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HIGHMORE-HARROLD 7-12 2023-2024 PIRATE HANDBOOK

Every individual is entitled to courtesy and consideration in his or her relationship with fellow students and teachers. Students must earn this courtesy and respect by extending the same consideration to fellow students and teachers. Any action which injures others, damages private property, or obstructs the learning process or the operation of the school will not be tolerated. Students should use respect when addressing each other and staff. Loud, boisterous or profane language will not be tolerated. School rules are in effect at school, on school property, on busses or other transportation provided by the school, and at school sponsored activities.

RESPECT

The best discipline is self-discipline. The first step in achieving self-discipline is respecting yourself. The second and third steps are respecting others and respecting the school. If those three steps are followed, self-discipline will be realized.

ELASTIC CLAUSE

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis.

ACADEMIC REGULATIONS

GRADING SCALE

Grades will be based on the Highmore-Harold grading scale which is as follows:

	A	100-96	A-	95-94	
B+	93-92	B	91-88	B-	87-86
C+	85-84	C	83-80	C-	79-78
D+	77-76	D	75-72	D-	71-70
F	69				

GRADE POINT AVERAGE PROCEDURE

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

Only academic letter marks will be used for Grade Point Average for honor roll. P.E., band and chorus will use academic letters and will be included in GPA.

CLASSIFICATION OF STUDENTS

Eighth grade graduates having certificates of promotion will be admitted to Highmore-Harrold High School as a member of the freshmen class. To qualify for membership in the upper three classes, he or she must have earned the following credits in regular course work:

- Sophomore.....6 units
- Junior.....12 units
- Senior.....18 units

Failure of a student to have the specified number of units will place him or her in the preceding class.

JUNIOR HIGH MINIMUM GRADING

Academic assignments shall receive a grade no lower than 60% when the assignment having a majority of the assessment completed. Any student who refuses to complete work or opts to not complete work should receive a zero. Any student putting forth a legitimate effort but actual earned percentage is less than 60% should have the assignment or graded task recorded as a 60%.

Course grades will reflect the level of student academic achievement. Attendance is a non-academic factor that should be reported separately and not affect grades. Semester test attendance and grades will follow the student handbook requirements.

GRADUATION REQUIREMENTS CLASS OF 2024

Combined South Dakota and Highmore-Harrold School graduation requirements. A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

1. English – 4 units
English I – 1 unit
English II – ½ unit, Speech ½ unit
English III – 1 unit
English IV – 1 unit
2. Mathematics –4 units
Algebra I – 1 unit
*Geometry – 1 unit
*Algebra II – 1 unit
Senior Math or Pre-Calculus/Trigonometry – 1 unit
3. Lab Science – 3 units
Physical Science – 1 unit
Biology – 1 unit
*Chemistry or Physics – 1 unit
4. Social Studies – 4 units
Geography – 1 unit
World History - ½ unit,
American History I, II, III – ½ unit each
Government – 1 unit
5. One unit of the following – any combination:
Approved Career and Technical Education
Capstone Experience or Service Learning
World Language
6. One unit of Fine Arts
7. Personal Finance or Economics – ½ unit
8. Computer Science – 1 unit
9. Physical Education – ½ unit
10. Health– ½ unit
11. Academic Electives Courses 2.5

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take four units of Math. If a student is excused from Chemistry or Physics, they must still have three units of lab science.

The only students in the graduation line will be the ones that have completed their courses outlined in the Highmore-Harrold School District for graduation in the state of South Dakota.

WEEKLY INELIGIBILITY

Weekly ineligibilities will be figured on Monday morning of each week. Letters will be sent to parents and the students will be notified on Monday. Incompletes and loss of senior eligibilities will also be dealt with at this time.

PROGRESS REPORTS

Progress reports will be sent home to all students at the close of each 4 1/2 week period. When deemed necessary, teachers will send Special Reports to parents of students who are failing or in danger of failing a class.

REPORT CARDS

Report cards will be issued following the close of each nine week grading period.

CHANGE OF SCHEDULES

Students are asked to select their courses with the help of a parent, teacher, or counselor. Changes in their program may be made only during the first week of each semester when a good reason is presented, even then only with the permission of the parents, teachers, guidance counselor, principal, or superintendent. This will be done by the use of a drop-add slip.

CHEATING

Any student who cheats/plagiarizes on an assignment/test or violates normal testing procedures will receive an automatic zero for that assignment/test. Parents will be notified. With repeated violations, the students will receive zeros and may be subject to detention, ISS, OSS, or suspension.

INCOMPLETIONS

Students with incompletes at the end of the quarter or semester must finish work as quickly as possible, and it is the discretion of the teacher to dock their grades for work not completed on time. The maximum amount of time allowed is ten school days. If the incompletes are not taken care of by then, a grade will be recorded that reflects NO credit for incomplete work. In order for a student to be eligible for the honor roll, he or she must have the incomplete(s) completed five days after the quarter or semester ends.

ACADEMIC LETTER

To earn an academic letter a student, in grades 9-12, must have a 3.5 GPA each of two (2) semesters. A cutoff date in the second semester will be established by the administration for determining second semester qualifiers.

CORRESPONDENCE/DISTANCE LEARNING COURSES

To fulfill one of your credits, courses will only be accepted from an acceptable education institution(s) with the approval of the administration. Courses will only be allowed when scheduling prevents retaking a course or for a course not offered and then at student expense. All correspondence courses must be completed by May 1st to allow time for confirmation of a passing grade before graduation.

HONOR ROLL

MERIT HONOR ROLL.....4.00 only
"A" AVERAGE HONOR ROLL.....3.67-3.99
"B" AVERAGE HONOR ROLL3.00-3.66

Students with a D+ grade or lower in any class cannot be on the honor roll. To be eligible for the semester Merit Honor Roll a student must have been on the Merit Honor Roll for both quarters.

HONOR GRADUATES

Grade Point Average4.00 - 3.75 "With Highest Honor"
Grade Point Average3.74 - 3.50 "With High Honor"
Grade Point Average3.49 - 3.25 "With Honor"
Honor students will be chosen at the end of the third 9 weeks.

NATIONAL HONOR SOCIETY

To be eligible for membership, the candidate must be a member of those 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. Candidates must have a cumulative scholastic average of at least 3.25. The selection of members to the chapter shall be a majority vote of the faculty committee. Candidates shall be evaluated on the basis of service, leadership, and character.

ONLINE VS CLASSROOM COURSE POLICY

The Highmore-Harrold School District will allow high school students who are on track to graduate the opportunity to enroll in online classes. Students may enroll in online or distance classes only if the course is not

offered through Highmore-Harrold High School. Special circumstances may exist to bypass this policy, which should be brought to the attention of the high school principal, who reserves the right to accept or deny this request.

SEMESTER TESTS

Semester tests are given at the end of each semester. Schedules are made out and distributed to students and teachers at that time. **Beginning with the 2021-2022 school year, no semester test privileges will be allowed. All students will be expected to take semester tests.** Nine weeks tests will be given at the end of the first and third 9 weeks for all students.

