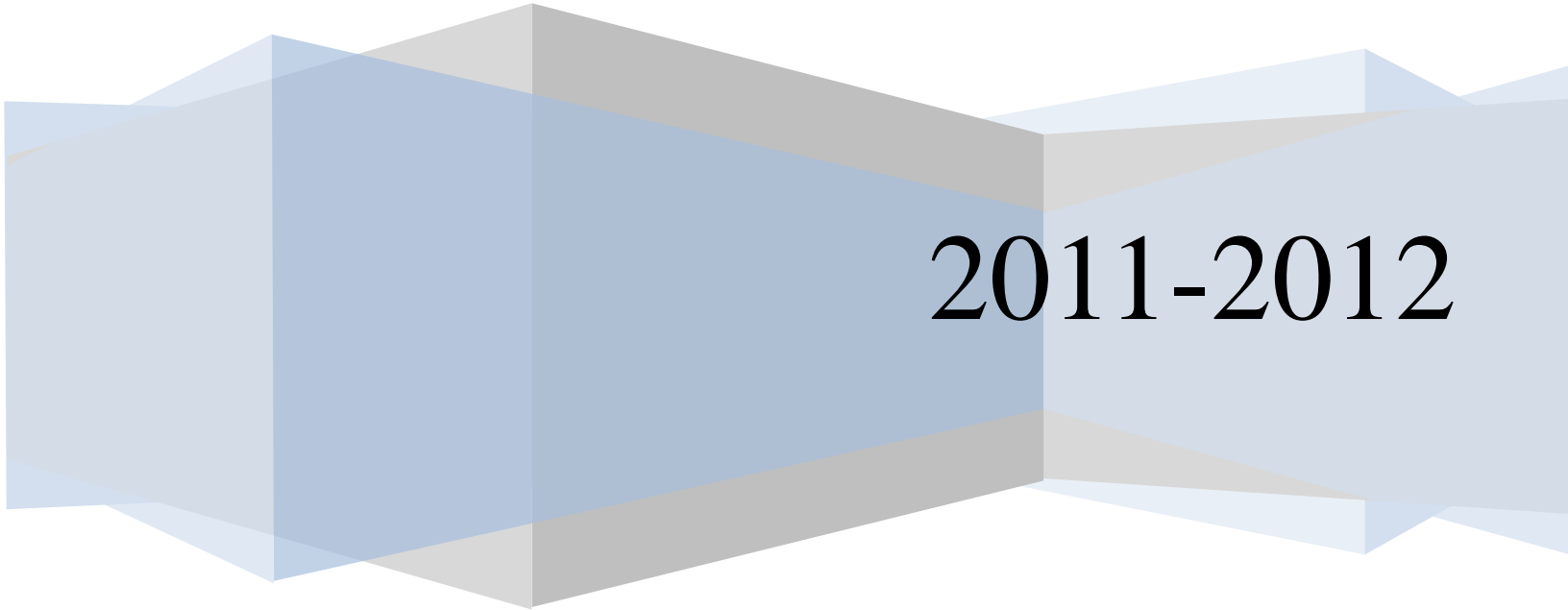


**SIOUX FALLS
CHRISTIAN SCHOOLS
PARENT / STUDENT
HANDBOOK**



2011-2012

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GREETINGS

It is a privilege to welcome you to Sioux Falls Christian Schools. The existence of this unique school society is evidence that concerned Christian parents believe in quality Christian education for their children. The school board, administration, and faculty are deeply committed to providing an educational setting where students can develop their interests, abilities and talents to the glory of God.

Christian education requires that we all - students, parents, and teachers—work as a team. This is best accomplished by communication and cooperation. To keep us on the proper path, the following expectations, regulations, and policies have been formulated. We ask that you take the time to read this handbook and keep it for future reference. Feel free to call or stop in the office if you have any questions.

*This year's theme is **"HOW GREAT IS OUR GOD!"***

It is our prayer that each student will submit to the authority of Jesus Christ as the Lord of their life and would be open to His leading in every aspect of their lives. May everything we do and accomplish be for His glory!

Yours in Christ,

Mr. Jay Woudstra, Superintendent and High School Principal
Mr. Jerry Vande Pol, Middle School Principal
Mr. Matt Covey, Elementary School Principal

BACKGROUND INFORMATION

SIOUX FALLS CHRISTIAN SCHOOLS, as an academic institution, seeks to educate children grades preschool through twelve in the light of God's Word. The school had its beginnings in 1958 as an elementary school known as Calvin Christian. Classes were held for the first 21 students, grades 1-6, in a church basement, as the school facility had not yet been completed.

In 1977, a group of parents took the next leap of faith and Sioux Falls Christian High School became a reality for grades 7-12. A building addition was completed in 1997 and a middle school began for grades 6-8. God continued to bless our school as we moved grades 4-12 to the new Charger campus in August, 2004. We rejoiced and celebrated His continued faithfulness when we moved our preschool through 3 grade students to the Charger campus in the fall of 2008!

While much has changed throughout the years, the *foundation* upon which our schools were built remains true. Our schools continue to operate under the premise that God's Word is our *foundation*. We are also committed to educational *excellence*; our mission is to develop each child's academic potential in a loving community of Christian faith. Our vision is that each child lives for Christ daily and experiences the joy of lifelong service for Him.

The growth of our schools attests to the strength of our mission. Provided with an academic curriculum based upon Biblical principles and with strong spiritual role models, students leave our schools with a *foundation* that has prepared them to be impact players for Jesus Christ and His kingdom in the community and the world.

STATEMENT OF PURPOSE

Sioux Falls Christian exists to glorify God by creating an environment for personal growth for the young people and family members who become part of it, so that they may have their own lives and families enriched, and may make a more significant impact on the community and the world for Jesus Christ and His Kingdom.

The Sioux Falls Christian "environment" is people exercising leadership:

- 1) Spiritually - by modeling and teaching spiritual principles and by encouraging individuals in their personal relationships with God
- 2) Academically - by challenging and stimulating young minds to excel in quality and depth of knowing and thinking
- 3) Socially - by modeling and teaching principles of successful interpersonal relationships
- 4) Emotionally - by modeling and teaching responsible, realistic, and balanced emotional expression and restraint
- 5) Physically - by teaching and challenging young people in the discipline necessary to have health, strength, skill, and vitality

DISTINCTIVES The purpose of Sioux Falls Christian Schools is to provide education with the following distinctives:

- 1) Clear commitment to Christian (Biblical) values and personal faith in Jesus Christ
- 2) Positive Christian climate
- 3) Focus on building Christian character to reinforce prime Christian virtues such as faith, integrity, obedience, diligence, etc.
- 4) Commitment to pursue academic and professional excellence
- 5) Strong emphasis on mastery of academic "basics"; broad exposure to art, music, travel, and international affairs to encourage patriotism and a broad world view
- 6) Parental involvement in the educational process
- 7) Sensitivity to spiritual and academic needs of students
- 8) Loving discipline that deals with root causes of misbehavior
- 9) Effective counseling for students and parents
- 10) School personnel who model Christian character
- 11) An active School Board with spiritual discernment and motivation

We know that sometimes we fail in our attempt to provide these distinctives, but we are committed to doing the best job we can - always depending on the power of the Holy Spirit.

EXPECTATIONS OF STUDENTS Because of these distinctives, Sioux Falls Christian is committed to training students to emulate the following characteristics:

- 1) Committed to a real and personal faith in Jesus Christ;
- 2) Serious about living the Christian life according to God's standards;
- 3) Desirous of working diligently to educate him or herself;
- 4) Desirous of becoming a well-rounded, thinking person;
- 5) Patriotic to his or her country;
- 6) Faithful to his or her local church;
- 7) Committed to positive interpersonal relationships.

Just as sometimes we fail in providing our highest goals for SFCS, we know students will fail in some areas of commitment to these standards. We simply expect students to be teachable - to learn from failures and to have a sincere commitment to be the kind of person described above.

SPIRITUAL LIFE

BUILDING UP ONE ANOTHER Our conversations about others can build them up or tear them down. In the spirit of a servant's humble attitude and in the spirit of encouragement, it is expected that students will speak in a humble, kind way at all times, never with mockery, unkindness, disrespectful speech, swearing, or vulgar language.

CHAPEL The purpose of chapel is to have the student body and faculty pause and concentrate their thoughts on worship and inspiration. The chapel committee responsible for chapels will consist of faculty members and students. The committee's responsibilities include arranging special chapels and speakers, compiling the list of student speakers, thanking chapel participants, and giving general assistance to the direction of the chapel. Students interested in being a part of the chapel team should contact the chapel advisor.

CODE OF CONDUCT The primary objective of this statement is to provide the student with an opportunity to excel academically in a Christian environment.

Basic Principles We expect all Sioux Falls Christian students to have standards of behavior which conform to God's standard found in His Word. The fruit of the Spirit (Galatians 5:22-23) should become more evident each day.

Among the attitudes we expect to see in daily action are reverence and obedience to God and His Word, courteous, friendly, and accepting relations toward other students, respect and cooperation toward teachers, respectful address of all adults, and avoidance of unwise, loud, or offensive language.

Certain standards of behavior are expected of all Christians; therefore, SFCS students should demonstrate exemplary conduct both in school and out. We must encourage each other in positive self-discipline at all times.

Sioux Falls Christian derives its authority from God through the Christian home and, therefore, has policies which promote the kind of behavior which would be accepted in our homes. Sioux Falls Christian Schools must provide an environment conducive to the spiritual growth and development of young people who are maturing in Christ. All of the activities of a Christian must be subordinated to the glory of God who dwells in us (1 Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being. (1 Corinthians 9:27).

Above all else, we take seriously the opportunity and responsibility that we have as a school in allowing God to work through us in developing each child's spirituality.

CONFLICT RESOLUTIONS If we follow Christ's example for settling differences, our approach to solving problems will include a humble attitude, a servant's heart, a teachable spirit, an attitude of reconciliation, and a strong desire to live at peace with all. **The principle in Matthew 18:15-17 should be used when solving problems: go directly to the brother to solve the problem; if that does not work, take witnesses and return to the brother; if that does not work, take the matter to the authority structure.** Examples of situations to which this principle might apply include observing someone cheating, a violation of the dress code, or a breach of some other conduct agreement. This should always be done in a spirit of love and restoration and an "I could be wrong" attitude.

During the course of the year, misunderstandings or problems can arise between staff members and students, teacher and parent, parent and school, or any one of several possible areas. This misunderstanding is often the result of a lack of communication between those involved. The School Board has set a policy for such situations, and complaints or problems will be handled in the manner prescribed below:

- a) All questions, problems or complaints should be brought directly to the staff member FIRST before anyone else is involved.
- b) If the situation is not cleared up at this level through direct contact, it should then be brought to the principal.
- c) If the situation is not cleared up at this level, it should be brought to the superintendent.
- d) If the problem is still not solved at this level, it should then be presented IN WRITING to the Chairman of the School Board for assignment to the appropriate committee for consideration in its regular monthly meeting.
- e) Finally, but only when all of the above three steps have been taken, does the problem find its way to the School Board through written appeal from either the committee or the parent or teacher. It will then be placed on the agenda of the entire School Board at its regular monthly meeting. Some examples of situations to be handled in this way include discipline problems, criticism of teacher performance, and problems with curriculum or school programs.

COUNSELING The purpose of counseling at Sioux Falls Christian is to promote positive interpersonal relationships, promote spiritual growth, help each student and his or her family grow to full potential, and provide information and instruction. We will always endeavor to counsel in a spirit of humility using scripturally oriented guidelines and sound principles of human behavior. Counseling services will be provided in the following areas:

- a) Spiritual — relationships to God, character development, and interpersonal
- b) Educational — academics, scheduling, and information on further education
- c) Vocational — information, testing, and direction for life vocation

Because Sioux Falls Christian views the family unit as a vital relationship, it will involve members of the student's family in any counseling where the counselor feels it would be helpful.

RELATIONSHIPS There is little in life that does not involve relationships. While our relationship to Jesus Christ is the most important, there are obviously many others: the essence of home is the relationship with family members; friendships at school are relationships with peers; an academic education is greatly enhanced by a good relationship with one's teachers. The administration at Sioux Falls Christian Schools realizes that the relationship patterns established by our students now will follow them throughout their lives. The only way to have meaningful, satisfying, and peaceful relationships with others is to follow the guidelines found in the Bible.

RESPECT AND COURTESY We are commanded by God to respect each other. All students are expected to be courteous and respectful to others at all times. Respect and courtesy are shown by cooperation, orderliness, polite conversation, and respectful response to correction. Students shall always use the proper title (i.e. Mr. Green) in addressing a staff member or speaking about him/her at school and at all school functions. It is expected that proper respect and positive attitudes shall always be demonstrated when talking to or about school personnel.

SPIRITUAL INSTRUCTION Sioux Falls Christian endeavors to provide spiritual instruction through its atmosphere and curriculum. However, SFCS' efforts are not a substitute for personal faith, church involvement, and spiritual instruction in the home. We strongly encourage each family member to nurture his personal faith through Bible study, active involvement in a Bible-teaching church, and spiritual instruction in the home.

Annual Notification of Rights under FERPA For Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sioux Falls Christian to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide

military recruiters, upon request with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want Sioux Falls Christian to disclose directory information from your child's education records without your prior written consent, you must notify the school by 8-21-10. Sioux Falls Christian has designated the following information as directory information.

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

NON DISCRIMINATION POLICY

Sioux Falls Christian Schools Association admits students of any race, color or national/ethnic origin to all rights, privileges, programs and activities generally made available in the schools or in the administration of education policies and admission.

ANNUAL REVIEW

The Parent/Student Handbooks, as well as Staff Handbooks and Board Policy Manuals, are reviewed on a regular basis.

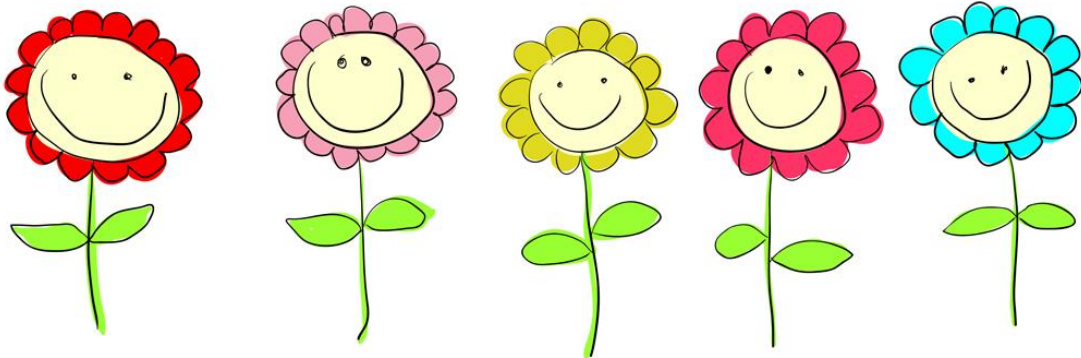
VOLUNTEER BACKGROUND CHECKS

Volunteers are an important part of the educational process at Sioux Falls Christian Schools. We are grateful for the time and effort our volunteers give to the school on an annual basis. In cases where volunteers are in direct contact with SFC students, they may be required to undergo a background check and give permission for history screening.

PRESCHOOL

TO

5TH GRADE



SCHOOL POLICY

Introduction: The fundamental perspective which provides the framework for all this institution does is that, by right of creation and redemption, Jesus Christ is Lord over the entire universe. The appropriate response of a Christian school to this must be to provide quality Christian education. It must be truly Christian because it is Christ who is Lord. It must be truly education because He is Lord over every area of life.

I. EDUCATIONAL POLICIES

- A. The curriculum should strive for excellence in every way in order to do justice to our calling to subdue and have dominion over the earth. It must integrate the Biblical faith with all subject matters in order to bring thought captive to Christ.
- B. The staff must be dedicated to living Christ-like lives as role models for the students. And they are to be committed to mastery of the subject material and the best methods of teaching it.
- C. The staff and students form a Christian community in which respect for God-ordained authority is taught, and in which discipline has as its goal to train students to live as disciples of Jesus Christ.
- D. By direct teaching and in the way they are treated by the staff, students are to learn to see themselves as bearers of God's image who are called to develop their God-given potential for His glory and the service of their neighbors.
- E. Since Christ is Lord over all creation there is no morally neutral ground or position. Students are to be taught that all our actions and decisions are value laden. All of life is moral in character because we live our lives before the face of God. Learning, therefore, is not merely for the sake of abstract knowledge, but instead has as its goal the acquisition of wisdom. Such education will lead to responsible action.
- F. All concerned in this endeavor -- staff, students, parents, Board members -- are to keep in mind that, whatever other excellencies we possess, "If we have not love, we are nothing".

II. PLAYGROUND AND BUILDING POLICIES

The following items discuss safety issues at Sioux Falls Christian Schools. Procedures and rules have been established to make SFCS a safe secure school.

A. Supervision of Students

- 1) **Before- and After-School Care.** Before school hours for the Kids Corner program will be from 6:30 a.m. until 8:30 a.m.; after school hours will be from 3:00 p.m. until 6:00 p.m. A minimum caregiver-to-student ratio will be 10:1 for ages 3-6; 15:1 for children over 6 years old. The Kids Corner supervisor will be responsible for maintaining a safe environment for students before and after school. Students will be picked up and dropped off in the designated areas only. A check-in/check-out system will monitor when children are picked up and caregivers will make sure that authorized individuals pick up students. Students who arrive at school prior to 8:00 a.m. must be checked into Kids Corner. Students who remain at school after 3:30 p.m. must be checked into Kids Corner. **Students who arrive with a MS/HS sibling or car-pool may report to the elementary cafeteria at 7:50 am for supervision.**

- 2) **Recess Supervision.** There will be a minimum of two adults present during recess time. Each adult will be equipped with a first aid pouch that will have the basics for treating minor cuts and scrapes.
If a student is seriously injured the following procedure will be followed:
 - a) If necessary, begin emergency procedures (Call 911, treat as necessary)
 - b) The recess supervisor will send a student to get the classroom teacher. The recess supervisor and classroom teacher will determine the severity of the injury and the classroom teacher will take over. The classroom teacher will make the phone call home and let the parent know what has happened and get parental input on what they want to happen next.
 - c) An accident/incident report will be filled out by the recess supervisor and given to administrator.
 - d) If medication is required, it will be distributed through the office staff.
 - e) Staff member or office personnel will remain with student until he/she is picked up or goes back to class.

3) **Playground safety rules**-“Share, care, and play fair” is the recess motto at SFCE.

- a) No playing on the north side of building (parking lot area)
- b) Students may not climb on soccer goals or basketball poles
- c) Rough play is not allowed (tackling, wrestling, chicken fighting, etc)
- d) Swing rules: no standing, twisting or side-to-side swinging
- e) Bicycles must be parked in designated areas and must be walked while on school grounds. Bicycles are off-limits to all students during the school day.

4) **Winter rules:**

- a) Snowpants are necessary for sliding
- b) Hats and mittens/gloves required on cold days
- c) Boots required when boot sign is displayed. If students do not bring boots they will need to stand on a dry spot on the pavement. Boots need to be worn to and from school depending on sign displayed.
- d) Children must go outside for all recesses unless they have a note from their parents. If it is necessary that the child stay in for more than two consecutive days, a note from the child's doctor is required.
- e) No snowball fights are allowed.
- f) Sliding in designated areas only.

B. Visitors, Late Arrivals, Early Dismissals. Strangers on Campus

- 1) All visitors must enter through the office doors and stop by the office for clearance and a visitor badge.
- 2) Students who are late to school must have their parents accompany them to the office to sign the Attendance book.
- 3) Students who leave early from school must have their parents accompany them to the office to sign the attendance book.
- 4) If there is someone on campus who provides a threat to any of our students, the administrator or other authorized person will immediately announce a “lock down” over the school intercom. Lock down procedures will follow. Lock Downs and other necessary emergency drills are practiced in accordance with state law.

