

2019-2020
STUDENT-PARENT HANDBOOK



HILL CITY
HIGH SCHOOL

HILL CITY, SOUTH DAKOTA
INSTILLING EXCELLENCE AND PRIDE

BOARD OF EDUCATION

Dennis Krull, Member
Angie Ross, Member
Carmen Ronish, Member
Rob Timm, Member
John Stam, Member

SCHOOL DIRECTORY

District Administrative Office 574-3030

Blake Gardner, Superintendent
Toni Brun Sped/Title I/Title III Director
Anjar Voorhees, Chief Financial Officer
Jeff Anderson, Maintenance Supervisor
Andrea Bauer, Administrative Clerk
Heather Robinson, Bookkeeper/Secretary
Deputy Marcus Isakson, School Resource Officer

Hill City Elementary 574-3013

Samantha Weaver, Elementary Principal
Shelbie Kalkofen, Elementary Secretary

Hill City Middle School 574-3032

Todd Satter, Middle School Principal
Wade Ginsbach, Athletic Director
Tamela Ross, Middle School Secretary

Hill City High School 574-3000

Todd Satter, High School Principal
Wade Ginsbach, Activities Director
Mary Skillingstad, High School Secretary

Food Service 574-3012

Roxann DuBois, Food Service Manager

In case of inclement weather, school will be closed when, in the judgment of the superintendent or his/her designee, conditions would not be safe for buses to operate or for children to walk to school. The official statement regarding closing of the school will be made via Infinite Campus and over KOTA, KEVN, KELO school website, and school App.

STUDENT'S NAME _____

WELCOME TO THE 2019-2020 SCHOOL YEAR!

Our Vision: *Advancing Education to Empower Every Student to Succeed in a Rapidly Changing World*

Our Mission: *Hill City School District will continue to advance opportunities for critical and innovative inquiry into a variety of areas - academics, professional/skilled trades, the arts, and technology - by creating instructional experiences that are engaging and rigorous in an environment that is physically, emotionally, and intellectually safe for all learners.*

Our Core Values:

- **Academic Excellence:** Preparing our students for the future through personalized experiences offered in a setting powered by equitable access to a variety of courses and instructional methodologies focused on the 21st century learner.
- **Emotionally Healthy and Safe Environment for All:** Creating a safe and healthy climate, culture, and physical space focused on the whole student, employee, and community member experience.
- **Community:** Embracing the voices of all community members in the educational process promoting communication, trust, support, and cooperation.
- **Empowering Faculty and Staff:** Engaging faculty and staff through professional learning experiences and supported instructional design and delivery methodologies empowering educators to be life-long learners.
- **Fiscal Responsibility:** Leaders serving as good stewards of taxpayer dollars effectively utilizing resources to empower our cadre of professional educators and to deliver world class educational experiences through innovative, equitable, and personalized student learning experiences.

Our professional educators, numbering 68 certified and classified faculty, provide outstanding educational services to the 450 students enrolled in our district. Artifacts of success supporting the outstanding instructional program offered by our faculty include: (a) 100% highly qualified teachers providing powerful academic instruction within a systems based framework dedicated to improving student achievement, (b) all buildings meeting state and federal adequate yearly progress benchmarks the past three years, (c) ACT scores that meet or exceed state and national average, (d) effective English Language Learner and special services programs serving the diverse needs of students and their families, (e) college level Advanced Placement courses delivered on site by high school teachers, (f) 1:1 device Kindergarten – 12th grade promoting the modern curriculum, and (g) a vibrant Kindergarten through twelfth grade co-curricular program focused on the fine arts and athletics building lifelong skills for students and enriching the lives of our families and community.

We look forward to establishing powerful relationships with all stakeholders as we move forward together along our children's educational journey!

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FACULTY AND STAFF

ADMINISTRATION

Blake Gardner ----- District Superintendent
Toni Brun ----- Sped/Title I/Title III Director
Samantha Weaver----- Elementary Principal
Todd Satter ----- Middle School Principal
Todd Satter ----- High School Principal
Wade Ginsbach ----- High School Activities Director
Jeff Anderson ----- Maintenance Supervisor

CHIEF FINANCIAL OFFICER

Anjar Vorhees

ADMINISTRATIVE CLERK

Andrea Bauer

BOOKKEEPER/SECRETARY

Heather Robinson

SECRETARIES

Mary Skillingstad - HS; Tamela Ross - MS, Shelbie Kalkofen - Elementary

K-12 INSTRUCTORS

Jaime Kessler----- Vocal Music
Lori Jones ----- Art
Jennifer Martius ----- ESL
Wade Ginsbach ----- P.E
Andra Swanson ----- MS Social Science/P.E.
Nicole Weron ----- District Testing Coordinator
Colton Schaefer----- Instrumental Music

K-5 INSTRUCTORS

Nicole Weron ----- School Counselor
Anna Dressler ----- Special Education
Brooklyn Fauth ----- Kindergarten
Ellie Rabenberg ----- Kindergarten
Kim Johnson ----- First Grade
Jessica Johnson ----- First Grade
Kassie Willard ----- Second Grade
----- Second Grade
Linda Scott ----- Third Grade
Brady Chase ----- Third Grade
Donna Van Ness ----- Fourth Grade
Kelley O'Brien ----- Fourth Grade
Colleen Clapper ----- Fifth Grade
Jamie Henderson ----- Fifth Grade

6-8 INSTRUCTORS

Jennifer Deuter ----- Math
Brady Besco ----- Science
Annette Duffy ----- Computer/Language Arts
Andra Swanson, Jared Noyes, Joe Noyes ----- Social Studies
Sarah O'Brien ----- Special Education
Susan Satter ----- Student Advisor

9-12 INSTRUCTORS

Richard Hamilton-----Mathematics
 Ken Raga-----Mathematics
 Joe Noyes -----Social Sciences
 Susan Roth-----Science
 Susan Satter-----Student Advisor
 Nathan Bayne -----English
 Dave Kelting -----Industrial Tech
 Bryon Christian -----English
 Chad Ronish-----Science
 Todd Weber -----Computers/Business/P.E.
 Jared Noyes-----Social Studies
 Amanda Bair -----Special Education

PARAPROFESSIONALS

Candy Allen	Connie Allen	Lila Dodd	Carmen Thompson
Pam Fowler	Nancy Turner	Cheryl Hart	Stephanie Munive
Cindy Coy	Howard Schrier		

BILINGUAL TRANSLATORS

Rocio Sanchez

CUSTODIANS

Brenda Escalante	Theresa Milliken	Paul Buschur	Valerie King	George King
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FOOD SERVICE

Roxann DuBois—Manager
 Maria Munoz
 Teresa Novotny

GENERAL STATEMENT

The Board of Education of the Hill City School District believes that a self-disciplined citizenry is essential for the maintenance of a free society.

The rights of individual students shall be protected, and each student shall be expected to respect the person and rights of all other students, teachers, and school personnel.

The Board of Education shall expect all employees to be concerned with student behavior, and when and where unacceptable behavior occurs, to take that action which is most appropriate.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, or other violations of the law be tolerated, condoned or excused, and immediate steps will be taken to discipline any student involved in such behavior.

The Board of Education of the Hill City School District, acting through the Superintendent of Schools, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.

The Superintendent shall exercise leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

The school principal shall be responsible to the Superintendent of Schools, for the total operation of his/her school. The principal shall have the responsibility and the authority to formulate school rules and regulations as approved by the superintendent which are not in conflict with district policies relating to standards of student behavior to govern areas and situations not included in the Student Handbook. The principal shall, in developing these rules and regulations, involve representatives of his/her teaching staff, classified personnel, students and parents or guardians of the students.

The principal, or his/her designated representative, is authorized to apply, if necessary, those coercive inducements authorized by law, e.g., suspension.

All teachers shall be responsible for the supervision of the behavior of all of the students in the school. This includes not only those students who are regularly assigned to the teacher, but also all other students with whom the teacher comes in contact.

The teachers shall be expected to maintain the kind of atmosphere and decorum which will promote the learning processes, utilizing all sound techniques which seem appropriate. When the teacher is unable to assist the student to maintain proper controls of their behavior, the student shall be referred to the appropriate school administrator.

All classified and certified employees of the Hill City School District, regardless of their assignment, are expected to participate directly in the supervision and guidance of the behavior of all students.

Parents or guardians are expected to exercise the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program.

Each student shall be expected to obey all school rules and regulations as well as the laws of the community, state, and nation. The principal shall **attempt** to inform the parents or guardians of any student whose behavior is in serious conflict with established rules, laws, and procedures **either directly, or through law enforcement. It is also expected the student(s) involved in violating school rules and regulations inform their parent/guardians of the violations.** This handbook applies to all **students whenever and wherever the student is under the jurisdiction of the school.** The fact that the student has reached eighteen (18) years of age does not relieve the student or the parents of school policies. There are varying degrees of

involvement with many violations. With due consideration for students' rights, what will happen to a violator will depend on the violator himself/herself and the severity of the offense.

Everyone concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the principal to assist all concerned with this task.

The Superintendent of Schools, through the school principals, shall cause to be disseminated to all parents and students at the beginning of each school year and for each new student upon registration, the comprehensive Student Handbook currently in effect.

Any individual who has a concern over the guidelines established by the Hill City School District or who desires to review any of the administrative actions taken by school officials within the framework of these guidelines is encouraged to contact the appropriate school level administrator or the Office of the Superintendent of Schools.

STATE STATUTES:

SDCL 13-32; 26-10-7; 35-9-1; 35-9-2; 39-17-95.

A STATEMENT OF PHILOSOPHY

In today's society, education is a continuous process of learning, not only for the present but for the future. Therefore, the Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is not just the development and refinement of mental capacity but a process that assists the students in meeting their physical, social, aesthetic, and emotional requirements.

The Board will strive to provide stimulation and assistance so that each child develops in accordance to his or her individual abilities, interests and potential. The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so that a child can develop into a wholesome, happy and productive human being.

The Board recognizes the importance of the home as an influence upon the child and believes that a sympathetic, cooperative attitude between the teacher and the parent or guardian is necessary in the development of a student's integrated personality.

The total staff of the school system constitutes an inestimable and lasting force in the development of the student. The teacher is the most significant influence in the school and must, therefore, possess and demonstrate dedication, enthusiasm and sensitivity. It is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that mutual rapport among the home, student, staff, administration, School Board and total community is necessary to implement this policy.

(Board Policy AD)

ACCESSIBILITY CONTINGENCY PLAN

In an effort to insure that programs are accessible to all regardless of handicapping conditions, efforts will be made to move programs to an accessible location. When this is not feasible, building, programs, and equipment modifications will be made to fit the needs of the individual.

These modifications will take place before a known handicapped individual enters the program or begins employment.

Listed are examples of modifications to fit the needs of handicapped individuals:

1. Ramps inside and outside building for individuals confined to a wheelchair.
2. Designated handicapped parking.

3. Entrance doors to buildings, classrooms, and other areas where handicapped may be expected to require access.
4. Accessible toilet facilities for the handicapped.
5. Audible and visual signs for fire alarm systems.
6. Adaptive equipment to meet the needs of the handicapped.
7. Interpreters for the deaf.
 - 1991 construction had a lift installed in February 2001 for accessibility.
 - 1999-2000 middle school addition has an elevator to access all second floor classrooms.
 - The high school completed January 2002 is handicapped accessible.
 - An elevator was installed in the elementary school in June 2004, making the lower level handicapped accessible.

ANNUAL NOTIFICATION TO PARENTS

The School Board seeks to keep students, parents and the public informed of their rights and responsibilities. The district will comply with federal law to ensure parents, guardians and adult students receive annual notices on the following topics, as required by federal law:

- All notices as required under Every Student Succeeds Act (ESSA)
- All notices as required under the Family Educational Rights and Privacy Act
- All notices as required under the Protection of Pupil Rights Amendment
- All notices as required by Child Nutrition Programs
- All notices as required by Health Insurance Portability and Accountability Act (HIPAA).
- All notices as required by the Asbestos Hazard Emergency Response Act
- All notices as required by the McKinney Vento Act
- All notices as required under Non-Discrimination under Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act
- All notices as required by the Individuals with Disabilities Education Act

METHOD OF NOTICE

The standard method of the school district is to send notices to parents, guardians or adult students through postal mail. The School Board also recognizes the legal right of parents, guardians or adult students to receive annual notices from the district or school by electronic mail in lieu of regular mail. In order to receive notices by electronic mail, the parent, guardian or adult student must provide the school an electronic mail address to which the notifications may be sent. (Board Policy KMC)

NONDISCRIMINATION IN FEDERAL PROGRAMS

The District will not violate any of the provisions of applicable federal programs, statutes or regulations, including but not limited to Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), ESSA, and McKinney-Vento Act (homeless children). The District will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

In compliance with applicable federal laws and regulations, the Board has appointed the Superintendent as the District's Compliance Officer to coordinate program compliance with federal programs. The Superintendent can be reached at:

Hill City School District 51-2
488 Main St. Hill City, SD 57745
Phone #: (605) 574-3030.

A complaint may also be filed with the United States Office for Civil Rights, U.S. Department of Education at: 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106: Telephone: (816) 268-0550; Facsimile: (816)268- 0599; Telecommunication Device for the Deaf: (877) 521.2172; E-mail: OCR.KansasCity@ed.gov. (Board Policy ACA)

For inquiries concerning the district's compliance with Title VI please contact the Superintendent of Schools, 488 Main St. Hill City, SD, 57745, (605) 574-3030; for Title IX please contact the Activities Director, 488 Main St. Hill City, SD, 57745, (605) 574-3030; or for Section 504 of the Americans with Disabilities (ADA) act please contact the Special Education Director, 488 Main St, SD, 57745, (605) 574-3030.

INSTRUCTIONAL GOALS AND OBJECTIVES

The educational program of the district will be designed to perpetuate and develop the principles and values for life in our democratic society. To this end, the Board will provide opportunities and training so students may become educated Americans who are physically strong, morally and spiritually responsible, and economically capable.

Through guidance and by example, our students should develop self-confidence, self-understanding, and respect for others. They should acquire skill in solving problems they will encounter and demonstrate a desire to gain new knowledge. In substance, the aim of our schools will be to assist in the development of the complete person, recognizing that this is a shared responsibility with the home, the church, and other agencies.