SENIOR PRIVILEGES

I. Qualification for Privileges

A. Early qualification

1. **2nd Quarter – Senior must qualify for either the Merit or “A” Honor Roll**
2. **3rd Quarter – Senior must qualify for Merit, “A”, or “B” Honor Roll**
3. Be on track to graduate
4. Have and maintain 80% (C) or better grade in all classes.
5. Not have any discipline or attendance issues.

B. For privileges to start the fourth quarter;

1. Be on track to graduate
2. Have and maintain 80% (C) or better grade in all classes.
3. Not have any discipline or attendance issues.

II. Open campus during lunch time, and SRP.

- A. Seniors going out for lunch must leave the building immediately and return on time for next period.
- B. Driving privileges during lunch time or SRP period. Must have a signed waiver.
- C. Students must check out of SRP before leaving the school. Students must leave the building during this period. (Do not return early to hang around in the hallway) Students not checking out will lose privileges for 3 days. Second offense or continued offenses will be considered abuse of privileges. (See below)

III. Food and drink in the classroom

In addition to water as in the student handbook, senior may have bottled drinks such as pop, sport drink or juice. Food at the discretion of the teacher. This is to be a snack, not a meal, i.e. breakfast.

IV. Second Semester test exemption: **Revoked beginning 2021-2022.**

V. Maintaining Privileges

1. Seniors must maintain an 80% or better in all classes to retain privileges. If a student drops below 80% (C) they will lose privileges for 1 week.
 2. Seniors must maintain good attendance records with no disciplinary problems.
- VI. Abuse of privileges: 1 strike will result in loss of privileges for two weeks. Second strike results in loss of privileges for remainder of the year. Administration will decide what you will do during the suspension of privileges.

SCHOOL COUNSELING SERVICES

Students are encouraged to visit with the school counselor about education, career, social and personal problems and/or planning. Discussions with the counselor are kept confidential unless the welfare of the student is in question.

Individual counseling is available from the school counselor upon student, teacher, and parent/guardian request.

Students can receive information and assistance from the school counselor

- Advice and guidance in selecting classes, schedule changes, registration, credit checks, and transcripts.
- Information about correspondence courses
- Information about colleges and universities, technical schools, trade schools, or vocational schools.
- Information concerning the armed services
- Vocational information, job trends, and job opportunities
- Test information including national merit, PSAT, SAT, ACT, GATB, GED, ASVAB, etc. And the interpretation of test results
- Referrals to agencies outside of school
- Recommendations- such as, conferences with teachers or parents, counseling in the area of study, achievement, social relationships, activities, goals, and other personal issues or concerns.

SCHOOL CONDUCT POLICY

STUDENT BEHAVIOR EXPECTATIONS.

ATTENDANCE REGULATIONS - (SECONDARY)

Regular school attendance is essential for the student to make the most of his or her Education to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

We realize that absences will occur. Absences, which do occur, will be categorized as either excused or unexcused. For accounting purposes, students are considered absent when they are not in attendance, regardless of the reason. School sponsored activities are an exception. Families are encouraged to plan vacations to correspond with the times that school is not in session. Students are also encouraged to schedule dental and doctor appointments after school, on Saturdays, or during vacation periods. Local appointments that have to be during school hours should be scheduled around SRP study halls if possible.

The student's attendance record becomes a part of the permanent record maintained by the school. Prospective employers contact school officials about an applicant's attendance record.

Parents must notify the school when there is going to be an absence. Call the school office at (605) 852-2275 before 9:00 a.m. Any absence for an unknown reason will be marked as unexcused until a reason is provided by a parent. Parents will have until 10:00 a.m. the next school day to provide a reason. Any oral or written excuse must include the date or dates absent (morning, afternoon, or all day). A written excuse must always have the signature of the parent. The office may occasionally telephone parents to confirm written excuses. It is the student's and parent's responsibility to see that the school is contacted about a student's absence. Absences that remain unexcused will result in the student serving 1 detention per class period or 1 In School Suspension if the class periods = 8 or greater.

For accounting purposes, students are considered absent when they are not in attendance, regardless of the reason except for:

1. **School Sponsored Activities** (No Count)

2. **Inclement weather:** in regard to rural students. (No Count)
3. **Students may be granted two educational trips** accompanied by parents to visit vocational schools or universities, and will not be counted toward their attendance totals. Educational trips will be determined by the principal on an individual basis following a conference between the principal, parents/guardian and student. (no count)
4. **Visit to counselor, or Principal.** (No Count)

A student will be counted absent if he/she misses more than 15 minutes of any class period. Students leaving the building earlier than 15 minutes prior to the end of the school day will be counted absent for that period. Normal absences will be excused. These include, but are not restricted to, and **will be counted against the maximum** are:

5. **Illness:** of the student that is serious enough as to make attendance at school unsafe or harmful either to the student or to others. A doctor's statement may be required by the Principal. (One Count)
6. **Extended personal illness/medical condition, hospitalization, counseling or requiring a series of medical treatments, may be grouped when** A doctor's note will be required. (One Count) i.e. 3 days for a surgical procedure.
7. **Medical, dental or legal appointments** that cannot be made on Saturday or after school. (One Count)
8. **Death or serious illness, Funerals, family emergencies** in the student's immediate family, (One Count)
9. **Observance:** of religious holidays (One Count)
10. **National recognized youth programs** (One Count)
11. **Exceptional reasons:** with advanced approval of the Principal (One Count)
12. **Parental Requests:** The school realizes that parents may wish to have their child excused from school at their request for immediate or temporary work at home or an absence where the student is accompanied by the parent. Parental requested absences will be limited to five (5) times per semester. After the 4th or 5th parental request, a letter will be sent to the parents or guardians. After the 5th parental request, the absences revert to unexcused absences. (one count)
13. **All others** must be cleared beforehand by the Principal or the absence will be unexcused. (One Count)

Make up work: A student is allowed to make up all work missed and earn full credit if the work is submitted in a reasonable amount of time. (Usually days gone plus one additional day)

Students who will miss school to attend school-sponsored activities must pick up an activity sheet from the office and may be required to get their work done in advance at the discretion of the teacher. For school-sponsored events, if activity sheet is not signed the student may not be allowed to go. Coaches and advisors reserve the right to check the activity sheet at their discretion.

Unexcused Absences: Any absences that do not meet the requirements as listed under the Excused Absences or do not have school authorization will be considered an unexcused absence. When a student is absent from school and the school does not know their whereabouts the student will be recorded as unexcused. Parents or guardians will be notified regarding unexcused absence. Students will serve 1 detention per class period marked as unexcused, or 1 In School Suspension if class periods equal 8 or greater.

Checking in and out during the school day

Any student who wishes to leave school during the school day must check out through main office before leaving and must have parental permission before he/she leaves. Even though a student may be sick and needs to go home, the student must check out through the main office. Any student who leaves school without checking through the principal's and/or main office will be considered to have an unexcused absence. This also includes students who go home for lunch but do not return to school or let the school know they are not returning. Checking in and out with your junior or high school instructor is not acceptable. The exception to this rule is open campus lunch, where students will be allowed to leave without checking out and will be expected to return before the next class period.

