

**HARDING COUNTY MIDDLE/ HIGH SCHOOL  
STUDENT HANDBOOK  
2017-2018**

Welcome to the 2017-2018 school year at Harding County High School. This handbook has been developed to inform students and parents about their school. certain guidelines are needed to help any school run efficiently and HCHS is no different. Be sure to read the handbook and refer to it often. If a student or parent desires to see a complete copy of a School Board Policy they may inquire in the Principal's office.

The school maintains an active website. Additional information about school and activities calendar, Board of Education Policy, announcements, school closures due to inclement weather, menus, and individual classroom websites can be found at [www.hardingcounty.k12.sd.us/](http://www.hardingcounty.k12.sd.us/) . We encourage you to check us out.

We are proud of the fine students, faculty, and many educational opportunities offered at HCHS. It is a privilege for each of us to be a part of this outstanding organization. The rules and guidelines of this handbook should help you and assist us with providing a quality education. If everyone works together it will ensure the HCHS is the best! We hope you have a rewarding, enjoyable, successful school year.

Sincerely,

HCHS Administration and Faculty

### **Mission Statement**

The mission of Harding County High School's faculty, staff, students, parents and community is to provide a safe and challenging learning environment that enables all students to maximize achievement through a variety of educational experiences.

### **Vision Statement**

Harding County High School is committed to providing excellence in education for all students. The school will provide a safe and productive learning environment in which students can communicate effectively, think critically, solve problems and are technologically literate through a variety of curricular and extra-curricular activities. Through a challenging course of study with high standards, students will become responsible learners who are accountable for their own academic and developmental progress. Harding County High School will graduate lifelong learners who will make valuable contributions to society. Through the collaboration of school, home, and community, every Harding County High School graduate will be well prepared for the demands of the 21<sup>st</sup> century.

### **BELIEFS**

#### ***STUDENTS AND LEARNING—We believe that:***

*All students can learn.*

*Hard work and persistence are keys to learning and all future successes.*

*Students need to share in the responsibility for their own learning and achieving.*

*Students must be treated fairly and respectfully.*

*Students need clearly defined discipline, rules and guidance.*

*When motivated, all students want to learn.*

*Students of all abilities should be challenged to maximize their potential.*

*Students must meet standards of performance to realize future success.*

*Good decision makers are responsible learners.*

#### ***TEACHERS AND LEARNING—We believe that:***

*Learning takes place in a positive environment.*

*Positive relationships enhance teaching.*

*Quality instruction creates increased learning*

*Individualized programs and differentiated instruction maximize learning.*

*Teachers and administrators are important role models for students,*

*Teachers must be committed to ongoing growth.*

*Teachers are motivated when they are involved in the decision making process of the school district.*

#### ***SCHOOL AND DISTRICT/COMMUNITY—We believe that:***

**A strong family support base, whether traditional or nontraditional, is the foundation upon which all learning is built.**

*Families must be positive, active partners with schools in educating children.*

*Our community is a valuable resource that can enhance curriculum.*

*Open communications between the community and schools must be an ongoing commitment.*

*All school personnel play a vital role in the teaching/learning process.*

*The knowledge explosion and advances in technology necessitate continued improvement and change through curriculum, instruction, staff development and funding.*

*Decisions must be based on what is best for students.*

*A school environment that promotes health and wellness is good for students.*

## **DRUG-FREE POLICY**

The following policies pertain to students in regard to alcohol, tobacco, drugs, or controlled substances:

### **ALCOHOL AND TOBACCO USE BY STUDENTS**

Alcohol and other drug use are wrong, unlawful and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community recognizes alcohol and/or other drug use as a serious health problem and is committed to discouraging this behavior and to encouraging students to choose a drug-free lifestyle and to seek help should a problem arise.

Students are prohibited from drinking, selling, or having in their possession alcoholic beverages on or in school properties or other areas where regular school functions are in session. This includes the prohibition of alcohol at any interscholastic athletic contest, on any field trip, or any other school-sponsored trip or activity. The first violation of this policy may result in suspension from school. A subsequent violation could subject the student to expulsion, as may be determined by the Board.

### **SEXUAL HARASSMENT**

It is the policy of the HARDING COUNTY SCHOOL DISTRICT 31-1 that all of our employees and students should be able to enjoy an atmosphere free from all forms of discrimination, including sexual harassment.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual harassment refers to conduct which is offensive to the individual, which harms morale, and which interferes with the effectiveness of our school district.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexual oriented verbal "kidding", abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the Board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

### **PROHIBITION AGAINST RETALIATION**

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

### **STUDENT DUE PROCESS RIGHTS**

All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the hearing procedures established by the State Board of Education.

Due process procedures will conform to the following basic practices:

1. They must be fair.
  2. They must apply equally to all.
  3. They must be enforced in a fair manner, which involves **a.)** adequate and timely notice and an opportunity to prepare a defense. **b.)** an opportunity to be heard at a reasonable time and in a meaningful manner. **c.)** the right to a speedy and impartial hearing on the merits of the case.
  4. Proceedings will start with the principal who is charged with the supervision of the student involved.
  5. If resolution is not obtained at the principal level the decision may be appealed to the Supt. of Schools.
  6. If resolution is not obtained at the Supt. level, an appeal may be made to the Harding County School Board.
- OR
7. A complaint which is filed that alleges any acts of discrimination based on sex, age, race, color, national origin or disability. The student may go through the school's due process procedure.

## ABSENCES

Regular school attendance is a primary determinant of the student's academic success. Additionally, it is the standard by which many potential employers measure the graduate's likelihood to show up for work on time each day and shoulder his/her job responsibilities. Harding County School's attendance policy and subsequent absence procedure reflect the commitment to successful students in academic and employment endeavors.

- A. The absence of any student who leaves the school without authorization from the principal will be unexcused. All students must get permission from the office when leaving school.
- B. Students who receive an unexcused absence may serve one day in-school suspension.
- C. When a student is absent from class, he/she is responsible for make-up work. Before going to a class from which a student has been absent, he/she must report to the principal's office for a make-up slip.
- D. All students who are absent must bring a note of explanation signed by their parent or guardian, or the office must receive a personal phone call from the parent or guardian. If the office receives no note or phone call with a valid reason for the absence within two days of the student's return to school, the absence will be unexcused.
- E. Upon returning to school from an absence or tardy, the students will complete and sign an absentee form in the office.
- F. All students who receive an unexcused absence will receive half credit on all work completed.

## ATTENDANCE:

File: JEDA

## ATTENDANCE/TRUANCY POLICY FOR GRADES 6-12

A student's achievement and success in school are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for makeup, class instruction or presentation, discussions, audio/visual presentations, group work, or student-teacher interactions can never be made up. Administration does have the right to ask for a note from a medical professional to verify any absence.

### Tardiness

Students will be counted tardy when arriving to school after the designated start time. If a student arrives at school after 10:00am or leaves before 1:30pm, he/she will be counted absent for ½ day. Consistent tardiness will be brought to the attention of the parents. Parents of students having a high rate of tardiness will be requested to confer with the teacher(s) and/or Principal in hopes of identifying the problem cooperatively while working to a satisfactory solution.

Unexcused tardies should only be excused by the parent/guardian on the day of the tardy. Students tardy 10 minutes or more to class will be marked absent rather than tardy.