To achieve these ideals, the Board recognizes the necessity of meeting the needs of the individual and the society. Thus, the curriculum must be flexible and adapted to individual abilities and differences. It must also be adjustable to changing conditions in order that our students may be academically, physically, socially, and morally prepared to progress.

The Board recognizes its responsibility to develop an educational program that will provide:

1. An environment in which the individual student is prepared to fulfill his or her moral, social, political, economic, and cultural responsibilities to the community, nation and world;
2. Attention to the development and practice in the fundamental skills of reading, writing, speaking, listening, observing and reasoning;
3. School experiences in democratic living to enable a student to hold, to share, cooperate, and assume responsibility in family living and in society;
4. Opportunities for acquiring an understanding of the principles of physical health and safety, which will carry over to the student's daily life;
5. An appreciation and knowledge of the cultural, scientific, and ethical aspects of our society;

6. An educational atmosphere that will enhance the student's mental, emotional, and social development.

The Board recognizes its obligation to provide the necessary equipment, instructional materials, and staff to facilitate the implementation of this philosophy. (Board Policy IA)

SAVINGS CLAUSE: The Hill City School Board upon recommendation from the school administrators reserves the authority to add, delete, or otherwise change the wording of any language in this handbook upon board motion.

SCHOOL DISCLAIMER ON EDUCATION

Hill City School District 51-2 assumes no liability for students who by non-participation, misrepresentation, failure to personally complete assigned work, or for any other reason try to hold Hill City School District 51-2 responsible for any perceived lack of success after leaving the Hill City School System.

Standards and Guidance K-12

All students in the Hill City Schools, K-12, and their parents should be familiar with the regulations included in this section. Items are listed alphabetically. For your convenience a complete list of topics is found in the Table of Contents.

ACTIVITY PARTICIPATION

The school's philosophy is that it is encouraged that all students participate in co-curricular activities for a well-rounded student and person. It is realized that there are circumstances that prohibit students being involved in specific activities; however, there are numerous activities offered that any student can be a part of.

ADMISSION PRICES

Regular Season Event: K-12 Students--\$4.00; Adults-- \$6.00; K-12 Student Advanced Purchase Ticket--\$1.00;

Season Passes: Student Regular Season Pass-- \$25.00; Adult Regular Season Pass--\$50.00.
Family Pass \$125.

Complimentary senior citizen passes will be issued upon request for those 62 years of age or older. Playoff event admission prices according to SDHSAA guidelines.

ATTENDANCE

A student's contribution to and achievement in class 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.

Absences of students will be excused by the principal on receipt of a written, signed explanation from the parent or guardian, or email from the parent/guardian account verified by current year enrollment form, or a telephone call from the parent/guardian.

A child may also be excused for other exceptional reasons with approval of the school administrator. Also with such approval, students may be excused from school attendance for up to five days each term for attendance at a state or nationally recognized youth program of educational value.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. Any absence other than excused absence is considered truancy.

Parents/guardians will receive letters notifying student absences (excused and unexcused) at five (5) days, eight (8) days, and eleven days (11). (Board Policy JED)

BIRTH CERTIFICATES

A certified copy of the birth certificate must be presented upon enrolling and a copy will be kept in the student's file. A copy of the student's immunization record will also be kept on file in the student's file. This is in accordance with South Dakota State law.

BOOK/SCHOOL PROPERTY FINES

Textbooks are furnished by the district. Book fines will be levied against those students who purposely mutilate their books. Fines will be determined by the teacher and the principal. Lost books will be paid for based on actual value or cost. If fines are not paid, students will not receive a signed diploma at graduation time.

- School Property Fines

Fines will be determined by the teacher and the principal

BUS ROUTE GUIDELINES

When the school board of Hill City School District 51-2 establishes bus transportation routes, the following guidelines will be considered:

*The school district will abide by all applicable federal, state, and local laws and regulations as interpreted by the attorney general for South Dakota, the Associated School Boards of South Dakota, the South Dakota Department of Education, the attorney for Hill City Schools, and the judicial court system.

* The school district will consider the safety and well-being of all of the passengers on the buses.

* The school district will attempt to inconvenience the least amount of people.

*The school district will attempt to balance the cost of transportation with service to patrons.

***Doorstep service will not be provided** unless by specific statute mandate. Patrons will be expected to transport a reasonable distance (as determined by the school board) to a designated bus stop. The school district will pay mileage to patrons who qualify according to South Dakota law. Payment will be made once a year after public notice has been given. Patrons who qualify must respond within time limits as stated in the notice.

*The school district will consider for bus routes only mainly traveled public roads that have the best potential for maintenance, snow removal, and the least amount of wear and tear on buses.

*The bus routes and pick up points will not be designated to accommodate individual parent schedules.

* The safety and well-being of passengers before loading on the school bus and after disembarking from the school bus is the responsibility of the parent or legal guardian.

*The bus routes will only be reviewed annually, in October of each school year. Bus routes will be changed by board action only. The decision of the board in regard to the routes is final. The superintendent can make minor changes pending board approval at the next board meeting.

*The board will use its best judgment in determining the bus routes and consider whatever reasons and rationale that it deems appropriate.

*Patrons living within Hill City limits do not qualify for bus transportation.

BUSING

The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom; the bus is an extension of the classroom. Bus transportation for pupils is a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver to report to the school administrator the names of any pupils who persist in violating the rules and regulations. After receiving a third written report of a student violating rules of safe busing, the administrator will withhold bus riding privileges for a minimum of 5 days.

Depending on the severity of the infraction, bus riding privileges may be suspended on the first or second written report.

The Hill City School District contracts with Harlow Bus Services (347-5066). The local manager is Nathan Blaede (574-2249).

A. Students should be on time. If the bus had to wait as much as one minute at each stop, it would be 20 to 30 minutes late to school.

B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop and red lights are flashing.

C. All students must be seated while the bus is in motion.

D. Arms and hands must be kept inside the bus.

E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.

F. Boisterous or profane language will not be tolerated.

G. Absolutely no tobacco of any form and/or possession of drugs or other controlled substances will be permitted on the bus.

H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any way which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting, or unnecessary noises will not be permitted.

I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.

J. Students will assist the driver in keeping the interior of the bus clean. No food or drink may be consumed on the bus unless specifically approved by the driver. Students may not get drinks and candy from across the street before getting on the bus to go home. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle onto streets or highways.

K. Students will immediately report to the driver any damage occurring on the bus. The party responsible, or their parents, will be held responsible for the total cost of the property replacement or repair.

L. Students will not open or close the windows without the permission of the bus driver.

M. Bus drivers will not discharge riders at any other place than their regular stops without proper authorization from the parent or school official.

N. The following procedure will **ONLY** be followed by written request of the parents made to the busing company; **OTHERWISE**, normal procedures of dropping off students at their designated bus stop will continue:

If a busing student has been delivered to their appropriate bus stop location and no one is there immediately to pick up the child, the child will be required to continue riding the bus until the entire route has been driven. Upon completion of the busing route, the bus will return to the appropriate bus stop location. If again there is no one to pick up the child, the bus driver will return the student to the appropriate school of attendance. If no school personnel are there, the driver will try to contact the District Office personnel. If no one is there, the driver will contact the local police and leave the student with them. The police will contact the parents as to the location of their child

O. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver, cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.

P. In the event of road emergency, students are to remain in their seats unless otherwise directed by the bus driver.

Q. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.

R. Courtesy is expected at all times, both to the driver and to the other passengers on the bus.

S. Any continued violation will be reported to the principal of the school who will handle it according to school discipline policies.

T. Non-bus students are discouraged from riding on an incidental basis and will not be allowed to do so without written parental permission.

U. Parents, guardians, and other child custodians are responsible for seeing that bus riders are dressed appropriately for current weather conditions while waiting for or riding the bus. The school district and/or Sturgis Bus Company are not responsible for any bus students who are not dressed appropriately.

BUSING FOR STUDENT ACTIVITY TRIPS

All school district bus rules will be in effect. In the event that activity buses are taken, details will be announced by the appropriate personnel.

CELL PHONES/ELECTRONIC DEVICES

Cellular phones, telecommunication devices, and portable digital media devices are:

1. To remain powered-off and inoperable during the academic school day or when their use is otherwise prohibited by school personnel;
2. Not to be visible during the academic day.

The content of the entire policy may be found online or at the central office building. (Board Policy JFCK)

CHILD FIND STATEMENT

In compliance with state and federal law, notice is hereby given by the Hill City School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as in need of such services, you will be notified of applicable procedures. These services and the transportation to them are paid for by the school district. Services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism / Pervasive Development Disorder
2. Blindness / Visual Impairment
3. Deafness / Hearing Impairment
4. Deafness / Blindness
5. Developmental Delay
6. Emotional Disturbance
7. Intellectual Delay
8. Multiple Disabilities
9. Orthopedic Impairment
10. Other Health Impairment
11. Specific Learning Disability
12. Speech and Language Impairment
13. Traumatic Brain Injury

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing and a review of speech and language. You may request screening and evaluation at any time. Requests for Multidisciplinary Evaluation and screening are to be made in writing to the Director of Special Education, PO Box 659, Hill City, SD 57745. Communication with parents or guardians is in English and, if necessary, in the native language or other mode of communication used by the parents or student.

In compliance with state and federal law, the Director of Special Education will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide access to participate in and obtain the benefits of the school program. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services for protected handicapped students are distinct from those applicable to all exceptional students enrolled (or seeking enrollment) in special education programs.

If a preschool child is suspected of being eligible for early intervention, evaluation and services are provided through the Black Hills Birth to Three. Information can be obtained by calling 605.721.7433 and asking for the Early Intervention Department.

For further information on the rights of parents and their children, provision of services, evaluation and screening (including purpose, time and location), you may contact the Director of Special Education and at 605.574.2281.

The District's Child Find process extends to students with physical or mental impairments that substantially limit a major life activity. Such students may be eligible for services or accommodations pursuant to Section 504 of the Rehabilitation Act. Section 504 is a Federal civil rights statute that prohibits discrimination against persons with disabilities and programs receiving Federal financial assistance. Please contact the Special Education Office for more information regarding Section 504 eligibility and services.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, at Director of Special Education, PO Box 659, Hill City, SD 57745.

CHURCH NIGHT — SUNDAYS

During the academic year, Wednesday night is designated as Church night. School activities will be discouraged after 6:15 p.m. No formal practice or rehearsal will be scheduled on Sundays except as allowed in school district policy. Ex. Graduation Exercises.

CLOSED CAMPUS:

Hill City School District is a closed campus all day. *NO VENDORS WILL BE ALLOWED TO DELIVER FOOD ON CAMPUS FOR STUDENT LUNCH.*

CONFIDENTIALITY STUDENT RECORDS/FERPA/DIRECTORY INFORMATION

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

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA).

Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.
- To organizations conducting studies for, or on behalf of, the school, in order to
 - a) develop, validate, or administer predictive tests;
 - b) administer student aid programs; or
 - c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as "directory information."

Directory Information: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose designated "directory information" without written consent, unless you have informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.

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, guardian's or eligible student'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 the District to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment. The District has designated the following information as directory information:

- 1) Student's name;
- 2) Address;
- 3) Telephone listing;
- 4) Name(s) of Parent(s)
- 8) Grade level;
- 9) Participation (including video) in official recognized activities and sport
- 10) Weight and height of members of

- | | |
|-----------------------------|---|
| 5) Photograph; | athletic teams |
| 6) Date and place of birth; | 11) Degrees, honors, and awards received; |
| 7) Dates of attendance; | 12) The most recent educational agency or institution attended. |

CORPORAL PUNISHMENT PROHIBITED

Corporal punishment is prohibited in the school system. Any grabbing or touching of students during a discipline incident shall be restricted to restraining or preventing a student from doing harm to himself/herself or to others.

(Board Policy: JGA)

CROSSWALKS - CROSSING GUARDS

For the safety of students arriving and departing from the elementary school, crosswalks and crossing guards are provided. For the safety of all involved, students are expected to use designated crosswalks when crossing the highway for any purpose.

CYBERBULLYING, BULLYING, DISCRIMINATION, HARASSMENT AND HAZING POLICIES

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities..

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate

disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a sexual harassment report should immediately contact a school administrator.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

(Board Policy References: ACA; ACA -1; ACA -2; ACA -3; ACAA; ACAA – 1; ACAA -2; ACAA -3; JFCD; JFCD -1; JFCD -2; JFCD -3)

DISTRIBUTION OF UNSOLICITED MATERIALS AND/OR PRINTED MATTER:

Information to be distributed to students shall have prior approval from the principal’s office. All material approved for distribution or posting must include the following disclaimer **in a prominent place**: “The Hill City School District neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service.” If the District co-sponsors a specific activity or event with an outside organization, the disclaimer may be waived.

(Board Policy KIA)

DRUGS, ALCOHOL, TOBACCO

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

Disciplinary action and the content of the entire policy may be found online or at the central office building.

(Board Policy JFCI/JFCH)

EARLY DISMISSAL/INCLEMENT WEATHER/MEDIA STATIONS:

In case of inclement weather, school will be closed. This is the judgment of the superintendent or designee, based on bus and children safety.

The official statement regarding closing and or late start of the school will be made via Infinite Campus, school district website, school district APP and over radio and TV stations in the morning. School closing information will be broadcast over the following media outlets: KEVN, KOTA, and KELO.

ENGLISH LANGUAGE LEARNER SERVICES (ELL)

The Hill City School District will provide a free and appropriate education to limited-English proficient students and will provide support to their families. A copy of the district’s ELL Policy and Procedure manual is available at the school district central office and at each building. It is the policy of the Hill City School District not to discriminate against English Language Learners (ELLs). According to the Equal Educational Opportunities Act (1974), this district must make an effort to whatever is educationally appropriate to address the English and educational needs of ELLs so that they can compete with same-age English background peers. Qualifying students will be identified and placed in programs and service in accordance with statutory guidelines. Hill City School District will strive to provide a linguistically, culturally, and academically rich learning environment. It is the policy of Hill City School District to comply with all federal and state laws prohibiting discrimination against students of the basis of all civil rights categories.

ENTRANCE EXAMS/ACCREDITED/NON-ACCREDITED CREDITS

Hill City Schools will not accept any credits or courses from non-accredited schools or alternative schools.