C. Facilities Safety Plan

- 1) The facilities will be inspected regularly by administration and custodians. Any necessary reports will be made to the superintendent.
- 2) The outside doors to the facility will remain locked throughout the school day, with the exception of the main entry. The doors are not locked from the inside.
- 3) The facilities will be inspected every year by the fire department to meet their requirements.

D. Classroom maintenance

- 1) Students and parents are asked to keep pop and juice out of the class rooms when planning classroom parties.
- 2) Any damages caused by student negligence may result in the student's family having to reimburse the school for damages.

III. ABSENCES

A. Excused Absences

- 1) Absences for sickness, doctor and dental appointments, accidents, and funerals of immediate family members are considered to be excused. The immediate family includes the following -- father, mother, brother, sister, grandfather, grandmother, uncle, aunt, nephew, niece, brother-in-law, and sister-in-law. Excused absences will also be allowed for inclement weather.
- 2) Teachers will help students make up work missed during excused absences.

B. Unexcused Absences

- 1) Missed days other than those listed above (vacations, sporting events, etc.) are considered unexcused absences.
- 2) Parents are responsible for helping the child complete any work missed due to an unexcused absence. Please inform teachers about any planned absences as far ahead as possible. Teachers are instructed to give an amount of homework that they deem appropriate for the situation. The amount assigned is at the teacher's discretion.
- 3) When a child receives their tenth unexcused absence, a letter will be sent to parents advising that their child has missed a significant number of days. This letter is intended to encourage families to do everything possible to avoid their child missing school for reasons that are unexcused.

- C. The student's report card will indicate if the absence was an excused or unexcused absence.

- D. If absences are excessive, the elementary principal reserves the right, in conjunction with the Elementary Education Committee, to require a note from the student's physician authorizing the absences. Additionally, SFC reserves the right to request a meeting with the student's parent(s)/guardian(s) to discuss the absences. Consequences for excessive absences may include, but not be limited to, requiring the student to re-take the same grade. The goal in these decisions will be acting in the student's best interest.
- E. Students may not leave the school property during the school day without prior authorization from administrative staff.
- F. Parents should notify the school by 8:15 in the morning if their child is not going to be in school that day.

IV. STUDENT DISCIPLINE

Central to carrying out our task of instructing Kingdom learners is the daily treatment of our students. The Christ-like hospitality that we provide in our classrooms is a model of obedience that teaches Christian character. Along with the careful, firm, decisive correction of unchristian behavior, pranks, and youthful excesses, we at SFC desire to express love, concern and acceptance. The goal of our discipline is reconciliation and prevention.

All teachers and support staff members seek to make the atmosphere at SFCS one that reflects Christ-like behaviors. In order to accomplish this goal, guidelines and rules for behavior must be followed and consistently enforced. The guidelines and rules will be reviewed with the children at school. The consequences for not meeting the guidelines will also be reviewed with the children. To enforce the guidelines, children who make poor behavioral choices will be issued "behavior tickets." Each behavior ticket given to a student during a month will move the child through a series of discipline steps. With each infraction, the corrective action will be a little stronger. At the end of each month, the student will start over with a clean slate. There are additional consequences for those who continuously receive four tickets per month.

For those children who do not receive any tickets in a month, a "thank you" will be given. It may be free time, a treat, extra outdoor recess, game time, etc. We want to thank our students who have made correct choices through their words and actions, as well as provide an incentive to supplement the consequences of misbehavior.

All of us need discipline throughout our lives in order to help us be better disciples of Jesus Christ. Being a Christian carries responsibility. Discipleship is an ongoing process. Although we must continually strive toward the goal of being like Christ, it is

not just something we can grow up to be. We need to practice and learn it in our youth. Discipleship is certainly a calling for the future, but it is also for the present, no matter what the age. The staff at SFC is committed to helping children understand that we must at all times strive to be Christ-like in all of our words and actions.

Our school rules and conduct code are built around the Biblical principles of respect for one another. Prompt handling of infractions and differences is critical to the prevention of reoccurrence and promotion of reconciliation.

The following steps reflect our desire to deal with infractions fairly, ensure communication, and promote early resolution of differences.

- A. Classroom Discipline: Teachers are responsible to carry out discipline in their own classrooms. The method of discipline is at the teacher's discretion, whatever is considered reasonable for the situation.
- B. Parent Notification: Ongoing problems that cannot be resolved by the classroom teacher and/or serious behavior infractions become the responsibility of the principal. As part of the principal's counseling toward correction, he will notify the parents of the problem.
- C. In-School Suspension: Further inability to lead a child to obedience may require his/her removal from the classroom. As much as possible, the students will be isolated in the school for at least one day and given tasks that cause him/her to reflect on behavior.
- D. Student Review by Faculty: If these steps fail to lead to reconciliation, the principal will form a committee of the faculty and draw up a list of goals to be met for the student's continued attendance at SFCS.
- E. Suspension: A recommendation for suspension will be considered by the Board.
Note: During these stages of correction, parents or the principal may request the Board to appoint a special committee to review the case, consider options, and make recommendations to the Board.

V. SCHOOL CLOSING

- A. School Closings: If there is a need to dismiss school early, the following stations are notified by school officials: Mid-continent Radio (KELO-AM, KELO-FM, WSN-AM, KRRO-FM, KTWB-FM), KNWC, KELO TV, KDLT TV, & KSFY TV. If a parent feels it is necessary to pick up their child(ren) before dismissal time, they should contact the school.
- B. Preschool policy for late starts/early dismissals: If SFC starts one hour late, preschool will follow the same schedule. If SFC starts two hours late, the morning preschool session will be cancelled. Planned early dismissals will be noted through the weekly newsletter and weekly calendar.

VI. SCHOOL CALENDAR

- A. The school day for Kindergarten through 5th grade students begins at 8:10 a.m. and ends at 3:20 p.m. The preschool morning session runs from 8:30 a.m. to 11:00 a.m.; the afternoon session is from 12:30 p.m. - 3:00 p.m.
- B. A Board-approved school calendar will be distributed to parents at fall registration and will be included in the school directory. Changes to this calendar could be made due to weather or other unforeseen scheduling conflicts. The administration will strive to keep these changes to an absolute minimum, as they realize the impact calendar changes have on family schedules.

VII. FIELD TRIPS - OFF-CAMPUS SCHOOL ACTIVITIES

- A. Field trips are determined by each faculty member with approval by the administrator. Students and drivers are required to wear seatbelts during transportation to the site or event. Drivers must also comply with automobile industry standards and recommendations regarding passenger side air bags. Drivers are required to provide copies of current insurance coverage.

VIII. HOME SCHOOL POLICY

Home school students may take classes at Sioux Falls Christian. Parents are required to meet with the principal to determine if the request can be granted; normal admission requirements must also be met.

IX. SEXUAL HARASSMENT POLICY

Sexual harassment of students by other students or by employees of Sioux Falls Christian Schools is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment of students. It is the policy of this school that all contact between students, teachers and other adult employees be in keeping with respect for the individual students, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to the administrator, teacher or school board member, as well as discussing this concern with the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the Executive Committee of the School Board. Criminal charges will be handled by civil authorities. Following due process, anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the students making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.

X. GRADING SYSTEM

Parents have the primary right and responsibility for the education of the child. The school is commissioned by the parents to provide the child not only with a formal Christian education, but also with a periodic account of the child's performance and progress.

- A. Report cards are given out on a trimester schedule to evaluate each child's progress in the various subject areas, work habits, and social habits.
- B. Parent/teacher conferences are held a minimum of once a year with other conference times available as needed. These can be requested by either teachers or parents.
- C. Student cumulative records will be kept on file in the office and shall be under the direct supervision of the principal. Access to a student's records shall be restricted to the student's teacher(s), principal, secretary and parents.
- D. As an accredited school by the State Department of Education, SFCS administers the Stanford Writing Assessment in grades five and nine, and the Stanford 10 Achievement Test and Otis-Lenin Ability Test in grades three through eleven. Results of these tests are shared with the parents and school society.

Core Curriculum

The core curriculum is defined as those subjects that are taught at all levels and are required subject matter for all students.

Art	Bible	Computer Literacy
Language Arts	Handwriting	Health
Math	Physical Education	Reading
Science	Social Studies	Spelling
Spanish	Keyboarding	

XI. GENERAL INFORMATION

Bullying Policy

As followers of Christ, when we look at topics such as bullying, we are bound to Scripture, which gives us guidelines for how we should treat one another. Matthew 22:35-40 is used as the basis for the type of behavior SFC expects from its students. SFC intends to provide its students an environment that is free of bullying; bullying, whether verbal, physical, or emotional, robs a student of their right to learn in a safe environment and is not permitted. Any person who believes he or she has been subject to bullying should report it to an appropriate superior (teacher, counselor, or administrator). Each report will be given consideration and will be investigated. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion. Bullying can generally be defined as the repeated use of aggression, intimidation, and/or cruelty with the intention of hurting another person verbally, physically, or emotionally.

Student responsibilities:

- 1) If a student is a victim or a witness to bullying, they are encouraged to report it to a staff member or parent.
- 2) When reporting such incidents, students may remain anonymous.
- 3) Students will not condone, encourage, or participate in bullying.

Staff responsibilities:

- 1) Staff will be present in assigned areas where bullying may occur as requested by administration from time to time.
- 2) Staff will report incidents they perceive as bullying to the principal.
- 3) Staff will keep student identities anonymous when reporting bullying, if that is the student's desire.

Parent responsibilities:

- 1) Recognizing the partnership between our school and the parents of our students, parents are encouraged to report bullying incidents involving their child to school administration.
- 2) Parents will meet with the principal if their child is involved in a bullying incident as a perpetrator or victim if deemed necessary by the administration.

Administration:

- 1) The principal will investigate bullying incidents that have been reported to him/her.
- 2) The principal may summon the parents of the victim and/or perpetrator to the school for a meeting if deemed necessary.
- 3) If the principal discovers bullying has taken place, he/she reserves the right to impose consequences deemed necessary in accordance with the discipline section of this handbook.

Co-Curricular Opportunities

To enhance the educational program of the school, students can participate in a variety of co-curricular opportunities. These opportunities include: YMCA athletics (grades 2-3), Geography Bee, Presidential Physical Fitness Program, Spelling Bee, and Math Contest.

Dress Code

The Sioux Falls Christian Schools dress code is designed to honor God, reflect our witness and distinctiveness as Christians, as well as to express our own individuality. Parents and maturing students are encouraged to make thoughtful choices with modesty being the key characteristic. A student's appearance should not be distracting or call undue attention to oneself.

Guidelines:

1. A student's grooming should be neat, clean, and in good taste. Clothing should be properly repaired, manageable and appropriate for the season and activity. Clothing, accessories and hairstyles should be free from distracting, unsafe, or immodest peculiarities.
2. Outdoor apparel, including hats, may not be worn in the classrooms.
3. Shorts should be of respectable length.
4. Dresses, shirts, and tops should cover the midriff and the top of the shoulder.
5. Students must wear shoes during school. To allow for active participation in classroom activities and outdoor play, loose-fitting footwear may not be worn at school.
6. Discretion must be used in wearing pictorial or slogan-bearing shirts and blouses. The staff reserves the right to judge whether or not such items are offensive.

Practical Considerations:

1. Boots must be worn when the weather dictates.
2. Students are responsible for their own clothing and other belongings. Clothing, lunch boxes, etc. should be labeled.
3. Three "lost and found" barrels are located at school. They are located at the end of each hallway and in the Kids Corner room. Any items left at the end of the school year will be donated to charity.

Health Services and Requirements

SFC does not have health personnel on campus. A school nurse is available as needed. Health services are provided through the public school system and volunteer clinics. Vision and hearing screenings are conducted once per year. Any child entering SFC must have a medical examination prior to the opening of school. Forms are available from the school secretary. A "Consent to Treatment" form must be signed at registration.

All communicable diseases (i.e. chicken pox, strep throat, head lice, Fifth's disease) must be reported to the school. A notice of symptoms and recommendations will be sent to all students in the elementary school.

If a child becomes ill at school, he/she will be removed from the classroom and given the opportunity to rest while a call is placed to the parent/guardian.

Hot Lunch Program

SFC offers a daily hot lunch program. The prices are \$2.00 per meal or \$1.25 for a preschool meal; these prices include milk. Lunch account payments should cover an estimated minimum of one month's expenses. Students who bring a lunch from home may purchase milk for 35 cents. SFC is a participant in the federal free and reduced-price lunch and milk program. This program makes funds available to families who meet the federally mandated eligibility income guidelines. Applications are made available to every family at fall registration or through the office. Application can be made any time throughout the year if income situations change.

In operation of child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington D.C. 20250

Medications

The administration of medication at school is discouraged due to the age population and environment. Whenever possible, arrangements should be made so that it is not necessary for teachers to administer medication to students at school. In those cases where it is necessary for medication to be taken during school hours, the following guidelines must be followed:

- 1) All medication, prescription and non-prescription, must be in the original bottle. For prescription medications, the pharmacist will supply a duplicate bottle so one can be kept at home and one can be kept at school. Both bottles should contain the name and phone number of the pharmacy, the student's identification, the name of the physician, name of the medication and the dosage to be given.
- 2) When sending any medication to school, parents and the child's physician must send written permission and instruction for school administration.
- 3) All medication sent to school must be under the supervision of school authorities and be kept in a locked cabinet. Students are not allowed to carry any prescription or over-the-counter medication on their persons, or keep any form of medication in their lunch bags, desks, or lockers.

- 4) Students with asthma are permitted to carry inhalers with written permission from their parents.
- 5) Tylenol will be given to students only if there is written or oral permission from parents giving school staff permission to administer.

Insurance

A student health and dental insurance plan is available through the school. Forms are available through the office.

Parent-Teacher Conferences

Parent-teacher conferences are held in the fall, immediately after the first trimester. Conferences are held at school in the afternoons and evenings. A notice will be included in the weekly newsletter stating the times and dates; a form will be sent home for parents to return with their requested conference time.

The purpose of conferencing is to promote a partnership between parents and teachers that will further promote student achievement, as well as create a comfortable communication link that will provide for a successful school experience for both parents and students.

Please come to the conference with information to share about your child that will be beneficial to the teacher. Prepare a list of questions that you would like to discuss with the teacher. Above all, come prepared to listen to the teacher's perspective and observations of your child. Collaboratively, come up with ideas to ensure your child's success at SFC.

While there is only one formal conference time scheduled throughout the year, please know that the staff of SFC is always ready and willing to listen and discuss your child's progress at school.

**SIOUX FALLS CHRISTIAN
KID'S CORNER**

Before and After School Care for Preschool - 5th Grade

Hours of Operation: Before school - 6:30 a.m. to 8:30 a.m.
After school - 3:00 p.m. to 6:00 p.m.

Location: Sioux Falls Christian Elementary, 6120 S Charger Circle

Cost:

- \$2.75 per hour for each child.
- \$5.00 will be charged for every 15 minutes after 6:00 p.m. your child remains at Kid's Corner. This fee is payable directly to the caregiver.
- Use of Kid's Corner will be rounded up to the nearest tenth of an hour.

Payments:

- The caregiver will keep track of the time your child spends in Kid's Corner. An itemized bill will be sent to you at the end of each month. There is a \$5.00 minimum charge per billing cycle.
- Receipts will be available upon parent's request.

Early Dismissal Days:
Kid's Corner will be available some early dismissal days from noon - 6:00 p.m.

Sign-up: Parents need to sign up for the following week by Friday. Please sign up in person; do not call in to sign up your child.

Time and Attendance:

- The caregiver will have a roster listing students attending Kid's Corner and will log each student in and out of Kid's Corner.
- Parents and students are not to sign in and out.
- Children are to enter and leave from designated entrances and exits only.

Snacks: No food is provided for Kid's Corner. Children are encouraged to eat breakfast before arrival in the morning and to bring a snack for after school.

Phone Use: Kid's Corner may be reached by calling the elementary number (334-7397). Please do not call Kid's Corner unless absolutely necessary as this takes the caregiver away from the children.

Caregiver Ratio:

Children age 3-6	- one staff person for every 10 children
Children 6 and over	- one staff person for every 15 children

Supervision: Students attending Kid's Corner must be under direct supervision of the caregiver and may not be in the classrooms after school hours.

Use of School: Students attending Kid's Corner are to be supervised in the Kid's Corner Room, Gym, computer lab, or outdoors. Other rooms and hallways are not to be used as play areas.

MIDDLE SCHOOL GRADES 6- 8



MIDDLE SCHOOL

The Sioux Falls Christian middle school encompasses grades 6 through 8. God has provided us with new classrooms, computer labs, science labs, gymnasiums, music rooms, etc. His gift of this new facility has blessed us and allowed for expansions in our educational offerings. His provision for our school has been grand!

Our Christian middle school has been designed to meet the unique and wonderful characteristic needs of students growing through their adolescent years. The designed learning environment focuses on excellence in all aspects of life and is led by a staff of caring, professional teachers.

We are accredited by the South Dakota State Department of Education as well as Christian Schools International. Our certified teaching staff instructs in their specialized areas of curricular content. Student opportunities in curricular and co-curricular activities focus on developing the whole child - intellectually, emotionally, socially and spiritually.

The first segment of our school's mission statement indicates the special focus and aspect of our school: "With God's Word as our foundation, Sioux Falls Christian will provide a Christ-centered, excellent education....." Christian education is not only learning God's Word and information about this world we live in, but also how to live our earthly lives abundantly as we learn special Spirit-fed teachings of faith. It is our privilege to share Godly wisdom and Christ's message of love with our students.

We value being an important extension of the Christian home in the development of each student. It is our prayer to be a light unto the world. It is our goal to be a place where Jesus shines, and where students learn to shine for Jesus!

Mr. J. VandePol
Principal

ACADEMICS

COURSE OFFERINGS Students will have the five core-curriculum courses of Bible, Language Arts, Math, Science, and Social Studies. **Exploratory courses** of art, band (elective), choir, keyboarding (sixth grade), computer skills (seventh and eighth grade), Spanish (seventh and eighth grade), and Physical Education are offered. The school's system is departmentalized with students moving from classroom to classroom. Classes are forty-five minutes in length.

ENRICHMENT LEARNING OPPORTUNITIES Extra learning events like *Geography Bees*, creative musical and speaking opportunities, *Spelling Bees*, and other expressions in fine arts will be available to enhance the students' educational experiences.

GRADING Students are evaluated in course work as a measure of their achievement. Students are invited to discuss their grades with their teachers, their advisors, their parents, and the principals. Report cards are issued four times each year, and include comments as well as the student's grade point average (GPA). The A, B, C, D, F system is used for grading. On-line grades are available through Parent Access.

GRADING SCALE

100-95 = A	84-82 = B-	71-69 = D+
94-92 = A-	81- 79 = C+	68-66 = D
91-88 = B+	78- 76 = C	65-62 = D-
87-85 = B	75- 72 = C-	61-00 = F

COMPUTATION OF GRADES Quarterly grades are based on the student's work within a nine-week period. Semester grades are based on the student's work for the entire semester. Grades are always cumulative within the semester. Students are responsible for obtaining and making up any work missed due to an absence.

INCOMPLETES AND LATE ASSIGNMENTS It is of utmost importance for students to be responsible and accountable for their work. In an effort to encourage character development in this area, the following principles govern late assignment completion: One day late will result in a reduction of 2 full grades (example: from an A to a C grade). Two days late will result in a zero - but the assignment must still be completed and submitted to prevent an "Incomplete" in the course.

TESTING SERVICES

The Stanford Achievement Test is administered each year to 6th, 7th, 8th and 11th graders.