Individual tardy incidents will be dealt with cumulatively and will result in detention for 3 unexcused tardies school-wide. Each subsequent tardy will result in detention. Ten or more unexcused tardies will result in the student making up missed class time (based upon the “Recovery Days-Excessive Absences” times) which will take place before or after school determined by the Principal. Extenuating circumstances involving tardies may be considered by administration.

### **Absences**

*Note: Grades 6-12 on a semester basis*

**5 Absences**– A letter stating this fact will be sent to the parents. The letter will stress the importance of attendance to successful completion and of graduation requirements. In cases of prolonged absence because of illness or after 5 separate absences due to illness, a doctor’s statement will be required.

**7 Absences** – A letter stating this fact will be sent to parents and the student must make up missed class time(based upon the “Recovery Days-Excessive Absences” times) before or after school determined by the Principal. A conference with a parent, student, and the counselor or principal will be requested. There will be discussion of the attendance policy and the consequences for further absences from the class(es). A plan of action will be drawn up that includes interventions for a plan of success.

**10 Absences** – A conference including the student, a parent, and the principal will be requested. The purpose of this conference is to inform the parent and student that because s/he has indicated an unwillingness to put forth the effort to complete academic requirements, the student may not earn credit for the course (High School Only). If parents do not attend the conference, they will be notified by phone or certified mail. Furthermore, the student must make up missed class time(based upon the “Recovery Days-Excessive Absences” times) before or after school determined by the Principal.

**11 or more Absences** - Possible referral to the State’s Attorney. The student must make up missed class time(based upon the “Recovery Days-Excessive Absences” times) before or after school determined by the Principal.

### **Truancy**

1. South Dakota law (13-27-11) states that: “Any person having control of a child of compulsory school age, who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor.”

2. Truancy is defined as any absence not approved by the school or a pattern of irregular attendance. Skipping a class and/or leaving school grounds without permission is considered truancy.

3. School procedures/consequences for truancy may include making up missed time through detention, summer school, parent notification, parent conference, suspension, and/or loss of credit. Repeated truancy instances will result in a referral to legal authorities.

### **Under normal circumstances, absences will be counted except as listed below:**

1. Participation in school sponsored or school-approved activities.
2. If the weather is such that a parent determines the child is endangered by attendance the student will not be counted absent if school official(s) is/are notified.
3. Special needs, abilities, or circumstances will be given necessary consideration and attention as determined by administration. Long term absences may also receive special consideration.
4. Family emergency such as:

- A. Serious illness or family member
- B. Death of family member
- 5. Other only with permission of Principal

ADOPTED JULY 13<sup>th</sup>, 2009

#### **RECOVERY DAYS-EXCESSIVE ABSENCES/TARDIES**

During the school year, the office will closely monitor the absences and tardies of students and intervene when the student reaches seven (7) days missed or ten (10) tardies. Students in grades 6-12 must "recover" missed days as follows;

- 4 hours of before or after school "recovery time" equals one (1) full day
- 2 hours of before or after school "recovery time" equals one (1) half day
- Before or after school "recovery time" will be limited to one (1) hour per day
- Before school "recovery time" will not start before 7:30 am and after school recovery time will not extend beyond 4:00 pm.
- “Recovery time” dates and times will be determined by the Principal

#### **SCHOOL HOURS FOR STUDENTS:**

The classroom portion of the building will be open from 7:30 A.M. to 3:35 P.M. with the high school and junior high school students' day beginning at 8:00 and ending at 3:04. Students in the classroom portion of the building before 7:30 or after 3:35 must be rerouted to or from a teacher and have permission by the Principal.

#### **MAKE-UP WORK**

A student shall have the opportunity to make up schoolwork missed due to any excused absence. All make-up work shall be completed within a reasonable length of time following the absence. This will be two days for every day of absence unless other arrangements have been made with the instructor. It is the student's responsibility to take the initiative to contact teachers and make arrangements for making up work.

- A. When a student returns from an absence other than for school activities, a make-up slip will be issued by the secondary office marked "excused" or "unexcused."
- B. The student will complete the make-up work within two consecutive school days for each day the student was absent.
- C. All work missed must be made up, whether the absence was due to school activities or for other reasons. If arrangements have been made with the instructor, work, which is not made up, will be treated as an incomplete. Incompletes change to zeros if not made up within one week. No student having an "incomplete" will be eligible for the honor roll.

**EXAMPLE 1:** A student misses class on Monday. He/She will pick up a make-up slip on Tuesday. All teachers will make assignments and sign. The student then is responsible for completing the make-up work in the time allowed. Should the student not complete the work in the required time, a grade of zero will be recorded for the work not completed. If a student needs more time, and contacts the teacher(s) to arrange for more time, prior to the end of the allowed makeup period, the teacher(s) may grant the extended time.

**EXAMPLE 2:** A student misses two days of class, and on one of those days, the teacher informs the class of a test and the test date. The teacher uses a revised exam with the absent student. However, preparation time exceeds the four day limit. A time extension would be granted. In the case where the student is aware that he/she

has a scheduled exam and is absent the day it is given, he/she will usually be required to take the exam immediately upon return to class and should be prepared to do so

### **PERFECT ATTENDANCE:**

Awards will be presented at the end of the year to students who did not miss any school except for school-related functions or approved state or national youth activities.

### **PUBLIC DISPLAY OF AFFECTION:**

Public displays of affection at school or school functions are not acceptable and will be considered disruptive behavior.

### **BEHAVIOR/DISCIPLINE**

The Principal, Superintendent, or School Board reserves the right to withdraw any student from any class if it is in the best interest of the student or other students in the school. Refer to the discipline matrix at the end of this of this handbook for more specific issues and consequences.

### **BILLS:**

Students need to pay all bills owed to the school and clear all financial responsibilities before being allowed to "check out" at the end of the school year and before transcripts of credits can be issued or a final report card issued. Students will be responsible for the cost of replacing any school materials or property that has been lost or damaged while placed in the student's care.

### **CARE OF BOOKS:**

At the beginning of the year, most teachers will check out books to students. Students should note in writing any damages to the book received at the beginning of the year. At the end of the year, the teacher will look over books to note any damages which occurred to books and the teachers will assess and collect such damages based as follows:

Missing page:	Price of new book
Broken/torn spine or cover:	\$5 or cost of new book if damage is extreme
Water/mud damaged pages:	From \$3 up to cost of new book
Torn page(s):	From \$1 up to cost of new book
Writing on pages:	From \$.50 to \$5
Part of page missing:	Price of a new book.

Costs may be adjusted according to the age of the book. Students must assume full responsibility for materials checked out to them. The above rates apply to texts, not workbooks.

### **CHANGING CLASSES:**

Classes may be changed during the first two(2) days of any semester provided the student requests a drop/add slip from the office and receives approval from: the parent(s), the teachers involved, the guidance counselor.



### **CHEATING:**

Misrepresentation of academic assignments constitutes cheating and will not be tolerated. Zeros will be given when “cheating” has occurred. Academic cheating includes (but is not limited to) the following: bringing unauthorized material to an examination, copying another student’s work on any assignment or test, misrepresenting someone else’s work as one’s own (including borrowing or purchasing term papers), and plagiarism. (See discipline matrix for consequences).