EXTENDED ILLNESS OR DISABILITY

The parent of a student who is out of school for an extended period of time due to illness or disability should be in contact with the building principal to set up some type of homebound program. The school requires a doctor's statement to verify the extended illness or doctor's appointment.

Child excused because of illness in family.

A school board may excuse a child from school attendance, pursuant to § 13-27-2, because of serious illness in his immediate family, making his presence at home an actual necessity, or his presence in school a menace to the health of other pupils. The school board may require the submission of medical evidence as a condition of granting an excuse pursuant to this section.

Source: SDC 1939, § 15.3202 (1); SL 1955, ch 41, ch 15, § 2; SL 1982, ch 142, § 1.

FIRE DRILLS/DISASTER DRILLS/LOCK DOWN DRILLS

Fire drills will be held twice per semester with procedures for each building to be announced the first week of school. Fire exits are posted in each classroom. Procedures for other drills will be reviewed and practiced as at minimum once annually.

FOOD SERVICE PROGRAM

Breakfast price will be \$1.90 per meal for students and \$3.55 for adults.

The rates for lunch will be \$2.95 for K-5, \$3.20 for grades 6-12, and \$4.85 for adults. Students are encouraged to purchase multiple-day lunch tickets.

When purchasing milk separately from lunch, the price will be \$.50 per carton. Please buy at least a five (5) day milk ticket for \$2.50. This includes buying at least a five (5) day ticket for afternoon milk breaks at the elementary school.

The expectation is that the guardian/parent of each student is aware they need to provide funds in the breakfast/lunch account at all times so the student is able to eat breakfast/lunch without interruption. Our Infinite Campus program is set up to send out reminders on Sunday of each week if the student is low in funds or negative on their account. If unable to provide funds there should be clear communication from the guardian/parent with the school or foodservice manager to fill out an application for assistance, or create a plan for providing funds for lunch.

Guardians/parents have the foodservice funds balance available at any time using the Infinite Campus app or going online. Hill City's School ID is KTYVRB to register. This system gives you access to your students account and you are able to set alerts to keep current on the account balance. You are also welcome to email or call the food service department for that same information. Contact information is listed below.

Hill City Food Service Manager, Roxann Du Bois: 605-574-3012

Email: Roxanndubois@k12.sd.us

Elementary School Policy: All Elementary School Students will be allowed to charge the value to five meals to their accounts, until May 1st then there is no charging until the end of the school year. All accounts must be current by the last day of school.

Middle and High School Policy: Middle/High School Students will be allowed to charge the value to two meals to their accounts, until May 1st then there is no charging until the end of the school year. All accounts must be current by the last day of school. If the students account is negative they are not able to charge a second milk or second lunch to the account.

Adults and Staff School Policy: Hill City Guests with no students do not have an option to charge. Parents/guardians can charge an adult priced lunch to their student's account, if there are funds to cover the purchase. The expectation for staff is that they keep money in their accounts if they are going to be purchasing breakfast/lunch. Staff may charge no more than two lunches.

Unpaid Lunch Balances: If the account is not brought current after the five days, there will be contact made with guardian/parent and school administration to find a solution to the lunch balance issue. The district has the discretion to utilize collection agency services as well as small claims court to collect unpaid lunch balances prior to the close of the fiscal year.

Cash, check, or other legal tender at the discretion of the Business Manager is acceptable to pay for lunches, milk, and other school bills. A la carte food sales are cash only and may not be charged to the student account. To avoid recurrence of non-sufficient funds checks, cash may be required of parties who have in the past, submitted non-sufficient fund checks.

Food Allergies: The Hill City School District will work cooperatively with the parents/guardians of children with food allergies to provide menu selections that meet dietary needs.

LUNCHROOM REGULATIONS

1. Be quiet and courteous in line and at tables.
2. Leave table and dining area clean.
3. Scrape trays and return to dish window.
4. No food is to leave lunchroom.
5. No soda pop allowed in lunchroom during serving time.

FOSTER CARE STUDENT TRANSPORTATION

Hill City School District cooperates fully with CPS and other organizations to tailor transportation plans for foster care students. (Board Policy ABABB)

HIGH SCHOOL SONG (MARINES HYMN)

When the green and gold come on the floor we will all stand up and cheer.
To the other team we'll never yield and they won't forget we're here.
We will fight for victory and win.
We will conquer every time.
When the green and gold come on the floor, we will cheer for H. C. High.

HOMELESS STATEMENT

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Hill City School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals who are in the following situations:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;

- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandon buildings, bus or train stations, or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring, and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact your building principal. If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

IMMUNIZATIONS — NEW STUDENTS

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state shall, prior to admission, be required to present to school authorities certification from a licensed physician that he/she has received adequate immunization according to the State Department of Health. All students entering 6th grade must meet new requirements.

KINDERGARTEN students entering school will be placed on a Kindergarten group roster when all of their enrollment documents are complete. These documents include a certified copy of the birth certificate, and complete immunization records. Immunization records include those described in South Dakota Codified Law (SDCL 13-28-7.1)

IN GOD WE TRUST NATIONAL MOTTO

Beginning in the 2019-2020 school year, the national motto of the United States, "In God We Trust," shall be displayed in each public school. The display shall be located in a prominent location within each public school. The display may take the form of a mounted plaque, student artwork, or any other appropriate form as determined by the school principal. The display shall be easily readable and may be no smaller than twelve inches wide by twelve inches high.

For the purposes of this section, a prominent location is a school entryway, cafeteria, or other common area where students are most likely to see the national motto display. (SDCL 13-24)

INJURIES/ACCIDENTS

Students are encouraged to play safely to avoid injuries. Any student injury should be reported to the person in charge or to the principal. An accident form will be filed with the building principal, who in turn will forward a copy to the superintendent's office.

INSURANCE

Hill City School District 51-2 does not carry hospitalization or accident benefit fund coverage for any of the students enrolled. The district does not assume any financial responsibility for medical or hospital claims for students injured in any activity directly or indirectly connected with the school.

Hill City School District does not assume financial responsibility for employees or any other persons injured while on school premises.

INTERNET AND OTHER TELECOMMUNICATION DEVICES.

Access to the internet is available to students and teachers of the School District.

Internet users, like traditional library users, are responsible for their actions in accessing online resources. The district Acceptable Use Policy must be signed by employees, parents, and students prior to the use of any district-owned hardware or software. The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur. The content of the entire policy may be found online or at the central office building. (Board Policy IIGB).

Students violating acceptable use of district property, or policy, may be subject to disciplinary action by the Superintendent or designee, depending on the nature of the violation. The content of the entire policy may be found online or at the central office building. (Board Policy JFAA)

The board is committed to providing a safe learning environment that prepares students for a rapidly changing world. It shall be the duty of the superintendent to ensure that Internet safety instruction is integrated into the district's instructional program. The content of the entire policy may be found online or at the central office building. (Board Policy IIBGB)

LOCKERS & LOCKER SEARCHES — STUDENT DESKS

Every student will be issued a locker with a new combination on the first day of school. The care of these lockers is strictly the responsibility of the student to whom it is assigned. Any damage that occurs to lockers should be reported to the office right away. Students who choose to leave their lockers unlocked will be responsible for any items that may be stolen. Locker combinations should be kept confidential and will not be changed during the school year. *DO NOT GIVE OUT YOUR COMBINATION.*

All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the district, and is intended for educational purposes, and district business, at all times.

Neither staff members, nor students, shall have any expectation of privacy when using school property. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without notice) all usage of district property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district. (Board Policy JFAA)

LOST AND FOUND ITEMS

A lost and found department will be maintained in the principal's office. Lost articles should be reported and found articles turned into the office. It is recommended that any unnecessary personal items of considerable value not be brought to school.

LOST OR STOLEN ITEMS

The school will not be responsible for lost or stolen items regardless of the circumstances. This includes students, employees, visitors, and/or any other person(s).

MEDICAL ABSENCES

If a child has been absent from school due to a medical condition i.e., head lice, seizures, hospitalization for physical or mental health, a long illness, etc. Parents need to provide the Hill City School with proof (in writing) of treatment and any special instructions for the child's care from the medical institute providing care, prior to returning to school.

If parents do not provide this information prior to the child's return to school, a medical release must be signed to allow the school to contact your medical provider. This is for the safety of your child, as well as other students and staff at Hill City Schools. If you have any questions regarding this recommended procedure, please contact the principal's office.

MEDICATIONS ADMINISTERED AT SCHOOL

Students will not be permitted to take medication while at school unless such medicine is given to them by the school secretary acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

The above policy covers all prescription and other drugs, except that aspirin may be given at the discretion of the school secretary upon written authorization of the parent or guardian. (Board Policy JHCD)

PARENT CONFERENCES

Parents are encouraged to make appointments for conferences with teachers, counselors or the principal by telephoning the school office at any time during the year. Regular conferences will be scheduled twice during the year.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance shall be recited at the beginning of each school day in grades K-12th grade. (Board Policy INDA)

POSSESSION OF FIREARMS ON SCHOOL PREMISES, & GUN-FREE SCHOOL ACT OF 1994. (SDCL 13-32-7) POSSESSION OF NUISANCE ITEMS

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons will be reported to law enforcement. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, 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.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. Exceptions would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms, and the ceremonial presence of unloaded weapons at color guard ceremonies. Any violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school, except as provided by law, shall be expelled for not less than twelve 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 that 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. No firearms are permitted on any school premises, in any vehicle, in any school vehicle, any vehicle used for school purposes, in any school building or other building or premises used for school functions. (Board Policy JFCJ)

PROTECTION OF STUDENTS RIGHTS

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hill City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an

opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hill City School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5**

REPORT CARDS

Report cards will be issued the week following the end of the quarter as follows: 1st, 2nd and 3rd quarter report cards will be issued to students and it is their responsibility to get them home. Fourth (4th) quarter report cards may be mailed to parents. Report cards should be taken home but need not be returned.

RESIDENCY REQUIREMENTS

Enrollment is open to all students whose parent or legal guardian is a resident of the district. Non-resident students living in another South Dakota school district may file an open enrollment application. Enrollment from another state may be allowed on a tuition basis at board discretion. Enrollment from a foreign country that does not qualify for exchange student status may be allowed on a tuition basis at board discretion (Board Policy JECB).

SCHOOL THREAT ASSESMENT RESPONSE (STAR)

The purpose of the S.T.A.R. Protocol is to provide a mechanism to assure that threats of violence in a school environment are addressed, whenever possible, before such an act occurs. The process necessarily involves a variety of elements, including students, parents, teachers, staff members and administration, as well as, law enforcement and other criminal justice agency participation. The protocol is designed specifically for those violence issues affecting schools and the students who attend those schools. The S.T.A.R. Protocol is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out.

The S.T.A.R. protocol is applicable during any school sponsored event or function, whether the event or function is on school property or not.

SCHOOL WEBSITE

The Hill City School District 51-2 supports a website that can be located at hillcity.k12.sd.us. This site contains information of the school's activities, school announcements and school closings. Downloading the school district APP will provide users with real-time web site access and Push Notifications with district information.

Infinite Campus is a link from the school website that allows parents access to their student's grades and attendance information. Parents are encouraged to sign up for a login name and password through the office of their oldest child.

SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for students K-12. Resource programs enhance the regular classroom instruction. Speech, language, and hearing evaluation and therapy are available. Services outside the district are provided when all necessary special education criteria are met. The "Comprehensive Plan for Special Education" is on file with the administrator of each building.

STATE REQUIRED ASSESSMENTS

The Superintendent is charged with the administration of all state assessments and is responsible for designing procedures that result in accurate data relating to student progress under district and state accountability systems. As a valuable measurement of student progress, results of state assessments will be shared with the Board so the Board can use accurate and up-to-date data in district decision making.

If the Superintendent has sufficient evidence that cheating on a state-required academic test occurred, the Superintendent shall investigate the situation and circumstances. The Superintendent shall, per South Dakota Codified Law, report the findings of the investigation to the South Dakota Department of Education. The Superintendent will also make a formal report to the Board, excluding any personally identifiable information of individuals involved.

Cheating is defined as any form of academic dishonesty or cheating, including the unauthorized knowledge of the achievement test by a student or providing unauthorized access to secure test questions or tampering or altering of student answer sheets by School District personnel.

Student and staff handbooks will contain information addressing what constitutes cheating and communicate the possible personal and district sanctions.

The District shall not collect information that is not necessary for the determination of student academic progress, state and federal reporting requirements, other duties prescribed to the District, or for the calculation of funding for public education.
(Board Policy ILB)

STUDENT ADVICE SERVICE

Student Advice services are provided throughout the Hill City School system to help each student develop social, emotional, intellectual maturity, and academic success. It is our philosophy that any individual involved in the supervision of students should render positive and constructive help to any student within the school structure.

STUDENT GRIEVANCE/PROCEDURE

If any person believes that the school district or any of the district's staff has inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, or Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the School District's Section 504 Coordinator – Steve Helgeland 574-3030, Elementary – Chip Franke 574-3013, Middle School – Blake Gardner 574-3032, High School – Todd Satter 574-3000. It should be understood by the individual(s) involved, that a complaint can be made to the Office for Civil Rights without going through the school district's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint.

A complaint form may be found on the district website, central office or school office. The content of the entire policy may be found online or at the central office. (Board Policy JFH, JFH-R)

TITLE IX

Students, their parents, and employees of the Hill City School District 51-2 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Inquiries concerning the application of Title VI, Title VII, Title IX, the Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, or any applicable regulation which prohibits discrimination under applicable law may be referred to Special Education Director – Steve Helgeland 574-3030; Elementary School – Blake Gardner 574-3013; Middle School – Todd Satter 574-3032; High School – Todd Satter 574-3000. Hill City School District 51-2, P.O. Box 659, Hill City SD, 57745, 574-3030; or to the Regional Director, Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153.

TRANSFERRING OUT OR WITHDRAWING

Before transferring out, parents and their students must first check with their building principal. When transferring to another school copies of student records may be hand carried. However official records will be mailed to the enrolling school.

VIDEO SURVEILLANCE

Buildings located on campus are under video surveillance.