ACADEMIC REQUIREMENTS FOR EXTRA-CURRICULAR ELIGIBILITY

Purposes

- 1) To help students maintain priority of academic work over extra-curricular activities.
- 2) To institute corrective measures when such priority is not maintained.

Procedures

- 1) Students will maintain a 2.0 grade point average. Learning Center participant decisions will be made with consultation.
- 2) Students are not allowed a letter grade of F on their report card or at mid-term.
- 3) Grades will be checked every four and one-half weeks. Students who are not maintaining the academic standards, or who are consistently practicing poor study habits, and/or are exhibiting poor classroom behavior, will be put on academic probation for the next four and one-half weeks. If the grade standard is not attained, he/she will become ineligible to participate in extra curricular activities. Each student will be allowed one probationary period per school year. If a student has used the probationary period for the year, ineligibility will result immediately.
- 4) Students are not allowed to practice or participate in extra curricular activities during an academic ineligibility.
- 5) A student receiving an Incomplete on his or her report card will not be eligible to participate in extra curricular activities for ten school days. The student could become eligible when the Incomplete becomes a letter grade.
- 6) Parents will be notified when their student is placed on probation or becomes ineligible to participate in extra curricular activities. This notification will be handled by the Principals.

Responsibilities

- 1) The student bears the primary responsibility for doing well in his or her academic efforts. He or she must build mature work habits as a sign of Christian stewardship, and in preparation for a life of responsible Christian service to God and fellow man.
- 2) The teacher bears a responsibility to teach good work habits and to communicate deficiencies to students and parents.
- 3) The parents' responsibility is to guide and encourage their child to become a responsible student. It is also important that they communicate openly with their children and the faculty. Parents are encouraged to use "Parent Access" regularly.

ACADEMIC ASSISTANCE Any student needing assistance in a subject area(s) may be enrolled in the Learning Center. Parents should contact the Principal or the Learning Center Director to pursue this option.

EXTRA CURRICULAR ELIGIBILITY All students who choose to participate in school sponsored extra curricular activities must take a minimum of four academic classes per day.

REPORTS TO PARENTS Report cards are issued at the end of each quarter and are based on the student's academic performance during the previous grading period. Report cards also contain comments designed to help the parent better understand areas in which the student excels or in which improvement is needed. Attendance statistics are included as well. Teachers may send emails, or may phone parents any time during the marking period if the teacher feels they need to be alerted to a particular situation.

Parents will be notified in the weekly Newsletter or through email when mid-term grades have been updated on the "Parent Access" website. We encourage parents to regularly monitor their child's grades, assignments, attendance and lunch account balances on the website. Each family will be given their "Parent Access" password at fall registration.

STUDENT RECORDS Student cumulative records will be kept on file in the office and shall be under the direct supervision of the principal. Access to a student's records shall be restricted to the student's teacher(s), principal, secretary, and parents.

ATTENDANCE

PHILOSOPHY It is the basic belief of Sioux Falls Christian that we are responsible for providing our students the best possible education. Our educational program is diverse and challenging enough to assure our graduates the necessary skills and knowledge to continue in whatever further education or vocation they choose. It is, however, difficult to educate students unless they attend class regularly and benefit from the teaching skills of our faculty. As Christians, we believe we are responsible to God for our time and that we must learn to give account for the way we spend it. Therefore, it is the responsibility of the student to attend all scheduled classes and to keep absences to an absolute minimum. Accountability for absences lies with the student and his/her parents or guardians. ***Parents and students must be sure they fully understand the "Make-up Work" Policy on page 33.**

The staff and school board strongly encourage parents not to schedule medical appointments, vacations, or other circumstances that keep students out of school. In extreme cases, parents may petition the administration for an exception to the attendance policy.

Definitions

Absence Score	The total of the values accumulated as a result of a student's absence from class.
Excused Absences	Not present in class with permission of parents/guardians. This includes prearranged absences.
Tardy	Arriving in class later than the time set for that class to begin. If a student is more than 10 minutes late for a class, he/she is no longer tardy, but considered absent.

Truant	Absent without permission from parent, teacher, or school authorities.
Suspended	Suspended from class, either in-school or out-of-school status, as a result of a disciplinary action.
Medical	Absences based on illness which requires the attention of a doctor, or an appointment at the office of a doctor, dentist, orthodontist, psychiatrist, or physical therapist.
Athletic/Field Trip	Absences resulting from SFC athletics, class field trips, other school activities.

ABSENCES It is extremely important that students and parents realize that the absence score and the absences encompassed by it are not to be regarded as authorized days for absence; they should be used with a great deal of discretion as illness may be a factor later in the semester,

Students are allowed absences **not to exceed 15 absences per semester per class** to encompass such occasions as:

- a) personal illness
- b) serious personal or family problems
- c) any reason that the parent feels warrants the student's absence from class, including funerals, court appearances, college visitations, weddings, family vacations, etc. Parents must notify the office of all absences.

Absences not counted against a student's absence limit record:

- a) School-related absence - athletics, field trips, etc.
- b) Dr. excused absence (a doctor's note is required)
- c) Funerals

Parents will be notified by a call from the principal if absences exceed 15 per semester per class.

If a student is absent from school, a note or phone call from the parent or guardian is required, otherwise, the student will be considered truant. Students must sign in and out of the office any time they arrive late, leave early or have an appointment.

MAKE-UP WORK After an absence, the student should work carefully with his teachers to get work and tests made up as soon as possible. Students are responsible for getting assignments from the teacher, a classmate, or from Parent Access; they are also responsible for making up the work missed because of an excused or unexcused absence. In the event of a **planned** absence (athletics, field trips, vacations, etc), the student should inform his teacher of that absence as soon as possible, get the assigned work ahead of time, and turn it in BEFORE that absence (unless otherwise instructed by the teacher).

After an excused absence, the student will have as much time to make up work as the number of days absent. If, however, a student missed only the day a test is given or an assignment is due, he or she is responsible to make up the work the first day he or she returns to that class. If there are extenuating circumstances, such as health factors or time conflicts, teachers may allow a reasonable extension of time. It is the **STUDENT'S RESPONSIBILITY** to arrange plans for completing tests and other make-up work with teachers.

When the absence is excused, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above.

Students with "**unexcused**" absences, including a period of suspension, must still make up the work missed; a 2% penalty will be reflected on the quarter grade.

TARDINESS When the bell rings to signal the beginning of a class period, students are expected to be in their seats, ready to proceed with the business of that class. Being tardy is a serious matter and will be recorded on a student's permanent record.

- 1) Five tardies in one quarter will result in one-half hour of detention.
- 2) Each tardy after 5 results in an additional one-half hour. (Example: On the sixth tardy, one hour of detention will be served; on the seventh, one and one-half hours of detention will be served.) On the 8th tardy, a 2-hour detention will be served.
- 3) All tardies after 8 in one quarter will result in a one-day In-School Suspension.
- 4) Once the teacher has taken attendance after the bell, a student may not enter without a staff-signed pass. This may be either a pass from another teacher whom they were with, or an "unexcused" pass from the office.

All tardies, excused and unexcused, are included in this policy. The exception to this policy is weather-related tardiness. Students may be assigned to work for the custodian as part or all of the detention time.

TRUANCY Truancy is any unapproved absence. Examples include leaving the school without permission, being present in school but failing to report to class, obtaining permission to go to a particular place but failing to report to that location, or failing to arrive at school without a parent or guardian's permission to be absent. **UNAPPROVED ABSENCES FOR A SINGLE PERIOD ARE ALSO CONSIDERED TRUANCIES.**

Parental approval must be obtained **PRIOR** to a student's leaving school. Students will not be allowed to sign out and leave the building unless such prior approval has been obtained.

The penalty for unexcused absences is as follows:

- 1) 2% reduction in grade for the class(es) missed.
- 2) Two-hour detention for one class truancy.
- 3) Four-hour detention or Saturday School for more than one truant period.

ATTENDANCE PROCEDURES Students are informed of the attendance policy in the fall of each school year, both in their student handbook and in class meetings.

To Excuse an Absence

- 1) Parents are expected to call the school (334-1422) **BEFORE 8:00 am** on the day of the absence, or prior to the absence, and inform the staff of the reason.
- 2) Extended illnesses or medical problems require written documentation from the doctor or health professional.
- 3) If arriving late, students must sign-in in the office and obtain a pass to class.
- 4) Parent notes or phone calls to excuse a previously recorded unexcused absence must be turned into the office within two school days after the absence.
- 5) Students who cannot verify the nature of their absence with a parent contact or note will be considered truant (unexcused).

Notification

- 1) Parents/guardians are notified with a phone call or letter when a student's attendance record is approaching ten absences in a semester. A personal conference may be scheduled with the student and/or parents if deemed necessary.

Student Responsibilities

- 1) To attend class regularly, on time, and be prepared.
- 2) To have a parent/guardian call or write excuses for all absences.

Individual Teacher Responsibilities

- 1) To maintain accurate records and submit attendance at the beginning of each class period.

Attendance Director Responsibilities

- 1) To send a letter to the parents when a student's absence points are nearing 10.
- 2) To keep the administration informed on any excess absences and schedule parent meetings if necessary.

Administrative Responsibilities:

- 1) To maintain an accurate file of the student's attendance record.
- 2) To conduct attendance conferences when appropriate.

Parent/Guardian Responsibilities

- 1) To ensure their student is in school.
- 2) To notify the office before 8:00 am on the day their student is absent.
- 3) To attend conferences requested by the administration.
- 4) To work with the administration in resolving any attendance issues that may arise.

Transfer of Students Students transferring to SFCS after the school year has begun will be subject to the attendance policy from the time of enrollment. Students will receive a number of allowable excuses in proportion to the time remaining in the semester.

Right of Appeal Students removed from class due to violation of the attendance policy have the right to appeal this action to the principal of SFCS. If it is desirable, the student or parents may make an appeal to the School Board of SFCS.

Errands Students may not leave the school grounds during the school day to run errands for teachers or other staff members. If a student needs to be sent home on an errand, permission must be given by the parent to the administration.

Attendance for Extra-Curricular Participation Students must be in school the last four periods of the school day in order to participate in activities after school. If the extra-curricular event begins before the end of the school day, students are required to be in attendance from the start of the school day in order to participate in that event.

DISCIPLINE

In accordance with our desire to aid in the spiritual growth and character development of each student, we will deal with behavioral problems on an individual basis through personal and/or family oriented counseling. This will be accomplished in stages, beginning with a teacher's private counsel with the student, and proceeding to family counsel with the student and staff.

To continue to provide a school that is safe and holds within it a warm, positive atmosphere, it is necessary for students to conduct themselves in an acceptable manner. It is the responsibility of each student to conduct themselves in a manner that is wholesome and God glorifying. Students who become disruptive or exhibit an inability to follow school rules will be referred to the office for disciplinary action.

Root causes of the behavior will be examined in an effort to help the student and family deal with the real issues, not just surface problems. Specific disciplinary measures will be left to the discretion of the administration.

ACE BOOK In the middle school, ACE stands for **A**ttitude, **C**onduct and **E**ffort. This allows us to "catch" our students doing what is good and expected of them. It also allows us to identify behaviors that are not appropriate for school and train our students to refrain from these behaviors.

If the student does not have the necessary **M**aterials, **B**ehaves in an inappropriate manner or possesses **G**um or candy, he/she will be asked to sign the ACE book. After a student has signed the ACE book 5 times in a quarter, he/she will be assigned a detention. For each 5 subsequent signings, the student will have another detention. At the end of the quarter, those students who have not signed or have signed only once, will be rewarded.

CHEATING Cheating is a serious offense. At Sioux Falls Christian, we believe cheating is a sin. Therefore, any student caught cheating will be disciplined in the following manner:

- 1) First offense of the school year - Parents will be notified and the student will receive a "0" on the test or assignment.
- 2) Second offense of the school year - Parents notified and student receives a "0" on the test or assignment. The student will also be suspended from school for up to three days. The length of suspension will be determined by the administrator.

- 3) Third offense and any thereafter of the school year - Student will lose credit for the course in which he/she was caught cheating.

DETENTION Middle school detentions will be held each Wednesday from 3:30 - 4:30 pm. Students who are present at school the day they are scheduled for a detention, **are required to attend**. The detention time may be spent in a quiet room or the student may be assigned to do labor around the school, depending on the discretion of the monitor or administrator. The detention room doors will be locked when the detention hour begins. If a student is late for the afternoon session, they will be rescheduled and given an additional detention. Students may not switch a scheduled detention for any reason unless approved by the administrator. Detention notices must be signed by a parent or guardian or another detention will be assigned. If a student receives three detentions in a marking period, he/she may be placed on suspension, and may become ineligible for extra curricular activities.

Rules for detention:

- 1) Students must bring appropriate materials to study during detention.
- 2) No eating, sleeping, or bothering other students will be allowed.
- 3) In the event that students are scheduled for detention when parents have previously scheduled an out-of-town trip, parents may contact the principal to reschedule their student's detention for the next week.
- 4) In some cases, detention time will be served by assisting the custodian with various cleaning duties.

DETENTIONS - SATURDAY

Purpose: To provide an opportunity for students to remain in class rather than serving time an in-school suspension for rule infractions, to encourage good classroom behavior, to reduce the number of students tardy to class, and to involve parents in the school disciplinary process.

Reasons for placement in Saturday morning detention:

- 1) Unexcused absence(s) from class or school
- 2) The third office referral for misbehavior and each succeeding office referral
- 3) Failure to attend regular detention during the week
- 4) Other reasons deemed appropriate by the principal

Rules for Saturday morning detention:

- 1) The detention period will last from 8:30-10:30 am.
- 2) The doors will be open at 8:20 am.
- 3) Students who have not arrived by 8:30 am will not be allowed into detention. Their parents will be called, they will be assigned one day of ISS (In School Suspension), and they must complete their detention the next Saturday. In the event of two consecutive misses of Saturday detention, students will be assigned ISS for three days, have a parent conference, and serve their Saturday detention period.
- 4) Saturday detention will consist of working with the school custodian.
- 5) Saturday detention must be served for the whole period or no credit will be allowed.
- 6) Saturday detention must be assigned by the principal. Parents will be contacted if students are assigned to a Saturday morning detention period.
- 7) Problems occurring after three Saturday detentions will result in expulsion.

EXTRA-CURRICULAR INELIGIBILITY POLICY We strongly encourage involvement in interscholastic sports, student council, music groups, drama and other club activities. They contribute toward a well - balanced school experience. It is a privilege to represent Sioux Falls Christian as a member of one of our athletic teams, clubs or extra curricular groups. There are requirements and standards which the student is expected to meet in order to maintain good standing in the team, club or group. A student may be declared ineligible and unable to participate because of academic, attendance or behavioral reasons. Sioux Falls Christian Schools expects all students to exhibit Christian behavior at all times. We are all accountable as a member of the body of Christ.

MISCONDUCT Students may be suspended for an appropriate period of time for participating in behavior that is sinful and detrimental to the individual and others. **The penalties for possession and/or use of mood altering substances and tobacco will be assessed as follows:**

Athletics and Cheerleading:

- 1) First offense - Student shall lose eligibility for one fourth of the games, meets or performances. If the infraction occurs at the end of the season, the penalty will be carried over into the next season in which that student participates. The student must also seek guidance from a counselor, which must be documented before eligibility will be granted.
- 2) Second offense - Student will lose eligibility for one semester (18 weeks). The student must also obtain documented counseling.
- 3) Third offense - Student will be declared ineligible from extra curricular activities for the remainder of his/her middle school years.

The counselor referred to above in sections 1 and 2 will be paid for by the student.

SFC allows authorities to use drug dogs to conduct unannounced searches for drugs in the school building and in vehicles located on school property.

OTHER BEHAVIOR ITEMS

- 1) Any student receiving three detentions or more in one quarter may be declared ineligible. The Administration and Athletic Director will determine the length of this ineligibility.
- 2) Any student receiving a suspension of any type will also lose eligibility for the same number of games or meets as days he/she was suspended.
- 3) Students misrepresenting SFC on the bus, out of school, at other events etc., may be suspended from the team. The length of the suspension will be determined by the Administration and Athletic Director.
- 4) Students must participate in practices during all behavior related ineligibilities.
- 5) Individual coaches may have their own team rules. The school policy is a minimum penalty. If there is a violation of a team rule, the coach will enforce the rule.

PROBATION Students who are found to be deficient in an area, either academic, social, or spiritual, will be placed on a probationary period, usually for one semester. **During this time, improvements must be made;** if no improvements are made, the student will no longer be able to attend SFC. Written notification will be made to the parent when a student is placed on probation.

SUSPENSION AND EXPULSION Certain conduct, in connection with our school and its activities, will most certainly involve suspension as spelled out below. This includes the possession or use of tobacco or alcohol products in any form on school premises or at school functions, stealing, willful damage of the school property, and the possession or distribution of pornographic material on the school premises. The consequences listed below are the minimum level of discipline that will be applied.

- 1) Any violation of the above will result in suspension from school for up to three days. Notification of such suspension will be given immediately to parents and the chairman of the Education Committee.
- 2) A satisfactory conference of parents, student and principal will precede return to classes.
- 3) The student is then on behavioral probation for the rest of the school year.
- 4) If a student is suspended for a second time within a school year, the student and parents will be required to meet with representatives of the School Board. The outcome of this conference and the principal's recommendation will aid the School Board in decisions concerning the re-admission to the school.
- 5) In extreme cases requiring expulsion proceedings, the principal will bring the matter to the School Board for disposition.

If a student is legally apprehended, arrested and found guilty of gross misconduct, the student shall be placed on behavioral probation and is ineligible for any extra curricular activity for a minimum of twelve weeks. In addition, any or all of the following are possible:

- 1) Deprivation of attendance at student social activities by the principal, following staff consultation.
- 2) Suspension from school by the principal, following staff consultation.

GENERAL INFORMATION

ACTIVITY BUS POLICY Chaperones are required on all activity busses. There will be one chaperone for every 15 students on the bus. The chaperones will be seated at the front, middle, and back of the bus. If there are males and females on the same bus, the chaperones will separate the genders and will be seated at the front of each group. Males and females are not to occupy the same seat on the bus. Bus rules are as follows:

1. Please be on time so the bus can stay on schedule.
2. Wait in a safe place, clear of traffic, at least 10 feet away from where the bus stops.
3. Go directly to an open, or your assigned seat, without disturbing other students.
4. Remain seated while the bus is moving.
5. Profane language is not to be used.
6. Put empty food and drink containers in the trash can - please help to keep the bus clean.
7. No loud talking or laughing - it may distract the driver and lead to an accident.
8. Keep head, arms, and hands inside the bus at all times.
9. Be courteous - respect the rights of other students.
10. Remain seated until the bus comes to a complete stop for unloading.
11. Emergency doors are for emergencies ONLY.
12. Objects should not be thrown from, or passed into or out of the bus.
13. Keep aisles free and clear from obstructions at all times.
14. Students disobeying the rules will be denied transportation - drivers are required to report misconduct to principals and parents.

ASBESTOS In accordance with the *Asbestos Hazard Emergency Response Act* regulations, SFC has been inspected for asbestos and has been certified as not containing any asbestos materials. SFC has an Asbestos Management Plan on file in the MS/HS office.