### **CLASS TRIPS:**

During the first semester of the school year the Senior Class Advisors will hold a meeting for all senior students with the purpose of organizing a Senior Trip Committee.

Purpose:

- The committee will be responsible for planning and organizing the Senior Class Trip.
- Upon determination of a destination, the Committee will formulate a budget, write up an itinerary, and provide a list of chaperones to the Board of Education by the February board meeting for consideration. At this time the Board will consider the proposal and make a determination regarding the trip.
- If approved, monies raised by the Senior Class will be allocated to the Senior Trip Committee for the purpose of funding the trip. Should the senior trip plan package be denied or suitable chaperones are not found, funding for the trip will not be granted.
- Chaperones may be required to submit to a criminal background check. At least one chaperone must be a certified employee of the school district and the Senior Class will be responsible for any substitute charges incurred for that district employee.
- All seniors participating in the senior class trip will be required to provide a release signed by the parent or guardian. Additionally, if the senior is 18 years of age or older they will be required to sign a release also.
- The release will constitute an agreement by the senior class to abide by this policy.
- Chaperones will have authority to send any student, accompanied by a chaperone, home by public transportation at the parent’s expense if the student refuses to abide by rules of conduct established by this policy or the chaperones.
- All student backpacks, purses, bags, or other personal items are subject to search by the chaperones at any time.
- Confirmed use of alcohol or illicit drugs on the senior trip will result in suspension from participation in the graduation ceremony.
- Senior Trips are limited to one (1) day. No overnight senior class trips are permitted.

There shall be no other class trips sponsored by the Harding County School District. Trips of an educational nature, i.e. field trips, may be approved by the Principal.

*Note: The above policy refers only to class trips. It does not apply to Science Fairs, Academic Olympics, College Days, etc.....*

*Adopted March 15, 2006*

## **DANCES:**

### **DANCE POLICY:**

**File: JFCB**

#### **Casual Dances**

1. All school-sponsored dances shall be scheduled and approved with the principal.
2. School dances will be “closed.”
  - a. No one may return to the dance after leaving unless supervised by the chaperones.
3. The same rules of conduct apply to school dances as other school functions.
  - a. If a student’s behavior is inappropriate or dangerous to him/herself or others he/she will be removed from the dance and released to a parent.
4. Only students who attend Harding County High School and are in grades 9-12 will be permitted to attend high school dances unless pre-approved by the principal.
  - a. Junior high students may request their own dances. Only 6<sup>th</sup>-8<sup>th</sup> grade students of the Harding County School District may attend unless pre-approved by the principal.
5. Chaperones must be pre-approved by the principal.
  - a. A minimum of three chaperones are required.
    - i. Chaperones must include at least one staff member.
6. Students are to dress appropriately.
  - a. The school dress code will be enforced.
    - i. No clothing that is soiled, torn, or ragged.
    - ii. No attire displaying obscene or vulgar text or symbols.
    - iii. No articles of clothing in which the primary focus is advertisement of tobacco, drugs, or alcohol.
    - iv. No see-through or provocative clothing.
    - v. No halter tops or shirts with spaghetti straps.
    - vi. No shirts or blouses that do not fully cover the waist.
    - vii. No hats, caps or sunglasses.
    - viii. No other articles of clothing that a chaperone determines to be distracting.
7. Students are to dance in good taste.
  - a. Chaperones retain the right to stop inappropriate dancing.
  - b. Face-to-face dancing is suggested.
    - i. No sexually suggestive dancing.
8. Music will be in good taste.
  - a. No obscenities or vulgar language.
  - b. Chaperones retain the right to stop inappropriate songs.
9. Chaperones retain the right to stop the dance if deemed necessary.
10. Prices of dance will be determined by Administration.

#### **Prom/Other Formal Dances:**

1. Prom will be “closed.”
  - a. No one may return to prom after leaving unless supervised by the chaperones.
2. The same rules of conduct apply to prom as other school functions.
  - a. If a student’s behavior is inappropriate or dangerous to him/herself or others s/he will be removed from the prom and released to a parent.
3. Guests may be invited to attend the prom if they are sponsored by a Harding County High School student and approved by the principal.
  - a. All school rules apply to guests, and the sponsoring student will be responsible for the behavior of the invited guest.

- b. All invitations must be submitted to and approved by the principal before the conclusion of the previous school week prior to prom.
- 4. Prices of dance will be determined by Administration.
- 5. There will be allowances made in the dress code to accommodate for the current fashions in formal wear, however, midriffs must be covered.
- 6. A minimum of 3 chaperones are required for prom.
  - a. The chaperones must be pre-approved by the principal.
- 7. Students are to dance in good taste.
  - a. Chaperones retain the right to stop inappropriate dancing.
  - b. Face-to-face dancing is suggested.
    - i. No sexually suggestive dancing.
- 8. Music will be in good taste.
  - a. No obscenities or vulgar language.
  - b. Chaperones retain the right to stop inappropriate songs.
- 9. Chaperones retain the right to stop the dance if deemed necessary

(Adopted November 13, 2006)

#### **ELECTRONIC DEVICES POLICY:**

**JFCB-A**

Students are not allowed to have a visible cell phone in the school building during school hours without written permission from an administrator.

Students who have a visible cell phone, or any other electronic device, including personal iPads, iPods, etc. and/or if a student is using a cell phone or any of its functions in the school building during school hours the following consequences will be imposed-

**1<sup>st</sup> offense:** Confiscation of the device, device turned in to the administration, one (1) day in-school suspension, parents called. **The device will be returned to the student at the end of the day.**

**2<sup>nd</sup> offense:** Confiscation of the devices, device turned in to the administration, one (1) day out-of-school suspension, parents called to pick up the device. **The device will not be returned to the students.**

Harding County School District IS NOT RESPONSIBLE FOR PERSONAL, LOST, STOLEN, OR BROKEN ELECTRONIC DEVICES.

Adopted July 12, 2007

Revised: February 10, 2015

#### **DESTRUCTION OF SCHOOL PROPERTY:**

Any student, who defaces or otherwise destroys any school building, property, equipment or outbuilding thereof, is liable to suspension or expulsion from school. That student is also liable for the cost of such destruction. Materials, equipment, and lockers will be considered the responsibility of the student to whom it is checked out or entrusted and costs for damage or loss will be assessed.

## **DETENTION:**

Detention means spending time outside regular school hours and is used as a consequence for failure to follow school rules and policies. Detention is scheduled through the high school office and must be made up at the time indicated. Failure to appear at a detention period without the principal's approval will result in the doubling of detention time. A subsequent failure will result in the student being assigned "recovery time" or suspension. A student will be ineligible to participate in extra-curricular activities until all detention is served. All students who ride the bus will be allowed to spend detention the next school day following its assignment. Others will be expected to attend detention on the day of the problem after school or the amount of time will be doubled. Detention will also be assigned for tardies that are unexcused.

