine Auto-Injector to a Student:

1. Prior to administering an epinephrine auto-injector made available by the school, each qualified staff member (including sports medicine personnel) shall be trained by a licensed health care professional to:
 - a. To recognize the symptoms of a severe allergy or anaphylactic reaction;
 - b. To know the procedure for the administration of an epinephrine auto-injector;
 - c. To know the procedure for storage of an epinephrine auto-injector; and
 - d. To know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction. Emergency medical services will be activated for any student who receives Epinephrine.
2. Qualified staff members (including sports medicine personnel) may administer an epinephrine auto-injector to a student in accordance with a prescription specific to that student.
3. Qualified staff members (including sports medicine personnel) may administer an epinephrine auto-injector to any student during school hours or at a school event if they believe that the student is experiencing anaphylaxis.

Misuse of All Medication:

1. A student is prohibited from transferring, delivering or receiving any medication to or from another student.
2. If any student uses the medication in a manner other than prescribed, the medication will be confiscated, and the student may be subject to disciplinary action by the school and will no longer be allowed to carry and self-administer medication.

Conditions Involving an Illness or Accident:

1. No student will be allowed to go home from school because of illness without first notifying the parents and principal or his/her designee.
2. Parents/guardians are asked NOT to request that teachers keep a child indoors at recess. If a child is not well enough to play outside, he/she should be kept home. In special cases, permission will be granted, with written request from a physician.
3. Students will only be excused from a gym class with a written note given to the physical education instructor, stating the timeframe and reason why the student is unable to participate.
4. Every accident or injury that occurs on SFCS property and causes bodily harm must be reported to the principal and parent/guardian. The teacher or supervisor should complete an accident report on the same day that it occurs. Notification should be sent to the SFCS President's Office once all parties have been contacted.
5. Children occasionally contract communicable diseases or conditions, which require that they be excluded from school. In the event a child contracts a communicable disease or condition (chicken pox, impetigo, head lice, scabies, strep infections, pink eye, ring worm, etc.), the parent/guardian should notify SFCS. In order for students to return to school, please refer to the SD Department of Health website regarding infectious disease facts: <http://doh.sd.gov/diseases/infectious/diseasefacts>
6. If your child contracts a contagious disease, please inform school personnel so they can take preventative measures at school. If a "pandemic" situation arises, school officials will work closely with government, health and other authorities to keep parents updated, advised and informed.

Parents are asked NOT to request that teachers keep a child indoors at recess. If a child is not well enough to play outside, he/she should be kept home. In special cases, permission will be granted, with written request from a physician.

Students will only be excused from a gym class with a written dated note given to the physical education instructor, stating the timeframe and reason why the student is unable to participate.

Homework

Homework can be expected in kindergarten through 6th grade as it provides an opportunity for students to reinforce concepts and deepen content knowledge. The research proven benefits of homework include developing time management, problem solving, prioritizing and study skills. In addition, homework provides an opportunity for parents to observe what their students are learning. The amount of homework will increase per grade level. Please expect at least 10 minutes of homework per grade level.

The SFCS Homework Guidelines include:

Homework Components:

- Assessment (evaluation tool)
- Preparation and reinforcement (application of concepts learned)
- Bridge (parental awareness/involvement)
- Responsibility (independence/time management)



Homework should reflect authentic guided practice...

- Of concepts introduced in class (flash cards, review sheets, independent reading, study guides, test preparation)
- Of work not completed in classes (makeup work)

- That is developmentally appropriate (special projects, research experience, development of creativity, etc.)
- Of skills taught (memorization of facts and concepts taught in content areas).
- That provide an opportunity for parental involvement and support
- Of mastery expectations (revision of work)
- Within appropriate completion timeline

Parents should...

- **Make homework a priority** (monitor extra- curricular commitments/influences)
- Provide a quiet study area/necessary supplies
- Reinforce with praise and support
- Set aside appropriate time
- Counter children’s attempts to avoid homework
- Communicate with teacher
- Encourage children to do their own work
- Reinforce meeting homework deadlines

Students should...