18 Year old students

All students will need permission from their parent/guardian to be excused because of illness or missed school. All students will need parent/guardian permission to leave the school building during the school day. All students will be required to check out through the main office.

Students of legal age and living independently must assume the responsibility of the parent.

Attendance and Credit

On the sixth count of absence from a class during the semester, the principal will notify the parent or guardian by telephone or by mail of the student's attendance and remind the parent of the attendance policy. No student will be absent (excused or unexcused) from any one class for more than 10 class periods per semester, other than for school events. The student will receive a "withdraw failing" in each of these instances and will not receive credit for the course. In most instances of withdraw failing, the student will be required to attend his/her scheduled classes, but will not receive credit for the course. Exception: the Principal or Superintendent has the option of reviewing the case with parents and student to discuss the reasons for being absent. With administrative approval, students missing ten or more class periods in a semester may have the opportunity to make up the time missed prior to the end of the semester to receive credit for the course. The principal or superintendent will make recommendations as to whether or not the student should receive credit and/or pass the course.

TARDIES

If you are not in the classroom when the bell rings, you are tardy. Missing the first fifteen minutes of a class is counted as being tardy and after that it is counted as one class period of absence. A tardy slip must be secured from the office before you are allowed to return to class. Tardies because of a teacher or a required visit to the principal or counselor's office will be excused. Tardies because of slowness, in the bathroom, didn't look at the clock, etc., are unexcused. Students who have an unexcused tardy, will serve one-half hour in after school detention in a place designated by the principal or superintendent.

PHYSICIAN'S STATEMENTS

The Highmore-Harold School District #34-2 School Board has authorized the administration to require a physician's statement that students are free from contagious or communicable disease if this becomes necessary.

DRESS

Dress of students shall be neat and appropriate. Each student is expected

to exercise good judgment and cooperation helping Highmore-Harold High become a most attractive student body. Every student is encouraged to take pride in their appearance! A student's appearance should be in such a manner that the student is working at a professional business which would deal with meeting the public. Suggestive descriptions or slogans on caps, T-shirts, etc., advertising or suggesting the use of alcohol, drugs, or sex are forbidden. Hats and other head coverings should be stored in student lockers and should not be carried from class to class. Shoes or boots must be worn at all times.

Shorts MAY BE worn as long as your middle finger does not extend past the shorts when your hand is placed at your side. (No biker shorts are allowed.) Shirts that leave the midriff bare are not permitted; they must touch the waistline of the pants all the way around. Each teacher has the authority to request students to meet standards of behavior and appearance in his or her class in order to preserve a learning atmosphere in that class. Students who come to school inappropriately dressed will be required to go home to change or call a parent or guardian to bring more suitable clothing. Time missed will be made up after school.

REMOVAL FROM CLASS

Students are expected to conduct themselves as ladies and gentlemen while in class. Teachers may dismiss students from class if their conduct is such that it interferes with the work of the class. After the first infraction of this rule in any semester, it shall be necessary to receive reinstatement from the principal or superintendent. The student cannot be readmitted until satisfactory adjustment has been made.

CELL PHONES/ELECTRONIC DEVICES

Cell phones should not be **seen or heard** once students enter the building and until they leave the building. Cell phones will be allowed during lunch time in the lunchroom only at the discretion of administration and staff. Headphones will be allowed in individual classrooms at the discretion of the classroom teacher, but shall not be worn in the hallway. Consequences for any electronic device could include confiscation, detention and possible suspension for repeat offender.

FOOD IN SCHOOL

No student may have candy, pop, or other food in the school building except under special circumstances such as fund raising, administrative approval, or in the lunchroom. Special parties involving food or beverages are limited to grades K-6. Food products for the Family and Consumer Sciences Department are exempt from this policy but must be totally contained within the classroom. Beverages and chewing gum are allowed at the discretion of the teacher and the administration. Food

with peanut products or produced in a peanut factory are not allowed. The Highmore-Harrold School District recognizes that peanut allergies are potentially fatal. This policy helps protect our students.

HALL REGULATIONS

All students are asked to observe the following rules in regard to halls:

- a. Boisterous conduct, yelling, and unnecessary disturbances are not permitted.
- b. Walk; do not run through the halls.
- c. All students are asked to assist in keeping the halls clean and neat.
- d. Students are asked to be courteous at all times and keep to the right when moving in the hallways.
- e. Students will avoid excessive demonstrative affections.
- f. Bags, books, and clothing must be stored in lockers and kept out of the hallway.

HARASSMENT

The Highmore-Harrold School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur.

Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, hazing or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics.

Bullying definition: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or

popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (Definition from stopbullying.gov)

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and/or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.

Retaliation against a student because the student has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

The district will promptly and reasonably investigate allegations of harassment. The building principal or designee will be responsible for handling all complaints by students alleging harassment.

INITIATIONS

Neither initiations nor hazing of any kind will be tolerated. Homecoming can be and should be fun for everyone but not at the expense of another student being ridiculed, initiated or hazed. Any student reported or seen doing such activities will face consequences.

RELATIONSHIPS

All relationships in and around school are expected to be kept at the highest social level. Handholding, kissing or other displays of affection are not in good taste and will not be allowed in the school or school events.

REST ROOMS

No loitering or congregating in rest rooms at any time. Students are asked to help keep these rooms clean at all times. Students may go to the rest room during class by obtaining permission from their teacher during the

last ten minutes of each class period.

DANGEROUS WEAPONS IN THE SCHOOL

Any student bringing a weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (CEO)/superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

1. During the school year **all students**, regardless of quantity, shall not possess, use, sell, or be under the influence of alcohol, tobacco products, drugs, or other controlled substances, nor commit any crimes against person/property in school, on school property, at school activities, or anywhere school functions are occurring. Consequences are cumulative during the entire school/athletic year. Students in violation of this policy will be subject to the following consequences:

***FOR ALL VIOLATIONS**, any student who lies about a violation and is later proven guilty of the said violation will receive double the consequences.

***FOR ALL VIOLATIONS**, any student who self-reports a violation prior to being questioned by school personnel, will have the consequences reduced by one-half, if applicable.

FIRST VIOLATION will result in:

**Parents being notified by phone to arrange a conference.

**Loss of eligibility in participating in all school activities that the student is presently involved in for two weeks.

**Student may receive up to 10 days suspension.

**Law enforcement agencies may be notified.

The school district may require that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor. The suspension of a student who agrees to be assessed will be commuted to 3 days.

SECOND VIOLATION will result in:

- **Parents being notified by phone to arrange a conference.
- **Law enforcement agencies may be notified.
- **Loss of eligibility in participation at all school activities that the student is presently involved in for the next four weeks.
- **Student may receive up to 10 days suspension.