### **EXAMPLES OF INCIDENTS THAT CAN RESULT IN DETENTION**

#### **30 Minutes to 1-Hour Detention**

- Class disruption which disturbs the learning environment
- Assignment not completed (may also include a zero grade)
- Loud, boisterous noises
- Unsportsmanlike behavior
- Wearing hat in building
- Annoying actions or noises that disrupt class
- Being in hall without approval
- Not being responsible for getting a make-up slip when absent

**Please refer to the discipline matrix at the end of this handbook for further enforcement of behavior/discipline!**

### **EXAMPLES OF INCIDENTS THAT CAN RESULT IN IN-SCHOOL or OUT-OF-SCHOOL SUSPENSION**

#### **In-School Suspension (1/2 credit for all work completed)**

- Disrespect for any staff personnel
- Threatening or Intimidating Acts
- The accumulation of three minor offenses
- Public Displays of Affection (holding hands, kissing, hugging, . . .)
- Behavior so disruptive as to sabotage the education process
- Leaving the school campus without proper permission
- Extreme cases of rudeness or vulgarity
- Habitual violation of dress code
- Violation of driving rules
- Unauthorized use of school equipment
- Irregular attendance/truancy (this includes skipping detention)
- Discharging fire extinguisher (also pay for recharging extinguisher)
- Cheating or plagiarism

#### **Out-Of-School Suspension (1/2 credit for all work completed)**

- Damage to school property or personal property of others (pay for damage)
- Verbal abuse of teacher, staff member, or another student
- Fighting -- no matter who starts it
- Inciting another to fight
- Refusal to follow the orders of those in authority
- Possession of a dangerous weapon (police will be notified.)
- Possession of tobacco products (police will be called if under age)

- Habitual major infractions
- Being under the influence of drugs or alcohol (first offense) Reported to authorities.
- Other severe behaviors judged detrimental to the school operation
- Harassing
- Unexcused absence

### **EXAMPLES OF INCIDENTS THAT CAN RESULT IN EXPULSION HEARING**

- Physical abuse of teacher, staff member, or another student
- Possession of drugs, tobacco products, or alcohol (Police notified)
- Stealing (includes notification of police)
- Extortion (includes notification of police)
- Threatening another with a dangerous weapon (includes confiscation and notification of police)
- Being under the influence of drugs or alcohol (second offense and after)
- Habitual major infractions

### **THREATENING OR INTIMIDATING ACTS:**

Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being and property. Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

**Please refer to the discipline matrix at the end of this handbook for further enforcement of behavior/discipline.**

### **DOGS:**

Dogs are not allowed on the school grounds during the school day, which includes reasonable periods before and after school. Dogs will not be allowed in the school building at any time. Safety of the children is primary. If its owner cannot immediately remove a dog, the law enforcement agencies will remove the dog. Exceptions will be made, but must go through the Principal in advance.

### **DRESS:**

Students are reminded that attire or appearance that is disruptive to the normal operation of the school is not acceptable. Any dress that sets up a special group or disturbs classroom activities or the school routine is not allowed. If your apparel is considered to be disruptive by the teacher or principal you will be asked to change it. The principal has been given the authority by the Board of Education to suspend students who violate the matter of proper dress. Some examples of inappropriate dress are given below:

- Clothing that is soiled, torn, or ragged (exp. Excessive rips in jeans)
- Attire displaying obscene, vulgar or sexual innuendos
- Articles of clothing in which the primary focus is advertisement of tobacco, drugs, or alcohol
- Undergarments (bra straps, boxers, etc.) should not be visible
- Halter tops or shirts with spaghetti straps if deemed inappropriate
- Clothing that reveals midsections, cleavage, shoulders, legs and other body parts may be offensive to fellow students and school employees.

- Shoes must be worn at all times
- Hats, bandanas and caps worn in the school building during the school day (During Hat Day—No Vulgarly)
- Going without shirt or shirt unbuttoned
- Other articles that a teacher or principal determines to be distracting
- Hoods are not allowed to be pulled over head during school hours.

### **EARLY GRADUATION:**

Students of Harding County High School are permitted to graduate early. In these exceptional cases, the following are to be met:

- Parents or guardians shall meet with the Superintendent and Principal and Counselor to determine the qualifications of the student to enter an early graduation program.
- Parents or guardians must submit in writing their consent to have their child in an early graduation program.
- The student must submit in writing his/her request stating the reason(s) why he/she wishes to graduate early one year prior to anticipated graduation date.
- All graduation requirements must be met.

## **ACTIVITIES POLICY**

### **CONCUSSION/IMPACT TESTING**

All students who participate in interscholastic competition must take the concussion/impact test provided by the Harding County School District before they are allowed to participate in any interscholastic sport including practice.

### **REMOVAL AND RETURN-TO PLAY POST CONCUSSION**

The Harding County School District will follow the SDHSAA policy on concussions. More specifically, removing a student/athlete from play and return-to-play post concussion. In addition, the licensed health care provider the parent(s) chooses to take their student/athlete to for care, will have complete discretion on when that student/athlete returns to play and the guidelines to be followed when they return. Furthermore, Harding County School District will not allow participation in any activity post concussion until they get a release from a licensed health care provider.

### **HARDING COUNTY RANCHER CODE OF ETHICS**

Students involved in any athletic programs are under the full direction of the coach along with his/her assistants. Students are expected to abide by the rules and regulations set up by their coaches. Failure to abide by the rules is sufficient cause for a student to be dismissed or dropped from a sport.

No student will be permitted to practice without a physical examination, proof of insurance or insurance waiver and a medical consent form.

All SDHSAA policies and procedures will be followed and conformed to along with the Harding County High School policies. The Harding County Code of Ethics is in effect from the first day of VB/FB practice in August until the Sunday morning (12AM) following the state track meet. Every student/athlete must abide by these rules throughout the school year regardless of what sport they participate in.

**\*Note: Example-If a student only participates in basketball and no other sport, they will start following the code of ethics on the first day of VB/FB practice in August and will continue to follow the code of ethics until the Sunday morning(12AM) following the state track meet. In other words, training rules last all year long, no breaks between seasons!!**

**All discipline will carry over to the following sport and school year if the consequences have not been met by the end of the previous season/school year. In order for a student to carry out the discipline they must be out for the activity within the first week of the season and continue in the activity until after the state tournament or until the team is eliminated from further competition.**

These rules are the minimum and may be strengthened by the individual in charge of the activity. Activities under the Rancher Code of Ethics are, but not limited to the following:

Girls Sports		Boys Sports	Other Activities
Cross Country	Cross Country		Band
Basketball	Football		Chorus
Volleyball	Basketball		Drum Line
Track	Track	Color Guard	
Cheerleading	Wrestling	Drill Team	
Golf	Golf		

### **1. Controlled substances or marijuana:**

Athletes will follow SDCL 13-32-9. This law is provided in detail at the end of this handbook.

In addition any student who needs to serve discipline concerning this section during an activity season will also be ineligible for all post-season awards that are given through the school for that activity where the discipline was served. This can and will include awards voted on by outside agencies.

**2. Drugs, Drinking, Tobacco:** The use, possession, acquiring, delivering, or transportation of tobacco, and/or alcohol is not allowed. Also, no student will be present at parties where alcoholic beverages are being served or at drinking establishments (bars). This does not include restaurants that serve alcohol to consenting adults. Confirmed violations can include self incrimination and or a report from an adult, staff member, or student that has been investigated and confirmed to be true by administration.