AUTOMOBILES Students driving motor vehicles to school are expected to adhere to the following regulations. **SFC reserves the right to conduct periodic parking lot and/or vehicle searches in conjunction with the SF Police Dept. and their team of drug dogs.**

- 1) Driving on and around the school property is to be done with due regard to the lives and safety of others. ***The speed limit is 10 mph on school property.***
- 2) Student vehicles are to be parked immediately upon arrival in the area designated for student parking—***students are not to park in the spaces reserved for Handicapped and Visitors.***
- 3) Vehicles are to be parked within the lines marked on the lot.
- 4) Students are not to enter their vehicles or the parking lot during the school day, unless they receive permission from a staff member to do so.
- 5) Students are required to register all vehicles that may be driven to school. Each student must complete and sign a vehicle registration form listing the year, make, model, color and license number of each vehicle. Also, in order to ensure authorization for the vehicle to be parked in the school lot, a **SFC parking permit** must be displayed on the front passenger-side windshield. These permits may be purchased in the office for \$1.00. **Students who obtain a new or different vehicle during the year MUST register and purchase a permit for that vehicle.**

Violations of any of the above vehicle policies will result in detention and fines.

- 1) First violation - A detention will be served
- 2) Second violation - \$10.00 fine
- 3) Third violation - \$20.00 fine
- 4) Fourth violation - Student will be restricted from using the school parking lot

BACKPACKS Students in grades 6-8 may have backpacks to carry items to and from school; however, they must be small enough to be comfortably carried and fit in lockers. Students will not be allowed to use backpacks during the school day. They may not be left in hallways at any time.

BOOK CARE/ COVERS/ FEES The condition of books are analyzed and rated by the teachers at the start of the school year. Students are required to take good care of their books. While we encourage the use of book covers, students must be careful not to stretch the book flaps backward to get the covers on; many book bindings have been broken from over-stretching. **Charges will be assessed for lost, stolen, or damaged books.**

BUILDING ENTRY, MORNING PROCEDURES, SCHOOL DAY Middle school students may enter the school building after 7:45 am through the main school entrance, and should go directly to the cafeteria. Students will be escorted to their classroom wing at 7:55; the MS day is from 8:00 am - 3:15 pm. Students are to be out of the building by 4:00 pm if they are not involved in school events or under school-directed supervision.

BULLYING POLICY As followers of Christ, when we look at topics such as bullying, we are bound to Scripture, which gives us guidelines for how we should treat one another. Matthew 22:35-40 is used as the basis for the type of behavior SFC expects from its students. SFC intends to provide its students an environment that is free of bullying; bullying, whether verbal, physical, or emotional, robs a student of their right to learn in a safe environment and is not permitted. Any person who believes he or she has been subject to bullying should report it to an appropriate superior (teacher, counselor, or administrator). Each report will be given consideration and will be investigated. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion. Bullying can generally be defined as the repeated use of aggression, intimidation, and/or cruelty with the intention of hurting another person verbally, physically, or emotionally.

Student responsibilities:

- 1) If a student is a victim or a witness to bullying, they are encouraged to report it to a staff member or parent.
- 2) When reporting such incidents, students may remain anonymous.
- 3) Students will not condone, encourage, or participate in bullying.

Staff responsibilities:

- 1) Staff will be present in assigned areas where bullying may occur as requested by administration from time to time.
- 2) Staff will report incidents they perceive as bullying to the principal.
- 3) Staff will keep student identities anonymous, if that is the student's desire.

Parent responsibilities:

- 1) Recognizing the partnership between our school and the parents of our students, SFC parents are encouraged to report bullying incidents involving their child to the school administration.
- 2) Parents will meet with the principal if their child is involved in a bullying incident as a perpetrator or victim if deemed necessary by the administration.

Administration:

- 1) The principal will investigate bullying incidents that have been reported to him/her.
- 2) The principal may summon the parents of the victim and/or perpetrator to the school for a meeting if deemed necessary.
- 3) If the principal discovers bullying has taken place, he/she reserves the right to impose consequences deemed necessary in accordance with the discipline section of this handbook.

CAFETERIA RULES Students should line up and enter the cafeteria in an orderly fashion; students may not cut-in-line. They should be polite and respectful, and should "quietly" sit and eat. Students who throw food or are disrespectful of any aspect of the cafeteria will be corrected/disciplined. Sitting on top of the cafeteria tables is not permitted.

CALENDAR The school calendar will be published at the beginning of the school year. Occasionally, changes may occur—check the weekly Newsletter or the school website for changes and updates.

CARE OF PROPERTY All students are expected to use the buildings carefully as stewards of the possessions God has given us. Respect for the property and privacy of others, students and teachers, demands that we do not disturb or damage lockers, desks, books and other possessions. Courtesy is required toward fellow students and staff members. Our own pride and dignity depend on giving such respect to all others at SFC.

Failure to abide by the above guidelines will result in a detention. Consistent disregard for the rules will result in further discipline. Abuse of the building, equipment, or fixtures will require restitution. If there is damage or destruction of school property, the student responsible will be required to pay for it.

CELL PHONES Cell phones must be kept in a locker or car and must be turned off during school hours. If a cell phone rings in school or if a student uses it during school hours, it will be taken from the student and turned in to the principal. The administration reserves the right to check the phone's information and messages if deemed necessary.

- 1) First offense—the principal may keep the phone for one month.
- 2) Second offense—the principal may keep the phone for the rest of the year.

CHAPEL On Tuesdays and Thursdays, middle school students will participate in chapel. Tues chapel time is from 9:35 to 10:07; Thursday chapel time is 8:20 - 8:55. Teachers of the class just prior to chapel will lead students to chapel and will sit with that class throughout chapel; a quiet reverence is expected during the entrance, duration, and exit of chapel time. Praise and worship will be reverent, but not quiet!

CLOSED CAMPUS Since Sioux Falls Christian operates under closed campus rules, several procedures are to be followed. Any time a student has permission to leave campus during school hours, the student must sign out in the office and sign in when returning. **Students are not allowed to leave school during lunch (see page 49).**

If a student becomes ill during the school day, he or she must inform his or her instructor. The instructor will send that student to the office. Under no circumstances should a student leave the school without permission from the principal or office personnel. Any student wishing to be dismissed from class for any reason must first receive permission from that instructor. If a student wishes to be dismissed from school, the student must have permission from their parent or the principal.

COMMUNICABLE DISEASE CONTROL

- 1) Sioux Falls Christian School will work cooperatively with local, county or state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases in its school.
- 2) The administration may deny admission to a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary immunization Assessment Program forms.
- 3) The principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual. All reportable communicable diseases will be referred to the local health unit.
- 4) The decision to close school due to a communicable disease outbreak is at the discretion of the local school's administration. If desired, consultation on such decisions may be provided by a committee from the School Board and/or Communicable Disease Review panel.
- 5) Communicable disease is a serious concern in the community. The afflicted individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the legal health unit.
- 6) Communicable Disease Review Panel. The purpose of this panel is to serve as a resource to the school for specific communicable disease instruction and procedures regarding epidemic control with any communicable disease occurrence.

The Communicable Disease Review Panel will be comprised of the following:

- a) Superintendent or designee
- b) Designated school nurse/Public Health nurse
- c) Physician with expertise in the related disease.

In addition, one or more of the following may be added to the panel.

- a) Local Health Unit director or designee
- b) Principal
- c) Physician(s) treating the individual(s)
- d) Parent/Guardian of the afflicted individual
- e) Legal counsel for afflicted individual
- f) Legal counsel for affected school

- 7) Diseases which may be communicable include, but are not limited to:
- a) AIDS - Acquired Immune Deficiency Syndrome
 - b) ARC - AIDS Related Complex
 - c) HTLV-III/LAV - Human T-Cell Lymphotropic Virus/Lymphadenopathy Associated Virus
 - d) Hepatitis B
 - e) Mononucleosis
 - f) Other similar diseases that may be included by the local health unit which may present potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

Each communicable disease case will be judged on its individual merits and consequences.

CORPORAL PUNISHMENT No corporal punishment will be used at Sioux Falls Christian Schools.

DRESS CODE Christian young people should dress in a way consistent with Biblical principles of decency. Decency in dress implies that others are not embarrassed or tempted. In I Timothy 2:9 and I Peter 3:3, we are asked to refrain from extremes which call attention to ourselves. The matter of dress is directly related to the kind of people we are and what we think ourselves to be. As Christians we ought to be moderate in all things and refrain from offending others or being stumbling blocks to them. Clothing should be neat, clean and appropriate for a classroom atmosphere. Clothing with alcoholic beverage ads, suggestive slogans, or tank tops are not to be worn by anyone. Blue jeans and shorts must look neat with no holes in them. Shorts may be worn, but **MUST HAVE at least a four-inch inseam.** Skirts must be no shorter than five inches above the knee cap. Shirts must be long enough to cover the entire torso. Pants must be the appropriate waist size. Wallet chains will not be permitted. Any student whose mode of dress, as judged by the faculty or administration, violates these guidelines, will be asked to return home to change. Persistent violators will meet with the principal and their parents. Students may not wear ornamentation of any type in pierced body parts during school hours or while participating in school functions (females may wear earrings). Caps, hats, bandanas, or any other headgear are prohibited during school hours. Tattoos are not allowed to be visible and must be covered at all times. If tattoos are visible, the student will either be sent home for a change of clothing or the school will supply clothing to cover up the tattoo. Appropriate discipline will be enforced by Administration.

DRUG POLICY If a student is caught using, is under the influence of drugs, or is in possession of drugs or drug paraphernalia, he/she will face the following disciplinary action:

- 1) Suspension or Expulsion determined by administration and/or school board
 - a) A Police referral will be made
 - b) A Parent conference is required
- 2) In the event of expulsion, parents and student may submit a written appeal for readmittance. The appeal must be submitted within two weeks of communication of the expulsion decision to the parents; the appeal will be considered by the school board. If readmittance is granted, the following conditions apply:
 - a) The student will attend drug evaluation and counseling before returning to school.

- b) The student will submit to random drug testing at the parents' expense.
- c) The student will serve a suspension, the length determined by the school board.

SFC allows authorities to use drug dogs to conduct unannounced searches for drugs in the school building and in vehicles located on school property.

ELECTRONIC DEVICES AND PUBLICATIONS Electronic gadgets that make noise, distract the student, or disrupt the class or school atmosphere are not allowed (**examples include, but are not limited to:** pagers, radios, computer games, tape recorders, camera phones, cd players, etc.). Books, magazines, and other literature with questionable content or pictures are not to be brought into the school building.

EMERGENCY PROCEDURES As stated in the SFCS Crisis Manual, if an emergency should occur, we will do everything in our power, and with the Lord's help, to ensure the safety of the students. In most cases, students will remain at SFCS. In the event of an extreme emergency, the students and staff may be moved to our arranged alternate site. Please adhere to the following procedures:

- 1) Turn your radio to KNWC, KELO, or KSOO.
- 2) Turn your TV to KELO, KDLT, or KSFY.
- 3) Please do not phone the school—we have limited phone lines which will be needed for the emergency. If circumstances allow, we will use our automated phone system to call families.
- 4) Please do not come to school to pick up your child unless requested to do so. Stay tuned to radio and/or TV for updated reports on when and where students may be picked up.
- 5) Students will not be allowed to use their cell phones.
- 6) Pray for the safety and well-being of students, staff, and community.

FIELD TRIPS Field trips are determined by each faculty member with approval from the administrator. If parent drivers/vehicles are used for transportation, all students and drivers are required to wear seatbelts. Drivers are also required to comply with automobile industry standards and recommendations regarding passenger-side air bags.

FIRE DRILLS Our primary concern is that the building be vacated quickly, quietly and safely. Rules and escape routes are posted in each room. Fire, tornado, and lock-down drills will be conducted periodically throughout the school year.

FIRST AID/MEDICATION/MEDICAL EMERGENCY PLAN Students are to report to the office for any first aid needs. All injuries are to be reported. Tylenol will be available only if a parent release form has been signed. **SFC's Medical Emergency Plan states:**

- 1) Sioux Falls Christian Schools will have a designated "First Responder" team.
- 2) The First Responder team will be trained by a physician to assist the responders in recognizing and treating seizures, diabetic crises, and any other known health situations of which SFC has been notified in writing by the parents.
- 3) In the event of a health emergency, the office will be notified immediately by the classroom teacher or monitor in charge of that student.

- 4) The office secretary will do an "All Call" on the intercom notifying the First Re-sponder team of the emergency and where they are to report. The office personnel will also deliver a back-up emergency kit to the designated location. The office staff will call 911 immediately.
- 5) The First Responder team will go immediately to the designated area and begin appropriate treatment and wait for the 911 personnel to arrive.
- 6) The classroom teacher's role will be to remove the other children from the classroom and wait with the child in medical need until the First Responders arrive.

FOOD AND BEVERAGES

- 1) **Food, soda, juice, and sports drinks are not permitted in the classrooms, in the gym, or in the locker rooms.**
- 2) SFC maintains a comprehensive Wellness Policy in conjunction with the SD State Child Nutrition Office to improve student awareness of nutrition and physical fitness guidelines.
- 3) Pop machines are turned off one hour before school starts and remain off until one hour after school.

GUESTS Guests are welcome to visit the school at any time, but prior notice is appreciated. All guests are required to stop at the office to obtain a visitor pass. Student visitors are required to have a note from the host student's parent and their own (visitor's) parent. Guests are to be dressed in accordance with the dress code guidelines and must wear a visitor tag to receive admittance into the class. Student visits are limited to two; any exceptions must be approved by the superintendent.

GYM SHOES Students are encouraged to have a pair of non-skid, clean gym shoes.

HALLWAY POLICIES

Backpacks, books, and other personal items are not to be left in the hallways at any time. Students are required to pay the office a \$1 fine for each book or \$5 for their backpack if these items are found unattended in the hallways.

Hallway Passes Students are required to purchase a "Time Tracker" at the beginning of each school year. Each tracker has a pass page that is divided into four columns—one for each quarter. If a student needs to leave the classroom to go to the bathroom, locker, etc., the time and destination must be listed on the pass page along with a teacher's signature. Students are allowed **one column per quarter**; unused passes may not be transferred to the next quarter. Trackers may not be shared or loaned to others.

Hallway Rules Students will conduct themselves in a very respectful way in the hallways. Respect must be shown to staff members, themselves, other students, and the facility. They are to be quiet and orderly, walking on the right side of the hallway for a safe and smooth flow of traffic. Students are not to lean against or put their feet on the painted walls. Students must be careful around the display cases in the hallway; no behavior should offer the possibility of bumping into the glass. Students may not touch the hanging lights.

HARASSMENT As followers of Christ, when we look at topics such as harassment, we are bound to Scripture and to the "governing authorities" God has placed above us. Scripture gives us guidelines for reconciliation (Matthew 18) when we have been wronged. The following overview uses Matthew 18 as its basis for providing an opportunity for healing and reconciliation.

Overview Sioux Falls Christian Schools intends to provide its employees and students an environment that is free of offensive kinds of behavior. Misconduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, robs the person of dignity and is not permitted.

Sioux Falls Christian Schools does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students or employees may report to a teacher, counselor, or administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

- 1) Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any employee's continued employment or any student's status or progress.
- 2) Creating an intimidating, hostile, or offensive working or educational environment.

Informal Procedures Informal procedures will generally involve efforts to mediate a resolution upon which both the complainant and the accused can agree. The mediation will not involve face-to-face meetings between the parties unless preferred by the complainant. Any employee who receives a complaint of student harassment should take the following steps:

- 1) Listen to and carefully discuss the student's (s') complaints.
 - a) Obtain as much detail as possible about the described alleged incident(s), including asking the complainant for any physical evidence (notes, diaries, tapes, etc.) that provide information about the alleged harassment.
 - b) Assure the student you are concerned about what may be happening to them.
 - c) Do not pass judgment AT ANY TIME as to the accuracy of the accusations unless you were a witness to the alleged incident(s). (If you were a witness, you may be asked to tell what you saw or heard, but only to proper authorities.)
 - d) Determine if the student wants you to report his/her complaint to a principal or other appropriate authority. This should be done together as soon as possible.
 - e) Should the student prefer not to discuss the complaint with anyone else, make a

written record of your conversation including date, time, name of student and of the accused, and a description of the alleged incident(s) as described to you. This written record should be kept in a file for use in resolving the alleged complaint. Then, without disclosing identities, discuss the situation with your school principal.

- f) The principal will determine the course of action, depending on the severity of the situation. (If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, immediate contact with the State Department of Social Services is required).
- 2) Confidentiality. The nature of the complaint or the name(s) of those involved in the filing of the complaint should not be discussed with any person other than the proper authorities who have a direct need to know.
 - 3) If the matter needs to be pursued, you as the person receiving the complaint should re-contact the complainant(s) and advise him/her that you will be revealing the identities of the parties involved to the principal, further advising the complainant(s) that the principal will have a discussion with the complainant(s).
 - 4) Parents or guardians of students who have brought a complaint of harassment are encouraged to assist the principal in resolving the situation as quickly and fairly as possible.

Formal Procedures A formal complaint may be filed as follows:

Type of complaint	to be filed with
~If the complaint is by a student against a student	teacher or counselor or principal
~If the complaint is by a student against a teacher	counselor or principal
~If the complaint is against the principal	counselor or school board member

If the complaint is filed with the principal, the president of the School Board must be notified immediately for assistance with the investigation. A teacher of the same sex as the complainant will be asked to assist the complainant beginning with the filing of the complaint and not ending until there is final resolution. The person who received the complaint will be known as the "third party" for the purpose of this policy.

- 1) A harassment report will be completed by the "third party." The report includes the following:
 - a) Complainant(s) name(s) and address(es)
 - b) Date of the alleged incident(s)
 - c) Type of harassment indicated
 - d) Description of the incident(s)
 - e) Name(s) of any witness(es) to the alleged incident(s)
 - f) What action, if any, has been taken
 - g) Requested resolution of the complaint

- h) Signature of the complainant (will be requested but not required)
- i) Signature of parent/guardian (will be requested but not required)

All documentation of a formal complaint shall be filed in the principal's office.

- 2) The third party will conduct an investigation to gather data regarding the alleged harassment, take appropriate action regarding the complaint and render a decision to the complainant and the alleged offender in writing within seven (7) working days of receipt of the formal complaint.
- 3) Once the investigation is completed all parties directly involved in the complaint may be represented at each subsequent step of the process with or without legal or other representation. If either party elects to be represented at any subsequent step of the complaint procedure, the names of these representatives must be declared in writing at least two days prior to that step.
- 4) If either party is not satisfied with the decision rendered by the third party, he/she may appeal the decision to the School Board president within ten (10) working days following receipt of the third party's decision. The appeal must include the original complaint form, the decision from the third party and a written statement as to a reason for the appeal.
- 5) The School Board president will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days of the appeal. At the School Board president's level, the appeal process may or may not include a conference with the parties involved.

HOME SCHOOL STUDENTS Home school students may take classes at Sioux Falls Christian after meeting with the principal and counselor. Extra curricular eligibility rules are the same for all students in attendance at our school (minimum of four academic classes per day). Home school students will pay tuition at a rate of 17% per class.

HOT LUNCH In operation of child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington DC.

Free and reduced-price lunches are available to those meeting federal eligibility guidelines.

- 1) A hot lunch count will be taken at the beginning of the first period class each day. In order for the kitchen to have the correct amounts of food prepared, students are expected to eat the main meal, ala carte, or salad bar items they requested during lunch count. Those desiring two meals must sign up for two meals.
- 2) Any class or group that will not be eating at school must notify the cooks at least one day before the event.
- 3) Students are expected to behave appropriately while in the lunch line and in the cafeteria. No pushing, shoving, yelling, cutting in line, or throwing of food will be tolerated. Students are not allowed to eat from another student's tray. The kitchen staff may give detentions for misbehavior.
- 4) No money will be handled in the lunch line - all payments must be made in the office.

Students may not pay for one meal or milk at a time. Parents should plan to begin the year with a minimum balance of \$50 **per student** in their family lunch account. Parents are notified by email when their account needs additional funds.

