

**2018-2019**  
**STUDENT-PARENT HANDBOOK**



**HILL CITY**  
**MIDDLE SCHOOL**

**HILL CITY, SOUTH DAKOTA**  
**INSTILLING EXCELLENCE AND PRIDE**

**BOARD OF EDUCATION**

Owen Wiederhold, President  
Greg Schroeder, Member  
Dennis Krull, Member  
Angie Ross, Member  
Carmen Ronish, Member

**SCHOOL DIRECTORY**

**District Administrative Office      574-3030**

Mike Hanson, Superintendent  
Steve Helgeland, Sped/Title I/Title III Director  
Anjar Voorhees, Business Manager  
Jeff Anderson, Maintenance Supervisor  
Sarah Johnson, Administrative Clerk  
Heather Robinson, Bookkeeper/Secretary

**Hill City Elementary      574-3013**

Blake Gardner, 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, Kitchen 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 2018-2019 SCHOOL YEAR!

We hope that you will enjoy a positive learning experience with the Hill City Schools this year! Our vision is focused on offering a world class education providing students the skills to be college and career ready. It is the intent of this handbook to provide information and guidance for each individual to live and participate in a school environment that will enrich positive and prosperous lives.

The Hill City School District 51-2 does not discriminate on the basis of race or color, national origin, gender, disability, age, religion and creed, or marital status, in admission or access to or treatment or employment in its programs and activities. 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.* For further inquiries contact the South Dakota Regional Office for Civil Rights, U.S. Dept. of Education, Office for Civil Rights, One Petticoat Lane 1010 Walnut St, 3<sup>rd</sup> Floor Ste 320, Kansas City, MO, 64106, phone (816) 268-0550, TDD (800) 877-8339, Fax(816)268-0599, e-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).



# FACULTY AND STAFF

## ADMINISTRATION

Mike Hanson -----District Superintendent  
Steve Helgeland -----Sped/Title I/Title III Director  
Blake Gardner-----Elementary Principal  
Todd Satter -----Middle School Principal  
Todd Satter -----High School Principal  
Wade Ginsbach-----High School Activities Director  
Jeff Anderson -----Maintenance Supervisor

## BUSINESS MANAGER

Anjar Vorhees

## ADMINISTRATIVE CLERK

Sarah Johnson

## 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  
Nicholas Ries -----Instrumental Music

## K-5 INSTRUCTORS

Nicole Weron -----School Counselor  
Lisa Teachout -----Special Education  
Karen McKee -----Kindergarten  
Kirsten Gettinger -----Kindergarten  
Kim Johnson -----First Grade  
Jessica Johnson -----First Grade  
Bobbi Morrison -----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	Cheyenne Griffin	

**BILINGUAL TRANSLATORS**

Rocio Sanchez

**CUSTODIANS**

Brenda Escalante      Theresa Milliken      Paul Buschur      Valerie King      George King

**SCHOOL COOKS**

Roxann DuBois—Manager  
Maria Munoz  
Teresa Novotny  
Craig Neeley

## 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)

### **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)

## **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;          | 8) Grade level;  |
| 2) Address;                 | 9) Participation (including video) in official recognized activities and sport |
| 3) Telephone listing;       | 10) Weight and height of members of athletic teams                             |
| 4) Name(s) of Parent(s)     | 11) Degrees, honors, and awards received;                                      |
| 5) Photograph;              | 12) The most recent educational agency or institution attended.                |
| 6) Date and place of birth; |  |
| 7) Dates of attendance;     |  |

**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](mailto: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.

### **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 a test adequate immunization according to the State Department of Health. All students entering 6<sup>th</sup> 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)

### **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-12<sup>th</sup> 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](http://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, 8<sup>th</sup> 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.

### **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)

## 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 10<sup>th</sup> 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:

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

2<sup>nd</sup> time: Student will receive a 0%

3<sup>rd</sup> 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	Health
Study Skills	Art
Computer	Social Science
Reading	Physical Education
Chorus	Band
Algebra	Industrial Arts
Special Education	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:

- 1<sup>st</sup> Offense – Student will go to the office to change their dress appropriately
- 2<sup>nd</sup> Offense – Student will go to the office call home, and change their dress appropriately.
- 3<sup>rd</sup> 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 8<sup>th</sup> 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.

**2018-2019  
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.

**BULLYING REPORT  
FORM**

Date Form Completed:

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Form Completed by: \_\_\_\_\_

Person Reporting the Bullying:

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Address/Phone # of the Person Reporting the Bullying:

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Nature of Complaint: (With specificity, identify the person(s) alleged to have bullied, the conduct which is the basis of the bullying complaint, when/where the conduct occurred, the person(s) alleged to have bullied, witnesses, and any other pertinent information):

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\_\_\_\_\_ (use additional sheets if necessary).

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Employee Completing the Bullying Report Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person Reporting the Bullying



## 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"> <li>• Disruption/insubordination</li> <li>• Dress code violation</li> <li>• Inappropriate language</li> <li>• Inappropriate behavior</li> <li>• Out of class without permission</li> <li>• Skipping/tardies</li> <li>• Unauthorized use of electronic device</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Cheating</li> <li>• Computer policy issues</li> <li>• Disruption/insubordination</li> <li>• Inappropriate/threatening language</li> <li>• Inappropriate behavior</li> <li>• Encouraging others to fight</li> <li>• Possession/use of tobacco/alcohol</li> <li>• Repeated level 1 offenses</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Gang related activity</li> <li>• Harassment, ongoing bullying, intimidation</li> <li>• Sexual harassment</li> <li>• Inappropriate behavior</li> <li>• Theft</li> <li>• False fire alarm</li> <li>• Possession/use of *tobacco/alcohol *including but not limited to lighters, matches, vapor pens, e-cigarettes, and e-liquids and oils</li> <li>• Vandalism</li> <li>• Repeated level 2 offenses</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Inappropriate behavior</li> <li>• Possession or use of controlled substances</li> <li>• Possession of drug paraphernalia</li> <li>• Possession or use of alcohol</li> <li>• Offering or selling drugs to others</li> <li>• Bomb threat</li> <li>• Arson</li> <li>• Assault</li> <li>• Knives, weapons, dangerous objects</li> <li>• Physical attack on staff</li> <li>• Group/gang fight</li> <li>• Verbal threat/Intimidation of staff member</li> <li>• Repeated level 3 offenses</li> </ul>
<b>1<sup>st</sup> Offense</b>	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
<b>2<sup>nd</sup> Offense</b>	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Short Term OSS Referral to Law Enforcement STAR PROTOCOL	
<b>Further Offenses</b>	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 2018-2019 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 2018-2019 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 2018-2019**

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 2018-2019 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.**

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**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)