**Refer to discipline matrix on back page of this handbook for consequences for first, second, and third offenses.**

### 3. Academic Eligibility:

Starting the third week of each quarter (September, November, January, & March), grades will be posted by 9:00 am, Monday morning on DDN campus. Teachers will take a minimum of two grades per week in each class. Any student, who is below 70% in any class, will be ineligible for all games or performances starting immediately from that Monday through Saturday and until all grades are above an "F". Ineligible students shall be allowed to practice, or complete team or group assignments, but will not be allowed to participate in activities or competitions. ***Furthermore, the ineligible student(s) may not be allowed to travel with the team if the traveling causes the student(s) to miss any part of the school day. This includes playoffs and state tournaments.*** The principal will provide for the notification of students, coaches, or program sponsors/directors of ineligible students on a weekly basis. In addition, if a student fails a class at the end of the first 18 weeks (December) or second 18 weeks (May), they will miss the first four weeks of the next event they participate in starting with the first practice after the semester. This penalty will carry over from the previous year.

***\*Note- The principal will determine eligibility and procedure in situations that may not be fully addressed in this eligibility policy. The principal's decision may be appealed to the superintendent. The superintendent's decision may be appealed to the Board of Education.***

### 4. Extra Curriculars and Absences:

In order to participate in a **HOME** performance/activity, the student must be at school the day of the performance/activity for at least four(4) periods when the activity is after school. If the performance is **AWAY** and ***the bus leaves before the school day ends***, the student must be in school the day of the performance/activity for at least 4 periods.

***Example: Basketball game in Dupree and the bus leaves at 1:00(6th period) the student must be at the beginning of his/her 3rd period class. If any performance begins during the school day*** (Example: Track meet starting at 1:00) the student must be at school for at least four (4) periods the **day prior** to the performance or activity.

***Example: Track meet is on Tuesday at 1:00 and bus leaves at 10:00. The student must be in school for at least four (4) periods on Monday to be able to attend the track meet on Tuesday.*** Class periods will not roll over to the next day. ***Example: Student comes for 7<sup>th</sup> and 8<sup>th</sup> period on Monday and 1<sup>st</sup> and 2<sup>nd</sup> period on Tuesday before bus leaves at 10:00 for track meet. This does not constitute 4 periods.***

This includes excused absences such as sickness, medical appointments, work, family outings, etc. Events including the following; funerals, weather related incidents, and other family/medical emergencies can be excused if cleared with the Principal prior to the athletic event. **Administration does have the right to ask for a note from a medical professional to verify any absence.**

### 5. Curfew:

All athletes are to be home by 10:30 pm each night and the night before an activity, except on weekends when that time will be 11:30 pm (Example: if a contest is held on Saturday, the curfew on Friday night will be 10:30 pm). Confirmed violation of curfew will result in a 1 game suspension from the team. The second confirmed violation of curfew would result in 3



weeks or 3 games (whichever is longer) suspension from the team. The third confirmed violation will result in removal from the team.

***\*Note- If the student is under the direct supervision of their parent(s) or legal guardian, there will be no violation of curfew.***

#### **6. Dress Code:**

Participants must dress appropriately for all school sponsored activities, including activities the participant is not involved in. If your apparel is considered to be inappropriate you will be asked to change it. The school dress code will be enforced by all athletic coaches and supervisors.

#### **7. Conduct:**

Student/Athletes must not only maintain the required academic standards, but also proper standards of conduct both in and out of school. Any student/athlete guilty of misconduct such as stealing, inappropriate behavior as defined by the AD and Coach, willful destruction of property or disregard for school authority will be subject to discipline determined by the coach, principal and athletic director. This could be a suspension from an event/activity for an undetermined length of time. A student/athlete must pay for any abnormal damages to school issued equipment.

**Refer to discipline matrix on back page of this handbook for consequences for first, second, and third offenses.**

#### **8. Due Process:**

Students who are accused of misconduct are entitled to a due process hearing with the personnel involved with their activity and an administrator.

Adopted by Harding County School Board-May12, 2008

#### **PHYSICALS:**

The state requires all student athletes to have a yearly physical and concussion test before beginning a sports season. This includes all students in grades 6-12.

#### **INSURANCE /WAIVER:**

All students who participate in interscholastic competition must be covered by accident insurance. If the student is covered under a family policy, a waiver is signed stating that the student is covered. If the student is not covered, the school distributes an insurance policy, which is endorsed by the national Federation of State High school Associations. The family may elect to purchase this coverage or find/purchase another. Please note, Harding County schools are not in the insurance business. We only distribute the student accident forms. The school receives no financial incentive from insurance companies. Harding County School carries catastrophic insurance on all student athletes.

### **FUND-RAISING:**

The principal must approve all fund-raising projects that involve the Harding County School District name. No posters/flyers can be distributed on school grounds without prior authorization from the Principal.

### **CLASS RANK:**

A 12 point scale is used to determine class rank

### **GRADING:**

File: IKA

## **GRADING SYSTEMS**

The following is the grading system for the Harding County School District 31-1. A 4.0 scale will be used to determine GPA in grades 6-12. Class rank is figured for each student at the end of every semester. For the purpose of figuring class rank, the 12-point scale will be used.

<b><u>Percentage</u></b>	<b><u>Grade</u></b>	<b><u>GPA</u></b>	<b><u>Points</u></b>
<b>100%</b>	<b>A+</b>		<b>12</b>
<b>99-97%</b>	<b>A</b>	<b>4.0</b>	<b>11</b>
<b>96-94%</b>	<b>A-</b>		<b>10</b>
<b>93-92%</b>	<b>B+</b>		<b>9</b>
<b>91-88%</b>	<b>B</b>	<b>3.0</b>	<b>8</b>
<b>87-86%</b>	<b>B-</b>		<b>7</b>
<b>85-84%</b>	<b>C+</b>		<b>6</b>
<b>83-79%</b>	<b>C</b>	<b>2.0</b>	<b>5</b>
<b>78-77%</b>	<b>C-</b>		<b>4</b>
<b>76-75%</b>	<b>D+</b>		<b>3</b>
<b>74-72%</b>	<b>D</b>	<b>1.0</b>	<b>2</b>
<b>71-70%</b>	<b>D-</b>		<b>1</b>
<b>69% -Below</b>	<b>F</b>	<b>0</b>	<b>0</b>

### **GRADUATION REQUIREMENTS:**

To graduate from Harding County High School a student who will graduate in 2005 or thereafter must acquire 22.5 credits. The following courses are required for graduation as determined by the South Dakota State Board of Education and/or the Harding County School Board of Education.

English I, II, III, and IV.....	<b>4 units</b>
Mathematics .....	<b>3 units</b>
Physical Science and Biology.....	<b>3 units</b>
Geography, U.S. History, World History and Government....	<b>3 units</b>
Computers.....	<b>1 unit</b>
Fine Arts.....	<b>1 unit</b>
Electives.....	<b><u>9 units</u></b>
TOTAL.....	<b>22.5 units</b>

➤ **Students graduating in 2010 or after will also need the following classes to graduate:**

- a.) Physical Education
- b.) Personal Finance/Economics
- c.) World History

\* The Speech requirement is fulfilled during the sophomore English class.

\*In order to graduate a student must be in attendance at Harding County High School the second semester of the senior year except in special cases that will be determined by Board of Education action.

Effective Sept. 1, 2013, students will be required to take one-half credit of physical education and one-half credit of health. (NOTE: Schools will have the option of integrating health in lieu of a stand-alone health course.)

Effective Sept. 1, 2013, students will have the option of completing a capstone experience or participating in service learning, as part of a short menu of options.