VISITORS

All visitors must check in at the office. Students may not bring visitors to school. Parents are always welcome but are encouraged to make an appointment to see teachers, the principal, or visit the students' classes. Parents are welcomed to join children for lunch but must check in with the office. Any other visitors, clubs, or organizations must give notice to the school prior to arriving, check in with the office, and a separate area will be provided for lunch/meetings.

WELLNESS POLICY

The Hill City School District 51-2 believes that living a healthy lifestyle and maintaining a healthy weight requires a combination of reliable access to healthy food and physical activity options, knowledge of nutrition, and appropriate amounts of physical activity. A coordinated effort by the entire community is needed and should include child nutrition professionals, school

board members, families, students, school administrators, teachers, worksites, local businesses and agencies, healthcare, and others in the community. You may view the policy in its entirety on our district website (Board Policy: AE)

SUPPLEMENTAL ELEMENTARY SCHOOL

ACADEMIC EXPECTATIONS

Standards Based Report Cards list the most important skills students should learn in each subject at a particular grade level. It refers to systems of instruction, assessment, grading, and academic reporting that are based on students' understanding or mastery of the knowledge and skills.

The report card provides communication to parents and students about Educational Standards. In support of student success, it identifies the student's areas of strengths and areas where additional time can be spent at home to meet expectations. The report card will show a number system that replaces a letter grade, which most are accustomed to, that helps identify the mastery of grade level content. The Numbers used will not serve as a representation of the letter system it's replacing. (Ex. 4 will not necessarily be equal to an A; 3 will not equal a B etc.)

The goal of Standards-Based Reporting is to guide parents, students, and staff in moving students progressively toward stronger understanding and greater independence in the learning process. Classroom instruction will be driven by data, assessments and standards.

This will be implemented and reported on a quarterly basis using a 4-point scoring rubric at the Kindergarten through 5th Grade levels.

PURPOSE STATEMENT FOR STANDARDS-BASED REPORT CARD FOR HILL CITY ELEMENTARY:

This report card provides communication to parents and students about Common Core State Standards. It identifies the student's areas of strengths and areas where additional time can be spent at home to meet expectations.

Number system:

4 - Exceeds Standard (Exceeds grade level expectations. Typically few students perform at this Level)

3 - Meets Standard (Meets grade level expectations, the goal of the grade level, and should be Celebrated.)

2 - Approaching Standard (Making sufficient progress towards grade level expectations.)

1 - Below Standard (Not demonstrating sufficient progress towards grade level expectations. Interventions needed from teachers and parents)

K-5 Behaviors and Work Habits

4 – Exceeds Standards

3 – Meets Standards

2 – Approaching Standards

1 – Below Standards

First and Second Grade will use the following scale:

E	Excellent
S	Satisfactory
N	Needs Improvement
I	Incomplete

Kindergarten will use the following scale:

M	Mastered
S	Satisfactory
P	Progressing
N	Needs Improvement
NA	Not Yet Covered
I	Incomplete

ASSIGNMENTS:

- A) The teacher will expect quality work based on each child's ability.
- B) If the assignment involves writing sentences, they must be written in complete thoughts and punctuated correctly.
- C) Assignments will be legible, or they will not be accepted.
- D) 0's will be recorded as a grade if papers are not handed in at the appropriate time. Progress reports will be sent home periodically. Student progress will be available on the DDN system. Parents may set up a Parent Portal to access their child's information.

ARRIVAL AT SCHOOL – ELEMENTARY STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:45 A.M.

When students arrive in the morning, they either go to breakfast or play outside on the playground (unless special provisions have been made). If the temperature is below zero, students will report to the Gins Gym. Once a student arrives, the student must stay on school grounds. This is a matter of student safety. The school day begins at 8:00 a.m. At that time students should report to their homerooms. Students will be counted as tardy if they arrive later than the scheduled start time up until 9:00 a.m. If a student arrives later than 9:30 a.m., this attendance will be counted as a ½-day absence. If a student leaves prior to the 3:05 p.m. dismissal time this will likewise be counted as a tardy. Students leaving prior to 2:00 p.m. will be counted as ½ day absent. Students are dismissed at the close of the day at 3:05 p.m.

PLAYGROUND SUPERVISION IS NOT PROVIDED BEFORE 7:45 A.M. OR AFTER SCHOOL IS DISMISSED AT 3:05 P.M. OR IN CASES OF EARLY DISMISSAL.

ATTENDANCE

Regular attendance is important and essential for promotion and academic success. Students should take pride in themselves for regular attendance and punctuality.

If a student is absent from school, a parent should call the Elementary School office at 574-3013 between 8:00 a.m. and 9:00 a.m. to notify the school of the absence. If a parent is unable to call the school, a note explaining the absence should accompany a student to the Elementary office upon returning to school. If the office is not notified of the absence, the absence may be recorded as unexcused.

When a student has reached 5 absences, a note or phone call may be sent to inform them of the student's attendance status. When the student has missed 8 days, the parent will be contacted, and a meeting may be set up to address the nature of the absences. When the student has missed 11 days, a meeting with parents will be set up to discuss the attendance problem and the possible alternatives in determining an appropriate course of action in dealing with the excessive absences.

BICYCLES

Students may ride bicycles to school but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, the bicycle should be properly parked and is not to be ridden until they exit at the end of the school day.

BIRTHDAY INVITATIONS

Students may not hand out birthday invitations during school hours. Invitations will not be collected by the school or distributed in any manner.

DRESS CODE

Appropriate dress will include the following:

- (a) Pants should be of appropriate size worn at the natural waistline and NOT below the rear exposing boxer shorts/underwear. No pajamas or yoga pants are allowed.
- (b) All shirts and blouses must cover the mid-section and back. Shirts with low cut necklines or spaghetti straps are not permitted in school. Shirts (tops) must have 1" wide straps and the underarm must be cut tightly under the arm.
- (c) Skirts and dresses must be no shorter than mid-thigh. (Fingertip rule.)
- (d) Footwear is required by law to be worn in the building at all times.
- (e) Caps and hats may not be worn in the building or other buildings on campus unless under special circumstances or privilege.
- (f) Students are not allowed to wear clothing, jewelry, buttons or other items or markings which are offensive, suggestive or indecent, associated with gangs, encourage use of drugs, tobacco, alcohol or violence, or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender or sexual orientation.
- (g) Revealing clothing will not be permitted.

Violation will result in the following:

- 1st Offense – Student will go to the office to change their dress appropriately
- 2nd Offense – Student will go to the office call home, and change their dress appropriately.
- 3rd Offense – Student will go to the office, will be sent home to change clothes or parents must bring appropriate clothes to school to return to class.

Any further offenses will result in consequences found in Offense #3

THE SCHOOL'S ADMINISTRATION RESERVES THE RIGHT FOR FINAL DECISIONS.

DRINKS, CANDY AND OTHER SNACK FOODS

This district-wide nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

When using food as a part of class, staff and students are encouraged to utilize healthy, nutritious food choices. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate. (Board Policy: AE)

LABELING PERSONAL BELONGINGS

At the elementary level, it is especially important that students label all personal belongings clearly and permanently to prevent confusion and loss.

PLAY AREA

It is required that children play only on the East and Southeast sides of the elementary building. At no time will children be allowed off the playground. Elementary students have a closed campus. The playground will be kept clean by all students.

Students will be instructed early in the school year about the PROPER USE of playground equipment. **ALL STUDENTS WILL BE EXPECTED TO USE THE PLAYGROUND EQUIPMENT AS INSTRUCTED.**

The Hill City Elementary Student Council has made the following suggestions for safety reasons: No climbing on the outside of slides; no walking on the benches; no fighting; no name-calling/teasing; no shooting things with rubber bands, sling-shot airplanes, etc., or throwing things in the building or on the playground. At no time will students be allowed to throw or kick rocks or snow on the playground. This is for the safety of all students.

RECESS

Students at the elementary level grade K-5 will participate in at least one recess daily. Lunch recess is staggered to best accommodate students of like size and ages. There are adult monitors to oversee students during all recesses. It is in their judgment as to handle reports of injury, bullying, game-play and overall well-being while on duty at recess.

It is an expectation that all students play well with others, exercise, play within the rules of the games played and have fun with peers while at recess. Parents and students need to remember that recess is a privilege and can be taken away at any time for rough play, bullying, and not following the boundaries and rules set forth by the building administrator and/or recess monitors.

RESPONSIBILITY OF THE STUDENT AND PARENT

The elementary staff will expect each child to be responsible to the obligation of being a student by:

- Attending school regularly. Students are expected to be at school. Attendance does affect academic progress. At elementary levels, absences are generally due to illness or parental obligations. Please try to keep these to a minimum.
- Being prepared for class. Each child should have the proper school supplies.
- Having assignments completed on time.
- Having all school work done to the best of his/her ability.
- Having homework taken home and discussed with the parents or guardians on a regular basis and returned as needed.
- Most schoolwork should be completed at school if a child uses his/her time wisely. Time is allowed in each class for homework. If not completed at school, the work must be taken home for homework and returned the following school day.

STAYING OVERNIGHT OR STAYING IN TOWN

Whenever parents change their child’s usual dismissal plan, parents shall send a signed note to the classroom teacher. When a student is to stay with someone else, BOTH sets of parents shall send a signed note stating the knowledge of this event. IF NO NOTES are provided, children will be required to go home by their usual known dismissal plan.

STUDENT COUNCIL

The Hill City Elementary School has a Student Council that allows a forum for student input and ideas. The elementary school counselor is the sponsor of the Student Council. Each classroom elects one student to serve on the council. The council members meet under the supervision of the sponsor to discuss ideas for improvements. Suggestions from the Student Council are taken under consideration and may become part of the student handbook.

STUDENT SCHEDULES

Individual classroom teachers will have student schedules available for parents and students upon request.

Students in the elementary grades will be scheduled for the following instruction:

- **GENERAL MUSIC INSTRUCTION:** instruction twice weekly by the vocal music instructor.
- **INSTRUMENTAL/BAND SCHEDULE:** Fifth Grade ONLY
Until musical instruments are selected, all fifth graders will attend band. Once Band group has been established, those students involved will have scheduled practice times within the school day.
- **PHYSICAL EDUCATION CLASSES:** gym class twice weekly conducted by the physical education teacher. An extra set of tennis shoes (do not have to be new) for gym use would be appreciated to keep the gym floor in good condition.
- **ART SCHEDULES:** instruction with the art teacher once every other week.
ART SUPPLIES NEEDED: Grades 1-3: Crayons, glue, markers, pencils, and an “old” paint shirt. Grades 4-5: Colored pencils, markers, pencils and an “old” paint shirt.
- **LUNCH BREAKS**

Kindergarten	10:50 - 11:30	Third Grade	11:15-11:55
First Grade	10:45 - 11:25	Fourth Grade	11:05-11:45
Second Grade	10:55 - 11:35	Fifth Grade	11:10-11:50
- **RECESS TIMES:** afternoon recess times are scheduled to allow each grade level a break during the afternoon lunch time.
- **GUIDANCE SCHEDULES:** Small group/individual sessions and classroom group sessions will be arranged by the School Counselor in cooperation with the classroom teacher.

TITLE I

Hill City Elementary School is a School-wide Title I school offering remediation in Language Arts and Math to all students as needed. The determination for services is made through the cooperation of the classroom teachers, and paraprofessionals. Materials, support, and suggestions will be provided for parents to support their children in their academic progress. Title 1 will promote Language Arts and Math through sponsored activities throughout the school year. These may include but not be limited to: (IT) Intervention Time Program during school hours, Summer Enrichment Program open to all students, Book Fairs, After School Academic Academies, Open House events, Reading Incentive programs, and Parental Involvement activities (PIPTO).

Parent-Student-Teacher Compact

All Hill City School Elementary Students will complete a Parent-Student-Teacher Compact to be used as a foundation of understanding to support the Title 1 opportunities for students. That document is made available to all students as the school year begins. It has been translated into Spanish to accommodate the families in the school who have limited English proficiency. The document is included at the back of this handbook.

Elementary School-Wide Parental Involvement Policy

1. The Hill City Elementary School is a Title 1 school within the Hill City School District and actively supports parent involvement.
2. The Hill City Elementary School will take the following action to involve parents in the joint development of its district/school-wide parental involvement plan under section 1112 of the ESEA:
 - *The Hill City Elementary School will invite parents to be a part of the Parent Involvement Parent Teacher Organization (PIPTO) meetings held during the fall and again during the spring of each school year.
3. The Hill City Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - a) Parents will be invited to serve on the PIPTO committee which will be asked to formulate ideas and goals for parental involvement and then establish ways to evaluate those ideas and goals.
 - b) Parents will be routinely asked to participate in committee work when needed.
4. The Hill City Elementary School will provide the following necessary coordination, technical assistance, and other support to assist Title 1, Part A schools in planning and implementing effective parental involvement activities to improve student achievement and school performance. The Hill City Elementary School will work with PIPTO to obtain appropriate resources to promote effective parental activities which will support learning.
5. The Hill City Elementary School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs:
 - a) Provide ELL preschool for those who would be entering kindergarten with ELL requirements.
 - b) Provide kindergarten roundup screenings.
 - c) Provide summer school/after school as appropriate for students in need.
6. The Hill City Elementary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title 1, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - *At the initial fall meeting the PIPTO committee will be asked to develop and conduct an annual evaluation of parental involvement activities. The evaluation will be sent to parents of elementary students during the second semester to determine the effectiveness of the ideas and goals established during the fall meeting.

7. The Hill City Elementary School will build the schools' and parents' capacity for strong parental involvement in order to ensure effective involvement of parents, and to support a partnership among the school-involved parents and the community to improve student academic achievement through the following activities specifically described following:
 - *The Hill City Elementary School will, with the assistance of the Title1, Part A School, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
 - a) The Common Core State Standards
 - b) The State's student academic achievement standards
 - c) The State and local academic assessments, including alternate assessments
 - d) The requirements of Part A
 - e) How to monitor their child's progress
 - f) How to work with educators

The Hill City Elementary School will work with PIPTO to identify and provide as appropriate workshops, conferences, or classes through the South Dakota Parent Resource Center or other agencies to help parents understand state and local assessments and how this would involve them in promoting their child's education.

1. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. The Hill City Schools will work with the South Dakota Parent Resources Network to offer trainings and provide materials as appropriate to assist parents with their child's education.
2. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and the utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and schools. The Hill City Elementary School will work with the South Dakota Parent Resources Network or other agencies to provide appropriate workshops and in services promoting strategies to work with parents to include them in their child's education.
3. The Hill City Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities as appropriate, that encourage and support parents in more fully participating in the education of their children. The Hill City Elementary School will, with the collaboration with the PIPTO committee, coordinate with other agencies to inform parents of other services available to support them in the education of their child.
4. The Hill City Elementary School will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative forms upon request, and, to the extent practical, and in a language the parents can understand. The Hill City Elementary School will translate documents in an understandable language as appropriate and may include such information as weekly newspapers, documents sent home via website, school news, monthly objectives, registration material, and other informational documents.

TOYS

During the year, many students bring toys to school. The elementary school staff requires that parents restrict toy items from being brought to school. Due to the legislation (SDCL 13-32-07), students are not to bring toy guns and/or knives to school due to the fact that many toy guns and knives look like the “real thing.” It is also recommended that expensive toys be left at home to avoid theft or loss. The elementary school staff supports the idea of students being involved in active play at recess time. This effort supports the opportunity for students to be more physically fit. Due to that concern, tech toys will not be allowed during recess times.

WEATHER

Parents should be preparing their children for any type of weather. In Western South Dakota, we can see all four seasons in a single day. Having students prepared for inclement weather or weather changes is important. Students will be spending a portion each outside unless the temperature, including wind chill drops below 0 degrees. If temperature, including wind chill drop below 0 degrees, students will remain inside for recess. Often times this takes place in the Bob Burden gym. If that area is not available, students will remain in classrooms. All other weather related information for closures, delays, or early releases will come from District office. Parents are encouraged to have the most recent up-to-date information with each building secretary for distribution of information.

SUPPLEMENTARY BUILDING REGULATIONS MIDDLE SCHOOL

WE BELIEVE

The middle years students experience a distinct developmental stage different from the primary and secondary student.

The middle years students require educators who understand and relate to the physical, emotional, social, and academic needs of this group.

The middle years students require a school atmosphere that enhances self-concept and allows for personal growth.

The middle years students require the structuring and programming that accepts and builds on the special characteristics of this group.

The middle years students require societal understanding and support.

ATTENDANCE

Regular attendance is important and essential for promotion and academic success. Students should pride themselves on punctuality and regularity in attendance. A student’s contribution to and achievement in a class are directly related to attendance. It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from classes. It is true that written work can be completed for makeup. However, class

instruction or presentations, discussions, some audio-visual presentations, or student-teacher interactions can never be made up.

1. If a student is expected to be absent, parents should call the school between 8:00 and 9:00 a.m. A written excuse is not necessary if a phone call or email has been made by the parent. The school has the authority to verify excuses.

2. **A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence.** Failure to report to the office shall result in an unexcused absence or truancy, and suspension may be administered.

3. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.

4. Superior attendance recognition is accorded those students who are neither absent nor tardy (excused or unexcused) on a yearly basis. Students who qualify for this recognition will also have an opportunity to win a fifty (50) dollar check.

5. **A student must be in attendance (full day) during the day of an evening activity in order to participate, unless he/she has an excused absence.**

6. After an absence, a student must report to the front before school to receive an admit slip before returning to class.

7. In the case of an excused absence the student shall make up the work and receive full credit. In the case of an unexcused absence, suspension or, truancy, the student shall make up the work, but will receive 50% on all work excluding Semester Finals and Semester Projects. Students will be allowed one (1) day for each day missed. A maximum of ten (10) days will be allowed to make up work for 10 or more days missed in succession if the absences are excused.

8. To encourage regular attendance, the following process will be used by the Administration covering all absences (excused and unexcused):

a. After a student has been absent five (5), eight (8), or eleven (11) times from any class during a semester, a form letter stating this fact will be sent to parents or guardians. Upon parental request, a conference will be held to include a parent, the student, and an administrator.

When a student has been absent from any class eleven (11) times, including excused and unexcused absences, during a semester, the student will be deemed to not have sufficient credit and seat time in the affected class to obtain a passing grade and an "F" grade will be recorded. Failed classes due to poor attendance will result in summer school for that class and possible retention.

For the purpose of this procedure, absences will be counted in the following manner:

1. School-sponsored activities. No count for any school-related activities. (Athletic contests, music, debate, field trips and any other approved by the Administration or Counselor.)

2. All suspension absences shall count as one-for-one.

3. Students must be in attendance at least half of the class period in order to be marked present.

4. Absence due to a specified prolonged illness, hospitalization, or series of medical treatments will be verified by a (required) doctor's slip. If extended absences should occur, no more than twenty (20) total days/class periods will be accumulated. Should the days go beyond the twenty, the student and parents are required to go before the school board for an attendance exemption.

BICYCLES

Students may ride bicycles to school but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, the bicycle should be properly parked and is not to be ridden until after school is dismissed for the day. A bike chain/lock is highly recommended and the school will not be responsible for any damage or a missing bike.

CAMPUS POLICY

Middle School students have closed campus. Students will not be permitted to leave school grounds during the school day; this includes lunch break.

CHEATING AND PLAGIARISM

Cheating and plagiarism are not allowed at Hill City Middle School. Cheating is defined as, but not limited to, copying or submitting someone else's work as your own, producing cheat sheets, reference sheets, or writing sheets on yourself for use on a test, using programmed material in watches or calculators when prohibited, exchanging answers with others, or submitting material without giving the name of the author/artist/source. Plagiarism is defined as, but not limited to, "stealing or passing off the ideas or words of another as one's own or to quotes someone directly and exactly without crediting the source" (Webster's Collegiate 10th edition). In other words, if you copy the work of a fellow student, a magazine article writer, a book author, or a newsman's report on television, and do not explain in your assignment that you are using someone else's words, you are committing plagiarism. Plagiarism is illegal under United States Copyright Law.

A student who is caught cheating or plagiarizing will:

1st time: re-do assignment and plagiarism/cheating instruction will be provided

2nd time: Student will receive a 0%

3rd time: Possible failure of class

CONDUCT AT ALL HOME AND AWAY SCHOOL ACTIVITIES

Students shall have the privilege and responsibility to attend and observe school activities with the intent of displaying good sportsmanship and following school rules.

A. School Parties or Dances

1. All school dances must be supervised by an adequate number of approved adults. Faculty, school board, and parents are welcome to chaperone.
2. Dances are strictly school affairs and attendance shall be limited to Hill City School students. *Students not enrolled in Hill City Middle School will NOT be allowed to attend.*
3. Proper conduct must be observed. Chaperones may immediately remove any student misbehaving. Any student ejected for misbehavior may be excluded from activities for the remainder of the year.

B. Assembly programs, Plays, Concerts, etc

Students are expected to attend, listen, and be courteous until the end of the event.

Students unsupervised will be asked to find their parents and sit with them. If a parent or guardian is not in attendance the student may be asked to leave if they are not paying attention.

CURRICULAR AND EXTRA-CURRICULAR OFFERING

The school's prime purpose is to educate each student to his/her fullest potential. In order to achieve this purpose, the Hill City Middle School offers the following program:

Mathematics

Science

Language Arts
Study Skills
Computer
Reading
Chorus
Algebra
Special Education

Health
Art
Social Science
Physical Education
Band
Industrial Arts
Physical Science

Extra Curricular Offerings:

Athletics - Boys: Football, Basketball, Track, Wrestling
Athletics - Girls: Basketball, Track, Volleyball, Wrestling

DRESS CODE:

Appropriate dress will include the following:

- (a) Pants should be of appropriate size worn at the natural waistline and NOT below the rear exposing boxer shorts/underwear. No pajamas or yoga pants are allowed.
- (b) Shorts must be no shorter than mid-thigh. No spandex style shorts are permitted in school. Leggings and tights are to be worn only as an under garment.
- (c) All shirts and blouses must cover the mid-section and back. Shirts with low cut necklines or spaghetti straps are not permitted in school. Shirts (tops) must have 1” wide straps and the underarm must be cut tightly under the arm.
- (d) Skirts and dresses must be no shorter than mid-thigh.
- (e) Footwear is required by law to be worn in the building at all times. No Slippers.
- (f) Caps and hats may not be worn in the middle school building or other buildings on campus unless under special circumstances or privilege.
- (g) Students are not allowed to wear clothing, jewelry, buttons or other items or markings which are offensive, suggestive or indecent, associated with gangs, encourage use of drugs, tobacco, alcohol or violence, or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender or sexual orientation.
- (f) Revealing clothing will not be permitted.

Violation will result in the following:

- 1st Offense – Student will go to the office to change their dress appropriately
- 2nd Offense – Student will go to the office call home, and change their dress appropriately.
- 3rd Offense – Student will go to the office, will be sent home to change clothes or parents must bring appropriate clothes to school to return to class.

Any further offenses will result in consequences found in Offense #3

THE SCHOOL’S ADMINISTRATION RESERVES THE RIGHT FOR FINAL DECISIONS.

EXTRA-CURRICULAR ACTIVITIES

A. PHILOSOPHY

It is a privilege to perform for the Hill City School, not a right. Students are encouraged to participate in as many activities as is possible throughout the year. We welcome the opportunity to work with the students of our system to give them instruction and help in the area of co-curricular activities. These activities should be an enhancement to the educational process and will be treated as such.

Extra Curricular offerings are considered to be an extension of the school day and all school rules are in effect.

Eligibility for Extra Curricular Activities: All student-athletes are required to follow the rules of the coaches and the training rules of the Hill City School District. The students are also expected to follow the academic eligibility rules of the Hill City Middle School.

Eligibility for Middle School Athletics will be checked every Wednesday. If the student is failing ANY classes then he/she will be unable to compete until the next Wednesday if they have a passing grade. The list will be checked every Wednesday throughout the season. If a student is ineligible, they may be required to go to the class they are failing to get help, at the discretion of the teacher and coach instead of practice. If a student is on the failing list more than 3 times during a season, they will be removed from the team and encouraged to spend time working on the failing class instead of the specific sport.

Sport physicals are required EVERY year before the athlete can participate in an athletic activity.

Parent involvement and traveling teams are encouraged. Only school sponsored events will be scheduled by the Athletic Director. Traveling teams will not be allowed to use school uniforms, school transportation, or the expectation of school coaches.

FUNDRAISING

All fundraising projects will be approved by the building level principal prior to the initiation of the project. All fundraising projects will have an adult sponsor who will facilitate the approval and implementation of the project. All fundraising is for the benefit of the school organizations rather than the benefit of individuals and should have a trust and agency account.

GRADES AND REPORTS

Unsatisfactory work notifications are sent to parents during the 5th week of each nine weeks or, when necessary, when the student's work is so poor that he is in danger of receiving a failing grade at the end of the period.

Parents have the ability of seeing their student's current grade by accessing Parent Portal. Paper work for the Parent Portal is located in the office and a user name and password will be created. Parent Portal is a live view of each teacher's grade book regarding your child's grades.

The letter grades used generally have the following numerical value:

A	Excellent	90-100
B	Above Average	80- 89
C	Average	70-79
D	Below Average	60-69
F	Unsatisfactory	Below 60

There may be exceptions to the numerical value as in the case of Individual Education Programs (IEP) and areas of study where a different standard may be more appropriate.

The standard of accomplishment represented by these grades is as follows:

- (A) Exceptional work in quality and quantity, evidence of originality, and evidence of initiative.
- (B) Work above average in quality and quantity, some evidence of initiative.

- (C) Assigned work usually complete as to quality and quantity, with little evidence of originality.
- (D) Work of poor quality and seldom up to standards in quantity.
- (F) Work not up to standard in either quality or quantity.
- (I) Incomplete, all required work not yet turned in. Grade will be given when work is complete.

LATE WORK

Daily Assignments not turned in on time will be considered late, and the student will have the opportunity to complete it by the end of 8th hour.

1. Daily work completed at a satisfactory level and received by the end of the day will be graded and then receive a one letter grade reduction as a penalty.
2. Daily work not handed in at the end of the day it was due may be handed in completed to a satisfactory level during the regular class time the following day and receive 50% credit.
3. Daily work turned in more than one day late will be graded at teacher discretion.

Project Based Assignments not turned in on time will be considered late. The consequences for a late assignment will be at the discretion of the individual teacher.

ORGANIZATIONS AND ACTIVITIES

Student council elections will be conducted in the first two weeks of school.

REMOVAL FROM CLASS

Any student who is requested to leave the classroom because of poor conduct must immediately report to the principal's office and must obtain permission from the principal or designate for reinstatement.

RESPONSIBILITY OF THE STUDENT AND PARENT

The Middle School staff will expect each child to become more answerable to the duty, obligation, or burden of being a student by:

- A. Students must come to class prepared. Students will be expected to bring his/her district issued computer, a pen/pencil, student planner, textbook, notebook, folder, current assignments, and other materials as required by the student's teacher.
Students who fail to meet these expectations will be counted tardy. For additional information on being tardy, see the handbook section on tardies.
- B. Having assignments completed on time.
- C. Having all school work done to the best of his/her ability.
- D. Having homework taken home and discussed with the parents or guardians on a regular basis and returned.
- E. Having and using planners each day to keep track of assignments and tests.

TARDIES

Tardies will be checked at midterms and quarters. Any student with 5 or more tardies will be required to complete 1 week of lunch detention. The majority of tardies come in the morning before first period. We ask for the parent's help to ensure students are to school on time.

HILL CITY HIGH SCHOOL POLICIES & PROCEDURES

All students in Hill City School High School, and their parents should be familiar with the regulations included in this section. Items are listed alphabetically. For your convenience, a complete list of topics is found in the Table of Contents.

ACCREDITED/NON-ACCREDITED CREDITS

High school credit will be granted based on the criteria noted in board policies JECAC and JECAA.

ACTIVITIES

Following is a list of the various activities available to the senior high student. Students interested in participating in any of these activities should be familiar with eligibility rules and contact the activity advisors for more details.