- 5) Each meal, including milk, costs \$2.00; additional milk may be purchased for \$.35. A la carte and salad bar items range from \$1.50 to \$5.00; adult meals are \$2.50. The appropriate cost will be deducted from the account at the time of purchase.
- 6) Students are not allowed to leave the school grounds during lunch. Parents may take their child to lunch, but must personally sign them out in the office. One friend may accompany that outing, provided the office receives written parent permission for that friend. Pastors, youth pastors, older siblings, adult close friends or relatives may take a limit of two students to lunch; a parent note or a phone call is required and the student must be signed out of the office by the person taking them to lunch.
STUDENTS ARE NOT ALLOWED TO MEET THEIR PARENT, PASTOR, ETC., AT THE RESTAURANT OR OTHER LOCATION.
- 7) Parents or Grandparents are allowed to bring lunch to school for **THEIR CHILD OR GRANDCHILD ONLY**—food may not be brought in for a group of students.
- 8) Because we have several students with specific dietary needs and/or allergies, as a courtesy to these students, it is requested that students bringing cold lunches or snacks refrain from including any food items that contain peanut products.

IMMUNIZATIONS/PHYSICALS Any child entering SFCS must provide a copy of their immunization records prior to their first day of school. Students who wish to participate in school athletics must have an annual physical on file before attending any practices.

INSURANCE Student health and accident and dental insurance plans are made available to all families at registration. Forms are also available in the office.

INTERNET POLICY *Sioux Falls Christian Acceptable Use Agreement*

Purpose SFC believes that accessing data and researching information on the Internet is a useful and necessary skill for lifelong learning. The goal in providing access to the Internet is to promote educational excellence in teaching and learning by facilitating resource sharing, innovation, and communication.

Privileges The use of the networks and Internet is a privilege, not a right. Intentional inappropriate use will result in the cancellation of this privilege.

Summary of Network and Internet Rules When using the Sioux Falls Christian Network and its connection to the Internet, students must accept the responsibility to use it in a proper and legal way.

- 1) Students will not be allowed access to the Internet unless the *Acceptable Use Policy and Agreement* form has been signed annually and is on file with the office
- 2) Middle and high school students must have a personal account with a password
- 3) An adult supervisor must be in the room when Internet is being used
- 4) Logging on or using inappropriate sites will result in loss of computer privileges and in-school suspension (MS/HS)
- 5) Each student has the responsibility to report offensive material to his/her supervisor and should not draw the attention of other students to the material

- 6) All SFC rules and policies regarding honesty, courtesy and integrity apply; abusive, vulgar communication is not to be used
- 7) Students will not install any software or attempt to alter or modify software configuration of the school's computers
- 8) Downloading, installing, or transmitting games, music files, or inappropriate images and files is prohibited
- 9) Students should never reveal personal information (name, home address, password or phone number, etc.)
- 10) Website communication, photos and graphics are the property of SFC and may only be used with permission
- 11) The use of another person's account is not allowed
- 12) Students are not allowed to use e-mail, instant messaging, Facebook, etc. at school.
- 13) SFC reserves the right to monitor students' computer-related activities through the use of various software and/or hardware programs

INTERSCHOLASTIC SPORTS AND POLICIES SFC seventh and eighth graders compete against other schools in the following sports: girls basketball, volleyball, cross-country, golf, and track; boys basketball, cross-country, football, golf, and track.

Sioux Falls Soccer Association's league teams are formed based on player age, not grade level; players who have reached their 14th birthday by August 1 are placed in the U19 high school league division. Therefore, it is our policy that 8th grade students who meet this age qualification are eligible to try out for the SFC girls or boys high school soccer team. Middle school participation in high school athletics is also allowed if the high school team is in need of players to complete their roster. SFC coaches must notify all students in the 8th grade of the opportunity to try out for the team(s) needing additional players.

JANITORS SFC is very fortunate to have janitors who clean the school every day. Because it is a big job, students should take every opportunity to help keep the school clean by taking pride in the building and disposing of waste properly. The janitor has the authority to discipline and give detentions.

LIBRARY The library is for students and they are encouraged to use it! A teacher-signed hall pass is required to go to the library during study hall or class time. Students will be charged for any lost or damaged library books.

LOCKER CARE Each student will have a full-length locker. No tape will be used on the inside or outside of the locker. Students may use magnets and locker shelving that doesn't scratch or damage the lockers. Lockers must remain neat and organized. Students who have mistreated lockers will be charged a damage fee; those who dent or mar their locker will be charged for the replacement of the front of their locker.

NON-CUSTODIAL PARENTS Divorced and separated families are realities of contemporary life which affects the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact

with or take custody of the child while the child is at school. These guidelines will be applied so as to further the mission of the school and the best interests of its students.

- 1) Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
- 2) A non-custodial parent may not take custody of a child or remove the child from the school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent which permits such custody.
- 3) If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access to those parent(s), and to take other reasonable necessary action.
- 4) Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

PARENT INVOLVEMENT Parents have the opportunity to uphold SFC with prayer and encouragement. Their attendance at music and sporting events and parent meetings is also valuable support for our school. As the SFC mission states, we "*partner with the church and home to equip students for Him*". Parent involvement is welcome and needed!

PLAYING CARDS Students will not be allowed to play cards during school hours.

PRAYER ROOM The school has a prayer room across the hall from the counselor's office. Any students who wish to use the prayer room should ask the office for permission. Students, staff, and parents are encouraged to use the prayer room.

SAFETY OUTDOORS Students must stay on the school property during school hours and are expected to stay out of the following areas on or near our property: landscaped areas, railroad tracks, parking lot, street, wetlands, and the retention pond.

SCHOOL BOARD SFC has a School Board elected by the association to operate the business of school policy. Standing committees include: Education, Finance, Property and Development. The officers are president, vice-president, secretary and treasurer. The superintendent and principals of the school are ex-officio members. A list of School Board members is found in the school directory. The officers of the School Board form the executive committee.

SCHOOL CLOSING In case of emergency or unfavorable weather conditions, school closing announcements will be made over radio stations KELO, WSN, KRRO, KTWB, and KNWC, as well as KELO, KDLT, and KSFY TV.

SCHOOL HOURS The school doors are unlocked at 7:30 am. Middle school student's classes begin at 8:00. Students should NOT arrive more than 15 minutes before classes begin. All doors (interior and exterior) will be locked by the janitor at 4:00 pm. Unless students are involved in athletics or other supervised extra-curricular activities, **they may not be in the**

building after 4:00 pm. Students who are still in the building after 4:00 will be placed in a study hall until their ride arrives and fees will be charged to families in order to pay for the supervision that must be hired to monitor these students. Due to liability issues, students will not be allowed to wander around the campus unsupervised after 4:00 pm or before 7:30 am. Your cooperation is appreciated.

SEX EDUCATION Issues of sex education are incorporated in various curriculum subjects for grades 7-12. All curriculum is from a Christian perspective and approved by the Education Committee. Parents are encouraged to review materials at any time.

Male/ Female Relationships God designed male-female relationships to be unique and wonderful. Sioux Falls Christian wishes to encourage the development of such relationships, and desires that these relationships be wholesome and of a nature that will glorify God. We recognize that the main responsibility for modeling and teaching male-female roles and relationships rests with the parents. As an extension of the home, however, we seek to reinforce certain values.

To encourage Biblical relationships and proper conduct between genders, SFCS has the following policies:

- 1) Students should refrain from public displays of affection on campus and at school-related activities.
- 2) SFCS will seek to counsel, as it deems necessary and helpful with regard to conduct between members of the opposite sex.

SPORTSMANSHIP In the excitement and enthusiasm of athletic events, it is easy to forget principles of good sportsmanship. Good sportsmanship applies to both players and fans. Showing displeasure with the officials, overreacting to mistakes of players, booing or hissing opponents, and acting in a discourteous manner are all unacceptable. The most important thing is that a good Christian testimony be maintained at all times.

Competitive activities provide great opportunities to demonstrate Christian character. While we want to "play to win," the final result of the game is not the score, but the extent to which we please our Master.

Spectators

- Shall be encouraged to wear regular school-type clothing to school games.
- Shall be encouraged to support the team and the cheerleaders.
- Shall be encouraged to make positive remarks to encourage the team and players.
- Shall be encouraged to remain silent during free throws of both the home team and visitors and at any other times that the cheerleaders shall direct.
- Shall not use, or bring to games, any horns or other noisemakers.

A nice reminder for student athletes and their parents *Some time during the season, take a few minutes to go to your coach or coaches and say "Thank you". You may not realize it, but your coaches spend a tremendous amount of time helping you to become a better human being. They could be spending time with their families, but instead they are with you. Even if you think your coach is not doing enough, and most tend to think this at some time or*

another, there will probably never be a time in your life when people you aren't related to are willing to give you so much of themselves. (Taken from an editorial in the Yankton *Observer*)

S.R.O. The Sioux Falls Police Department provides a School Resource Officer for our school. His primary responsibility is protection for all of our students during the school day and at specific school functions. The officer will also be involved in teaching students about various aspects of civil duties, laws, and responsibilities. The SRO will help to educate and build relationships between our youth and law enforcement.

STUDENT ACTIVITIES - Chapel Committee, Student Council, Student Leadership, Yearbook, etc. There are many organizations open to student membership. Students should acquaint themselves with them and their functions. If they desire, they may join one or more of the organizations. When an organized group wishes to sponsor an activity for social, promotional, recreational or fund raising purposes, the officers of the group should obtain permission from the principal. After discussing activities planned by the group, the sponsor of the group and the principal (or his delegate), must approve or disapprove the activity before the activity proceeds. All activities must be chaperoned by the sponsor.

STUDENT COUNCIL The student council is the voice of the student body. The agenda of the student council includes matters which promote the spiritual, social, academic, recreational and cultural welfare of SFCHS. Each class elects their own council representatives at a time designated by the class advisor.

STUDY HALL Study halls will be a quiet place for students to accomplish the responsibility of studying and getting their work done, or enjoy reading.

- 1) There will be individual studying; permission must be given for group studying.
- 2) There will be no talking without permission.
- 3) Students will bring school work or appropriate reading material to every study hall.
- 4) Students will remain seated -- no walking around.
- 5) Students needing assistance will request it from the study hall teacher.
- 6) No games are allowed in study halls.

TEACHERS' WORKROOM This room is to be used by teachers only. Students are not allowed in the teachers' workroom. Students who urgently need to speak with a teacher who is in the workroom should knock and wait outside the door.

TELEPHONE Students will not be called out of class to talk to parents on the telephone unless it is an emergency. Messages from parents will be taken in the office and left on the student's locker. **PARENTS - PLEASE HELP US KEEP THESE PHONE MESSAGES TO A MINIMUM!** Students may request permission to use the office phone for illness or other important matters. The school office phone must not be used for arranging social activities.

TORNADOES Tornadoes generally travel from southwest to northeast and the safest place to be is in the interior hallway most perpendicular to the path of the tornado. Students are instructed to keep their heads covered to protect themselves from flying debris. Directions

for shelter in case of a tornado are posted in each room.

TUITION AND FEES Tuition may be paid semi-annually, quarterly, or in nine monthly installments beginning in August and ending in May. A tuition down payment of 10% is due at the time of fall registration. One-half of the full tuition must be paid by the end of the first semester and the full amount must be paid by the end of the school year. If one-half of the tuition is not paid by the end of the first semester, eligibility for second semester enrollment will be revoked. A 5% finance charge may be assessed at the end of the first semester and at the end of the second semester on all past due balances.

All account balances must be paid in full before transcripts and diplomas will be issued. Tuition will be pro-rated for students taking classes at another school or college, subject to approval by the counselor and administration. Tuition will **not** be adjusted for students who chose to participate in a work study program. Students must be enrolled in a **minimum** of four (4) classes to be eligible for extra-curricular activities. Those who enroll in individual classes will be charged a pro-rated fee of 12.5% of the appropriate tuition per class.

TUITION SCHEDULE

<u>Grade Level</u>	<u>Tuition per Student</u>
Grades 6 - 8	\$5,750
Grades 9 - 12	\$6,390
Multiple student discounts	
2nd student	\$ 600
3rd student	\$1,200
4th student	\$1,600
5th student	\$1,600

OTHER FEES

- 1) A \$60 per student Registration Fee (annual fee).
- 2) Book charges will be assessed for lost, stolen, or damaged books.
- 3) A \$10 Art Fee will be charged to MS students who are enrolled in art classes.
- 4) A \$50 per semester Band Instrument Rental Fee will be charged to those students who use a SFC instrument.

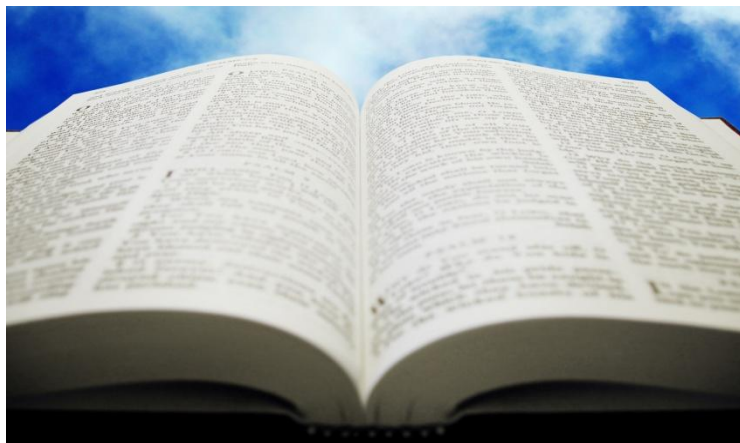
WEAPONS POLICY Students who possess or claim to possess, use, threaten to use or display a weapon while at school or at a school event shall be subject to discipline up to and including expulsion.

Possession includes, but is not limited to, having a weapon on school property or at a school sponsored event. This includes on a student's person or property, in a space assigned to a student, or in a hidden place available to the student.

Weapons include, but are not limited to: firearms, any gun designed to discharge a projectile, sling shot, knives, any explosive devise including fireworks, pepper spray, mace, cigarette lighters, or stun gun.

HIGH SCHOOL

Grades 9-12



ACADEMICS

GRADING Students are evaluated in course work as a measure of their achievement. Students are invited to discuss their grades with their teachers, their advisors, their parents, and the principals. Report cards are issued four times each year, and include comments, as well as the student's grade point average (GPA). The A, B, C, D, F system is used for grading. In addition to the quarterly report cards, letters will be sent to the parents of students whose progress is unsatisfactory after four weeks of each quarter. Advanced Placement (AP) classes will be graded on a five-point grading scale. On-line grading (Parent Access) is updated on a regular basis.

GRADING SCALE

100-95 = A	84-82 = B-	71-69 = D+
94-92 = A-	81- 79 = C+	68-66 = D
91-88 = B+	78- 76 = C	65-62 = D-
87-85 = B	75- 72 = C-	61-00 = F

COMPUTATION OF GRADES Quarterly grades are based on the student's work within a nine-week period. Semester grades are based on the student's work for the entire semester. Grades are always cumulative within the semester. Students are responsible for obtaining and making up any work missed due to an absence. The complete policy for make-up work is found on page 63.

G.P.A. Grade point average is a system used to compute and average grades for a semester or for the student's total coursework for four years. G.P.A. is used to dictate honor roll, probation, class rank, eligibility, etc. To compute the G.P.A., assign each letter grade its numerical equivalency, total these figures and divide by the number of credits.

GRADUATION REQUIREMENTS

Graduation requirements beginning with students entering 9th grade in 2011-12:

- Four credits of Language Arts must include:
 - World Lit; Speech; Gram & Comp; American Lit; Adv Gram & Comp; Brit Lit
- Three credits of Mathematics must include:
 - Algebra I; Alg II; Geometry
- Three credits of Lab Science must include:
 - Biology; Physical Science; Chemistry or Physics
- Three credits of Social Studies must include:
 - US History; American Government; World History; Geography
- Two and one-half credits of Bible
- One credit Physical Education/Health
- One credit Computer Science
- One credit Fine Arts
- One credit World Language
- One-half credit (.5) of Personal Finance
- Two credits Electives

Starting with the Class of 2015 (the 9th grade class in 11-12) Twenty-Four (24) credits are required to graduate. It is recommended that students take at least seven courses per semester. Electives may include classes through the CTE program.

ACADEMIC REQUIREMENTS FOR EXTRA-CURRICULAR ELIGIBILITY

Purposes

- 1) To help students maintain priority of academic work over extra-curricular activities.
- 2) To institute corrective measures when such priority is not maintained.

Procedures

- 1) Students will maintain a 2.0 grade point average. Learning center participant decisions will be made with consultation.
- 2) Students are not allowed a letter grade of F on their report card or at mid-term.
- 3) Grades will be checked every four and one-half weeks. Students who are not maintaining the academic standards when grades are checked will be put on academic probation for the next four and one-half weeks. If the grade standard is not attained, he/she will become ineligible to participate in extra curricular activities. The student's progress will again be checked after the three-week period to establish eligibility. Each student will be allowed one probationary period per school year. If a student has used the probationary period for the year, ineligibility will result immediately.
- 4) Students are not allowed to practice or participate in extra curricular activities during an academic ineligibility.
- 5) A student receiving an Incomplete on his or her report card will not be eligible to participate in any extra curricular events for ten school days. The student could become eligible when the Incomplete becomes a letter grade.
- 6) Parents will be notified when their student is placed on probation or becomes ineligible to participate in extra curricular activities. This notification will be handled by the Principals.

Responsibilities

- 1) The student bears the primary responsibility for doing well in his or her academic efforts. He or she must build mature work habits as a sign of Christian stewardship, and in preparation for a life of responsible Christian service to God and fellow man.
- 2) The teacher bears a responsibility to teach good work habits and to communicate deficiencies to students and parents.
- 3) The parents' responsibility is to guide and encourage their child to become a responsible student. It is also important that they communicate openly with their children and the faculty. Parents are encouraged to use "Parent Access" regularly.
- 4) If a student chooses to retake a course, the higher grade will be given to the student, but there will be no duplicate credit given.

ACADEMIC ASSISTANCE Any student needing assistance in a subject area(s) may be enrolled in the Learning Center. Parents should contact the Principal or the Learning Center Director to pursue this option.

COURSE WITHDRAWAL When dropping a course in the first five school days of a semester, the student receives a "Withdraw-Passing" on the transcript and receives no credit. When dropping a course after the first week but prior to the sixth week of a

semester, there must be a conference held between the student, teacher, and administrator to discuss the best course of action for the student. If a teacher requests the withdrawal, the student will receive a Withdraw on their transcript. If the student requests a withdrawal after six weeks of a semester, they will receive a Withdraw and an "F" on their transcript.

EXTRA CURRICULAR ELIGIBILITY All students who choose to participate in school sponsored extra curricular activities must take a minimum of four academic classes per day. The SD High School Activities Association requires twenty hours of class per week.

HOME SCHOOL STUDENTS Home school students may take classes at Sioux Falls Christian after meeting with the principal and counselor. Extra curricular eligibility rules are the same for all students in attendance at our school (minimum of four academic classes per day). Home school students will pay tuition at a rate of 12.5% per class.

INCOMPLETES AND LATE ASSIGNMENTS It is of utmost importance for students to be responsible and accountable for their work. In regards to assignment completion:

Assignments required in order to receive credit for a course must be completed by the date assigned by the teacher, unless there are extenuating circumstances approved by the teacher prior to the deadline, or unless there is a major, prolonged illness. **All assigned work is due on the due date** (no matter how minor or major the assignment). When a student fails to hand in an assignment on the due date, the student will receive a two- grade reduction (example: A to C) If the assignment is turned in two days late, the student will receive a zero for that assignment. The assignment must still be completed or the student will receive an "Incomplete" on his or her report card. It is the student's responsibility to contact the teacher to obtain a list of work required to complete the class.