That menu includes:

- Approved career and technical education courses
- World languages
- Capstone experience or service learning

**SOUTH DAKOTA COLLEGE & UNIVERSITY ENTRANCE REQUIREMENTS:**

The following courses must be completed for admission to South Dakota colleges and universities:

<b>English</b> --4 years	<b>Laboratory Science</b> --3 years
<b>Social Studies</b> --3 years	(Physical Science, Biology, Advance Biology, Chemistry, Physics)
<b>Mathematics</b> - 3 years	<b>Fine Arts</b> --1 year
(Algebra or above)	<b>Computer Science</b> - -1/2 year

**GYMNASIUM:**

Students are not allowed in the gym unsupervised before, during, or after school. Use of the gym is not authorized outside of school hours including weekends or lunch time unless a school employee or an approved adult is present at all times.

**FOOD AND BEVERAGES:**

Allowing food and certain drink items will be left up to the classroom teacher. Students are expected to follow the rules of each classroom. Failure to do so will result in disciplinary action. There will be no energy drinks allowed on school grounds by students. All food and drink privileges will be terminated if, in the opinion of the principal or superintendent, it is being abused. Note: NO SUNFLOWER SEEDS OR PISTACHIOS in school.

**HONOR ROLL:**

Students will be recognized for academic achievement at the end of the first nine weeks, first semester, third nine weeks and second semester. The honor roll is a listing of all students who have achieved a superior grade status and deserve recognition.

**Gold** - All A's

**Silver** - All A's and 1 B

**Bronze** - A's, B's and no more than 1 C

\* No student will be eligible for the honor roll that has any grade below a "C" regardless of his/her grade point average.

**HONOR STUDENTS:**

Honor students for graduation purposes must average a 3.25 GPA or above based on a 4.0 point grading system for the entire 4-year period.

**INCOMPLETES:**

Any student who has incomplete work at the end of a nine-week reporting period will be allowed one week in which to make it up. With the principal's approval allowances may be granted for extended illnesses or other extended absences. Teachers may assign a penalty for incomplete assignments turned in late. Incompletes change to zeros if not made up. No student currently having an Incomplete will be considered for Honor Roll or Honor Student recognition.

**INSURANCE:**

Students may participate in the group insurance plan at their own discretion. The Board of Education will assume no responsibility other than making the program available. Delta Dental Plan will also be made available.

**LIBRARY RULES:**

Rules governing conduct and use of books and media are posted in the library. These rules are not negotiable.

**LOCKERS:**

Your locker is subject to periodic inspection for cleanliness and may be entered by the principal or superintendent at any time. Further, if there is reasonable cause to suspect alcohol, drugs, explosives, or any other items considered harmful or unlawfully obtained, your locker may be searched. A two-member team will inspect the locker.

\*Locker numbers will be assigned. It is to the student's advantage to lock his/her locker. The school will not be responsible for a student's possessions if they are stolen or vandalized. Lockers are equipped with built in locks and students may seek their combination code from the Principal.

### **MESSAGES AND CALLS:**

Except in cases of emergency, students will not be called from class. Messages will be taken and given to the student during free periods or during class breaks. Students will use the school phones to return these calls.

### **LUNCH BREAK:**

Students having a valid driver's license and their parents or guardians letter of permission on file in the principal's office may drive ***home*** for lunch. Students are prohibited from giving rides to other students except siblings mentioned in the permission letter.

- A. Written application for permission for the student to drive during the lunch period shall be made by the parents or legal guardians in letter form. The letter shall state that the student does have a valid driver's license. It must state other siblings to be permitted to ride along. No other students will be allowed to ride besides siblings.
- B. The superintendent or principal shall keep the written letter of request from the parent on file. The parent or guardian will be notified in writing that the student has or has not met the requirements and is or is not authorized by the school to drive during the lunch period.
- C. Permission to drive during the school day in emergencies need not be made in writing. In lieu of written request, the parent or guardian may phone in their request.
- D. Students who do not live in town will not be allowed to leave school for lunch. If a student lives out of town and has a parent who works in town, they may be allowed to go have lunch with their parent with written or phone-in permission.

**\*STUDENTS ARE NOT ALLOWED TO DRIVE FOR LUNCH UNLESS ALL REQUIREMENTS HAVE BEEN MET**

- Students may be permitted to drive during the school day by the principal or superintendent provided that an emergency exists and the parents or guardians of the student know and approve. Consideration to be allowed to drive for such emergencies in the future will be endangered if the student is seen driving recklessly, giving rides to unauthorized students or in other way using this privilege to endanger the safety of others or hamper the safe, orderly running of the school.

Loud music and obscenities will not be tolerated on school grounds. An open lunch period is a privilege, so don't abuse it or it can be taken away. Be courteous and realize that the elementary students have recess at this time and your behavior can greatly influence them.

Students returning to school late from lunch will have an unexcused tardy charged to them. During inclement weather, students are to remain in the commons area and are not allowed in any classroom unless accompanied by a staff member.

**OTHER VEHICLE USE:**

- A. All students driving to school will park their vehicles upon arrival. Vehicles will not be moved for the balance of the school day without approval of the principal.
- B. Any student driving during school hours without permission will be considered to be in violation of the driving rules.
- C. During the noon break, students may ride with parents and/or grandparents and with any adult who has children or grandchildren in the Harding County School system.
- D. Driving covers all motorized vehicles.
- E. Exceptions will be made only by the principal or superintendent.
- F. No parking of vehicles on the playground before, during, or after school is allowed without permission.
- G. Reckless driving in the vicinity of the school during school hours or school events will result in suspension and/or revocation of driving privileges.

**PEP RALLIES:**

Cheerleaders will:

- 1.) Request permission from the Principal's office.

The scheduling of pep rallies shall be made by the activities director in consultation with the principal in advance and shall not take more than 20 minutes of school time.

**PERSONAL PROPERTY:**

The school will not be responsible for lost or damaged personal property of students. Lockers are provided in which to put personal property. Students should not put money or lunch tickets in their lockers. Items such as musical instruments that are too large to fit in lockers may be left in the office. Instruments damaged or lost while being left unattended will be the student's responsibility, not the schools. Articles are not to be left in the restrooms.

**POSTERS/ANNOUNCEMENTS:**

All posters, signs, announcements, etc. must have prior approval of the school administration before being posted anywhere on the school premises.

**PROGRESS REPORTS:**

At the end of the third week of each quarter, and throughout the semester, progress reports will be sent to parents of students whose academic performance warrants such action. A deficiency report will be sent for students who have a grade average of 76% or below in a course. Deficiency slips may also be issued for students who are not working up to their ability.

## **REGENT SCHOLARS:**

South Dakota high school graduates completing the following high school courses with no final grade below a “C” (2.0 on a 4.0 scale) and an average grade of “B” (3.0 on a 4.0 scale) shall be designated as a Regents Scholars and shall be eligible to receive a Regents Scholar Diploma upon request by a high school administrator to the Department of Education and Cultural Affairs. High school graduates designated as Regents Scholars automatically are admitted to all six public universities.

**4 units of English:** Courses with major emphasis upon grammar, composition, or literary analysis; one year of debate instruction may be included to meet this requirement.

**4 units of algebra or higher mathematics:** Algebra, geometry, trigonometry or other advanced mathematics including accelerated or honors mathematics (algebra) provided at the 8<sup>th</sup> grade level; not included are arithmetic, business consumer or general mathematics or other similar courses.