- Complete all assignments to the best of their ability and skill levels (according to directions)
- Complete assignments in a timely manner (missed/incomplete assignments due to illness/vacation)
- Submit work that is done neatly (legibly)
- Complete their own work, seeking help as appropriate
- Recognize homework as a growth opportunity
- Maximize use of study time (test preparation, daily work)
- Demonstrate ownership of homework (necessary materials, time management, attention to detail)
- Develop age appropriate organizational skills (planner, assignment notebooks, time budgeting of schoolwork and activities)

Make-up work: When a parent notifies the school office of an absence, he/she may request to pick up missed assignments from that day in the school office between 3-4 p.m. Parents may request that siblings bring home make-up work only to the extent that they can reasonably carry. Students will be expected to complete work on their return to school within a teacher-determined number of days (suggestion: 5 days gone, 5 days to complete make-up work). Make-up tests should be scheduled as soon as possible to allow the student to resume daily class work.

Vacations/other absences: Parents are encouraged not to take vacations or extended trips during the school year and to the greatest extent possible, vacation times should be planned when school is not in session. If it is unavoidable, make up work may be given when the student returns to school, not prior to the vacation or trip.

Insurance/Liability Waiver

Parents are advised that students are not covered and/or provided with insurance through SFCS for injuries (including dental) caused by accidents while at school or attending a school activity. If they wish, parents may seek private accident insurance, through an insurance company of their choosing. Parents are responsible for all medical expenses for their child (including ambulance calls during the school day). Prior to their child’s participation in a field trip or special activity, parents will be required to sign a consent/liability waiver form (agreeing to hold harmless SFCS with regard to any claim in connection with any illness or injury or cost of medical treatment arising from or as a result of their child’s participation or attendance at the event).

Lunch Program

SFCS provides a well-balanced, nutritional hot lunch program for students, staff and guests and adheres to the SFCS Wellness Policy and USDA requirements. Students and adult visitors may bring their own lunch from home and milk is available for purchase. **Fast food, candy, soda and high energy drinks are not allowed in the lunchroom for students or adults.** Students will not be allowed to leave school for lunch without parental permission. Parents are encouraged to find a time outside the school day to celebrate birthdays and other special occasions with friends.

You can find the following information on the SFCS website by clicking on the Lunch Program link in the upper left corner:

- Menus
- Food Allergy/Intolerance Form
- Meal Prices
- Free & Reduced Lunch Information/Application
- Meal Charge Standard Practice
- Wellness Policy

Free and Reduced Price Lunches: A new application needs to be completed every year. All Families are encouraged to apply. Instructions and the application for Free and Reduced Lunches are available on SFCS website, at the central office or your school office. Parents may apply at any time during the year if the household size increases, income decreases, or if the family qualifies for SNAP, FDPIR, or TANF. If parents are temporarily laid off or temporarily disabled and cannot work, children may be able to get free or reduced price meals during that time.

Special Diet Request: SFCS will make reasonable accommodations for students whose allergies restrict their diets and parents are asked to be cooperative and supportive of any needed adjustments to ensure the safety of students. Parents of students with food intolerances/allergies must have a physician completed and sign the Health Services Request Form C – Food Intolerance/Allergy Action Plan. This form is available in the school office or on the SFCS website and must be completed annually. Students with special diets must let their teacher know if they are eating school lunch that day. Accommodations are not made for students who do not eat pork. The menu will notate which items contain pork.

Lunch Balances: All families must set up an account on MySchoolBucks to have email notifications sent for low balances and to view transactions. To set up an account, go to the SFCS website and click on Lunch Program in the upper left-hand corner to find the link for MySchoolBucks. Payment reminders will not be sent home with students. Parents should monitor accounts closely as students with an account balance of \$10.00 negative may not receive a hot lunch until the account has been replenished.

At the end of the school year, lunch balances are rolled over with the student to the next grade or roll over to a sibling. If the student is not returning to SFCS, a balance of \$5.00 or greater will be refunded. Please contact the Food Service Director to receive a refund on a balance less than \$5.00.

Account Payments: Payments can be made through MySchoolBucks using electronic check payments, credit, or debit cards for a convenience fee per transaction. Payments of up to \$120.00 per student can be deposited into the account. Payments after 9:00 a.m. may not reflect until the following day. Credit/ debit cards are not accepted at the schools.

