



Hamlin School District 28-3 **Student**  
**Handbook**  
2018-2019

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## Welcome to Hamlin Middle School and High School

We would like to express our excitement for the endless possibilities brought about through your attendance at our school. The teachers, support staff, and administrators at Hamlin Middle and High School understand that students are our primary focus and this handbook is designed to provide guidance to help you prepare to become life-long learners and responsible citizens. We stand ready to serve you in your steps toward life after high school.

High school and middle school can be a fun and enjoyable time in your life. But it can be very easy to lose your focus throughout these years and forget the main reason you are in school – to get an education. At Hamlin we take pride in offering as many different courses and activities as possible to ensure that all students get a well-rounded education. There are many different courses as well as extra-curricular activities that can help students pursue their own personal interests. With a little academic focus and a great attitude students should be able to “go anywhere from here”. Give it a try – you will likely find something that is perfect for you. The Hamlin School District is rich in tradition and we strive to provide the best possible education for each and every student. The success of our school district is a direct reflection of the kind of students that attend Hamlin and so we suggest, “**Study hard and learn well**”. This is especially important in this era of “high-stakes” testing in our global marketplace. But make no mistake, along with your studies we also encourage you to become involved in the wide variety of co-curricular activities offered at Hamlin High School. Students at Hamlin are treated as individuals, not just as athletes or scholars. It’s all part of the aura of what has come to be known as - “Charger Pride”.

We encourage you to read this handbook carefully and become familiar with these changes and all of the guidelines. The rules are designed to make things run as smoothly as possible and try to eliminate any obstacles to your education and overall experience at Hamlin. Feel free to contact me by phone at 783-3644 or by email at [jeff.sheehan@k12.sd.us](mailto:jeff.sheehan@k12.sd.us) with any further questions or comments you might have concerning the handbook or other areas. We look forward to working with you for another year during this journey along the unending learning experience of life.

Sincerely,

Jeff Sheehan  
Middle School/High School Principal

## **MISSION STATEMENT OF HAMLIN SCHOOL**

To prepare and equip our students to become responsible citizens and succeed in an ever-changing world.

### **GUIDING BELIEFS**

1. We believe that we will provide a non-threatening school environment for the well being of all students so they will have the ability to learn and develop.
2. We believe that students should be given every opportunity to learn all that they are capable of learning in the areas of academics and extracurricular activities to make them a worthwhile citizen in society.
3. We believe that the school has the responsibility to challenge, motivate, support, encourage, and believe in the abilities of all students in its care and to enhance their social and emotional well being.
4. We believe our staff will develop professionally so the use of the best educational practices will ensure a quality education for every student.
5. We believe that the unified school community should provide a model that they will foster in their students, which is the positive development of values, attitudes, and behaviors that make a responsible, productive citizen.

### **HAMLIN SCHOOL SONG**

Hail, Hamlin High School  
Best school in the land  
Courage, speed and spirit, Chargers  
That's what makes us Grand  
Fight! Fight! Fight!  
We'll honor our school  
Hail to the Gold and Blue And  
the loyalty and the sprit We  
will stand united with you.  
Come on Chargers, Fight! Fight! Fight!

Come on Chargers, win tonight !  
Hey Go! Hey Go! Hey Go! Go! GO!

**HAMLIN MIDDLE SCHOOL AND HIGH SCHOOL STAFF**

Art .....Jennifer Dorn  
Athletic Director .....Timm MacDonell  
Band ..... Lisa Pedersen  
Business .....Lisa Kraning  
Choir .....Lisa Pedersen  
Drivers Education .....Larry Goebel  
Family and Consumer Science .....Abby Page  
Guidance Counselor .....Shelby Popham  
Health/Physical Education .....Ashley Heinrich, Brad Noem, Dan Poppen, Timm MacDonell  
Language Arts .....LaWanda Fedt, Abby Schultz, Bobbi Uecker, Shannon Jacobson  
Librarian .....Stephanie Bawdon  
Mathematics ..... Dan Poppen, Brad Noem, Janis MacDonell, Boyd Knudsen  
Reading .....Bobbi Uecker, Monique Haug  
Science .....Michelle Bartels, Janet Jorgenson, Chris Owen, Janis MacDonell  
Social Studies .....Lisa Kraning, Shelby Reed, Angela Keszler, Ashley Heinrich  
Spanish ..... Alecia Andersen  
Special Education.....Nellie Schaefer, Lori Miller  
Study Hall Monitors .....Vickie Krack, Lee Kastens  
Technology Instructor .....Heidi Noem, Lisa Kraning  
Technology Coordinator ..... Tim Koisti  
Tutors/Aides ..... Connie Seppanen, Tonia Seidell, Nathan Struckman  
MS/HS Secretary ..... Roxy Kerkvliet and Kerri Sheehan  
MS/HS Principal.....Jeff Sheehan