A. Athletics

Girls Volleyball	Boys Basketball
Girls Basketball	Boys Track
Boys Football	Cheerleading
Girls Track	Golf
Letter Club	
Boys & Girls Cross-Country	
Wrestling	

B. Music

Band	Jazz Band
Choir	Instrumental Solo
Vocal Solo	
All-State Choir/Band	
Honors Choir-State Level	

C. Theater

One-Act Plays
All School Play

E. Miscellaneous

Knowledge Bowl	Leo Club
Student Council	Boys and Girls State
FCA (Fellowship of Christian Athletes)	

F. National Honor Society

In order to be considered for membership in the Hill City High School chapter of the National Honor Society, a student must be a sophomore, junior or senior, currently enrolled and in attendance at Hill City High School for a minimum of one complete semester. Membership is open to those students who meet the required standards in the areas of scholarship (minimum cumulative grade point average of 3.50), service, leadership, and character. Students are selected by a five-member Faculty Council, appointed by the principal.

While the scholarship criterion is important and should be considered first, once it has been determined that the student has attained the minimum grade point average, that issue is put aside and the Faculty Council's attention is directed to the remaining criteria. Membership is never considered on the basis of grades alone. Students who meet the scholarship criterion are invited to complete a student activity form that provides the Faculty Council with information regarding each candidate's leadership and service.

The leadership criterion is considered highly important for membership selection. Leadership may be considered in terms of the number of offices a student has held in school or community organizations, although leadership also exists outside elected positions. Leadership roles in both the school and community may be considered, provided they can be verified. Leadership is not just holding an office but also following through on leadership responsibilities.

The criterion for service is defined in terms of value of contributions. What contributions has the candidate made to school, classmates, and community? What is the student's attitude toward service? Again, service is not merely being a member of an organization. It is evaluated on the candidate's active participation in that organization; therefore, a minimum of ten verified hours of community service is required to be considered for membership.

Character is the most difficult criterion to define. Students are considered for the positive as well as the negative aspects of character. School discipline records may be reviewed and members of the faculty may be solicited for input regarding their professional reflections on a candidate's character. Students who have been arrested and found guilty of civil offenses or who have a chronic records of breaking school rules are obviously poor candidates for membership.

In order to determine membership, student activity information forms and other information are reviewed by the Faculty Council. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held in the spring to recognize newly selected members. Membership in the National Honor Society is both an honor and a responsibility. New members are required to maintain excellence in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the annual chapter service project. Students or parents who have questions regarding the selection process or membership obligations may contact the chapter adviser or the high school principal.

Students may be dismissed from the National Honor Society if they fail to maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. A student who is dismissed may never again become a National Honor Society member. Any National Honor Society member being considered for dismissal is entitled to a hearing by the Faculty Council.

G. Student Council

The Student Council is an organization concerned with the entire school body. The main functions of the council are to provide a means for the expression of student opinion; to uphold school customs and traditions; to promote student-faculty relations; to encourage the practices of democracy and develop and promote leadership at Hill City High School; to help develop school spirit, student morals, and pride; to carry on worthwhile projects; and to build school leadership and participation.

ACTIVITY ELIGIBILITY REQUIREMENTS

To be eligible for any extra-curricular performances every student will meet the South Dakota High School Activity rules and regulations governing this area. Academically a student must have successfully completed twenty (20) hours of high school work per week in courses

approved for graduation by the state educational authority for the preceding semester or for the most recent semester of attendance in any school. Hill City High School also has an academic requirement that all participants must meet in order to participate. Participants are to consult the athletic handbook or their perspective coach or the school office for verification. Academically ineligible students are not allowed to miss academic time for any activities.

These activities include: Volleyball, Basketball, Football, Cross Country, Cheerleading, Golf, Track, Wrestling, Drama, Chorus, Band, and Knowledge Bowl. The school district reserves the right to add activities to this list as the need arises.

DIRECTOR DEFINED: The term director is interpreted as the head coach or leader of any of the activities listed above.

INFRACTIONS DOCUMENTED: Infractions of participants and/or potential participants will be documented throughout the school year from August 12, 2019, through May 31, 2020. A student who infracts a rule as a non-participant during one season will be held accountable under this policy for participation in subsequent seasons from August 12, 2019, through May 31, 2020. A citation issued by law enforcement will be valid from the time of knowledge of issuance until it is dropped or ruled invalid.

PHILOSOPHY: INTERSCHOLASTIC ATHLETIC AND OTHER ACTIVITIES HAVE AN IMPORTANT PLACE IN THE HILL CITY SECONDARY SCHOOL. Activities are a vital part of our total educational environment and development. Although they do not replace academics, they provide educational values and experiences that are not found in the classroom.

As a representative of the Hill City High School and community all participants in student activities are expected to display good conduct at all times. Participants in student activities are reminded that their attitude and conduct in school, out of school, on the playing field, or off the playing field will always reflect on the school, community and themselves. Students who discredit themselves before, during, or after school or activities may be denied their privilege for further participation, and/or awards in athletic and other activities. After due process is afforded the student, disciplinary action by the principal and director of that activity is final.

All participants in activities must follow rules set by the South Dakota High Schools Activities Association, State Statutes, Hill City School District, and Director of their activities.

GENERAL REGULATIONS AND REQUIREMENTS FOR STUDENT ACTIVITIES SOUTH DAKOTA CODIFIED LAW 13-32-9 PROVIDES FOR SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATION. The following language is a verbatim reproduction of 13-32-9. Suspension from extracurricular activities for controlled substance violations. Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in chapter 22-42 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding, 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 enrolled.

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

USE OF OR POSSESSION OF ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES AND DRUG PARAPHERNALIA

These substances are not needed to better one's performance. Law enforcement personnel, certified local school personnel and local coaches or directors for their respective activities are authorized to report alleged possession and use violations by activities participants to the building principal or designee who will facilitate the investigation and disciplinary action. Student participants may report their own possession or use violations. Parents or guardians may report violations within their own nuclear family. Students determined in use or possession of these substances will receive the following disciplinary action:

FIRST OFFENSE: Miss two weeks of SDHSAA sponsored competition/appearances or two games whichever is greater. Students will practice and follow all rules and regulations throughout the suspension

SECOND OFFENSE: Banned from the activity in which student is participating at the time of the second offense. After the second offense, in order to participate in another activity for the remainder of the 2019-2020 school year, the participant must have completed an approved counseling program. The school district will not pay for the counseling.

THIRD OFFENSE: Students may not participate in any of the activities for one calendar year from the date of the committed infraction. Example: Offense committed on December 15, 2019, athlete is out until December 15, 2020.

The Coach/Director of each activity will determine rules with regard to attendance of games and practices, curfew, bus riding to and from the activities, dress on activity days, lettering and all other requirements.

SCHOOL ATTENDANCE: Participants must attend school on the game/event/practice, unless prior arrangements have been made or the student has a valid excuse. Directors will decide what constitutes a valid excuse. Without a valid excused absence from school, students need to have attended school the day of the game/event/practice.

PHYSICALS: Each SDHSAA athletic sports participant is required to have a yearly physical examination on file at the school prior to participation in practice or games. Each participant is responsible for completing this requirement. Student activities other than SDHSAA athletic sports activities do not require a physical.

FAILING LIST: Student Athletes who fail one or more classes at the end of the quarter will be ineligible for the next quarter (9 weeks). Exception – A student failing a class may become eligible at the midterm of a quarter if he/she is not failing any classes.

2019-2020 Quarter and Mid Term Periods:

1st Quarter (Aug 21 – Oct. 18) – Mid Term September 18, 2019

2nd Quarter (Oct 21 – Dec 20) – Mid Term November 20, 2019

3rd Quarter (Jan. 6 – Mar. 13) – Mid Term February 5, 2020

4th Quarter (Mar. 16 – May 20) – Mid Term Apr. 15, 2020

NOTES: This means a student may become eligible at the midterm mark, but not become ineligible.

IF SOMETHING SHOULD COME UP NOT COVERED BY THESE RULES, THE DIRECTORS OF STUDENT ACTIVITIES WILL DEAL WITH THE SITUATION AS NEEDED. STUDENTS WILL BE AFFORDED DUE PROCESS.

GENDER MIXED TEAMS

When the school being attended has a boys program but does not have a comparable program for girls in that sport, then a girl shall have the opportunity to qualify and participate with or against boys provided she follows the contest and season rules established for boys. However, girls shall not be permitted to participate in a SDHSAA tournament program for boys when there is a SDHSAA tournament program for girls in that sport in which they can qualify as girls tournament entrants. In view of the fact that overall athletic opportunities for boys have not been and are not now limited in South Dakota secondary schools, boys shall not be eligible for

participation as individuals or on a team in interschool athletic season or tournament contests designed for girls.

ADVANCED PLACEMENT (AP College Board) COURSES:

Advanced Placement courses approved by the College Board are offered to students with a cumulative GPA of 3.0, and faculty recommendation. A maximum of three Advanced Placement courses can be taken in one school year. Advanced Placement courses are designed as yearlong courses of study. Students enrolled in Advanced Placement courses must take the end of year exam and are required to pay the \$90 fee. Hill City High School does not pay the fees associated with AP exam. Students who pass an AP exam may earn college credit and one high school credit. Students who do not pass an AP exam, but still pass the course, will still earn one high school credit. The AP course grade is placed on the student transcript. Students may not withdraw from the course after the ninth day of the year nor at semester time. AP course grades earn additional weight when calculating Hill City High School GPA.

ATTENDANCE

Regular attendance is important and essential for promotion and academic success. Students should pride themselves on punctuality and regularity in attendance. This attendance record is a very important part in recommendations for future employment. A student's contribution to and achievement in a class are directly related to attendance. It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from classes. It is true that written work can be completed for makeup. However, class instruction or presentations, discussions, some audio-visual presentations, or student-teacher interactions can never be made up.

A. ABSENTEEISM: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:

- a. Personal illness,
- b. Family emergency (death, serious illness),
- c. Funeral,
- d. Professional appointments that cannot be made on Saturdays or after school hours,
- e. School sponsored activities,
- f. Parental request: an absence when required by the family, upon request

by the parent or approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents.

2. If a student is expected to be absent, a phone call or note should be given to the office 48 hours prior to the date of the absence. If a student is sick, parents should be calling the school between 7:30 and 9:30 the morning of the illness. Upon returning from an illness that has not been called into the school, the student should arrive with a note from parents and/or doctor. Absences will only be excused within a 48 hour window. The school has the authority to verify excuses.

3. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence, and In School Suspension may be administered.

After a student has been absent, they must report immediately to the office for re-admittance. The student shall have a signed excuse from the parent with them or have the parents phone (HS: 574-3000) between 8:00 a.m. and 9:00 a.m. If a note or phone call is not received, the student will receive a "0" for the time absent and possibly In-School Suspension.

4. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. All

students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.

5. Superior attendance recognition is accorded those students who are neither absent nor tardy (excused or unexcused) on a yearly basis. Students who qualify for this recognition will also have an opportunity to win a fifty (50) check.

6. **A student must be in attendance (full day) during the day of an evening activity in order to participate, Unless he/she has had a medical appointment prior to event.**

7. In the case of an excused absence, the student shall make up the work and receive full credit. In the case of an unexcused absence, suspension or, truancy, the student shall make up the work, **but will receive 50% on all work excluding Semester Finals and Semester Projects...** Students will be allowed one (1) day for each day missed. A maximum of ten (10) days will be allowed to make up work for 10 or more days missed in succession if the absences are excused. It will be the sole responsibility of the student to make arrangements with the teacher, when the teacher is available, for assignments and class activities missed during a parental request absence. If a grading period falls within the allowed time to make up work due to an absence, an “incomplete” shall be recorded. Incompletes become a “failure” if not made up within time allowed, deadlines may be extended under extreme circumstances approved by administration.

8. To encourage regular attendance, the following process will be used by the Administration covering all absences (excused and unexcused):

a. After a student has been absent five (5) times from any class during a semester, a form letter stating this fact will be sent to parents or guardians. Upon parental request, a conference will be held to include a parent, the student, and an administrator.

b. After a student has been absent eight (8) times from any class during a semester, a form letter will be sent to the parent or guardian of the student. The purpose of the letter shall be to inform the parent and the student that the student is in jeopardy of losing credit

When a student has been absent from any class eleven (11) times, including excused and unexcused absences, during a semester, the student will be deemed to not have sufficient credit in the affected class to obtain a passing grade and an “F” grade will be recorded.

The student may buy back one day by clocking extra seat time /per semester to recover credit. Twelve (12) absences and beyond credit is lost. Saturday Schools will be determined in advance. If a student neglects to attend Saturday school credit will be lost.

For the purpose of this procedure, absences will be counted in the following manner:

1. School-sponsored activities. No count for any school-related activities. (Athletic contests, music, debate, field trips and any other approved by the Administration or Counselor.)

2. All suspension absences shall count as one-for-one.

3. Students must be in attendance at least half of the class period in order to be marked present.

4. Absence due to a specified prolonged illness, hospitalization, or series of medical treatments will be verified by a (required) doctor’s slip. If extended absences should occur, no more than twenty (20) total days/class periods will be accumulated. Should the days go beyond the twenty, the student and parents are required to go before the school board for an attendance exemption.

a. TARDINESS: Defined as failure to be at the assigned work station at the prescribed time. Students tardy for class will be assigned the following:

The 5th tardy will be spent in ISS. Any tardies beyond five will result in that period being spent in ISS for each tardy. A student in ISS will receive 50% on work missed that day; this does not include tests, exams, or major projects. (Tardies are per semester)

CHEATING AND PLAGIARISM

Cheating and plagiarism are not allowed at Hill City High School. Cheating is defined as, but not limited to, copying or submitting someone else's work as your own, producing cheat sheets, reference sheets, or writing answers on your person for use in a test, using programmed material in watches or calculators when prohibited, exchanging answers with others, or submitting material without giving the name of the author/artist/source.

Plagiarism is defined as, but not limited to "stealing or passing off the ideas or words of another as one's own or to quote someone directly and exactly without crediting the source" (*Webster's Collegiate*, 10th edition). In other words, if you copy the work of a fellow student, a magazine article writer, a book author, or a newsmen's report on television, and do not explain in your assignment that you are using someone else's words, you are committing plagiarism. Plagiarism is illegal under United States Copyright Law.

A student who is caught cheating or plagiarizing will receive a zero for that assignment. Students who cheat or plagiarize a second time in the same class will receive an "F" (50%) for their quarter grade. If caught plagiarizing or cheating a third time in the same class, the student will fail the semester. Parents will be notified after each offense.