THIRD VIOLATION will result in:

- **Parents being notified by phone to arrange a conference.
- **Law enforcement agencies may be notified.
- **Loss of eligibility in participation at all school activities for the remainder of the year.
- **Administration will recommend to the school board that the student be expelled unless the procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

2. Students who are supplying/distributing or selling alcohol and other drugs or material represented to be a controlled substance will be subject to the following consequences:

- Parents will be notified in writing within 36 hours of the suspension.
- Student may be suspended for up to 10 days.
- Administration will notify law enforcement agencies.
- A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion.
- Expulsion may be recommended by the administration.

3. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator. The administrator and/or medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy for Alcohol and/or Other Drug Abuse will be followed.

4. Athletes refer to Athletic Training Rules for further consequences.

5. Students involved in organizational activities refer to the section on

School Organization Requirements and Regulations for further consequences.

The above rules apply if the report is made by a Highmore-Harrod faculty staff, legal authority, written and signed statement from an adult with first-hand information, or individual admission. In the case where an adult submits a written and signed statement a meeting of the parties involved will take place with the administration. The administration will determine whether a violation has occurred. It is the responsibility of the student and parents/guardian to inform the school of any violation of the above school conduct rules.

STUDENT GRIEVANCE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging unfair practices. This form is located in the principal's office.

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.

STUDENT SUSPENSION/EXPULSION

Serious breaches of standards of behavior may result in suspensions or expulsions from school. By law, the Board has the authority to suspend or expel beyond ten (10) days students for violation of school rules or policies, or for insubordination or misconduct. The principals are authorized to suspend pupils for not more than ten (10) school days and

by the superintendent of schools for not more than ninety (90) days. The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsion for consumption or possession of beer or alcoholic beverages may not extend beyond ninety (90) school days.

Any student bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term (firearm) includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Generally, a suspension may be imposed when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making false alarms or bomb threats; lewd or threatening behavior or language; possession of drugs; or possession of beer or alcoholic beverages on the school premises or at school activities may result in suspensions.

Students who are guilty of continued serious misconduct which results in repeated suspension and who therefore interfere with the opportunity of other students to carry on their learning activities may be recommended to the Board for expulsion from school.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsion.

**PROCEDURES FOR STUDENT SUSPENSIONS AND
EXPULSIONS**
CHECKLIST FOR SHORT TERM SUSPENSION

1. Give oral or written notice to student and to parents, guardian, or other responsible person, if available, as soon as possible after discovery of misconduct.
2. The notice is to contain the rule, regulation, or policy violated. The student must be given an opportunity to answer the charges.

3. This process does not involve board participation.
4. The hearing is no more than an informal setting granting the student the opportunity to answer the charges and present his/her side of the story.
5. Superintendent or principal should issue a decision as soon as possible. This may be done right on the spot.
6. An un-emancipated minor may not be removed from the school during school without notice to the parent, guardian, or responsible person. Dangerous students may be turned over to law enforcement
7. Student may not attend any school related events at home or away during the days of suspension. This also includes all events over the weekend if the suspension is still in place.

PROCEDURAL CHECKLIST FOR LONG TERM SUSPENSION

1. The superintendent must prepare and seal a written report to the school board not later than the end of the fifth school day following the first day of a long-term suspension. The superintendent may request that a hearing be held before the school board. (It is recommended that the school board conduct a hearing for any suspension extending more than ten days.)
2. The superintendent's report includes the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report remains in the possession of the school board secretary or business manager, sealed and unavailable to individual school board members until and unless a hearing is held. A copy of the report must be sent to the 18 year old pupil and, as to un-emancipated minors, to the parent, guardian, or responsible person at the time it is filed with the secretary or business manager.
3. The superintendent may exclude the pupil from class or classes by using a short-term suspension procedure. Note: An activity should be considered a class, especially if credit is given for the activity. The superintendent must give notice to the 18 year old pupil or the un-emancipated minor's parent, guardian, or responsible person of a proposed long-term suspension, and may schedule a hearing.
The notice must contain:
 - a. Policy allegedly violated;
 - b. The reason for the discipline;
 - c. Notice of the right to a hearing or the right to waive this hearing;

- d. A description of the hearing procedure;
 - e. A statement that the records are available for examination; and
 - f. Notice that the pupil may present witnesses.
4. If a hearing is requested, the superintendent shall set the date, time, and place for the hearing and send notice to the school board members, as well as a notice by certified mail to the 18 year old pupil or the parents of an un-emancipated minor.
 5. If no hearing is requested or if the hearing is waived, the proposed action or decision of the superintendent is final.
 6. A hearing may be waived by an 18 year old pupil or the parents of an un-emancipated minor, in writing. If the hearing is not waived, the hearing shall be held as set forth in the notice.

CONDUCTING THE HEARING

1. The school board is the hearing board.
2. The school board shall appoint either one of its own members or someone not an employee of the district as hearing officer. At the commencement of the hearing, the hearing officer should state that the hearing is open at the time and place contained in the notice, should state the reason for the hearing, identify the date of the notice of hearing, identify to whom the notice was provided, and have each person present identify themselves by name.
3. The school board shall arrange the place of hearing with three tables, one for the board, one for the administration, and one for the student.
4. The hearing is closed to the public and a verbatim record will be made and sealed pending court order. (It is recommended that the verbatim record be either a court reporter or a videotape. Audio recordings are less than satisfactory)
5. Each party may make an opening statement, introduce evidence, present witnesses, and examine and cross-examine witnesses.
6. The school administration shall present its case.
7. Each party may be represented by an attorney.
8. If the school attorney is going to present the administration's case, the attorney should not also advise the board. The board should engage separate counsel in that case.
9. Witnesses, other than the student and his/her representative, are present only while testifying and each witness must take an oath and affirmation administered by the school board president or

business manager.

10. Each party may raise objections to relevancy and scope of the questions. All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer.
11. The hearing officer may ask questions of witnesses, as may school board members.
12. Each party may make a closing statement.
13. After the hearing is closed, the board shall deliberate in executive session. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from any attorney not representing a party at the hearing. Any other consultation with any person other than board members during deliberation may occur only if a representative of the pupil is present.
14. The decision must be based upon the evidence presented at the hearing and be contained in a motion made in open meeting. The motion must omit the name of the pupil and must state the reason(s) for the board's action.
15. The 18 year old pupil or a parent or guardian of an unemancipated minor pupil must be given notice in writing of the board's decision, which must state the length of the suspension or expulsion
16. The board's decision may be appealed to the circuit Court.

SPECIAL EDUCATION STUDENTS

1. If a student attending school on an individualized educational program (IEP) is the subject of a long-term suspension procedure, special considerations apply.
2. A long-term suspension of a special education student requires a referral to a placement committee. If the action, behavior, or activity which caused the long-term suspension is the result of the pupil's disability, the placement committee shall prepare a revised IEP and the long-term suspension terminates upon implementation of the plan.
3. Any suspension of more than ten school days constitutes a change in placement and requires prior notice and the right to due process, as specified for a change of placement.
4. A special education student's parent may grant written parental approval for the change in placement.
5. If it is necessary to suspend a special education student for more than ten days and no parental agreement can be achieved for an

- interim placement or continued suspension, the district must apply to the circuit court for permission to suspend the student.
6. In any such court action, there is a presumption in favor of the current educational placement, which may be rebutted only by showing that the current placement is “substantially likely to result in injury to the pupil or to others.”
 7. Failure to carefully follow due process procedures with respect to special education students can result in serious ramifications to the district.