REPORTS TO PARENTS Report cards are issued at the end of each quarter and are based on the student's academic performance during the previous grading period. Report cards also contain comments designed to help the parent better understand areas in which the student excels or in which improvement is needed. Attendance statistics are included as well. Teachers may send emails, or may phone parents any time during the marking period if the teacher feels they need to be alerted to a particular situation.

Parents will be notified in the weekly Newsletter or through email when mid-term grades have been updated on the "Parent Access" website. We encourage parents to regularly monitor their child's grades, assignments, attendance and lunch account balances on the website. Each family will be given their "Parent Access" password at fall registration.

STUDENT RECORDS Student cumulative records will be kept on file in the office and shall be under the direct supervision of the principal. Access to a student's records shall be restricted to the student's teacher(s), principal, secretary, and parents. Please be sure to review the FERPA notification located in the beginning section of this handbook.

HONOR ROLL To qualify for the honor roll, students must have a G.P.A. of 3.0 to 3.66 for the marking period; the high honor roll requires a G.P.A. of at least 3.67.

NATIONAL HONOR SOCIETY The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students. Membership in a local chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

To be eligible for membership, the candidate must be a member of the classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Freshmen (ninth graders) are not eligible. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, move with parents or guardians who have been transferred in their work. In such cases, the present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Each candidate must have a cumulative scholastic average of at least 3.2 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the faculty council.

ACADEMIC HONORS Seniors who have maintained a 3.0 grade point average during the four years of high school will graduate with honors. Valedictorians and salutatorians are determined at the end of the seventh semester of their high school year (end of first semester, senior year). The senior (or seniors) with the highest grade point average will be class valedictorian, and the senior (or seniors) with the second highest grade point average will be named salutatorian.

WORK STUDY Senior students who wish to participate in a work-study program must begin the process by obtaining approval from the superintendent. A written request must then come from the parent(s) and be approved by the counselor, principal, and superintendent. A time sheet must be submitted to the counselor's office every two weeks and must be signed by the student and the employer. No academic credit is earned for work study. *No tuition reduction is allowed for work study.*

COURSE OFFERINGS OUTSIDE and INSIDE SIOUX FALLS CHRISTIAN

- 1) Through agreements with other higher education institutions, students may possibly be eligible to take college level classes at local colleges. See the counselor for further information. Students who elect to take a class will have their SFCS tuition reduced by 12.5% for each class taken.
- 2) Occasionally, college-level courses are offered at SFCS through area colleges. These courses are offered on an independent study basis. High school credit will also be given for these courses.

- 3) A teacher may agree to allow a student to take a class as an independent study, which is the content of the class offered by the school, but held at an alternate time from when the class is normally scheduled. Independent studies are limited by necessity as they create extra work for the teacher; students also miss the important dynamic of class discussion. To apply, students must complete an Independent Study Unit form which requires the signatures of a parent, the teacher, and the counselor.
- 4) Senior students are also offered the opportunity to serve as a Teacher's Aide. An application must be completed by the student; parent and teacher signatures are also required. TA positions are assignments that earn academic credit. Students are expected to arrive on time and work efficiently and cooperatively. Successful completion earns a (P) passing grade and .25 credit.
- 5) High school classes are also available through the local public school district. To take these classes, students must reside in the Sioux Falls school district. Classes typically taken are Automotive, Woodworking, Driver's Education, Foreign Language, etc. A 12.5% tuition credit per class will be applied to SFCS tuition.

TESTING SERVICES In October of each year, the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) will be administered at SFCS. The counseling office strongly urges all college-bound juniors and academically oriented sophomores to take this test as preparation for college entrance exams that students will take in their junior and/or senior year. Juniors who score in the ninety-eighth or ninety-ninth percentile may qualify for a National Merit Scholarship. Schedules for the SAT (Scholastic Aptitude Test), and the ACT (American College Test) are available in the counseling office.

The Stanford Achievement Test is administered each year to 6th, 7th, 8th and 11th graders. The PLAN (a preliminary ACT test) will be administered to 10th graders. The PLAN is not required, but students are strongly encouraged to take it.

SEMESTER EXAMS Exams count for 15% of the semester grade and will be administered in most courses at the end of each semester.

ACADEMIC EXCELLENCE LETTER - (10th, 11th, & 12th grade) - Academic excellence letters will be awarded to students who achieve a 3.67 GPA or higher for two consecutive semesters at SFCS.

ATTENDANCE

PHILOSOPHY It is the basic belief of Sioux Falls Christian that we are responsible for providing our students the best possible education. Our educational program is diverse and challenging enough to assure our graduates the necessary skills and knowledge to continue in whatever further education or vocation they choose. It is, however, difficult to educate students unless they attend class regularly and benefit from the teaching skills of our faculty. As Christians, we believe we are responsible to God for our time and that we must

learn to give account for the way we spend it. Therefore, it is the responsibility of the student to attend all scheduled classes and to keep absences to an absolute minimum. Accountability for absences lies with the student and his/her parents or guardians. ***Parents and students must be sure they fully understand the "Make-up Work" Policy on page 63.**

The staff and school board strongly encourage parents not to schedule medical appointments, vacations, or other circumstances that keep students out of school. In extreme cases, parents may petition the administration for an exception to the attendance policy.

Definitions

Absence Score	The total of the values accumulated as a result of a student's absence from class.
Excused Absences	Not present in class with permission of parents/guardians. This includes prearranged absences.
Tardy	Arriving in class later than the time set for that class to begin. If a student is more than 10 minutes late for a class, he/she is no longer tardy, but considered absent.
Truant	Absent without permission from parent, teacher, or school authorities.
Suspended	Suspended from class, either in-school or out-of-school status, as a result of a disciplinary action.
Medical	Absences based on illness which requires the attention of a doctor, or an appointment at the office of a doctor, dentist, orthodontist, psychiatrist, or physical therapist.
Athletic/Field Trip/ College Day	Absences resulting from SFC athletics, class field trips, other school activities, or an official college visit. Two college days for seniors and one college day for juniors is allowed.

ABSENCES It is extremely important that students and parents realize that the absence score and the absences encompassed by it are not to be regarded as authorized days for absence; they should be used with a great deal of discretion as illness may be a factor later in the semester,

Students are allowed absences **not to exceed 15 absences per semester per class** to encompass such occasions as:

- a) personal illness
- b) serious personal or family problems
- c) any reason that the parent feels warrants the student's absence from class, including funerals, court appearances, college visitations, weddings, family vacations, etc. **Parents must notify the office of all absences.**

Absences **not** counted against a student's absence limit record:

- a) School-related absence - athletics, field trips, etc.
- b) Dr. excused absence (a doctor's note is required)
- c) Funerals
- d) College days - 1 day for juniors and 2 days for seniors

If absences exceed 15 in one semester, a student may lose credit for the class. The principals and education chairman will review absences that may be considered educational.

If a student is absent from school, a note or phone call from the parent or guardian is required, otherwise, the student will be considered truant. Students must sign in and out of the office any time they arrive late, leave early or have an appointment.

MAKE-UP WORK After an absence, the student should work carefully with his teachers to get work and tests made up as soon as possible. Students are responsible for getting assignments from the teacher, a classmate, or from Parent Access; they are also responsible for making up the work missed because of an excused or unexcused absence. In the event of a **planned** absence (athletics, field trips, vacations, etc), the student should inform his teacher of that absence as soon as possible, get the assigned work ahead of time, and turn it in BEFORE that absence (unless otherwise instructed by the teacher).

After an excused absence, the student will have as much time to make up work as the number of days absent. If, however, a student missed only the day a test is given or an assignment is due, he or she is responsible to make up the work the first day he or she returns to that class. If there are extenuating circumstances, such as health factors or time conflicts, teachers may allow a reasonable extension of time. It is the **STUDENT'S RESPONSIBILITY** to arrange plans for completing tests and other make-up work with teachers.

When the absence is excused, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above. Students with "**unexcused**" absences, including a period of suspension, must still make up the work missed; a 2% penalty will be reflected on the quarter grade.

TARDINESS When the bell rings to signal the beginning of a class period, students are expected to be in their seats, ready to proceed with the business of that class. Being tardy is a serious matter and will be recorded on a student's permanent record.

- 1) Five tardies in one quarter will result in one-half hour of detention.
- 2) Each tardy after 5 results in an additional one-half hour. (Example: On the sixth tardy, one hour of detention will be served; on the seventh, one and one-half hours of detention will be served.) On the 8th tardy, a 2-hour detention will be served.
- 3) All tardies after 8 in one quarter will result in a one-day In-School Suspension.
- 4) Once the teacher has taken attendance after the bell, a student may not enter without a staff-signed pass. This may be either a pass from another teacher whom they were with, or an "unexcused" pass from the office.

All tardies, excused and unexcused, are included in this policy. The exception to this policy is weather-related tardiness. (See page 66 for the Detention policy.)

TRUANCY Truancy is any unapproved absence. Examples include leaving the school without permission, being present in school but failing to report to class, obtaining permission to go to a particular place but failing to report to that location, or failing to arrive at school without a parent or guardian's permission to be absent. **UNAPPROVED ABSENCES FOR A SINGLE PERIOD ARE ALSO CONSIDERED TRUANCIES.**

Parental approval must be obtained **PRIOR** to a student's leaving school. Students will not be allowed to sign out and leave the building unless such **prior** approval has been obtained.

The penalty for unexcused absences is as follows:

- 1) 2% reduction in grade for the class(es) missed.
- 2) Two-hour detention for one class truancy.
- 3) Four-hour detention or Saturday School for more than one truant period.

ATTENDANCE PROCEDURES Students are informed of the attendance policy in the fall of each school year, both in their student handbook and in class meetings.

To Excuse an Absence

- 1) Parents are expected to call the school (334-1422) **BEFORE 8:00 am** on the day of the absence, or prior to the absence, and inform the staff of the reason.
- 2) Extended illnesses or medical problems require written documentation from the doctor or health professional.
- 3) If arriving late, students must sign-in in the office and obtain a pass to class.
- 4) Parent notes or phone calls to excuse a previously recorded unexcused absence must be turned into the office within two school days after the absence.
- 5) Students who cannot verify the nature of their absence with a parent contact or note will be considered truant (unexcused).

Notification

- 1) Parents/guardians are notified with a letter when a student's attendance record is approaching ten (10) absences. A personal conference may be scheduled with the student and/or parents if the administrator deems it necessary.

Student Responsibilities

- 1) To attend class regularly, on time, and prepared.
- 2) To have a parent/guardian call or write excuses for all absences.

Individual Teacher Responsibilities

- 1) To maintain accurate records and submit attendance at the beginning of each class period.

Attendance Director Responsibilities

- 1) To send a letter to the parents when a student's absence points are nearing 10.
- 2) To keep the administration informed on any excess absences and schedule parent meetings if necessary.

Administrative Responsibilities:

- 1) To maintain an accurate file of the student's attendance record.
- 2) To conduct attendance conferences when appropriate.

Parent/Guardian Responsibilities

- 1) To ensure their student is in school.
- 2) To notify the office before 8:00 am on the day their student is absent.
- 3) To attend conferences requested by the administration.
- 4) To work with the administration in resolving any attendance issues that may arise.

Transfer of Students Students transferring to SFC after the school year has begun will be subject to the attendance policy from the time of enrollment. Students will receive a number of allowable excuses in proportion to the time remaining in the semester.

Right of Appeal Students removed from class due to violation of the attendance policy have the right to appeal this action to the principal of SFC. If it is desirable, the student or parents may make an appeal to the School Board of SFC.

Errands Students may not leave the school grounds during the school day to run errands for teachers or other staff members. If a student needs to be sent home on an errand, permission must be given by the parent to the administration.

Attendance for Extra-Curricular Participation Students must be in school the last four periods of the school day in order to participate in activities after school. If the extra-curricular event begins before the end of the school day, students are required to be in attendance from the start of the school day in order to participate in that event.

DISCIPLINE

In accordance with our desire to aid in the spiritual growth and character development of each student, we will deal with behavioral problems on an individual basis through personal and/or family oriented counseling. This will be accomplished in stages, beginning with a teacher's private counsel with the student, and proceeding to family counsel with the student and staff.

To continue to provide a school that is safe and holds within it a warm, positive atmosphere, it is necessary for students to conduct themselves in an acceptable manner. It is the responsibility of each student to conduct themselves in a manner that is wholesome and God glorifying. Students who become disruptive or exhibit an inability to follow school rules will be referred to the office for disciplinary action.

Root causes of the behavior will be examined in an effort to help the student and family deal with the real issues, not just surface problems. Specific disciplinary measures will be left to the discretion of the administration.

PROBATION Students who are found to be deficient in an area, either academic, social, or spiritual, will be placed on a probationary period, usually for one semester. **During this time, improvements must be made;** if no improvements are made, the student will no longer be able to attend SFC. Written notification will be made to the parent when a student is placed on probation.

TARDY DETENTION All detentions issued for tardies are served on Wednesdays, beginning at the time assigned on the detention slip. Students will report to the MS/HS office for a work assignment that is supervised by the facilities manager or custodian, or they will be assigned to a classroom to serve the detention time; this decision will be made by the detention supervisor. If a student is late for detention or fails to return the detention form signed by his/her parent or guardian, he/she will be assigned additional detention time. A student who does not report for detention on the day and time assigned will serve an additional detention which will be assigned by the detention supervisor. Students must have approval from the principal to switch an assigned detention time. **See page 63 for the Tardy Detention Penalty System.**

DISCIPLINE FOR BEHAVIORAL MISCONDUCT Behavioral misconduct is behavior that is detrimental to the individual and to those around them. These behaviors include, but are not limited to, disrespect, dishonesty, foul language, etc.

- 1) First offense - The student will meet with a faculty discipline team at a time assigned by a faculty advisor. This meeting will last 30-60 minutes and will be scheduled before school, at lunch, or after school.
- 2) Second offense - The student will meet with the principal, a member of the faculty discipline team, and his/her parents either before or after school. A discipline plan will be put in place at this meeting.
- 3) Third offense - The student will meet with the principal and his/her parents. The discipline plan will be reviewed and appropriate action will take place per the plan.

EXTRA-CURRICULAR INELIGIBILITY POLICY We strongly encourage involvement in interscholastic sports, student council, music groups, drama and other club activities. They contribute toward a well - balanced high school experience. It is a privilege to represent Sioux Falls Christian as a member of one of our athletic teams, clubs or extra curricular groups. There are requirements and standards which the student is expected to meet in order to maintain good standing in the team, club or group. A student may be declared ineligible and unable to participate because of academic, attendance or behavioral reasons. Sioux Falls Christian Schools expects all students to exhibit Christian behavior at all times. We are all accountable as a member of the body of Christ.

Students may be suspended for an appropriate period of time for participating in behavior that is sinful and detrimental to the individual and others. **The penalties for possession and/or use of mood altering substances and tobacco will be assessed as follows:**

Extra-curricular Activities

- 1) First offense - Student may lose eligibility for one fourth of the games, meets or

performances. If the infraction occurs at the end of the season, the penalty can be carried over into the next season in which that student participates. The student must also seek guidance from a counselor, which must be documented before eligibility will be granted.

- 2) Second offense - Student may lose eligibility for one semester (18 weeks). The student must also obtain documented counseling.
- 3) Third offense - Student may be declared ineligible from extra curricular activities for the remainder of his/her high school years.

Fine Arts

- 1) First offense—Student will lose eligibility for the next event or performance.
- 2) Second offense—Student will lose eligibility for the remainder of the school year.
- 3) Third offense—Student will be declared ineligible from extra curricular activities for the remainder of his/her high school years.

The counselor referred to above in sections 1 and 2 also applies to Fine Arts and will be paid for by the student. Penalties are cumulative through the Senior year. If a violation occurs at the end of the year, the suspension may be satisfied the next year.

SFC allows authorities to use drug dogs to conduct unannounced searches for drugs in the school building and in vehicles located on school property.

OTHER BEHAVIOR ITEMS

- 1) Any student receiving three detentions or more in one quarter may be declared ineligible. The Administration and Athletic Director will determine the length of this ineligibility.
- 2) Any student receiving a suspension of any type will also lose eligibility for the same number of games or meets as days he/she was suspended.
- 3) Students misrepresenting SFC on the bus, out of school, at other events etc., may be suspended from the team. The length of the suspension will be determined by the Administration and Athletic Director.
- 4) Students must participate in practices during all behavior related ineligibilities.
- 5) Individual coaches may have their own team rules. The school policy is a minimum penalty. If there is a violation of a team rule, the coach will enforce the rule and notify the A.D. and the Principal.
- 6) Sioux Falls Christian is member of the South Dakota High School Activities Association. All SDHSAA eligibility rules apply.

SUSPENSION AND EXPULSION Certain conduct, in connection with our school and its activities, will most certainly involve suspension as spelled out below. This includes the possession or use of tobacco or alcohol products in any form on school premises or at school functions, stealing, willful damage of the school property, and the possession or distribution of pornographic material on the school premises. The consequences listed below are the minimum level of discipline that will be applied.

- 1) Any violation of the above may result in suspension from school for up to three days. Notification of such suspension will be given immediately to parents and the chairman of the Education Committee.
- 2) A satisfactory conference of parents, student and principal will precede return to classes.
- 3) The student is then on behavioral probation for the rest of the school year.
- 4) If a student is suspended for a second time within a school year, the student and parents will be required to meet with representatives of the School Board. The outcome of this conference and the principal's recommendation will aid the School Board in decisions concerning the re-admission to the school.
- 5) In extreme cases requiring expulsion proceedings, the principal will bring the matter to the School Board for disposition.
- 6) In cases of In School Suspension or Out of School Suspension, the student's grade may be reduced by 2% for each class per each day of suspension.

If a student is legally apprehended, arrested and found guilty of gross misconduct, the student shall be placed on behavioral probation and is ineligible for any extra curricular activity for a minimum of twelve weeks. In addition, any or all of the following are possible:

- 1) Deprivation of attendance at student social activities by the principal, following staff consultation.
- 2) Suspension from school by the principal, following staff consultation.
- 3) Determination of eligibility of a senior for graduation and participation in graduation ceremonies by the School Board, in consultation with principal and staff.

STEALING Occasionally students report they are missing textbooks, calculators, money, or other personal items. It is important to realize that the Sioux Falls Christian community regards stealing as a serious offense. Any student who takes or receives property that does not belong to him/her may be suspended from school, will be required to make restitution, and may lose extra-curricular privileges for a period of time. Students caught stealing may be subject to criminal prosecution.

CORPORAL PUNISHMENT No corporal punishment will be used at Sioux Falls Christian.

CHEATING Cheating is a serious offense. At Sioux Falls Christian, we believe cheating is a sin. Therefore, any student caught cheating will be disciplined in the following manner:

- 1) First offense of the school year - Parents will be notified and the student will receive a "0" on the test or assignment.
- 2) Second offense of the school year - Parents notified and student receives a "0" on the test or assignment. The student will also be suspended from school for up to three days. The length of the suspension will be determined by the administrator.
- 3) Third offense and any thereafter of the school year - Student will lose credit for the course in which he/she was caught cheating.

DRESS CODE Christian young people should dress in a way consistent with Biblical principles of decency. Decency in dress implies that others are not embarrassed or tempted. In I

Timothy 2:9 and I Peter 3:3, we are asked to refrain from extremes which call attention to ourselves. The matter of dress is directly related to the kind of people we are and what we think ourselves to be. As Christians we ought to be moderate in all things and refrain from offending others or being stumbling blocks to them. Clothing should be neat, clean and appropriate for a classroom atmosphere. Clothing with alcoholic beverage ads, suggestive slogans, or tank tops are not to be worn by anyone. Blue jeans and shorts must look neat with no holes in them. Shorts may be worn, but **MUST HAVE at least a four-inch inseam**. Skirts must be no shorter than five inches above the knee cap. Shirts must be long enough to cover the entire torso.