**4 units of science including 3 units of approved laboratory science:** Courses in biology chemistry, or physics in which at least one (1) regular laboratory period is scheduled each week. Accelerated or honors science (biology, physics or chemistry) provided in the 8<sup>th</sup> grade shall be accepted. Qualifying physical science or earth science courses (with lab) shall be decided on a case by case basis.

**3 units of social studies:** History, economics, sociology, geography, government—including U.S. and South Dakota, American Problems, etc.

**2 units of a modern (including American Sign Language) or classical language**

**2 units of approved CTE course or combination of the two**

**1 unit of fine arts\*:** Effective fall 2005 for students graduation from South Dakota high school in Art, theater or music—appreciation, analysis, or performance.

\*One-half unit of fine arts remains effective through Fall 2004.

**½ unit of computer science:** Students will have basic keyboarding skills and have had experience in using computer word-processing, database and spread sheet packages and in using the Internet or other wide area networks.

## **SCHOOL BOARD:**

The Board of Education (School Board) is made up of elected representatives from Harding County who has indicated their interest in the operation of the school. They meet officially on the second Monday of each month to deliberate school policy. Students may, upon application, appear before the School Board over issues that affect the entire student body. Permission to appear before the School Board is obtained from the principal or superintendent. The School Board welcomes students to Board meetings as observers and to make requests.

## **SENIOR OPEN CAMPUS:**

Seniors who score proficient in both math and reading on the Smarter Balanced Test will receive approval when the Principal grants it. However, the proper forms need to be filled out and given to the Principal prior to leaving school grounds. Starting the 2nd nine weeks, seniors who maintain an 86 percent average or higher in all classes will be eligible for open-campus privileges. The open-campus privilege may be revoked if it is abused, or upon parental request. Every unauthorized absence and tardy a senior has, prior to the time of being eligible for open-campus will delay the privilege one school day. Also, absolutely no driving of motorized vehicles including motorcycles, snowmobiles, ATVs, UTVs, etc. is allowed unless prior approval from Administration was granted and a parental release form is signed. If you are found as either a passenger or a driver of a motorized vehicle your open campus privileges will be terminated indefinitely.

## **SOUTH DAKOTA VIRTUAL SCHOOL POLICY:**

The Harding County School District 31-1 is a member of the virtual school system. Through this system we are provided great flexibility in serving our students academic needs. Delivery methods and registration cost vary depending on which providers we choose to use. These classes require students to have the skills to work independently with a minimum amount of instruction.

Harding County School District 31-1 will accept credits from the Virtual School for the following purposes:

**1. Standard Curriculum-** The district may utilize distance learning classes as part of the standard curriculum (ex: Spanish I & II). Any additional cost will be absorbed by the school district.

**2. Credit Recovery-** If a student fails to pass the course, the parents/guardian is responsible for the cost of the class.

**3. Scheduling Conflicts**—We recognize that in many cases scheduling conflicts can occur when students transfer into Harding County School District during their high school Years. The Virtual School can be used to resolve these scheduling conflicts. The costs will be absorbed by the district.

**4. Academic Challenge**—Eligibility and Conditions

- only students who are classified as seniors
- minimum 3.0 accumulative grade point average
- maximum of two credits accepted
- all costs will be the responsibility of the family

South Dakota Public Schools can only accept distance learning credit approved by the DOE and provided through the Virtual School System. In addition, all credit/coursework must be approved by the Guidance Counselor and High School Principal in advance. The Harding County School District requires students who enroll in AP courses/credit recovery classes to sign a contract.

## **STUDENT COUNCIL:**

When school begins, one boy and one girl from each class, as well as the class president, shall be elected to serve on the Student Council. The Student Council members are representatives of the student body. Their duties shall involve homecoming activities, school dances, and to serve as spokespersons for the student body in appealing school rules to the principal, superintendent, or Board of Education.

## **STUDENT PARKING AND DRIVING:**

Automobiles or other vehicles parked in parking lots owned by or under the control of the school district may be subject to search. Students are required to park in the parking lot east of the school. Harding County School District assumes no liability for damage to student vehicles or for any loss while these vehicles are operated or parked on the campus. Please keep vehicles locked at all times. Do not park in posted “No Parking”, “Fire Lanes”, or areas for people with disabilities. Any violation of the above regulations can result in disciplinary action.

## **TELEPHONE:**

Students may use the school telephones in the corridors between periods. Also, every classroom is equipped with a telephone and may be used in case of emergencies. Using the telephone is not a valid excuse for being late to class.



### **TESTING:**

Final semester examinations will be given in all academic courses. Nine-week tests may also be given and will count toward the student's final grade. All semester exams will be given in accordance with a pre-established test schedule. Further, information concerning how semester tests count toward the total grade is outlined in the course description document.

### **TRANSPORTATION:**

All students going on school trips will be transported by school authorized transportation. Vehicles involved must be adequately covered by liability insurance and driven by an approved adult. Any exceptions to this will be made only after the parent with the approval of the principal or superintendent has granted written permission. Students **must go** and **must return** in the bus or car assigned by the faculty member in charge. Students will only be allowed to ride to or from an activity with a parent and only with written notification from the parent. The district prefers that advance notice is given to the principal or advisor prior to leaving Buffalo if the parent intends to take the child from the event; however, in certain unavoidable instances, the parent, with written notification to the coach/advisor in charge, may be allowed to take the student directly from the event. If special circumstances arise, with written notification and prior approval of the administration and advisor before leaving Buffalo, a student may be allowed to leave an event with another responsible adult or relative. Each circumstance must be approved and the written notification must be provided prior to the bus leaving Buffalo.

### **SEARCH OF VEHICLE:**

Automobiles or other vehicles parked in parking lots owned by or under the control of the school district may be subject to search. The right of inspection of students' personal property on premises owned or controlled by the school district is inherent in the authority granted school boards and administrators. This authority may be reasonably exercised as needed in the interest of safeguarding students and their property and the property of the school district

### **WHAT DO I KNOW ABOUT MY CHILD'S TEACHER?**

The federal education law put in place by President Bush called "No Child Left Behind", requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response. *Approved by the Board of Education, 8/13/08*

**WEAPONS:**

The bringing of dangerous and/or illegal weapons onto school property or to school related activities is forbidden. No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. A “dangerous weapon” and/or “deadly weapon” is defined as any firearm (pellet gun, air gun, BB gun, look-alike or facsimile gun) knife (including pocket knives), device, instrument, material, or substance whether animate or inanimate, which is calculated and designed to inflict death or serious bodily harm or in the manner used is likely to inflict death or serious bodily harm. (See discipline section for consequences)

**YEAR-END CHECKOUT:**

No student will be allowed to check out of school before the end of the school year except in emergency circumstances. Since law establishes the length of the school year, the school cannot simply let students go early just because they want to. Students who are not in school the last day (check-out day) may check out during the teacher's clean-up days. If a student has un-served detention or Saturday school s/he will not be allowed to check out.