DAILY SCHOOL PROCEDURES

ACTIVITY TICKETS AND FEES

Every student in Highmore-Harrold High School may purchase an activity ticket. Activity tickets admit students to all home football games, basketball games (excluding tournaments), wrestling matches, volleyball matches and plays. The cost of the activity ticket is \$20.00 Adults tickets are \$40.00

BULLETIN OF THE DAY

Each day the principal’s office will publish a bulletin of important announcements of interest to the student body and the faculty. All organizations and activities which have a message for the student body should have a copy of the message in the principal’s office before 9:00 a.m. on the day the announcement is to be printed.

SCHOOL PROPERTY

The school property belongs to all of us...it is our property. Let us all take pride in the clean and neat appearance of the school buildings, the floors, and the furniture. Such cooperation will also be greatly appreciated by our excellent custodial staff.

LOSS OR DAMAGE TO SCHOOL PROPERTY

Books, lockers, and other materials belonging to the school will be checked out to a student for use during the school year. It is the responsibility of the student to whom the material has been entrusted to take care of that material. The cost of repair or replacement of school property will be charged to the student to whom the material was checked out to, unless it can be proven specifically who did the damage or stole the item, in which case, that individual will be held responsible.

BOOKS (Fines and Damages)

Textbooks are furnished free by the school district. Books lost or

damaged must be paid for by the students. At the beginning of the year, teachers will check out books to each student. We want the student to note any damage to the book he/she receives at the beginning of the year. At the end of the year or semester, the teacher will look over the book to note any damages which occurred to the book, and the Principal will assess and collect such damages as based below:

Missing / part pages	\$ price of a new book
Broken / torn cover broken	\$5.00 or cost of a new book if both covers are broken
Water / mud damages severity)	\$3.00 or cost of a new book (depending on severity)
Writing on pages	\$.50 to \$5.00 (depending on severity)
Torn pages	\$1.00 for each page

Students must assume full responsibility for materials checked out to them.

LIBRARY

Books may be checked out during any period of the day until 3:20. These books, unless they are on the reserve shelf, may be checked out for two weeks, and the newest books will be restricted to one week. If they are not returned when they are due, a fine may be assessed at a rate of fifteen cents per day--including holidays and non-school days. Library rules will be posted in the library.

LOCKERS

The lockers will be assigned by the Principal at the beginning of the school year. Students are urged not to leave money or other valuables in their locker or in the halls. If you do so, you do it at your own risk. Lockers will be checked periodically.

TRANSPORTATION

All students going on school sponsored trips will be transported by school authorized transportation. Vehicles involved must be adequately covered by liability insurance and driven by approved adults. Any exception to the previous statement will be made only after written permission has been granted by the parent presenting himself or herself in person to and with the approval of the advisor or coach, principal, or superintendent. All cars should leave together and return together as much as possible. Any schedule contrary to the one established by the school official in charge should be okayed by the principal or superintendent before departure. It is very difficult to secure and

supervise transportation to and from events. It is inconsiderate for parents or students to insist on special arrangements that seriously differ from the overall plan. Students must go and must return in the bus or cars assigned by the faculty member in charge. Exceptions will be made only when special permission from the person in charge of that activity and then only with both written permission and personal contact with parent in person and at no time will permission be granted to ride with any other person than the parent of the student riding.

MOTOR VEHICLE POLICY

Students driving motor vehicles to and from school and while school is in session:

A. Students will not be permitted to drive their respective vehicles during school time unless:

1. Special permission is granted by the administration.
2. A written request is presented by the student from his or her parents with final approval by the administration.
3. An emergency situation arises.
4. Special hardship cases involving students.

B. Students given permission to drive must drive directly to or for the purpose given and in no case may any other student ride along in the motor vehicle.

Violations and or abuses of the motor vehicle policy will be handled on an individual basis by the administration.

COMPUTER ACCEPTABLE USE POLICY

No MP3 or like players, Palm Pilots, or other forms of external technology that can be plugged into a computer or used alone. Flash Drives are the only exception to this rule. Consequences could include confiscation, detention and possible suspension for repeat offenders.

PARENT PERMISSION FORM AND USER AGREEMENT

As a parent or guardian of a student at school, I have read the above information about the appropriate use of computers and technology equipment at the school and I understand this agreement will be kept on file at the school. If equipment is damaged, a report will be completed and kept on file. Questions should be directed to the principal, superintendent, network administrator, or computer teacher for clarification.

_____ My child may use the Internet while at school according to the attached policy.

_____ I would prefer that my child not use the Internet while at school. I

understand that from time to time the school may wish to publish examples of student projects, photographs of students, and other work on Internet or server. No last names will be used.

Use of student work.

_____ My child's work can be published on the Internet, including teacher private wiki spaces used for educational use. i.e. class projects

_____ I would prefer that my child's work **not** be published on the Internet, except for teacher private wiki spaces used for educational use. i.e. class projects

_____ My child's picture can be published on the Internet.

_____ I would prefer that my child's picture not be published on the Internet.

Parent Signature _____ Date _____

As a user of the school computer network and technological equipment, I agree to comply with the above stated rules and to use the network and equipment in a constructive manner.

Student Signature _____ Date _____

Computer Usage Policy

The Highmore-Harrold School District will provide computers for use by students and staff alike through computer labs, computer carts, staff-issued computers and the 1-to-1 initiative for high school students. Students and staff who use district computers agree to report all incidents of computer malfunction and damage to the Technology Coordinator. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use will be repaired with no to minimal cost to the student or staff member.

Students will pay a yearly non-refundable user fee of \$35 to establish a school district fund for fixing damaged computers. Staff and students will be responsible for the full replacement cost for computers that have been lost or stolen.

If a staff member or student fails to return the computer at the end of the school year or upon termination of enrollment/employment at Highmore-Harrold Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the laptop computer will result in a grand theft report being filed with local law enforcement.

INSURANCE FOR STUDENTS

Highmore-Harrold High School makes group insurance coverage available to every student which will cover or partially cover legitimate injuries that have been verified by a teacher, the school office, and a doctor. All bills are the responsibility of the student. The School District does not insure students, but the School District does invite a group agency to serve this purpose.

SCHEDULING EVENTS

All requests for time on the school calendar must be cleared through the principal's office. This requirement applies to all traditional events such as: Pep rallies, class meetings, athletic events, plays, etc. Whenever it is possible, requests for time should be made at least one week prior to the event. The official calendar is in the principal's office. Any student not involved in a scheduled event or activity must leave the school building by 3:50 p.m.

FIRE DRILLS

Periodically, the school will experience a fire drill. Each teacher will give his or her classes proper instructions on leaving the building. Quickness and quietness are essential to a good drill. Proper exits will be posted in each classroom.