Lunch payments can also be made with cash or checks and sent to the school where the student receives lunch. All student accounts are individual, there are no family accounts. Separate checks must be written to each school for families with students at more than one location. For families with multiple students at one location, one check may be sent to the school. Checks should be made payable to SFCS and sent to the school where the student receives lunch (please note the child's first and last name and/or student ID number in the memo line). The check will be split evenly unless otherwise indicated for each student's

account. It is best to send a check, but if cash is sent, please make sure that the child's first and last name and/or student ID number are written on the envelope.

In the event of a non-sufficient funds check, the amount of the check plus a \$30.00 fee will be taken out of the students lunch account and the student will need to bring a lunch from home until the account is positive.

USDA Non-Discrimination Statement

Revision Release Date: January 2016

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. *mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
2. *fax: (202) 690-7442; or*
3. *email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Messages

Messages will only be delivered during a break in the classroom schedule unless there is an emergency situation. **ARRANGEMENTS FOR AFTER SCHOOL EVENTS, RIDES, ETC., MUST BE MADE BEFORE THE STUDENT LEAVES HOME IN THE MORNING.**

Students who need to make necessary calls must have their teacher's permission. These calls should be made **only** in the office. Students will not be allowed to call home for forgotten items. Only on rare occasions or emergencies should forgotten items be brought to the child at school. Everyone needs to cooperate in trying to develop a sense of responsibility within students.

Money/Calculators/Valuables/Personal Items

When sending money to school for any reason, it should be placed in an envelope with the child's first and last name, student ID number, grade, teacher's name and purpose for the money written on the outside of the envelope. Any collection of money or gifts must be cleared through the office. Students should not bring items of value (toys, electronics, etc.) to school and SFCS will not be responsible for damage or loss. Administration reserves the right to review any information contained in electronic items brought into the school.

Parental Involvement

Parent involvement is a key component in the success of each student. Positive communication between parents and the school provides a supportive environment for academic achievement. Parents are encouraged to provide an atmosphere in the home that is conducive to the successful completion of homework assignments and reading. Parents should carefully read all communications sent home from the school, cooperate with school officials regarding academics and discipline, and be involved and supportive of school programs and fund-raising activities.



Parents may become involved in the school in numerous activities during the school year. Opportunities include helping in the classroom or lunchroom, driving for field trips, and assisting in the library or with computers. Room parents (volunteers) assist individual classroom teachers in various ways (planning parties, arranging for drivers, etc.).

Parents are always welcome and encouraged to visit school. Please call or write a note at least one day in advance of the visit. All visitors (including parents) must check in at the school office upon entering school grounds, including the playground. It is recommended that visits to preschool and kindergarten be deferred for several weeks at the start of the school year to allow students time to make a smooth adjustment to school. Please do not bring preschool age children to visit in the classrooms while school is in session.

Promotion/Retention

Promotion is essentially a matter of placing students where they can work most effectively. Mental, physical, social and emotional development as well as school achievement is taken into consideration. A student will never be retained on the basis of conduct alone. Students in grades PK-6 are evaluated closely the entire year and their progress is reported regularly to the parent.

If for some reason a student does not make developmentally appropriate progress, the teacher, parent and the principal will confer, and if at all possible, reach consensus on proper placement of the child. Administration retains final authority in regard to retaining any student for low achievement.

Religion



SFCS becomes a community of faith by working, praying and celebrating together. All students receive religious instruction on a daily basis. Students assist with the liturgy during the weekly Mass. The school celebration of the Sacrament of Penance occurs twice a year.

All K-6 students (Catholic and non-Catholic) and staff celebrate liturgical seasons by participating in special liturgies and service projects. Parents are encouraged to join these celebrations. Preschoolers participate when activities are deemed appropriate for their age group.

Safe School Environment

The school environment, including the buildings, playground, and parking lot must be safe and secure for everyone and for that reason exterior doors are locked at all schools throughout the school day. Weapons and instruments that could do bodily harm to another person or be used for intimidation purposes may not be brought onto the premises. Anyone doing so will be subject to disciplinary action by school authorities. If the laws of the state of South Dakota or federal government forbid the possession of the weapon or

instrument, school authorities are required to report the incident to local law enforcement authorities. Administration reserves the right to search desks, lockers, book bags and coats.