## HARDING COUNTY SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION

The Harding County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Compliance Coordinator for all  
other Inquiries:

Harding County School District  
Superintendent, Josh Page  
12474 Tipperary St. PO Box 367,  
Buffalo, SD 57720  
(605) 375-3241

Compliance Coordinator for Students:

Harding County School District  
K-12 Principal, Kelly Messmer  
12474 Tipperary St. PO Box 367  
Buffalo, SD 57720  
(605) 375-3241

File: ACC-3

### Racial Harassment Policy

District employees and student(s) shall not racially harass or intimidate other student(s) or employee(s) by name calling, using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Arayan Nation-White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all inclusive.)

All students are strongly encouraged to immediately report incidents of harassment. All staff members of Harding County School District are required to promptly report to the K-12 Principal all incidents of harassment of which they become aware by whatever means. Harding County School District will investigate all complaints of harassment, whether formal or informal. Racial harassment may be reported to the K-12 Principal either verbally, via email, or by filling out the racial harassment form. The form may be obtained from the High School secretary. A copy will also be included in the student handbooks distributed at the beginning of each school year.

School personnel are required to report incidents of alleged student-on-student harassment that may be based on race, color, and/or national origin that they witness or of which they have received reports or information, whether such incidents are verbal or physical or amount to harassment in other forms.

When a complaint has been filed, the district has 10 working days to complete an investigation of the incident. An investigative report is required to be completed by the K-12 Principal in order to document the course of the investigation. Written notice of the outcome of the investigation is to be provided to the parties involved.

The investigatory procedures documented in the investigatory report shall, at a minimum, include: (1) the name, race, and national origin of the alleged victim and, if different, the name

and race of the person reporting the allegation. (2). The nature of the allegation, a description of the incident and the date and time (if known) of the alleged incident; (3) the names and races of all persons alleged to have committed the alleged harassment, if known; (4) the names and races of all known witnesses to the alleged incident; (5) any written statements of the reporter, the victim (if different from the reporter), the accused student(s), and any known witnesses; (6) the outcome of the investigation, and (7) the response of school personnel and, if applicable, District-level officials, including the date any incident was reported to the police.

Harding County School District will investigate all incidents of harassment, and will take action to stop any and all harassment, remedy the harassment and prevent reoccurrence of the same.

The person responsible for receiving and/or investigating reports of harassment, including the investigatory report, shall be the K-12 Principal for Harding County School District. The Principal may be contacted at 375-3241 or by email. The principal is required to gather and maintain a file of all reports of incidents of harassment.

Harding County School District recommends that staff members who observe acts of harassment based on race, color, or national origin intervene to stop the harassment, unless circumstances would make such intervention dangerous. Staff members are required to report any observed acts of harassment to the Principal or Superintendent.

Any form of retaliation against persons who report alleged harassment or participate in related proceedings shall be prohibited.

Harding County School District will offer counseling services to any person found to have been subjected to harassment on the basis of race, color, or national origin and, where appropriate, to the person(s) who committed the harassment.

The Harding County School District shall maintain a plan for a comprehensive training program for District officials and administrators responsible for implementing and enforcing federal anti-discrimination and anti-harassment laws and related policies and procedures, as well as all appropriate school level and security personnel.

(Adopted October 10, 2011)

HARDING COUNTY SCHOOL DISTRICT  
REPORT OF RACIAL HARASSMENT

This form is to be used by any employee or student who has either observed or been subject to racial harassment. The incident should be reported as completely and accurately as possible. It is not, however, critical to be 100 percent precise. An investigation may require the complainant to be interviewed.

Date \_\_\_\_\_

Name of person making a charge of racial harassment: \_\_\_\_\_

Race and National Origin of person making charge \_\_\_\_\_

Race and National Origin of alleged victim (if different from the reporter) \_\_\_\_\_

Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Position or Grade: \_\_\_\_\_

Name and race of individuals involved in the harassment and indicate whether they are students or employees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give a description of the racial harassment in your own words (include the nature of the incident, what happened and the date and time of the incident):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and races of all witnesses, indicating whether they are employees or students:

\_\_\_\_\_  
\_\_\_\_\_

Complainant's signature \_\_\_\_\_

Please see the Harding County School District's policy on Racial Harassment for more information on the topic. Present this Report to your most immediate supervisor not involved in the harassment.

**OFFICE USE ONLY**

Outcome of investigation of this  
report \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time of report to Police (if  
applicable) \_\_\_\_\_

File ACC-2

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires the Harding County School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Harding County School District may disclose appropriately designated (directory) information without written consent, unless you have advised the district to the contrary in accordance with District procedures. The Primary purpose of directory information is to allow the Harding County School District 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; and
- Sports activity sheets, such as for wrestling, showing grade, weight and height of team member.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Harding County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing prior to the first day of school in the fall. Harding County School District has designated the following information as directory information:

- ~Student's name, address, telephone listing
- ~Student's date and place of birth
- ~Student's dates of attendance~Student's grade level
- ~Student's participation in officially recognized school activities and sport.
- ~Weight and height of students who are members of athletic teams
- ~Degrees, honors, and awards received
- ~The most recent educational agency or institution attended
- ~Pictures of students on the school's Infinite Campus Program and Web Site; and  
To the local papers for honors, sport highlights, scholarships, or other news  
Articles about students

Parents or Students who need assistance or who wish to file a complaint may do so by writing to the Family Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **Parent Involvement Policy**

In accordance with the requirements of section 1118 of the Federal No Child Left Behind Act of 2001, the following policy has been adopted by the Harding County School District to ensure that the district will encourage parental involvement in all areas of the education of the children who reside within the borders of the district.

### **We believe that:**

1. The child, family and school form a partnership in a child's education. All have roles and responsibilities.
2. Families come in all sizes, cultures, and descriptions and are to be respected in their uniqueness. We must recognize individual family strengths while respecting different methods of coping and adjusting.
3. Families should be made to feel welcome at school: in their child's classroom, school meetings and functions.
4. Preschool education is a vital part of a child's education. The school and family should work together to ensure a child is prepared to begin school ready to learn.
5. Families will be encouraged to share their varied talents and cultures with children at school to create a cross-cultural bridge of understanding.
6. The school is the education center for the community. Therefore, community education classes will be held which will expand the knowledge of the families as a whole.
7. Families will be included in the school decision-making process through an annual needs assessment. They will also have the opportunity to serve on various committees, such as the Indian Education Committee and the Andes Central School Board.
8. Families are to be included in their child's school discipline concerns.
9. It is the responsibility of the school to keep families informed about their child's needs and accomplishments.
10. The school will assist the family through parent training sessions so parents will be able to assist their children with academic assignments and other school-related activities.



*THIS STUDENT HANDBOOK MAY NOT COVER ALL SITUATIONS THAT MAY ARISE. HOWEVER, THESE ESTABLISHED PARAMETERS OF CONDUCT ARE DEVELOPED IN GOOD FAITH AND SERVE AS PRECEDENCE IN THE DECISION MAKING PROCESS OF SUCH SITUATIONS NOT SPECIFICALLY DELINEATED IN THIS DOCUMENT. ALL STUDENTS OF HARDING COUNTY SCHOOL ARE EXPECTED TO BEHAVE REASONABLY AT ALL TIMES.*

**We have read this handbook and carefully reviewed its contents. We agree that students shall abide by all of the rules and expectations within.**

**Student**\_\_\_\_\_ **Date**\_\_\_\_\_

**Parent/Guardian**\_\_\_\_\_ **Date**\_\_\_\_\_