MESSAGES AND CALLS

Except in case of emergency, no student will be called from class to receive a phone call. Messages will be taken and given to students at the end of the day. **Students ARE NOT to make phone calls during the day except in an emergency.** Items delivered to the school for students will be delivered at the end of the school day or retrieved from the office.

STUDENT VISITOR POLICY

School aged children are allowed to visit if prior arrangements are made with the classroom teacher 24 hours in advance. Visitations are at the discretion of the classroom teacher. The classroom teacher will notify the office of the visitor. When arranging for visitation, please keep in mind the following considerations:

- Visitors may only visit for one-half day
- Do not plan to visit on special occasion days (Christmas, Halloween, etc.)

- Do not plan to visit on days of testing
- Visitors **MUST** bring lunch money if eating in the lunchroom

SCHOOL LUNCH

Each fall a letter is sent to all families which explains the qualification for free or reduced-price lunches. An application form is included with the letter. A family may apply for free or reduced lunches at any time during the school year.

Students are expected to be orderly in the lunchroom. All students, including those bringing lunches, will eat in the lunchroom. Students may not bring pop, gum, or candy in home packed lunches. Peanut products are also banned from school lunches as well as from classroom snacks. The Highmore-Harrold School District recognizes that peanut allergies are potentially fatal. This policy helps to protect all of our students. No food or drink will exit the lunchroom unless it is being eaten in a classroom that is supervised by a teacher for the purpose of a meeting.

Parents of students in grades 9 – 12 can sign a waiver to allow students to drive for Open Campus Lunch. Students who are exercising this privilege cannot sign up for lunch, and those who do will be expected to eat school lunch. Students can leave the school without checking out at the office and will be expected to drive or walk straight to where they will eat their lunch and return to school by the beginning of the next class period. Students who return early must go straight to the lunchroom. This privilege will be monitored by high school administration, and abuses will be dealt with on an individual student basis which could result in suspension of privileges, detention, or school suspension if deemed necessary by administration.

There will be no lunch tickets for the students. Instead, the entire program will be computerized and will operate thus:

The student or parent will purchase meals in multiples of twenty (20, 40, 60, etc.). These may be purchased from the elementary secretary's office or the superintendent's office. When the student has only 5 meals left, a letter will be sent to the parent indicating that another 20-meal package must be purchased. If the paid meals run out, the student may eat up to 5 meals on credit after which **PAYMENTS MUST BE MADE OR STUDENT WILL BE REQUIRED TO BRING A SACK LUNCH UNTIL PAYMENT IS MADE IN THE ACCOUNT!**

SCHOOL ORGANIZATION **REQUIREMENTS AND REGULATIONS**

Upon membership and until returning from the final activity of the organization, and regardless of quantity, the “member/athlete” shall not possess, use, sell, be under the influence of alcohol, tobacco products, drugs, or other controlled substances, nor commit any crimes against person/property around the community or anywhere at any time. Consequences are cumulative during the entire school/athletic year. Students in violation of this policy will be subject to the following consequences:

***FOR ALL VIOLATIONS**, any student who lies about a violation and is later proven guilty of the said violation will receive double the consequences.

***FOR ALL VIOLATIONS**, any student who self-reports a violation prior to being questioned by school personnel, will have the consequences reduced by one-half, if applicable.

FIRST VIOLATION will result in:

** Loss of eligibility in participation in all school activities (that the student is presently involved in) for the next two weeks.

If no events fall within the two weeks then 1 hour of detention will be served for each activity that the student is presently involved in.

SECOND VIOLATION will result in:

** Loss of eligibility in participation in all school activities, that the student is presently involved in, for the next four weeks.

If no events fall within the four weeks then 1 hour of detention will be served for each activity that the student is presently involved in. It is recommended the student receive counseling from a community agency or professional, such as a drug counselor or doctor.

THIRD VIOLATION will result in:

** Loss of eligibility in participation from all school activities for the remainder of the school year. If no events fall within the remainder of the school year then 1 hour of detention will be served for each activity that the student is presently involved in. If the student voluntarily becomes a participant in a chemical dependency or treatment program at their own or parental expense, the student may be certified for reinstatement after a minimum of six weeks.

HOURS:

Nights before school 10:30 p.m.
Nights before NO school 1:00 a.m.
Night before an even 10:30 p.m.
Game nights before school—10:30 p.m./one half hour after completion of a home game or arriving home from an out of town game, whichever is later. (Special permission from coaches for exceptions may be made.)

Violation of the hours rules:

Members will lose eligibility in participation of all activities for one week or 1 event, whichever comes first. If no events fall within the one week then 1 hour of detention will be served.

The above rules apply if the report is made by a Highmore-Harold faculty staff, legal authority, written and signed statement from an adult with first-hand information, or individual admission. In the case where an adult submits a written and signed statement a meeting of the parties involved will take place with the administration. The administration will determine whether a violation has occurred. It is the responsibility of the student and parents/guardian to inform the school of any violation of the above training rules.

The coach or advisor of the involved student will inform parents/guardian, athletic director, principal, and superintendent when disciplinary action is taken regarding these rules. The coach or advisor will complete a report after contacting the parents/guardian.

ATHLETIC REQUIREMENTS AND REGULATIONS

Highmore-Harold High School offers an athletic program of great variety and depth for all interested participants. Although the program intends to instill a desire to win in all of its athletes, a "Win at any Cost" philosophy does not prevail. Fair play, sportsmanship, and a respect for rules, teammates, coaches and authority are stressed. As part of that trust, we expect all athletes to learn and adhere to the following regulations: These rules pertain to players, managers and cheerleaders.

Eligibility Requirements

- A. See Principal's office for SDHSAA Constitution Scholastic Standards
- B. A SDHSAA physical exam form must be completed by a recognized physician and be on file with the Athletic

- Director prior to the first practice.
- C. In order to participate in SDHSAA sanctioned events, students must meet SDHSAA eligibility requirements.
 - D. Student must be in school by the end of the 4th scheduled class period the day of the event or activity except with advance permission from the school.
 - E. A student may be declared ineligible for a period of time for reasons deemed advisable by any coach, advisor, or administrator having direct supervision of the student at the time of the infraction.

TRAINING RULES/REQUIREMENTS

The keynote to perfect physical conditioning is proper training of the will power and a willingness to abide by a few fundamental training rules.

***FOR ALL VIOLATIONS**, any student who lies about a violation and is later proven guilty of the said violation will receive double the consequences.

***FOR ALL VIOLATIONS**, any student who self-reports a violation prior to being questioned by school personnel, will have the consequences reduced by one-half, if applicable.

During the athletic seasons and regardless of quantity, the member/athlete shall not possess, use, sell or be under the influence of alcohol, tobacco products, drugs or controlled substances around the community or anywhere at any time during the athletic season.

Consequences are cumulative during the entire school/athletic year. Athletes who violate this policy will be subject to the following consequences:

- A. **First Violation** will result in the student losing eligibility in participation in all school activities (that the student is presently involved in) for the next two events or two weeks, whichever is greater.
- B. **Second Violation** results in the students losing eligibility in participation in all school activities (that the student is presently involved in) for the next four events or four weeks, whichever is greater. It is recommended the student receive counseling from a community agency or professional, such as a drug counselor or doctor.
- C. **Third Violation** results in the student losing eligibility in participation in all school activities for the remainder of the school year. If the student voluntarily becomes a participant in a chemical dependency or treatment program

at their own or parental expense, the student may be certified for reinstatement after a minimum of six weeks.