Pants must be the appropriate waist size. Wallet chains will not be permitted. Any student whose mode of dress, as judged by the faculty or administration, violates these guidelines, will be asked to return home to change. Persistent violators will meet with the principal and their parents. Students may not wear ornamentation of any type in pierced body parts during school hours or while participating in school functions (females may wear earrings). Caps, hats, bandanas, or any other headgear are prohibited during school hours.

Tattoos are not allowed to be visible and must be covered at all times. If tattoos are visible, the student will either be sent home for a change of clothing or the school will supply clothing to cover up the tattoo. Appropriate discipline will be enforced by Administration.

CARE OF PROPERTY All students are expected to use the buildings carefully as stewards of the possessions God has given us. Respect for the property and privacy of others, students and teachers, demands that we do not disturb or damage lockers, desks, books and other possessions. Courtesy is required toward fellow students and staff members. Our own pride and dignity depend on giving such respect to all others at SFC.

Failure to abide by the above guidelines will result in a detention. Consistent disregard for the rules will result in further discipline. Abuse of the building, equipment, or fixtures will require restitution. If there is damage or destruction of school property, the student responsible will be required to pay for it.

GENERAL INFORMATION

ACTIVITY BUS POLICY Chaperones are required on all activity busses. There will be one chaperone for every 15 students on the bus. The chaperones will be seated at the front, middle, and back of the bus. If there are males and females on the same bus, the chaperones will separate the genders and will be seated at the front of each group. Males and females are not to occupy the same seat on the bus.

ASBESTOS In accordance with the Asbestos Hazard Emergency Response Act regulations, SFC has been inspected for asbestos and has been certified as not containing any asbestos materials. SFC has an Asbestos Management Plan on file in the MS/HS office.

ATHLETICS — DUAL SPORT POLICY A policy was adopted by the school board in 2007 which allows high school students to participate in two team sports during the same season. If a student desires to participate in two sports, the student-athlete must do the following:

- 1) Obtain permission from his/her parents to compete in two same-season sports
- 2) Request permission from the coaches of the two sports he/she desires to play
- 3) If permission is granted from the coaches, the student and his/her parents must visit with the athletic director, at which time the student must declare his/her primary sport (if a game schedule conflict, which sport will be played).

Dual sporting may not be the best situation for all students, therefore, communication between all parties involved is vitally important.

AUTOMOBILES Students driving motor vehicles to school are expected to adhere to the following regulations. **SFC reserves the right to conduct periodic parking lot and/or vehicle searches in conjunction with the SF Police Dept. and their team of drug dogs.**

- 1) Driving on and around the school property is to be done with due regard to the lives and safety of others. ***The speed limit is 10 mph on school property.***
- 2) Student vehicles are to be parked immediately upon arrival in the area designated for student parking—***students are not to park in the spaces reserved for Handicapped and Visitors.***
- 3) Vehicles are to be parked within the lines marked on the lot.
- 4) Students are not to enter their vehicles or the parking lot during the school day, unless they receive permission from a staff member to do so.
- 5) Students are required to register all vehicles that may be driven to school. Each student must complete and sign a vehicle registration form listing the year, make, model, color and license number of each vehicle. Also, in order to ensure authorization for the vehicle to be parked in the school lot, a **SFC parking permit** must be displayed on the front passenger-side windshield. These permits may be purchased in the office for \$1.00. **Students who obtain a new or different vehicle during the year MUST register and purchase a permit for that vehicle.**

Violations of any of the above vehicle policies will result in detention and fines.

- 1) First violation - A detention will be served
- 2) Second violation - \$10.00 fine
- 3) Third violation - \$20.00 fine
- 4) Fourth violation - Student will be restricted from using the school parking lot.

BACKPACKS Students in grades 9-12 may have backpacks to carry items to and from school, however, they must be small enough to fit inside a locker. The backpacks may not be left in hallways or bathrooms at any time; students must keep them in their possession or store them in the locker.

BULLYING POLICY As followers of Christ, when we look at topics such as bullying, we are bound to Scripture, which gives us guidelines for how we should treat one another. Matthew 22:35-40 is used as the basis for the type of behavior SFC expects from its students. SFC intends to provide its students an environment that is free of bullying; bullying, whether

verbal, physical, or emotional, robs a student of their right to learn in a safe environment and is not permitted. Any person who believes he or she has been subject to bullying should report it to an appropriate superior (teacher, counselor, or administrator). Each report will be given consideration and will be investigated. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion. Bullying can generally be defined as the repeated use of aggression, intimidation, and/or cruelty with the intention of hurting another person verbally, physically, or emotionally.

Student responsibilities:

- 1) If a student is a victim or a witness to bullying, they are encouraged to report it to a staff member or parent.
- 2) When reporting such incidents, students may remain anonymous.
- 3) Students will not condone, encourage, or participate in bullying.

Staff responsibilities:

- 1) Staff will be present in assigned areas where bullying may occur as requested by administration from time to time.
- 2) Staff will report incidents they perceive as bullying to the principal.
- 3) Staff will keep student identities anonymous, if that is the student's desire.

Parent responsibilities:

- 1) Recognizing the partnership between our school and the parents of our students, parents are encouraged to report bullying incidents involving their child to school administration.
- 2) Parents will meet with the principal if their child is involved in a bullying incident as a perpetrator or victim if deemed necessary by the administration.

Administration:

- 1) The principal will investigate bullying incidents that have been reported to him/her.
- 2) The principal may summon the parents of the victim and/or perpetrator to the school for a meeting if deemed necessary.
- 3) If the principal discovers bullying has taken place, he/she reserves the right to impose consequences deemed necessary in accordance with the discipline section of this handbook.

CALENDAR The school calendar will be published at the beginning of the school year. Occasionally, changes may occur — check the weekly Newsletter for changes and updates.

CELL PHONES Cell phones must be kept in a locker or car and must be turned off during school hours. If a cell phone rings in school, is used, or is found during school hours, it will be taken from the student and turned in to the principal. The administration reserves the right to check the phone's information and messages if deemed necessary.

- 1) First offense—the principal may keep the phone for one month
- 2) Second offense—the principal may keep the phone for the remainder of the year

CLOSED CAMPUS Since Sioux Falls Christian operates under closed campus rules, several procedures are to be followed. Any time a student has permission to leave campus during school hours, the student must sign out in the office and sign in when returning. **Students are not allowed to leave school during lunch.** (See senior lunch out policy.)

If a student becomes ill during the school day, he or she must inform his or her instructor. The instructor will send that student to the office. Under no circumstances should a student leave the school without permission from the principal or office personnel. Any student wishing to be dismissed from class for any reason must first receive permission from that instructor. If a student wishes to be dismissed from school, the student must have permission from their parent or the principal.

COMMUNICABLE DISEASE CONTROL

- 1) Sioux Falls Christian School will work cooperatively with local, county or state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases in its school.
- 2) The administration may deny admission to a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary immunization Assessment Program forms.
- 3) The principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual. All reportable communicable diseases will be referred to the local health unit.
- 4) The decision to close school due to a communicable disease outbreak is at the discretion of the local school's administration. If desired, consultation on such decisions may be provided by a committee from the School Board and/or Communicable Disease Review panel.
- 5) Communicable disease is a serious concern in the community. The afflicted individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the legal health unit.
- 6) Communicable Disease Review Panel. The purpose of this panel is to serve as a resource to the school for specific communicable disease instruction and procedures regarding epidemic control with any communicable disease occurrence.

The Communicable Disease Review Panel will be comprised of the following:

- a) Superintendent or designee
 - b) Designated school nurse/Public Health nurse
 - c) Physician with expertise in the related disease.
- In addition, one or more of the following may be added to the panel.
- a) Local Health Unit director or designee
 - b) Principal
 - c) Physician(s) treating the individual(s)
 - d) Parent/Guardian of the afflicted individual
 - e) Legal counsel for afflicted individual
 - f) Legal counsel for affected school
- 7) Diseases which may be communicable include, but are not limited to:
 - a) AIDS - Acquired Immune Deficiency Syndrome
 - b) ARC - AIDS Related Complex
 - c) HTLV-III/LAV - Human T-Cell Lymphotropic Virus/Lymphadenopathy

Associated Virus

- d) Hepatitis B
- e) Mononucleosis
- f) Other similar diseases that may be included by the local health unit which may present potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

Each communicable disease case will be judged on its individual merits and consequences.

DRUG POLICY If a student is caught using, is under the influence of drugs, or is in possession of drugs or drug paraphernalia, he/she will face the following disciplinary action:

- 1) Suspension or Expulsion determined by administration and/or school board
 - a) A Police referral will be made
 - b) A Parent conference is required
- 2) In the event of expulsion, parents and student may submit a written appeal for readmittance. The appeal must be submitted within two weeks of communication of the expulsion decision to the parents; the appeal will be considered by the school board. If readmittance is granted, the following conditions apply:
 - a) The student will attend drug evaluation and counseling before returning to school.
 - b) The student will submit to random drug testing at the parents' expense.
 - c) The student will serve a suspension, the length determined by the school board.

SFC allows authorities to use drug dogs to conduct unannounced searches for drugs in the school building and in vehicles located on school property.

ELECTRONIC DEVICES AND PUBLICATIONS Electronic gadgets that make noise, distract the student, or disrupt the class or school atmosphere are not allowed (**examples include, but are not limited to:** pagers, radios, computer games, tape recorders, camera phones, cd players, iPods, etc.). Books, magazines, and other literature with questionable content or pictures are not to be brought into the school building.

EMERGENCY PROCEDURES As stated in the SFC Crisis Manual, if an emergency should occur, we will do everything in our power, and with the Lord's help, to ensure the safety of the students. In most cases, students will remain at SFC. In the event of an extreme emergency, the students and staff may be moved to our arranged alternate site. Please adhere to the following procedures:

- 1) Turn your radio to KNWC, KELO, or KSOO.
- 2) Turn your TV to KELO, KDLT, or KSFY.
- 3) Please do not phone the school—we have limited phone lines which will be needed for the emergency. If circumstances allow, we will use our automated phone system to call families.
- 4) Please do not come to school to pick up your child unless requested to do so. Stay tuned to radio and/or TV for updated reports on when and where students may be picked up.
- 5) Students will not be allowed to use their cell phones.

6) Pray for the safety and well-being of students, staff, and community.

FIELD TRIPS Field trips are determined by each faculty member with approval from the administrator. If parent drivers/vehicles are used for transportation, all students and drivers are required to wear seatbelts. Drivers are also required to comply with automobile industry standards and recommendations regarding passenger-side air bags.

FIRE DRILLS Our primary concern is that the building be vacated quickly, quietly and safely. Rules and escape routes are posted in each room. Fire, tornado, and lock-down drills will be conducted periodically throughout the school year.

FIRST AID/MEDICATION/MEDICAL EMERGENCY PLAN Students are to report to the office for any first aid needs. All injuries are to be reported. Tylenol will be available only if a parent release form has been signed. **SFC's Medical Emergency Plan states:**

- 1) Sioux Falls Christian Schools will have a designated "First Responder" team at the Charger campus.
- 2) The First Responder team will be trained by a physician to assist the First Responders in recognizing and treating seizures, diabetic crises, and any other known health situations of which SFC has been notified in writing by the parents.
- 3) In the event of a health emergency, the office will be notified immediately by the classroom teacher or monitor in charge of that student.
- 4) The office secretary will do an "All Call" on the intercom notifying the First Responder team of the emergency and where they are to report. The office personnel will also deliver a back-up emergency kit to the designated location. The office staff will call 911 immediately.
- 5) The First Responder team will go immediately to the designated area and begin appropriate treatment and wait for the 911 personnel to arrive.
- 6) The classroom teacher's role will be to remove the other children from the classroom and wait with the child in medical need until the First Responders arrive.

FOOD AND BEVERAGES

- 1) Food and beverages are permitted in the classrooms only with the consent of the Principal.
- 2) SFC maintains a comprehensive Wellness Policy in conjunction with the SD State Child Nutrition Office to improve student awareness of nutrition and fitness guidelines.
- 3) Pop machines are turned off one hour before school starts and remain off until one hour after school.
- 4) Water is permitted in the classrooms.

GUESTS Guests are welcome to visit the school at any time, but prior notice is appreciated. All guests are required to stop at the office to obtain a visitor pass. Student visitors are required to have a note from the host student's parent and their own (visitor's) parent. Guests are to be dressed in accordance with the dress code guidelines and must wear a visitor tag to receive admittance into the class. Student visits are limited to two; any

exceptions must be approved by the superintendent.

HALLWAY POLICY Backpacks, books, and other personal items are not to be left in the hallways at any time. Students are required to pay the office a \$1 fine for each book or \$5 for their backpack if these items are found unattended in the hallways.

HOT LUNCH In operation of child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington DC.

Free and reduced-price lunches are available to those meeting federal eligibility guidelines.

- 1) A hot lunch count will be taken at the beginning of the first period class each day. In order for the kitchen to have the correct amounts of food prepared, students are expected to eat the main meal, ala carte, or salad bar items they requested during lunch count. Those desiring two meals must sign up for two meals.
- 2) Any class or group that will not be eating at school must notify the cooks at least one day before the event.
- 3) Students are expected to behave appropriately while in the lunch line and in the cafeteria. No pushing, shoving, yelling, cutting in line, or throwing of food will be tolerated. Students are not allowed to eat from another student's tray. The kitchen staff may give detentions for misbehavior.
- 4) No money will be handled in the lunch line - all payments must be made in the office. Students may not pay for one meal or milk at a time. Parents should plan to begin the year with a minimum balance of \$50 **per student** in their family lunch account. Parents are notified by email when their account needs additional funds.
- 5) Each meal, including milk, costs \$2.00; additional milk may be purchased for \$.35. Ala carte and salad bar items range from \$1.50 to \$5.00; adult meals are \$2.50. The appropriate cost will be deducted from the account at the time of purchase.
- 6) Students are not allowed to leave the school grounds during lunch. Parents may take their child to lunch, but must personally sign them out in the office. One friend may accompany that outing, provided the office receives written parent permission for that friend. Pastors, youth pastors, older siblings, adult close friends or relatives may take a limit of two students to lunch; a parent note or a phone call is required and the student must be signed out of the office by the person taking them to lunch.
STUDENTS ARE NOT ALLOWED TO MEET THEIR PARENT, PASTOR, ETC., AT THE RESTAURANT OR OTHER LOCATION.
- 7) Parents or Grandparents are allowed to bring lunch to school for **THEIR CHILD OR GRANDCHILD ONLY—food may not be brought in for a group of students.**
- 8) On senior lunch out days, seniors are not allowed to bring food from the outside in for other students.
- 9) Because we have several students with specific dietary needs and/or allergies, as a courtesy to these students, SFC requests that students bringing cold lunches or snacks refrain from including any food items that contain peanut products.

IMMUNIZATIONS/PHYSICALS Any child entering SFCS must provide a copy of their immunization records prior to their first day of school. Students who wish to participate in school athletics must have an annual physical on file before attending any practices.

INSURANCE Student health and accident and dental insurance plans are made available to all families at registration. Forms are also available in the office.

INTERNET POLICY *Sioux Falls Christian Acceptable Use Agreement*

Purpose SFC believes that accessing data and researching information on the Internet is a useful and necessary skill for lifelong learning. The goal in providing access to the Internet is to promote educational excellence in teaching and learning by facilitating resource sharing, innovation, and communication.

Privileges The use of the networks and Internet is a privilege, not a right. Intentional inappropriate use will result in the cancellation of this privilege.

Summary of Network and Internet Rules When using the Sioux Falls Christian Network and its connection to the Internet, students must accept the responsibility to use it in a proper and legal way.

- 1) Students will not be allowed access to the Internet unless the *Acceptable Use Policy and Agreement* form has been signed annually and is on file with the office
- 2) Middle and high school students must have a personal account with a password
- 3) An adult supervisor must be in the room when Internet is being used
- 4) Logging on or using inappropriate sites will result in loss of computer privileges and in-school suspension (MS/HS)
- 5) Each student has the responsibility to report offensive material to his/her supervisor and should not draw the attention of other students to the material
- 6) All SFC rules and policies regarding honesty, courtesy and integrity apply; abusive, vulgar communication is not to be used
- 7) Students will not install any software or attempt to alter or modify software configuration of the school's computers
- 8) Downloading, installing, or transmitting games, music files, or inappropriate images and files is prohibited
- 9) Students should never reveal personal information (name, home address, password or phone number, etc.)
- 10) Website communication, photos and graphics are the property of SFC and may only be used with permission
- 11) The use of another person's account is not allowed
- 12) Students are not allowed to use e-mail, instant messaging, Facebook, etc. at school.
- 13) SFC reserves the right to monitor students' computer-related activities through use of various software and/or hardware programs

JANITORS SFC is very fortunate to have janitors who clean the school every day. Because it is a big job, students should take every opportunity to help keep the school clean by taking pride in the building and disposing of waste properly. The janitor has the authority to discipline and give detentions.

LETTERING QUALIFICATIONS

ACADEMIC 3.67 or higher overall GPA for two consecutive semesters (10th-12th grade)

ATHLETIC

Basketball (Girls/Boys)

- Average one quarter check-in per game in the season
- Play in district/regional/state tournament
- Coach's discretion for practice participation

Cheerleading / - Participate as a varsity cheerleader/team member for the season
Competitive Cheer

Cross Country (Girls/Boys)

- Medal in at least one varsity level meet in a season
- Region meet qualifier (top six runners)
- Coach's discretion for practice participation

Dance Team - Participate as a dance team member for two seasons

Flag Corp - Participate as a member of flag corp for two seasons

Football - Defensive or offensive starters or special teams regulars
- Seniors who have participated for at least 3 seasons
- Coach's discretion for practice participation or deserving of recognition

Golf (Girls/Boys)

- Compete in 3 or more varsity level meets in a season
- Region meet qualifier (top four golfers)
- Coach's discretion for practice participation

Soccer (Girls/Boys)

- Average one half check-in per game during the season
- Play in the state tournament
- Coach's discretion for practice participation

Track & Field (Girls/Boys)

- Average one point per meet during the season
(individual points OR relay points divided by 4)
- Four years of participation
- Coach's discretion for practice participation

Volleyball (Girls)

- Average one game check-in per match in season
- Play in the district/region/state tournament
- Coach's discretion for practice participation

Stats/Team Managers

- Varsity team statisticians and managers earn a letter

FINE ARTS

- Debate
- Compete in 3 or more debate competitions
 - Coach's discretion for practice participation
- Drama
- Lead role in the annual play or musical
 - Participate in four drama events as a minor role and/or crew member
 - Director's discretion for significant contribution
- One Act Play
- Lead role in the annual One Act performance
 - Participate in four drama events as a minor role and/or crew member
 - Director's discretion for significant contribution
- Oral Interpretation
- Make finals or place in two or more meets in one season
 - Qualify for regions and/or state competition
 - Three years of participation
- Journalism (Sonspot—student newspaper)
- Editors
 - Three years of writing articles on a regular basis
 - Advisor's discretion for significant contribution
- Music
- Point system—50 points are required to letter in music.
 - Pep Band up to 30 points
 - Jazz Band or Friends of the Father up to 30 points
 - Solo 15 points
 - Ensemble 10 points
 - Private lessons up to 10 points
 - Band or Choir officer 10 points
 - Band or Choral Festival 10 points
 - All-State audition 10 points
 - All-State participation 15 points
 - Accompanist 2 points each performance up to 10 points
 - Music Library up to 10 points
 - Approved outside performance 10 points
 - Four years participation
- Quiz Bowl
- Three years participation
 - Attend KMO and practice sessions
 - Attend three team meets in a school year and place in the top 4 at one of those meets
- Yearbook
- Editors
 - Three years in staff position
 - Advisor's discretion for significant contribution

LIBRARY The library is for students and they are encouraged to use it! A teacher-signed hall pass is required to go to the library during study hall or class time. Students will be charged for any lost or damaged library books.