Each school has an asbestos inspection plan on file in the school office. Anyone wishing to view the plan should contact the principal.

Safety

The safety of SFCS students and staff is a top priority. Parents and visitors need to drive slowly, watch for children in school zones, and follow designated parking lot safety routes. Students are allowed in designated areas 15 minutes before and after school where supervision is provided. A student who arrives too early or remains later, without prior arrangements with the school office, will be sent to Before or After School Care where supervision is provided. A fee of \$15/visit will be assessed. Students need to remain in the designated area until their ride is available. South Dakota law requires that all passengers must wear seatbelts.



Students are not permitted to ride bikes, scooters, skateboards, or roller blades on the playground. Bikes shall be walked onto the playground. Students must walk their bikes on the sidewalk connected to the playground. All bicycles must be locked when parked. The school is not responsible for bicycles parked on the school grounds.

Students should be taught to follow a safe and direct route to their homes. Preschool children should be walked into the building. Trespassing through public buildings and private yards is FORBIDDEN. Students are expected to obey all safety regulations and to accept responsibility for violations. Students cannot leave the school grounds once they have arrived at school. In inclement weather, all students shall wait in the designated area inside the school for rides.

Safety Drills

Safety drills are practiced each school year so that students are aware of proper procedures. Teachers will inform and practice the following with their students:

1. Assigned exits
2. Class assembling area
3. Silence in order to hear directions
4. Window/doors closed, lights off.

In the event of a tornado warning, students are taken to designated safe areas in the school. If a tornado watch is in effect at dismissal time, students will be dismissed at the regular time. If tornado warnings are in effect at dismissal time, students will be kept in school until it is safe to leave or picked up by a parent.

Fire, tornado, evacuation and lockdown drills are practiced at various times throughout the year. For the safety of the students, all entrance doors are equipped with crash bars to allow students to exit in case of emergency.

SFCS maintains a current Crisis Plan and all personnel are trained in response to various types of crisis events (chemical spills, intruders, deaths, etc.) This plan is reviewed annually or as appropriate.

Parents should not access a school if they are aware a drill or crisis is taking place. If the crisis occurs while a parent is visiting the school, the parent should take direction from the authority in-charge. At no time, should parents impede, challenge or obstruct school or law-enforcement personnel during a lockdown situation.

School Counselors

Each elementary school has an assigned counselor who assists administrators, teachers, parents and students in the areas of assessment coordination, behavioral issues, interpersonal skill development, child abuse reporting and outside services referrals.

School Family Organization-SFO

Every parent who has a student enrolled is automatically a member of their school's parent organization and is encouraged to attend meetings and participate at any level. The SFO encourages community building and organizes local fund-raising opportunities, when appropriate. If you have any questions, feel free to contact your principal for more information.

School Uniforms PK-6

SFCS has a uniform policy for all PK-6 students. Uniforms provide students with a sense of identity and membership. They help to eliminate class distinctions and affirms our belief that a student's understanding of self should be based upon faith, character, and Christian dignity, not outward appearance. Students are required to wear uniforms on all days except those specified as dress up/down days by the administration.

Please mark uniform components to aid in the return of lost items. All unclaimed items will be placed in the school's lost and found. Unclaimed items are displayed for identification by parents at conference times and at the end of the school year. Items that have not been claimed are donated to charity.

Pants (Boys/Girls): Navy blue color (twill or corduroy material only), and worn at the natural waistline. **Pant guidelines: no decorations, prints, denim, royal blue color, jogging pants, or cargo/capri/carpenter styles.** Preschool - 2nd grade girls may wear navy blue stretch pants (ankle length). Pants following these guidelines may be purchased from local vendors or Dennis Uniform Company.

Shirts: White shirts of any style and sleeve length with a collar or turtleneck. All shirts must be tucked in. No decorations, logos, contrasting colors, t-shirts, undershirts or tank tops. Preferred shirts: polo, collared, cotton, turtlenecks, or mock-turtlenecks. Shirts that conform to these guidelines may be purchased through local vendors or the Dennis Uniform Company and with logo through SFO.