CONDUCT AT ALL HOME & AWAY SCHOOL ACTIVITIES.

Students shall have the privilege and responsibility to attend and observe school activities with the intent of observing the activity and being a good sportsman.

It is expected that the students of the Hill City School conduct themselves in a manner to bring credit to themselves, their school, parents, and community. The following rules apply when attending:

A. School Dances

1. All administration approved school dances may continue until 10:30 p.m. Junior-Senior Prom may continue until 11:00 p.m.
2. All school dances must be supervised by an adequate number of approved adults. Faculty, school board, and parents are welcome to chaperone.
3. Dances are strictly school affairs and attendance shall be limited to Hill City School students and approved dates. Signup sheets will be in the school office prior to the dance with an appropriate deadline designated.
4. Any person admitted to a dance must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance after having once left. No one will be admitted to a dance after the dance has been in progress for thirty minutes, unless pre-arranged with the building administrator.
5. Proper conduct must be observed. Chaperones may immediately remove any student misbehaving. Any student ejected for misbehavior may be excluded from activities for the remainder of the school year.
6. No middle school students are permitted at high school dances.

B. Assembly Programs, Plays, Concerts, etc.

Students, parents, and other attendees are expected to attend, listen, be courteous, and remain until the end of the event. Students will be dismissed at the end of the event.

C. Athletic Events: School Spirit and Conduct

Having come to expect outstanding athletic teams in our school each year, Hill City should strive to make the student cheering section just as excellent. School spirit is the result of all school citizens working and playing together to develop mutual courtesy, cooperation, and Ranger Pride. Sportsmanship is expected at both home and away activities as each individual who attends these activities is representing Hill City Schools. It is also expected that adult spectators conduct themselves accordingly as Ranger Fans.

DETENTION

Parents of students kept in detention are responsible for their transportation. It shall be supervised by a faculty member in a separate undisturbed room within the school in the form of a study hall. A student reporting for detention shall bring schoolwork to do during the detention period. A student assigned detention may have one (1) days' notice. Students involved in school activities will miss the activity to stay in detention. If a student elects not to attend the detentions as assigned, the time will be doubled and may be served immediately. Parents will be notified at this time.

DISHONEST OR UNFAIR MANNER

False phone calls, forgeries, falsified documents, lying and excused absences found to be false (shall become unexcused) all fall within this area. Detention, suspension, or expulsion may be utilized.

DRESS CODE:

Appropriate dress will include the following:

- (a) Pants should be of appropriate size worn at the natural waistline and NOT below the rear exposing boxer shorts/underwear. No pajamas or yoga pants are allowed.
- (b) Shorts must be no shorter than mid-thigh. No spandex style shorts are permitted in school. Leggings and tights are to be worn only as an under garment.
- (c) All shirts and blouses must cover the mid-section. Shirts with low cut necklines or spaghetti straps are not permitted in school. Shirts (tops) must have 1" wide straps and the underarm must be cut tightly under the arm.
- (d) Skirts and dresses must be no shorter than mid-thigh.
- (e) Footwear is required by law to be worn in the building at all times. No Slippers.
- (f) Caps and hats may not be worn in the high school building or other buildings on campus unless under special circumstances or privilege.
- (g) Students are not allowed to wear clothing, jewelry, buttons or other items or markings which are offensive, suggestive or indecent, associated with gangs, encourage use of drugs, tobacco, alcohol or violence, or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender or sexual orientation.
- (f) Revealing clothing will not be permitted.

Violation will result in the following:

- 1st Offense – Student will go to the office to change their dress appropriately
- 2nd Offense – Student will go to the office call home, and change their dress appropriately.

- 3rd Offense – Student will go to the office, will be sent home to change clothes or parents must bring appropriate clothes to school to return to class.

Any further offenses will result in consequences found in Offense #3

THE SCHOOL'S ADMINISTRATION RESERVES THE RIGHT FOR FINAL DECISIONS.

DUAL CREDIT

Juniors and Seniors in good standing at HCHS may enroll for dual credit at local postsecondary institutions. Students may take additional dual credit classes while enrolled as a full time student at HCHS. Students are responsible for registering for classes at the respective college or technical school and for all costs. Scheduling issues should be discussed with a student advisor to assure that all high school requirements can be met. Credit will be recorded on the student's transcript only after a copy of the official grade report from the respective college is provided to the guidance office. One-half credit will be recorded for 3, 4, and 5 semester hour courses completed at the college or technical school level. Letter grades will be computed into the student's grade point average using the 4.0 scale. All school regulations regarding the withdrawal from a course during the semester apply and students can receive a "WF" on the official transcript as a result. Dual enrollment admission requirements will depend on the postsecondary school and have a University or Technical School instructor's approval.

EARLY GRADUATION

To be eligible a student will have to earn credits toward the South Dakota Board of Regents course curriculum. A student must also maintain a 3.5 grade point average. A student who will meet the graduation requirements by the end of their first semester senior year or final semester of the junior year must submit a letter of application to the Principal no later than the end of the first semester of the junior year. This letter must be signed by the student's parents and have the approval of the student advisor, at least one classroom teacher, and the Principal. The student may be graduated early at the discretion of the Board. (Board Policy IKF)

EXPENSES

Student Expenses/Lab Fees

The following materials will be furnished by the student: notebooks, gym shoes, some materials for art (**a lab fee will be established prior to the semester by the instructor with the approval and authorization of the building level principal**), some materials for industrial technology (**a lab fee will be established prior to the semester by the instructor with the approval and authorization of the building level principal**), some materials for computer and technology labs (**a lab fee will be established prior to the semester by the instructor with the authorization and approval of the building level principal**).

FIELD TRIPS

Excursions or field trips are conducted during school time as the planned culmination of a class or unit. The individual school principal will approve/disapprove field trips as per his/her judgment. Principals may require prior permission slips and documentation as deemed necessary for student participation in field trips. Students are expected to comply with district rules. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Students are also encouraged to keep parents informed about excursions. Only students participating in these events **will have permission to be** dismissed from school to attend the event **as representatives of Hill City High School.**

Students misrepresenting the school in any disorderly way will be disciplined.

When transportation is provided, students must use it. EXCEPTION: Students may leave an activity with their parents or other approved adult when proper notification is provided to the supervisor in charge of the activity prior to the activity.

This regulation applies to all school-sponsored trips.

A form is found at the back of this handbook which, once filled out and returned, gives parental permission for their child to attend school-sponsored field trips.

FUNDRAISING PROJECTS (Forms can be found in building office.)

Money drives will not be encouraged unless there is justification for purpose and the need is adequate. Justified fund-raising will be permitted for school classes or groups of students, under the sponsorship of a faculty member, provided they are approved by the building principal and that benefits derived there from will be made available to all members of the class or group. Only groups possessing a trust and agency account will be permitted to raise funds on campus.

No project will be allowed that will involve the servitude of an individual.

No lottery will be permitted, including bingo.

A categorical, itemized accounting of money raised at school or in connection with the school other than money deposited in the trust and agency fund will be submitted to the business manager, to be filed with the district financial records. (Board Policy IGDF)

GRADUATION REQUIREMENTS

Students will be required to complete 24 credits to qualify for graduation. The student must also have completed all South Dakota and Hill City requirements prior to receiving a diploma or participating in graduation exercises. [\(Board Policy IKF\)](#) **Diplomas will be mailed out to the students upon the completion of graduation exercises at Mt. Rushmore. 15.5** of the 24 credits are required classes, and **8.5** may be taken from our elective courses. A copy of the Department of Education's High School Graduation Requirements and the implementation timeline is available in the Guidance Office and is also available online at: <http://doe.sd.gov/oatq/gradrequirements/>

GRADUATION ATTIRE

Attire for graduation exercises from Hill City High School will be the traditional cap and gown attire as selected by the high school principal in cooperation with the graduating class. Attire under the traditional gown will be appropriate for the commencement exercises such as formal or semi-formal dress. This includes shoes. Any violation of this policy will delay reception of diploma.

HIGH SCHOOL GRADING SCALE

The High School will grade according to the following scale:

100%-90%	A	4.0 GPA
89% - 80%	B	3.0 GPA
79%-70%	C	2.0 GPA
69%-60%	D	1.0 GPA
59% - Below F		0.0 GPA

HONOR STUDENTS (Valedictorian/Salutatorian)

Any student who is academically eligible for the status of valedictorian or salutatorian at Hill City High School must first meet the following criteria:

1. Have been enrolled in the Hill City High School academic program for the final four (4) consecutive semesters. Have been enrolled, completed, and passed the course requirements for the semester. A **minimum** of 8 semesters of credit (passed) must be reflected on the transcript.
2. Meet the GPA requirements to receive top academic honors;
3. GPA is based on a 4-point system:
 - A = 4.0
 - B = 3.0
 - C = 2.0
 - D = 1.0
4. AP courses are graded on five point scale. College course above the AP level will be counted on a five point scale.
5. If there is a tie in the G.P.A., the next criteria will be the ACT scores followed by the SAT scores. Recognition of being a National Merit Scholar is also a significant reference as is attendance, Regent Scholar and AP Placement Courses.
6. The Valedictorian and Salutatorian will be determined at the end of the third quarter of the student's senior year. To be eligible for Valedictorian and the Salutatorian Award, a student must take all courses required for graduation, **as well as four or more** of the following courses: AP Biology, AP Chemistry, AP Calculus, AP Physics, AP Literature and Composition (Senior English), Anatomy, Spanish III, Trigonometry/Pre Calculus.

The high school principal will be the final arbiter to resolve any question of the designation of honor students. The decision will be final.
7. At Hill City High School, a 3.5 GPA or higher will designate the student as an honor student, they will be awarded an honor cord at graduation.

LAST WEEK OF SCHOOL

The final week of school is as important as, if not more so, than any other week during the year. Rules of attendance will be strictly adhered to during this time period.

ONLINE AND VIRTUAL HIGH SCHOOL COURSES: Distance Learning Board Policy

Hill City High School supports students who pursue classes not offered on our campus. Students wishing to do this may only obtain credit if the coursework is taken at a state-approved online course provider. The cost of the course will be the responsibility of the student and parent. The purpose of these courses should be to provide an opportunity for students to accelerate curriculum, complete curriculum, and provide learning opportunities not available through Hill City High School.

Hill City High School allows students, at their own expense, to take courses under the following circumstances:

- Juniors and Seniors in good academic standing may enroll for dual credit at local postsecondary institutions.
- The course is not offered at Hill City High School

- Although the course is offered at Hill City High School, the student is not able to take it due to unavoidable scheduling conflict.
- The course will serve as a supplement to extend instruction to those students not able to attend regular classroom instruction.

Students enrolling in such courses must do so through the high school student advisor. Enrollment must be approved by the high school principal. The student must present a plan addressing the monitoring and assessment of the course progress. (Board Policy: IGCB)

PROM

Only currently enrolled high school students in the 10th, 11th, and 12th grades and Hill City alumni who are under the age of twenty-one (21) will be permitted to attend Prom. All outside guests must be approved prior to Prom.

RECORDS - PARENTAL REQUESTS OF A TEACHER

If a parent requests written information from a teacher in regard to their child, parents are entitled to view or have copies of official records (cumulative file, Title I records, Special Education records and/or testing, and current academic report card information). Observational checklists will only be done if requested by a medical official to help in a medical diagnosis that affects the academics of that child.

RELEASE TIME FOR SENIORS

Any senior granted release time during school hours must be passing all courses at all times. Release time will be revoked if a senior has a failing grade on their progress report or quarter grade. Students must also have scored at grade level on junior year state mandated assessment in order to be released as seniors.

The student's parents must sign a request form, thereby giving their approval for their child to be excused from school. The completed form must be returned to the principal where it will be filed.

Schedule changes will be considered on an individual basis. Student release time cannot exceed three class periods.

SEMESTER TESTS

A semester test schedule will be published by the Principal for both first and second semester.

SMOKING REGULATION

Smoking during the academic day of school or any school-sponsored activities will result in the following:

Disciplinary Action for Smoking:

1st Offense – Full day of ISS, tobacco citation from law enforcement

2nd Offense – Full day of ISS, tobacco citation from law enforcement

3rd Offense – One day suspension from school, tobacco citation from law enforcement.

STUDENT AIDES

Available to seniors in good academic standing can aide for one semester (.5 credit).

STUDENT MOVEMENT

Anytime that a student finds it necessary to leave the classroom for any reason he/she must secure a permission slip (pass) from the instructor in charge of the room. The purpose of this is to eliminate the constant flow of traffic in the hallways which causes disruption to the educational environment.

If a student finds it necessary to leave the school prior to the end of the school day, he/she is required to check out in the office. Without the office's permission to leave the building, the student will be considered to be skipping.

Students wishing to go to another classroom during class time must have a legitimate pass from the instructor they wish to see.

STUDENT RELATIONSHIPS

Students who exhibit excessive affection in hallways and classrooms will be referred to the office and, if necessary, ISS and short-term suspension will be given to uncooperative students. Parents may be contacted to become involved with curbing further affection incidents.

SWEEP: First Period of the Day

It is critically important to remember that HCHS students are expected to arrive on time to school each day. Late arrivals disrupt class. Students who are habitually late to first hour will be sent to Sweep. Sweep is not being allowed to go to your first hour class after your fifth tardy to that class excused or unexcused in a semester. You will spend first period in the front office.

VEHICLES

No student may drive or ride in a vehicle once that vehicle has arrived at school for the class day.

Students who drive motorized vehicles to school shall park-in designated student parking lots only and said vehicle shall remain in the parking lot or designated areas until the student departs for the day. Disciplinary measures will be implemented if students are in violation of this policy

Student parking lots are located directly south of the high school between the high school and Helio Apartments. Additional student parking is located across from Tracy Park.

Students are not allowed to park on Main St, Oak St, Poplar St, Railroad Ave, Local business parking lots, in the staff parking lot between the high school and middle school.

Bicycles, skateboards or other potentially dangerous vehicles are not to be ridden on the school sidewalks and may be confiscated if a student does so.

**2019-2020
Hill City School District
Discipline Handbook**



The purpose of this handbook is to provide parents, guardians, and students information related to policy and procedures regarding student discipline. Creating a positive climate and culture for learning focused on student rights and responsibilities promotes a safe environment for both students and faculty. Board policy and building procedures are cited in this handbook.