SD CODIFIED LAW 13-32-9

Any person adjudicated, convicted, or the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion or suspended imposition of sentence. The one year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, diversion or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court preceding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity.

Upon placement of the person in an informal adjustment or court-approved juvenile diversion program, the state's attorney who placed the person in that program shall give notice of the placement to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.

CONDUCT

- A. Each athletic participant shall attend all practice sessions unless excused by the coach.
- B. Each athletic participant is expected to display favorable conduct, attitude, and cooperation as a team member at all times and places.
- C. In cases in which a student is found to have committed a crime against person/property they will be subject to the same violations for alcohol, tobacco and drugs. The coach with the athletic director and/or principal shall decide whether to allow further participation or dismissal from the team.

HOURS:

- Nights before school 10:30 p.m.
- Nights before NO school 1:00 a.m.
- Night before an event 10:30 p.m.
- Game nights before school—10:30 p.m./one half hour after completion of a home game or arriving home from an out of town game, whichever is later
- (Special permission from coaches for exceptions may be made.)
- Violation** of the hours rules: ineligible for one event for each occurrence per sport per season.

The above rules apply if the report is made by a Highmore-Harrold faculty staff, legal authority, written and signed statement from an adult with first-hand information, or individual admission. In the case where an adult submits a written and signed statement a meeting of the parties involved will take place with the athletic director and administration, the athletic director and administration will determine whether a violation has occurred. It is the responsibility of the student and parents/guardian to inform the school of any violation of the above training rules.

The coach or advisor of the involved student will inform parents/guardian, athletic director, principal, and superintendent when disciplinary action is taken regarding these rules. The coach or advisor will complete a report after contacting the parents/guardian.

SCHOOL ELIGIBILITY

A student must carry 6 classes each semester to be eligible for extracurricular or organizational activities and for activities that are not class requirements. If a student receives a failing grade in any subject he will lose his eligibility for one week. This will be reviewed on a weekly basis. Ineligible students may practice but not participate in any extra-curricular activities. Ineligible students will not travel to away games

with the team if the team is dismissed during the school day. Travel to away games after the school day is finished will be at the discretion of the coach. The week of ineligibility will still be in effect if the student transfers out of the class he or she is failing or at the start of the new school year. Exceptions to this requirement may be petitioned to the administration.

ATHLETIC AWARDS

- A. Each athlete must meet all eligibility and training requirements, including when season practices begin and ending when the team has returned home from its final event.
- B. Each athlete must remain an active member of the team from the time they join the team through completion of the season (that sport only). In cases where injury or illness prevents further participation, the athlete may still be eligible for an athletic award.
- C. Athletes will lose their opportunity for an award, per sport season, for any combination of 2 violations of hours, tobacco, alcohol, drugs, or crimes against person/property.
- D. Lettering Criteria
 - 1. 4-YEAR PARTICIPANTS – Any athlete who has participated for all 4 high school years in the same sport will earn a letter.
 - 2. FOOTBALL—to letter, each athlete must play in $\frac{1}{2}$ of all quarters of varsity games.
 - 3. VOLLEYBALL—to letter, each squad member must play in $\frac{1}{2}$ of all games of varsity matches.
 - 4. CROSS COUNTRY—to letter, each athlete must run in $\frac{1}{2}$ of all meets in the varsity division and finish in the top 4 of Highmore-Harrold's runners in $\frac{1}{2}$ of those varsity meets.
 - 5. WRESTLING—to letter, each athlete must register 36 varsity points or 6 decisions (forfeits do not count for either).
 - 6. BASKETBALL—to letter, each athlete must play in $\frac{1}{2}$ of all quarters of varsity games.
 - 7. TRACK—to letter, each squad member must score 10 points toward team score as an individual in a sanctioned varsity meet. Relay members will receive $\frac{1}{4}$ points of place won.
 - 8. GOLF—to letter each athlete must make the cut in $\frac{1}{2}$ of

the varsity matches.

9. CHEERLEADING—Must cheer on a varsity squad at all games unless excused by a coach and must perform one routine at a home game or competition.

All exceptions to the above lettering requirements will be at the discretion of the athletic director and administration.

CRITERIA FOR PIRATE AWARD

The Pirate award will be given to the outstanding senior male and female athletes at the end of the annual athletic awards night and will serve as the culminating event of the evening. The criteria to be eligible to be considered for this award are:

1. The athlete must have competed in twelve (12) sports cumulative through their high school career.
2. The athlete must have maintained at least a 2.5 cumulative GPA at a cut-off date in the 4th 9 weeks of their senior year.
3. The athlete would have no training/conduct rule infractions throughout all 4 years of high school.
4. The athlete must have achieved 9 varsity letters in their high school career.

Practices

Junior high sports have the option to practice on Wednesday if the athletes do not have a church activity during that time. Junior high students who are part of a high school sport will not practice if they have a church activity during that time.

CHEERLEADERS

Cheerleaders will follow rules and regulations set forth for athletic and extracurricular eligibility and follow rules and regulations set by the coach and administration.

Squad:	6	“A” Football	(9-12)
	6	“A” Girls Basketball	(9-12)
	6	“A” Boys Basketball	(9-12)
	4	“A” Wrestling	(9-12)

Depending on interest and numbers, JV cheerleading squads will be allowed.

Selection:

1. A release form must be signed by the parents and cheerleaders before tryouts.

2. The selection process will be established by the cheerleading advisor(s) and approved by the athletic director.

Sportsmanship:

1. Students who are not members of the team are to sit in the “student section” and cheer.
2. Students are to be respectful of the opposing team, cheerleaders & fans at all times.
3. Cheerleaders should set a good example of sportsmanship at all times.
4. Cheerleaders should not interrupt opponents’ cheer.
5. Cheerleaders shall strive to maintain an orderly crowd.

REMEMBER: All cheerleaders must attend practices as scheduled and all games. Cheerleaders must meet all academic requirements and not be failing in any subject for eligibility

BAND & CHOIR

The band plays for many school and community functions and at many athletic events. By nature, attendance is required at events outside of the school day.

Rental of a school instrument will be \$35.00 for wind instruments and \$15.00 for percussion, payable by the end of the first quarter. This fee is non-refundable, as the funds will be used for maintenance of school instruments. In the case of where a student has his or her own instrument, and then uses a school instrument at the school’s request, one-half the rental fee shall be waived.

Students will accept responsibility for any equipment issued to them by the music department, including music. A fine will be charged for music lost:

- Sheet music----\$1.00 per page
- Books-----replacement cost

When band uniforms are issued, students will be held responsible for excessive wear. The school will clean the uniforms annually, at the end of the year. Should a uniform require cleaning during the year, it shall be the responsibility of the student.

Band and Choir students will follow the School Organization Rules and Regulations.