Sweaters/Sweatshirts: School sweatshirts with logo are available for purchase through the school. Navy blue sweaters may be ordered through Dennis Uniform Co. or local vendor (in school color). Collared shirts must be worn under sweaters and sweatshirts. A navy blue fleece vest (optional) may be ordered through the Dennis Uniform Company.

Shorts (Boys/Girls): Navy blue walking shorts just above the knee may be worn starting April 1 through May and from the start of school to October 31. Styles should be the same as uniform pant and worn at the natural waistline. Shorts may be purchased from Dennis Uniform Company OR from local vendors if the style conforms to uniform policy guidelines.

Skirts/Jumpers/Skorts: Optional uniform plaid skirts or jumpers for individual schools or navy blue skorts are available **only** through Dennis Uniform Company. Uniform skirts/jumpers/skorts must be no shorter in length than just above the knee. Solid colored black, white, and navy blue leggings and/or stretch pants (ankle length) may be worn with the skirt or jumper.

P.E. Uniforms: SFCS gray t-shirts and blue shorts, purchased from the Knight Locker (OGHS lobby), and non-scuff athletic shoes are required for grades 4-6.

Shoes/Socks: Neutral color tennis shoes are recommended; clogs and fashion boots are not permitted. Socks (black, white, or navy) must be worn with all types of shoes/sandals with backstraps. White, black and navy tights, socks, or leggings may be worn with skirts.

Other: Belts should be neutral in color. Jewelry should not be excessive. Earrings for boys are not allowed. Rat-tails, mohawks, and inappropriate/unnatural hair color are not allowed (per administrative discretion.) Boys' hair length must be above collar. Makeup, body piercings, and visible tattoos are not allowed.

General: Some clothing fringes on violating the intent of the uniform policy. Since we are unable to list all exceptions to the uniform policy, we ask for student and parent cooperation by wearing styles congruent with the intended code. Dress down attire must be appropriate and any exceptions to policy must be approved.

Alternative Dress: On specified occasions, students have the option of dressing down or dressing up from the regular dress code. These days will be announced in advance and must be pre-approved. The following regulations apply on these days:

- **Casual Dress Days**
 - No offensive writing on the shirts/blouses.
 - Shirts/blouses must cover the midriff and be long enough to be tucked in.
 - No tank tops or frayed, tattered or torn clothing.
 - Shorts must be no shorter in length than just above the knee
 - Socks, stockings or tights must be worn.
 - Pants should not be excessively tight. Leggings may not be worn as pants. Students in K-2nd grade may wear stretch pants. Administrator discretion will be applied to identify appropriate dress.
- **Dress Up Days**
 - Better than uniform policy attire.
 - Socks, stockings or nylons must be worn.
 - Dress attire must be appropriate for the occasion.
 - Skirts and dresses must be no shorter in length than just above the knee.

SFCS Gift Card Program

The Gift Card Program is a fundraising effort coordinated through the SFCS Development Office. Parents are encouraged to use the program to earn tuition credit toward student accounts as well as help support teachers' salaries and benefits for the system. Gift cards may be purchased in the school office, parish office, after Mass on the weekends, and the central office located at O'Gorman Junior High.

There is also an online option to purchase electronic gift cards which can be downloaded to your phone. For more information and a list of vendors, please visit the website at sfcss.org or call (605) 335-6557.

Snacks

SFCS utilizes a controlled "bring-your-own-snack" program. The intent behind the program is for students to have a mid-morning snack in order for them to continue to learn at an optimal level throughout the school day.

Snacks that are brought to school must be **individually packaged, sealed, a snack-sized portion** and labeled with a first and last name.

- ***Individually Packaged:*** Items should not be brought to school in bulk. Snacks should be brought daily and not stored at school. No eating utensils should be used.
- ***Sealed:*** Must be either pre-packaged or sealed in a snack-sized Ziploc baggie.
- ***Snack-Sized:*** Pre-packaged = 1 to 2 oz.; Ziploc: 6 ½ s 3 ¼"

Snacks will be limited to the following options:

- *Fruit Snacks/Dried Fruit/Raisins (no candy)*
- *Crackers: Club, Cheeze Nips, Cheez-Its, Goldfish, Triscuits, Wheat Thins (no chips)*
- *Fruits & Vegetables*
- *Nutri-Grain Bars / Granola Bars*
- *Pretzels*
- *Graham Crackers: Teddy Grahams, Cinnamon Grahams, Honey Maid Grahams*
- *Beef Stick/Jerky*

This list was formulated by certified physicians, parents, and educators. Many factors were considered in the formation of this list including nutritional value, cleanliness (especially around electronic devices), not requiring refrigeration, etc. Snacks that are free of peanuts, tree nuts, and eggs to protect students with allergies are encouraged; thus this list is comprised of commonly available snacks free of those ingredients.