STUDENT CONDUCT

Students in the district schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Any of the following actions or similar behavior will subject a student to suspension, expulsion, or other school disciplinary measure:

1. Causing or attempting to cause substantial damage to school property, or stealing or attempting to steal school property;
2. Causing or attempting to cause substantial damage to private property, or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearm, knife, explosive, or other dangerous object, except as allowed by law;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind except pursuant to a valid prescription which has been provided to the school;
6. Using or copying the academic work of another and presenting it as his or her own without proper attribution;
7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program;
8. Using a substance or device to communicate a terroristic threat;
9. Using a hoax substance or device to cause fear of a terroristic act;
10. Falsely reporting a threat.

In addition to school disciplinary measures, some of the above actions are subject to punishment through civil and criminal authorities.

School building administrators will not recommend a student for suspension or expulsion, except as the student has engaged in one of the prohibited actions mentioned above or other acts of misconduct while on school property or taking part in a school activity off school grounds.
(Board Policy JFC)

DISCIPLINARY ACTION GUIDELINES

The purpose of disciplinary action is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom.

A discipline referral will result if students do not correct classroom misbehavior. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action.

The principal may modify disciplinary action at his/her discretion. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program. (SEE DISCIPLINE MATRIX)

DEFINITIONS

Discipline: Any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, office referral, after school detention, in school suspension, loss of privileges

Short Term ISS: Denial of classroom attendance for more than a period or subject up to and not exceeding three consecutive school days.

Long Term ISS: Denial of classroom attendance for more than a period or subject up to and not exceeding five consecutive school days.

Long Term OSS: Denial of school attendance for one to ten consecutive school days.

Short Term OSS: Denial of school attendance for one to ten consecutive school days.

Expulsion: Denial of school attendance for an indefinite period of time.

DUE PROCESS

Due process is an established course for judicial proceedings or other governmental activities designed to safeguard the legal right of the individual. A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education.

Due process procedures shall be fair and apply equally to all. Fairly enforcing due process procedures involves:

- Adequate and timely notice and an opportunity to prepare a defense;
- An opportunity to be heard at a reasonable time and in a meaningful manner and;
- The right to a speedy and impartial hearing on the merits of the case (Board Policy: JFA)

EXPULSION

Shall mean denial to a student to participate in any instructional and/or school activity for a period of time as determined by the school board and will be carried out in compliance with applicable statute.

FIGHTING, INSUBORDINATION, PROFANITY, DISRUPTION OF SCHOOL

The following behaviors that disrupt the process of education will result in disciplinary action:

- **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses. (According to South Dakota Codified Laws 22-13-1 and 13-32-6, fighting or assault on school property is cause for having you arrested.)
- **Insubordination:** Refusing to obey, failure to follow instructions or directions of a staff member, defiance, rebelliousness, or lack of cooperation
- **Profanity:** Swearing, use of obscene, threatening or flagrantly disrespectful oral or written language and/or gestures
- **Intimidation:** Threatening attitude and/or harassment of students and teachers

- **Disruption of school** is defined in the above. All of which may receive a juvenile citation or a citation to appear in court

Disturbance of school: A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interfere with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. (SDCL 13-32-6)

Disorderly Conduct: Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk thereof by:

Engaging in fighting or in violent or threatening behavior

Making unreasonable noise

Disturbing any lawful assembly or meeting of persons without lawful authority

Obstructing vehicular or pedestrian traffic is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor (SDCL 22-13-1).

GANG ACTIVITY

A gang is defined as any non-school sponsored group, possibly of secret and /or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or “turf”, or any action that threatens the safety and welfare of others. The use of hand signals and the presence of any apparel, jewelry, accessory, book, manner of grooming, or symbols by virtue of color, arrangement, trademark, symbol or any other attribute that denotes gang membership will not be tolerated on school property. Gang activities that involve recruitment, initiating, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, or establishment of turf on school property will not be tolerated on school property. Gang tattoos must be covered. Law enforcement will be contacted for suspected gang activity as well as school sanctions imposed. (Board Policy: JFCB)

STUDENT BULLYING

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students’ educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student’s educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school

property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities..

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property. The policy and its regulations may be viewed in its entirety on our school district website. (Board Policy JFCD).

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 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 school days, and the Superintendent of schools is authorized to suspend pupils for not more than 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 school days.

Any student bringing a firearm to school shall be expelled for not less than twelve 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 that 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 or creates a serious disruption of the school environment. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making a false alarm or terroristic threat; 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.

- * In case of a suspension by the Superintendent for more than ten school days, the pupil or his parents or others having his/her custodial care may appeal the decision of the Superintendent to the board of education.
- ** Additional procedures mandated by state and federal law apply to special education students attending schools under the terms of an I.E.P. (Individual Educational Program).

STEALING

Stealing school or student property could result in detention or suspension. Referral may be made to law enforcement officials, and restitution will have to be made by the student or parents of the student. Should stealing become a chronic problem, the student may face expulsion.

TRUANCY

Parents or guardians of students in all grades who are determined to be truant will be reported to the appropriate authorities for prosecution under the law.

VANDALISM

Vandalism is the willful or malicious destruction or defacement of public or private property. The student should be counseled by the classroom teacher or building principal; and the parent will be notified. The student will be subject to possible detention, suspension, expulsion, and/or possible referral to a law enforcement agency, depending on the seriousness of the offense and total financial responsibility. Failure to accept financial responsibility will be dealt with by expulsion of the student or referral to the proper law enforcement agency.

VIOLENCE

THREATS OF VIOLENCE WILL BE TAKEN SERIOUSLY: [To include threats of serious physical harm to school personnel or students on school premises.] If a student intentionally threatens acts of violence towards others, and it is witnessed or can be documented by a **Hill City staff member.** that student will be immediately separated from other students, law enforcement and parents will be notified, and the supervision of such student will be turned over immediately to the parents and/or law enforcement.

Hill City School District 51-2 Disciplinary Action Guidelines

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case by case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program.

Classroom Pre-Referral Interventions	Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense
Examples: Give Warning to student(s) Contact parent/guardian Conduct parent/guardian conference	Examples: <ul style="list-style-type: none"> • Disruption/insubordination • Dress code violation • Inappropriate language • Inappropriate behavior • Out of class without permission • Skipping/tardies • Unauthorized use of electronic device 	Examples: <ul style="list-style-type: none"> • Bullying • Cheating • Computer policy issues • Disruption/insubordination • Inappropriate/threatening language • Inappropriate behavior • Encouraging others to fight • Possession/use of tobacco/alcohol • Repeated level 1 offenses 	Examples: <ul style="list-style-type: none"> • Fighting • Gang related activity • Harassment, ongoing bullying, intimidation • Sexual harassment • Inappropriate behavior • Theft • False fire alarm • Possession/use of *tobacco/alcohol *including but not limited to lighters, matches, vapor pens, e-cigarettes, and e-liquids and oils • Vandalism • Repeated level 2 offenses 	Examples: <ul style="list-style-type: none"> • Inappropriate behavior • Possession or use of controlled substances • Possession of drug paraphernalia • Possession or use of alcohol • Offering or selling drugs to others • Bomb threat • Arson • Assault • Knives, weapons, dangerous objects • Physical attack on staff • Group/gang fight • Verbal threat/Intimidation of staff member • Repeated level 3 offenses
1st Offense	Discipline	Discipline to Short Term ISS	Short Term ISS to Short Term OSS Referral to Law Enforcement STAR PROTOCOL	Long Term ISS to Expulsion Referral to Law Enforcement STAR PROTOCOL
2nd Offense	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Short Term OSS Referral to Law Enforcement STAR PROTOCOL	
Further Offenses	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Short Term OSS Referral to Law Enforcement STAR Protocol	

PARENT - STUDENT ACKNOWLEDGEMENT FORM

This form must be returned to school.

We, the undersigned, have read and understand the material contained in the 2019-2020 Hill City Handbook.

We will follow and support the rules, regulations, and consequences contained in the Handbook.

Student: _____ Grade _____ Date: _____
(Print Name) (Sign Name)

Parent/Guardian: _____ Date: _____
(Print Name) (Sign Name)

Please complete the following information for school records.

Student's Name _____ Birth Date _____ Race _____

Female Guardian Information – Primary Household

Name _____ Relationship: Mother / Step Mother / Grandparent / Other: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Home Address (Physical {911}) _____

City _____ State _____ Zip Code _____

Phone: Home # _____ Cell # _____ Work # _____

Email Address: _____

I prefer to receive information from the school district through email correspondence: Yes No

Male Guardian Information – Primary Household

Name _____ Relationship: Father / Step Dad / Grandparent / Other: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Home Address (Physical {911}) _____

City _____ State _____ Zip Code _____

Phone: Home # _____ Cell # _____ Work # _____

Email Address: _____

I prefer to receive information from the school district through email correspondence: Yes No

Secondary Household Information if Applicable

Name _____ Relationship: Father / Mother

Mailing Address: _____ City _____ State _____ Zip Code _____

Phone: # _____ Email Address: : _____

Other Emergency Contacts, Someone other than family to contact in case of emergency:

Name _____ Phone # _____ Name _____ Phone # _____

STUDENT SIGNATURE
AND PARENTAL CONSENT FORM

Student Internet Account

I have read the Acceptable Use Policy. If I follow the rules, I may keep my account on Internet and other telecommunication devices. If I do not follow the rules in the Acceptable Use Policy, I understand that my network account will be taken away from me. I understand that there will be no second chances.

Student's Last Name

Student's First Name

Student's Signature

____/____/____
Date

Parental/Guardian Consent

I have read the Internet and Other Telecommunication Devices Acceptable Use Policy. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I know that the Hill City School District does not control the content of these Internet networks. When using the Internet, I realize that students may read material that I might consider controversial or offensive. I understand that it is the student's responsibility to use good judgment while accessing the Internet. The Hill City School District has my permission to give an Internet account to my child. I understand that my child may keep this address as long as the procedures described in the Acceptable Use Policy are followed.

Parent/Guardian Signature

____/____/____
Date

HILL CITY SCHOOLS
FIELD TRIP PERMISSION FORM

Dear Parents/Guardians:

Throughout the course of the year there will be times when Hill City teachers will be taking their students to various locations away from their classrooms and the school.

In order to do this we will need your permission. Instead of requesting permission each time and sending home a letter requiring a signature, we are asking you to sign this permission form which will cover all scheduled and unscheduled activities for this school year. When an activity is planned that will take the students away from the school, you will be notified in advance as to when and where it will take place.

If you have an objection to your child attending, please contact the classroom teacher or principal in writing before the event.

PLEASE SIGN AND RETURN

I, as the parent/guardian of _____, give my permission for him/her to attend scheduled/unscheduled excursions/field trips for the school year which will broaden and enrich their academic and/or social lives.

Date: _____
_____ (Parent signature)

HILL CITY SCHOOL DISTRICT HEALTH INFORMATION FORM

Student's Full Name _____

DOB: _____

Grade: _____ Teacher: _____

Medical or Physical Concerns- Is your child currently receiving medical care for any of the following: ADD/ADHD Asthma Diabetes Glasses/Contacts Allergies Seizure Disorder Heart Issues Assistive Devices: _____
Life Threatening Allergy

to: _____

Epi Pen at School: Yes No (Policy JHCDA-E) (must be provided by family)

Benadryl at School: Yes No (must be provided at school)

Inhaler at school: Yes No (Policy JHCDA-E) (must be provided by family)

Other _____

Medical or Physical Limitations: _____

Other Health Information the school should be aware of: _____

Is your child to take medication at school? Yes No (All medication must be provided by family in the original container.)

Please list all medications your child will take at school:

Please list all medications your child is taking at home:

Medication at school must be provided by family. Consent for Medication Administration for must be completed and signed by a parent/ guardian for all medications (Policy JHCD-E). All medications must be in the original container. All medications at school must be maintained and administered under school personnel supervision. (If at all possible, medications should be given at home before and after school.)

Medicaid: Yes No Private Insurance: Yes No

Last school attended: _____

Has child attended the Hill City School District in the past: Yes No
This information may be shared with other school staff to meet your child's health needs.

Parent/Guardian Signature: _____

Date: _____

HILL CITY SCHOOLS ACTIVITIES
CONSENT FOR MEDICAL TREATMENT

This form is required by Hill City Middle School for consent from parents and/or legal guardians for medical treatment when away from home on road trips for various activities. This consent form will cover all scheduled and unscheduled activities for the current school year.

I am the _____ (Mother-Father-Legal Guardian) of _____ (Student Name), who participates in extracurricular activities for Hill City Schools. I hereby consent to any medical services that may be required while said child is under the supervision of an employee of Hill City School District while on a school-sponsored activity and hereby appoint said employee to act on behalf in securing necessary medical services from any duly licensed physician or osteopath.

DATE: month/day/year

Signature of Parent or Legal Guardian

CONSENT OF CHILD

I, _____ (Student Name), have read the above consent form signed by my _____ (Mother-Father-Legal Guardian) and join with _____ (him/her) in the consent.

DATE: month/day/year

Signature of Child

**Parental Notification
School Health Assessments 2019-2020**

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at <https://doh.sd.gov/documents/HIPAANotice.pdf> or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2019-2020 school year include:

- Vision Screening for students in Grades k, 2, 5, 8 & 10
- Hearing Screening for students in Grades K, 5, 9 & any new student in the school district
- Physical Assessments for students in Grades K & 5
- Scoliosis Screening for girls in Grades 5 & 7
- Scoliosis Screening for boys in Grades 8

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

If you agree to your child's participation as indicated above, there is no need to sign or return this form to the school.

To Decline Services

_____ I agree to have my child participating in health screening, but do **NOT** want an abnormal hearing or vision screening result to be shared with school personnel

_____ I decline to have my child participate in school health screening

(Printed name of student)

(Printed name of parent)

(Parent Signature)

HILL CITY SCHOOL'S
ACTIVITY TRAINING RULES AND REGULATIONS

We have read, understand, and support the Hill City Training Rules and Regulations

SIGNATURES:

PARTICIPANT _____ DATE _____

PARENT/LEGAL
GUARDIAN _____ DATE _____

DIRECTOR _____ DATE _____