NON-CUSTODIAL PARENTS Divorced and separated families are realities of contemporary life which affects the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school. These guidelines will be applied so as to further the mission of the school and the best interests of its students.

- 1) Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
- 2) A non-custodial parent may not take custody of a child or remove the child from the school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent which permits such custody.
- 3) If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access to those parent(s), and to take other reasonable necessary action.
- 4) Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

PARENT INVOLVEMENT Parents have the opportunity to uphold SFC with prayer and encouragement. Their attendance at music and sporting events and parent meetings is also valuable support for our school. As the SFC mission states, we "*partner with the church and home to equip students for Him*". Parent involvement is welcome and needed!

PLAYING CARDS Students will not be allowed to play cards during school hours.

PRAYER ROOM The school has a prayer room across the hall from the counselor's office. Any students who wish to use the prayer room should ask the office for permission. Students, staff, and parents are encouraged to use the prayer room.

SCHOOL BOARD SFC has a School Board elected by the association to operate the business of school policy. Standing committees include: Education, Finance, Property and Development. The officers are president, vice-president, secretary and treasurer. The superintendent and principals of the school are ex-officio members. A list of School Board members is found in the school directory. The officers of the School Board form the executive committee.

SCHOOL CLOSING In case of emergency or unfavorable weather conditions, school closing announcements will be made over radio stations KELO, WSN, KRRO, KTWB, and KNWC, as

well as KELO, KDLT and KSFY TV.

SCHOOL HOURS The school doors are unlocked at 7:30 am. Students should NOT arrive more than 15 minutes before classes begin. All doors (interior and exterior) will be locked by the janitor at 4:00 pm at the end of the day. Unless students are involved in athletics or other supervised extra-curricular activities, **they may not be in the building after 4:00 pm.** Students who are still in the building after 4:00 pm may be placed in a study hall until their ride arrives and fees will be charged to families in order to pay for the supervision that must be hired to monitor these students. Due to liability issues, students will not be allowed to wander around the campus unsupervised after 4:00 pm or before 7:30 am. Your cooperation is appreciated.

SENIOR LUNCH OUT The seniors are allowed to have off-campus lunch one day a week for the first semester. If the privilege is abused (too many tardies, seniors bringing food back to other students, etc.) it will be discontinued. If handled well, seniors will be allowed to have off-campus lunch two days per week for the second semester. The days of the week are to be determined by the administration. The following will also apply:

1. Seniors who receive a tardy detention will lose the lunch out privilege for the remainder of the quarter (tardy detentions are issued on the fifth tardy).
2. Seniors who receive a third behavior detention will lose the lunch out privilege for the remainder of the semester.
3. Seniors on academic probation or ineligibility will lose the lunch out privilege.

SENIOR CLASS TRIP The following will apply if a class trip occurs in a given year:

1. A senior must have passing grades in all their classes one week prior to the senior trip in order to attend the class trip.
2. Seniors who have three behavior detentions in the second semester of their senior year will not be allowed to go on the trip.
3. Any senior who has been involved in a serious behavior offense may lose the opportunity to go on the trip; this will be left at the discretion of administration.
4. Any senior with excessive tardies in the second semester of their senior year may lose the privilege of attending the trip.

SEX EDUCATION Issues of sex education are incorporated in various curriculum subjects for grades 7-12. All curriculum is from a Christian perspective and approved by the Education Committee. Parents are encouraged to review materials at any time.

MALE-FEMALE RELATIONSHIPS God designed student relationships to be unique and wonderful. Sioux Falls Christian wishes to encourage the development of such relationships, and desires that these relationships be wholesome and of a nature that will glorify God. We recognize that the main responsibility for modeling and teaching roles and relationships rests with the parents. As an extension of the home, however, we seek to reinforce certain values. To encourage Biblical relationships and proper conduct between genders, SFC has the following policies:

- 1) Students should refrain from public displays of affection or touching on campus and

at school-related activities.

- 2) SFC will seek to counsel, as it deems necessary and helpful with regard to conduct between members of the opposite sex.

HARASSMENT As followers of Christ, when we look at topics such as harassment, we are bound to Scripture and to the "governing authorities" God has placed above us. Scripture gives us guidelines for reconciliation (Matthew 18) when we have been wronged. The following overview uses Matthew 18 as its basis for providing an opportunity for healing and reconciliation.

Overview Sioux Falls Christian Schools intends to provide its employees and students an environment that is free of offensive kinds of behavior. Misconduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, robs the person of dignity and is not permitted.

Sioux Falls Christian Schools does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students or employees may report to a teacher, counselor, or administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

- 1) Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any employee's continued employment or any student's status or progress.
- 2) Creating an intimidating, hostile, or offensive working or educational environment.

Informal Procedures Informal procedures will generally involve efforts to mediate a resolution upon which both the complainant and the accused can agree. The mediation will not involve face-to-face meetings between the parties unless preferred by the complainant. Any employee who receives a complaint of student harassment should take the following steps:

- 1) Listen to and carefully discuss the student's (s') complaints.
 - a) Obtain as much detail as possible about the described alleged incident(s), including asking the complainant for any physical evidence (notes, diaries, tapes, etc.) that provide information about the alleged harassment.
 - b) Assure the student you are concerned about what may be happening to them.
 - c) Do not pass judgment AT ANY TIME as to the accuracy of the accusations unless you were a witness to the alleged incident(s). (If you were a witness, you may be

- asked to tell what you saw or heard, but only to proper authorities.)
- d) Determine if the student wants you to report his/her complaint to a principal or other appropriate authority. This should be done together as soon as possible.
 - e) Should the student prefer not to discuss the complaint with anyone else, make a written record of your conversation including date, time, name of student and of the accused, and a description of the alleged incident(s) as described to you. This written record should be kept in a file for use in resolving the alleged complaint. Then, without disclosing identities, discuss the situation with your school principal.
 - f) The principal will determine the course of action, depending on the severity of the situation. (If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, immediate contact with the State Department of Social Services is required.)
- 2) Confidentiality. The nature of the complaint or the name(s) of those involved in the filing of the complaint should not be discussed with any person other than the proper authorities who have a direct need to know.
 - 3) If the matter needs to be pursued, you as the person receiving the complaint should re-contact the complainant(s) and advise him/her that you will be revealing the identities of the parties involved to the principal, further advising the complainant(s) that the principal will have a discussion with the complainant(s).
 - 4) Parents or guardians of students who have brought a complaint of harassment are encouraged to assist the principal in resolving the situation as quickly and fairly as possible.

Formal Procedures A formal complaint may be filed as follows:

Type of complaint	to be filed with
~If the complaint is by a student against a student	teacher or counselor or principal
~If the complaint is by a student against a teacher	counselor or principal
~If the complaint is against the principal	counselor or school board member

If the complaint is filed with the principal, the president of the School Board must be notified immediately for assistance with the investigation. A teacher of the same sex as the complainant will be asked to assist the complainant beginning with the filing of the complaint and not ending until there is final resolution. The person who received the complaint will be known as the "third party" for the purpose of this policy.

- 1) A harassment report will be completed by the "third party." The report includes the following:
 - a) Complainant(s) name(s) and address(es)
 - b) Date of the alleged incident(s)
 - c) Type of harassment indicated
 - d) Description of the incident(s)
 - e) Name(s) of any witness(es) to the alleged incident(s)

- f) What action, if any, has been taken
- g) Requested resolution of the complaint
- h) Signature of the complainant (will be requested but not required)
- i) Signature of parent/guardian (will be requested but not required)

All documentation of a formal complaint shall be filed in the principal's office.

- 2) The third party will conduct an investigation to gather data regarding the alleged harassment, take appropriate action regarding the complaint and render a decision to the complainant and the alleged offender in writing within seven (7) working days of receipt of the formal complaint.
- 3) Once the investigation is completed all parties directly involved in the complaint may be represented at each subsequent step of the process with or without legal or other representation. If either party elects to be represented at any subsequent step of the complaint procedure, the names of these representatives must be declared in writing at least two days prior to that step.
- 4) If either party is not satisfied with the decision rendered by the third party, he/she may appeal the decision to the School Board president within ten (10) working days following receipt of the third party's decision. The appeal must include the original complaint form, the decision from the third party and a written statement as to a reason for the appeal.
- 5) The School Board president will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days of the appeal. At the School Board president's level, the appeal process may or may not include a conference with the parties involved.

SPORTSMANSHIP In the excitement and enthusiasm of athletic events, it is easy to forget principles of good sportsmanship. Good sportsmanship applies to both players and fans. Showing displeasure with the officials, overreacting to mistakes of players, booing or hissing opponents, and acting in a discourteous manner are all unacceptable. The most important thing is that a good Christian testimony be maintained at all times.

Competitive activities provide great opportunities to demonstrate Christian character. While we want to "play to win," the final result of the game is not the score, but the extent to which we please our Master.

Spectators

- Shall be encouraged to wear regular school-type clothing to school games.
- Shall be encouraged to support the team and the cheerleaders.
- Shall be encouraged to make positive remarks to encourage the team and players.
- Shall be encouraged to remain silent during free throws of both the home team and visitors and at any other times that the cheerleaders shall direct.
- Shall not use, or bring to games, any horns or other noisemakers.

A nice reminder for student athletes and their parents *Some time during the season, take a few minutes to go to your coach or coaches and say "Thank you". You may not realize it, but your coaches spend a tremendous amount of time helping you to become a better*

human being. They could be spending time with their families, but instead they are with you. Even if you think your coach is not doing enough, and most tend to think this at some time or another, there will probably never be a time in your life when people you aren't related to are willing to give you so much of themselves. (Taken from an editorial in the Yankton *Observer*)

S.R.O. The Sioux Falls Police Department provides a School Resource Officer for our school. His primary responsibility is protection for all of our students during the school day and at specific school functions. The officer will also be involved in teaching students about various aspects of civil duties, laws, and responsibilities. The SRO will help to educate and build relationships between our youth and law enforcement.

STUDENT ACTIVITIES - **Chapel Committee, Drama Club, SONSpot, etc.** There are many organizations open to student membership. Students should acquaint themselves with them and their functions. If they desire, they may join one or more of the organizations. When an organized group wishes to sponsor an activity for social, promotional, recreational or fund raising purposes, the officers of the group should obtain permission from the principal. After discussing activities planned by the group, the sponsor of the group and the principal (or his delegate), must approve or disapprove the activity before the activity proceeds. All activities must be chaperoned by the sponsor.

STUDENT ACTIVITIES - **School Dances** All activities, dances, or other events that are "school sponsored" will be reported in the weekly newsletter, email, etc. School sponsored events are chaperoned by teachers, administration, and SFC parents. Students are reminded that when attending these activities, they are to reflect Christ in their dress and in their conduct (no public displays of affection or inappropriate touching). Only pre-approved music will be allowed at all dances, with an approved song list provided for the DJ to follow. No CD's from home or cars will be accepted at the dance. Only one outside guest per student may attend; these guests must be listed on a sign-up sheet that is posted one week prior to the dance. When students leave the dance for any reason, they will not be allowed to return.

STUDENT COUNCIL The student council is the voice of the student body. The agenda of the student council includes matters which promote the spiritual, social, academic, recreational and cultural welfare of SFCHS. Each class elects their own council representatives at a time designated by the class advisor. Students who are interested in running for student council president must complete an application which is then reviewed by the faculty. Students in grades 9-11 are invited to vote for student council president during the election held in May.

STUDENT HALL PASSES Students are required to purchase a "Time Tracker" at the beginning of each school year. Each tracker has a pass page that is divided into four columns—one for each quarter. If a student needs to leave the classroom to go to the bathroom, locker, etc., the time and destination must be listed on the pass page along with a teacher's signature. Students are allowed **one column per quarter**; unused passes may not be transferred to the next quarter. Trackers may not be shared or loaned to others.

STUDY HALL

- 1) There will be individual studying; permission must be given for group studying.
- 2) There will be no talking without permission.
- 3) Students will bring school work or appropriate reading material to every study hall.
- 4) Students will remain seated -- no walking around.
- 5) Students needing assistance will request it from the study hall teacher.

TEACHERS' WORKROOM This room is to be used by teachers only. Students are not allowed in the teachers' workroom. Students who urgently need to speak with a teacher who is in the workroom should knock and wait outside the door.

TELEPHONE Students will not be called out of class to talk to parents on the telephone unless it is an emergency. Messages from parents will be taken in the office and left on the student's locker. **PARENTS - PLEASE HELP US KEEP THESE PHONE MESSAGES TO A MINIMUM!** Students may request permission to use the office phone for illness or other important matters.

TORNADOES Tornadoes generally travel from southwest to northeast and the safest place to be is in the interior hallway most perpendicular to the path of the tornado. Students are instructed to keep their heads covered to protect themselves from flying debris. Directions for shelter in case of a tornado are posted in each room.

TUITION AND FEES Tuition may be paid semi-annually, quarterly, or in nine monthly installments beginning in August and ending in May. A tuition down payment of 10% is due at the time of fall registration. One-half of the full tuition must be paid by the end of the first semester and the full amount must be paid by the end of the school year. If one-half of the tuition is not paid by the end of the first semester, eligibility for second semester enrollment will be revoked. A 5% finance charge will be assessed at the end of the first semester and at the end of the second semester on all past due balances. Students will not be allowed to attend government or spanish type trips if the tuition account is past due.

All account balances must be paid in full before transcripts and diplomas will be issued. Tuition will be pro-rated for students taking classes at another school or college, subject to approval by the counselor and administration. Tuition will **not** be adjusted for students who chose to participate in a work study program. Students must be enrolled in a **minimum** of four (4) classes to be eligible for extra-curricular activities. Those who enroll in individual classes will be charged a pro-rated fee of 12.5% of the appropriate tuition per class.

TUITION SCHEDULE

<u>Grade Level</u>	<u>Tuition per Student</u>
Grades 6 - 8	\$5,750
Grades 9 - 12	\$6,390
Multiple student discounts	
2nd student	\$ 600
3rd student	\$1,200
4th student	\$1,600
5th student	\$1,600

OTHER FEES

- 1) A \$60 per student Registration Fee is due at the end of February
- 2) Book charges will be assessed for lost, stolen, or damaged books.
- 3) A \$15 Art Fee will be charged to HS students who are enrolled in art classes.
- 4) A \$50 per semester Instrument Rental Fee charged for using a SFC instrument.

UNPLANNED PREGNANCY Because it is of the essence of the Christian life that Christian individuals and institutions should minister redemptively to those brothers and sisters who fall into sin, and because this ministering is particularly needed by those who are young and weak, SFC adheres to the following policy regarding unplanned pregnancies:

The Policy Both student fathers and student mothers may be considered for continuation of their education at SFCS if they appeal to do so and submit to the attached procedures and guidelines. We do not consider abortion to be a Christian alternative.

Procedures

- 1) The student must begin the appeal process by a conference with the administration. The conference will deal with the student's recognition and confession of the sin and his/her commitment to a restored relationship with God and with the others involved.
- 2) A conference must be held with the student's parents to determine their wishes and their commitment to school policy and to the process of reconciliation and healing.
- 3) The administration must make contact with the student's pastor to assess the spiritual condition of the student and his or her parents and to form a cooperative plan for reconciliation and healing.
- 4) Based on these conferences, the administration will assess the student's recognition, confession, and repentance of sin, his or her commitment to a restored life and his or her commitment to cooperate with the educational goals of SFCS. After consultation with the faculty, the School Board will recommend the granting or the refusal of re-admission via the Education committee.

Guidelines for student parents

- 1) During the pregnancy, student parents will not be allowed to participate in extracurricular activities. It is important that these students realize that the direction of their lives has changed. They are going to face adult decisions which require much thought, counseling and prayer; it is appropriate that they concentrate their energies on preparation for parenthood rather than on extracurricular activities. Once the child is born, the student parent may appeal eligibility for extracurricular activities.
- 2) The student parents must participate faithfully in an approved program of Christian counseling.
- 3) Student parents will be allowed to stay in SFCS as long as they wish to.
- 4) Student parents will be allowed to attend the junior-senior prom, the class trip (with a doctor's written permission) and graduation.
- 5) a doctor's written permission) and graduation.

Rationale

- 1) Christian schools are schools for sinners - redeemed - but nevertheless sinners. Premarital sexual activity is no worse a sin in the eyes of God than any other sin. By expelling a student involved in an unplanned pregnancy:
 - a) the perception is given that the school is passing judgment on this sin as having more weight than any other sin.
 - b) a subtle message is communicated to students that sexual activity is o.k. as long as one does not get caught. To be consistent, schools who expel pregnant students should expel all students found to be sexually active.
- 2) Even though a student has sinned by being sexually active, the student still should be in his/her school in order to benefit from a sound Christian academic program. Students should not be deprived of a Christian education because of their sin.
- 3) If ever there is a time that a young person will need the support, compassion and wisdom of a Christian community, Christian teachers, and a Christian education, it will be during a time of unplanned pregnancy. In addition to helping the young persons recognize their behavior as sinful, confessing that sin and accepting God's forgiveness, we should give them support and guidance as they make decisions concerning their future and the life of their unborn child. The significance of such decisions cannot be underestimated as its consequences will have lifelong ramifications. Most young people have never been faced with such monumental decisions, and they will need help in learning how to make responsible decisions. Their instruction should come from concerned Christian teachers and guidance counselors, in addition to their pastors, professional counselors and parents.
- 4) The intent behind expulsion of students involved in an unplanned pregnancy is to prevent pregnancy from being an accepted practice in the school. An "out of sight, out of mind" philosophy is dated and ineffective in preventing pregnancies. The experience of several administrators has shown that when students see pregnant students in school, they are exposed to the difficult and painful reality of an unplanned pregnancy, which then has the potential for deterring future pregnancies.
- 5) If the intent behind expulsion of a pregnant student is to discipline, one should examine closely whether the effects of this step is the desired effect according to Biblical standards, that is, does it restore the young person to a proper relationship with Jesus Christ? Often expulsion does not accomplish this. Rather, the young person is left alone to struggle with his/her guilt and feelings of worthlessness. While some students will have the benefit of Christian parents and ministers to help them deal with these spiritual issues, just as many will be "turned off" by the response of the Christian school and generalize that all Christians will respond to them in a negative, rejecting way. Spiritual growth in their personal lives is temporarily or permanently affected.
- 6) Regarding extracurricular activities, restrictions are made to impress upon the involved student the fact that the direction of his/her life has changed. Adult decisions that will require much thought, counseling, and prayer are necessary. This is where the student's energy should be directed, rather than towards extracurricular activities.

WEAPONS POLICY Students who possess or claim to possess, use, threaten to use or display a weapon while at school or at a school event shall be subject to discipline up to and including expulsion. Possession includes, but is not limited to, having a weapon on school property or at a school sponsored event. This includes on a student's person or property, in a space assigned to a student, or in a hidden place available to the student.

Weapons include, but are not limited to: firearms, any gun designed to discharge a projectile, sling shot, knives, any explosive devise including fireworks, pepper spray, mace, cigarette lighters, or stun gun.

Policy on Violence

The school administrator may suspend and/or recommend for expulsion for the remainder of the semester or year, any student who threatens to cause great bodily harm or causes bodily harm to any person at Sioux Falls Christian Schools or at any school function.

The Executive Committee of the Sioux Falls Christian School Board and the appropriate school administration shall review the recommended expulsion. The committee shall review the details of the incident and shall consider the past history and character of the student recommended for expulsion. If the student is allowed to continue enrollment, the student will be on probation for the remainder of the current semester or the remainder of the current school year. The board committee should meet within five school days of the incident and will hand down its decision in a timely manner (within 48 hours).