Summer Care Program

SFCS offers a summer care program that provides a structured full or half-day schedule of academic, social and recreational activities for students in grades PK–6. Families may pick from a variety of schedule options. The program will be expanded based on demand.

Achievement Academy provides summer services that include tutoring, testing and themed camps and enrichment and remediation classes. Children can use this as a stand-alone program or in conjunction with the Summer Care program.

Technology: Acceptable Use

SFCS will provide a technologically robust educational environment which develops responsible, ethical members of the learning community, promotes cultural awareness and compassion for world citizens, instills an understanding and appreciation for protecting intellectual property, augments and deepens student learning, and promotes critical thinking and problem solving.

Today, students are raised in a digital society. SFCS is prepared to provide a network that will meet the demands of our educational programming. Technology, specifically digital and mobile technology, is changing how we live, work, and learn. As a result, SFCS will strive to adapt and integrate these technologies to create and adopt well-designed, age/grade appropriate educational material that maximize teaching effectiveness and student learning through classroom activities, research, career development and high quality self-discovery activities.

All users connected wirelessly or wired must abide by the SFCS Acceptable Use of Technology Policy (AUTP). Users are required to make safe, efficient, and ethical utilization of the network resources. SFCS offers Internet access for students, faculty, and guest users; however, the use of SFCS owned technology is a privilege, not a right. This privilege comes with personal responsibilities and may be revoked and/or suspended. SFCS retains the right to suspend service, accounts, and access to data, including employee/student files and any other stored data, without notice to the employee, student, or guest.

It shall be the policy of SFCS that teachers provide proper guidance and instruction to students in the appropriate use of electronic/digital resources. Electronic/digital information research skills are fundamental to preparation of educated citizens and future employees. The AUTP should make it possible for students to conduct research and obtain information that will assist them as they strive to achieve the standards, benchmarks, and grade level/course level expectations of SFCS. Independent student use of electronic/digital information resources will be permitted unless a written request by a parent/guardian of minor students (under age 18) is made denying access. Parents/guardians are encouraged to be aware of the electronic/digital resources their children are using. Staff and parents/guardians of students who are

assigned school-owned devices must sign the AUP agreement and assume responsibility for the equipment and appropriate use.

1. **Internet Safety**

- SFCS utilizes current technology protection measures that filter access to questionable internet material. These measures will restrict access by adults and minors to inappropriate content, including visual depictions that are abusive, obscene, profane, sexually explicit, threatening, illegal, pornographic, or harmful.
- In compliance with the Children’s Internet Protection Act (CIPA), SFCS reserves the right to monitor, limit, or deny access and usage of all devices.
- While the SFCS filtering system establishes some parameters for appropriate use within our buildings, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.
- Security is a high priority. Users are responsible for immediately bringing all known security vulnerabilities and violations to the attention of a teacher, administrator, or a member of the Information Technology department.
- If a security breach is detected, a user should not demonstrate the problem to others. It is a violation to search for security problems or to attempt to bypass security.
- All users are responsible for complying with the AUP and all other SFCS policies defining computer and network security.

2. **Digital Citizenship** - All users will abide by the accepted rules of network etiquette. These include but are not limited to the following:

- Respect and protect the privacy of yourself and others.
- Respect and protect the intellectual property of others.
- Report threatening or obscene material to a teacher, school administrator, or school resource officer.
- Comply with copyright laws and software licensing agreements.
- Be responsible at all times for the proper use of technology, including access privileges.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

The following are prohibited on all devices and software provided by the SFCS to students, including those issued within the 1:1 program. These include but are not limited to the following:

- Cyberbullying/Cyberstalking/Cyber-extortion.
- Providing personal information regarding oneself or others such as username, passwords, and other identifying information.
- Producing, posting, sending, or displaying material that is offensive by nature, including but not limited to obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language and pornographic images.
- Impersonating or pretending to be someone else when accessing resources and when sending/receiving messages.
- Installing software on any SFCS device without permission of the Director of IT.
- Transmitting illegal material, spam, or malware, including viruses, spyware, and key loggers.
- Vandalizing devices, including any malicious attempt to destroy data or hardware by downloading or creating a computer virus or intentionally disabling or bypassing security measures on the network.
- Infringing on the intellectual property of others (plagiarism), including trademark and copyrighted material.
- Hacking or attempting to access other students’ accounts or the SFCS network and resources.
- Connecting to proxy servers or other web services to bypass monitoring and web filters

3. **Ethical Use (Communication)** - Ethical behavior requires staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, staff and students will:
- Communicate respectfully online, demonstrating the same level of ethical and professional conduct as is expected in face-to-face or written communication.
 - Understand email and network files are not private; network administrators may review files and communications to maintain system integrity and monitor responsible use.
 - Maintain confidentiality by not disclosing, using, or disseminating unauthorized personal information of another person.
 - Distinguish between personal social networking sites and professional social networking sites; staff should not invite or accept current SFCS students, except for their own relatives, into any personal social networking sites.
 - Evaluate all information for its accuracy, reliability, and authority.
4. **Personal Devices**
- Personal devices (including but not limited to mobile phones, wearables, etc.) should comply with the AUP. SFCS reserves the right to require students remove wearable technology and/or confiscate equipment that presents a distraction or disruption. (*reference cell phones on page 6*).
 - With principal permission, personal devices may be allowed in a classroom for educational purposes. Network access for these devices must be granted by the Director of IT.
5. **Departure Procedures** - Upon graduating from or exiting SFCS, students' G-Suite accounts will be disabled and deleted. Google accounts will be inaccessible to graduates after September 1st of that same year and to former students (other than graduates) upon departure.
6. **Disciplinary Action** - Discipline actions for infractions and misuse of SFCS network, internet connection, software, and/or hardware may include but are not limited to the following:
- Temporary or permanent loss of privileges
 - Account restrictions including increased filtering or time use restrictions
 - Loss of device or ability to take a device home
 - Community Service
 - In or out-school suspension or expulsion
 - Legal action
- The school will cooperate fully with local, state, and federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School administrators have the right to confiscate and temporarily possess personally owned technology devices that are in violation or used in violation of school policies. SFCS reserves the right to respond to each infraction on an individual basis, taking into account the severity of the infraction and the intentions behind the infraction.
7. **COPPA/CIPA** - Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998 with amendments in 2012. School districts, such as SFCS, are authorized to provide consent to the collection of personal information on behalf of all its students. Your acknowledgement of this handbook constitutes your consent for SFCS to provide personal identifying information of your child such as first name, last name, email address, username, and other details as required by the website and/or software/app owners or the operators of any web based educational programs and service SFCS may use or add during the upcoming academic year. Your acknowledgement also releases the school from any claims and liabilities that may arise out of or in connection with the use of the technology and/or software as described.

SFCS utilizes several computer software applications and web-based services created, operated and serviced by third parties. Some common tools that your child may encounter and use include but are not limited to the following:

- Educational social networks
- Online apps
- Electronic textbooks and learning tools, websites, applications, and extensions
- Podcasts and videos

Children’s Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. SFCS is in compliance with the CIPA by making every effort to do the following:

- Block or filter internet access to materials that are harmful to minors
- Provide internet safety and digital citizenship instruction

Visitors

Visitors must sign in at the office upon entering school grounds, including the playground, and prior to leaving the building during the school day. This procedure provides for the safety of students, staff and visitors while keeping distractions at a minimum in the learning environment. Visitors must enter the building through the designated entrances.

Student Visitors: Student visitors must be approved in advance by contacting the school office. All student-aged visitors must sign in at the school office and follow school behavior guidelines and schedule format.