MUSIC DEPARTMENT LETTERING REQUIREMENTS

Students must earn 120 points to letter in band and 125 points to letter in choir. Students who achieve the points needed will receive an H award the first year and a bar for every successive year.

Ways to earn letter points:

1. Solo/Ensemble Contest
Solo—25 points
Duet—20 points
Small Ensemble—15 points
Large Group—10 points
2. Community Performance—10 points each. The community performance must be directly related to the school organization the student is involved in, whether it be voice or instrumental, and be pre-approved by the instructor towards lettering. The person in charge of the event must confirm your participation in the performance in writing.
3. Attend Area Performances—5 points
Program from the performance must be presented and signed. The student may be asked to write a brief description of the event. Concerts you are not involved in such as Miller, Pierre, Highmore Elementary, Musicals, Community Choir, Recitals.
4. Audition for All-State Band—50 points.
5. Audition for Middle School All-State Band – 30 points.
6. Participate in All-State Band—80 points.
7. Participate in select band festivals—30 points.
8. Attend 75% of Pep Band performances—40 points.
9. Audition for All-State Chorus—15 points.
10. Alternate for All-State Chorus—25 points.
11. Attend All-State Chorus—75 points.
12. Cross-train to another instrument (successfully, to benefit of band)—30 points.
13. Attend weekly lessons for high school musicians – 5 points each nine weeks
14. Four year participants – Any musician who has participated for all four high school years in band and/or choir will earn a letter.

USE OF PASSIVE ALCOHOL SENSOR

A device known as a Passive Alcohol Sensor may be used to check for

breath alcohol and can be used with or without a student's direct participation. When used without direct participation, it is known as passive breath sampling, as opposed to active testing when the student blows directly into a mouthpiece or the intake port. There may be times when the PAS can be used passively, i.e., as it can detect alcohol in open containers or in enclosed spaces such as rooms, lockers, etc. Procedurally, we will not vary from our normal course of action when faced with the question of possible consumption. All due process precaution will continue to be in place.

STUDENT ACTIVITIES AND ORGANIZATIONS

Highmore-Harrold High School provides a broad program of school activities for the students to choose from. Some of the activities which students may choose are: Band, Chorus, Plays, School Newspaper, Yearbook, National Honor Society, Homecoming Activities, Football, Basketball, Track, Volleyball, Wrestling, Golf, Cross Country, Intramural Contests, School Cheerleading, FBLA, FFA, FCCLA, and School Parties and Banquets. Students are encouraged to participate only in the number of activities that they can handle without injury to academic progress.

FBLA

Any student in high school who is or has taken a business course is eligible to join FBLA. This is a national organization to develop growth and leadership in future business leaders. The members work together in a business manner learning how to manage money and work with other people. The state convention is in the spring. Here members compete in business subject tests using their skills and experience learned in all of their business classes. The winners compete at the national convention. Dues are set by the FBLA and are due November 1st.

FCCLA

Any student is eligible for membership in the Family and Community Career Leaders of America if he or she is enrolled or has been enrolled in a semester course of Home Economics and is in junior or senior high school. The chapter projects focus on a variety of youth concerns, including nutrition and conservation, working with children and the elderly, teen-run businesses, youth employment and career exploration. Our main goal is to help youth assume roles in society through home economics education in areas of personal growth, family life, vocational preparation, and community involvement. The Highmore-Harrold chapter has evening and after school meetings and centers its program of

work related to state and national projects. Our dues are set on a yearly basis. We encourage the development of leadership skills through local, regional, and state memberships.

FFA

The National FFA Organization (FFA) is an intra-curricular organization of students in Agricultural Education. To become an FFA member, you must be enrolled in Agricultural Education during the school year. An FFA member can participate in Career Development Events, local projects, camps, conferences, state and national conventions, and many more. The National FFA Organization is one of the largest youth organizations in America with over one-half million members, including the world's largest annual youth conventions.

H-PINS

The most coveted and most meaningful award that can come to any student at Highmore-Harrold High School is to earn enough honor points during his or her four years so that he or she may qualify for an H-pin. Honor points are earned by active participation in school activities. An H-pin entitles an alumnus to free admission to school functions.

THE HISODAK

Each year Highmore-Harrold High School publishes a yearbook known as the Hisodak. It is sponsored primarily by the senior class; however, the underclassmen also assist with the book and become members of the staff. The Hisodak is largely a pictorial review of all the years' activities. The cost of the annual is \$30.00.

THE PIRATE JOURNAL

The high school paper that is published by the members of the journalism staff every other week is known as the Pirate Journal. It is a departmental paper printed in a reserved section of the Highmore Herald. The advisor and staff elect a staff of editors from its own members. All members of the class participate in the work of publishing the paper.

HOME COMING

The Student Council selects a day for the purpose to arouse school spirit, to welcome back former students, and to secure cooperation of school and community in one common endeavor. To be selected is a homecoming king and queen from the senior class by a vote of the student body. This selection is based largely on popularity, leadership, scholastic ability, and general character. Those candidates ranking next highest to the king or queen are designated as attendants and together with the royalty reign over the homecoming festivities. The Homecoming Marshal has the general responsibilities for the

homecoming activities. Each class chooses one of its classmates to become a candidate for the Marshal position. The selection is based on the same criteria used to determine the king and queen.

PLAYS

Each year Highmore-Harold High School students present one or more plays to the public. Selections of the play are made by the director, and members of the cast are selected by try-outs from the entire student body.

SCHOOL DANCES

School dances sponsored by school clubs or classes will be arranged by that club or class with the principal. At least two parents and two staff members must be willing to chaperone each dance. Drinking or being under the influence of alcohol or drugs will NOT be allowed. Smoking will not be allowed on the school premises.

SPEECH ACTIVITIES

Each year students have an opportunity to participate in the high school oral interpretation contest. There are six divisions: Readers Theatre, Memorized Duet, Dramatics, Humorous, Poetry, and Oratory. A local contest is held each year to determine the school's representatives in each division for the district contest. Winners may go to the region and the state contests.

STUDENT COUNCIL

The Student Council is composed of a president, vice-president, secretary (which is elected by the entire student body), two delegates (which are elected by each of the four classes), and a secondary advisor. The Student Council is Highmore-Harold High School's agency for student government, and it offers a splendid opportunity for students to learn and actually practice democratic procedures. The Council holds regular meetings once a month and special meetings that are called by the president. The Council sponsors and regulates many of the school activities, and it is an important agency in the operation of any smooth running school system.

STATE TOURNAMENTS

Non-qualifying student-athletes may be allowed to attend SDHSAA-sanctioned state events at the discretion of the head coach. Students who attend with the team will have their absences exempted if they are deemed "essential team personnel" or can have up to one day's absence

exempt if they are attending with the team if they are not “essential team personnel.” The school district will not upgrade transportation or the amount of hotel rooms to accommodate non-qualifying, non-essential student-athletes. Coaches can also choose to take student-athletes who are not part of the team to a state event in which the team has not qualified for one day. Members of the team who choose to attend will have that day’s absence exempted.