Volunteers

Individuals wishing to volunteer should contact the school office to complete appropriate paperwork and the volunteer orientation process. This includes a background check, completing a sexual misconduct form and online training, and information regarding responsibilities. Volunteer drivers will also need to submit insurance information and complete a driver’s form. Volunteers must sign in and out in the school office for their safety (evaluations, emergencies, fire drills, etc.) and the safety of students. Those volunteering once do not need to complete the volunteer paperwork.

SFCS RESPECT AND PROTECT

Progressive Discipline/Intervention Plan - Elementary

Applicable Areas: Classrooms, Hallways, School Grounds, Lunchroom, Church, Computer Bathrooms, Field Trips, Sporting Events, Transportation Vehicles

Level	Expected Behavior	Inappropriate Behavior	Intervention/Staff Action	Alternative Action	How Recorded
1	<ul style="list-style-type: none"> Listen carefully Walk/work quietly Follow directions and school rules Respect people and property Keep hands and feet to oneself Handle snow/objects on playground appropriately Complete assignments on time Be kind in word and action Follow the uniform code 	<ul style="list-style-type: none"> Not listening Disobeying directions and rules Disrespect for people and property Put downs Talking back Hurting others Inappropriate gestures/language Incomplete assignments 	<ul style="list-style-type: none"> Verbal reminder of expected behavior Stop behavior Correct inappropriate behavior Teach appropriate behavior Put student on notice that inappropriate behavior will not be tolerated 	<ul style="list-style-type: none"> Optional parent notification Optional principal notification 	<ul style="list-style-type: none"> No record unless 2nd violation Each uniform/tardy infraction recorded by classroom teacher
2	<ul style="list-style-type: none"> Continued behaviors in Level 1 Speak with courtesy and respect Be honest 	<ul style="list-style-type: none"> Continued behaviors in Level 1 Hitting or hurting Vulgarity/swearing Defiance of authority Taunting/verbal intimidation Stealing Cheating Verbal & physical abuse 	<ul style="list-style-type: none"> Stop behavior Correct inappropriate behavior Teach appropriate behavior Put student on notice that inappropriate behavior will not be tolerated Behavior recorded Parent notified 	<ul style="list-style-type: none"> Loss of recess Loss of privileges Time out Principal referral Possible suspension (ISS/OSS) 	<ul style="list-style-type: none"> Behavior report Classroom teacher file Student Management System
3	<ul style="list-style-type: none"> Continued behaviors in Level 2 Follow directions Be kind in word and action Display controlled behavior Respect for people and property 	<ul style="list-style-type: none"> Continued behaviors in Level 2 Swearing at a teacher Property vandalism Harassment Alcohol/drug misuse/violation 	<ul style="list-style-type: none"> Stop behavior Behavior recorded Principal referral Parent notified Student Assistance Team Review (optional) 	<ul style="list-style-type: none"> Loss of privileges Suspension (ISS/OSS) Referral to the counselor Parent conference Behavior contract 	<ul style="list-style-type: none"> Behavior report Student Management System
4	<ul style="list-style-type: none"> Continued behaviors in Level 3 Contributes to a safe environment Displays controlled behavior 	<ul style="list-style-type: none"> Continued behaviors in Level 3 Assaulting others Weapons Threats to others Continued serious misbehaviors 	<ul style="list-style-type: none"> Stop the behavior Parent referral Parent conference Student Assistance Team Review Behavior contract ISS/OSS Notify President 	<ul style="list-style-type: none"> Suspension (ISS/OSS) Expulsion Notify public authorities 	<ul style="list-style-type: none"> Student Management System Formal documentation of incident

Diocese of Sioux Falls Parental Covenant

Since as parents we are the primary educator of our children, we will participate in the education of our children by:

- . . . recognizing that all that we are and have is a gift from God
- . . . promoting positive attitudes toward school at home and in the community
- . . . bringing concerns about our child directly to the teacher
- . . . showing respect for the teacher as a professional person working for the well-being of our child
- . . . following the policies of the school
- . . . attending Mass on weekends and holy days with our children (Catholics)
- . . . participating in the sacramental life of the church regularly (Catholics)
- . . . promoting family prayer and faith traditions at home
- . . . volunteering and giving service to the school and parish (place of worship)
- . . . witnessing Gospel values in our everyday life
- . . . agreeing to not knowingly supply or assist any student in obtaining or using drugs or alcohol in my residence or any place where I am supervising students