### **Admission Requirements – SD Board of Regents, Colleges and Universities**

Students must meet at least one of the following criteria to be admitted to South Dakota higher education institutions:

- Top 60% of graduating class OR
- ACT composite score of 18 or above OR
- High School GPA of 2.6 on 4.0 scale

and at least one of the following criteria in each subject requirements:

- English ○ 4 credits/years of English
  - ACT English sub-test score of 17 or above ○ AP English score of 2 or above
- Math ○ 3 credits/years of advanced math ○ ACT math sub-test score of 17 or above ○ AP Calculus score of 2 or above
- Laboratory Science ○ 3 credits/years of laboratory science
  - ACT science reasoning sub-test score of 17 or above ○ AP science score of 2 or above
- Social Science ○ 3 credits/years of social science
  - ACT social science/reading sub-test score of 17 or above ○ AP social science score of 2 or above
- Computer science ○ ½ credit/year of computer science ○ AP computer science score of 2 or above
- Fine arts ○ ½ credit/year of fine arts
  - AP fine arts score of 2 or above

Course credits are based on ½ credit per semester. Transcripts reflect pass/fail for each semester along with the letter grade and attendance. *Rewritten/reworded*

## Pathways to Graduation (2014 and beyond)

<b>State Requirements Graduation Requirements</b> (meets the requirements established for the <b>recommended high school program</b> under SDCL 13-33-19)	<b>Opportunity Scholarship Graduation Requirements</b> (* denotes offerings required to meet the South Dakota Opportunities Scholarship)
English/Reading and Communication Arts (4 units) (1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)	English/Reading and Communication Arts (4 units) * (1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)
Social Studies (3 units) (1)U.S. History; and (.5) U.S. Government; and (.5) Geography; and <b>(.5) World History</b>	Social Studies (3 units) * (1) U.S. History; and (.5) U.S. Government; and (.5) Geography; and <b>(.5) World History</b>
Mathematics (3 units) (must include Algebra 1, Algebra II, and Geometry)	Mathematics (4 units) * (must include Algebra 1, Algebra II, and Geometry)
Science (min. of 3 units of lab science) (3 units) (must include Biology and Chemistry or Physics)	Science (min. of 3 units of lab science) (4 units) * (must include Biology and Chemistry or Physics)
Fine Arts (1 unit)	Fine Arts (1 unit) *
Health (.5 units) Physical Education (.5 units)	Health (.5 units) Physical Education (.5 units)
Economics or Personal Finance (.5 units)	Economics or Personal Finance (.5 units)
Required Offerings: students must select (2 units with any combination of ) a. World Language, or b. Approved Career and Technical Education courses c. Service Learning or Capstone Project; or	Required Offerings: students must select (2 units with any combination of ) a. World Language, or b. Approved Career and Technical Education courses
Electives (5 units)	Electives (3 units)
Total Credits (22 units)	Total Credits (22 units)

### ADDING & DROPPING CLASSES

Any high school student may add or drop a non-required course from his/her course of study for up to one week from the beginning of each semester and will not receive a grade for the semester. Any drop-adds permitted by the principal only after this time will be entered as a withdraw-fail or withdraw-pass.



## **SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities provide students with an after-school activity that puts their talents to work and helps to teach them teamwork and discipline. These activities are definitely a part of the educational program. Although some think that after-school activities can be harmful and detracting from a student's education, research indicates otherwise. Most of the time activities actually help the student, keeping him or her occupied rather than involved in inappropriate activities. Time is available for a student to finish their schoolwork even when participating in more than one activity. These activities serve to bond the student to the school as a community and decrease the possibility of things such as dropping out or truancy.

All school organizations are under the control of the school. Monies earned and collected by any organization are under the control of the school office and the expenditure of the same will be by the school authority. Meeting of organizations will be held and business transactions will be made only when the advisor is present.

- Students must be in attendance at school by noon in order to compete.
- At least one teacher will be in charge of each activity.
- Students must abide by the procedures and regulations outlined for each activity.
- Students are expected to participate in each practice, rehearsal, game or or performance with a cooperative attitude. Any student who refuses to cooperate will be dropped from the activity.

## **ACTIVITY BUS**

When the school provides transportation to and from events and contests, students are **required** to travel both ways under school supervision. Although we do not encourage students to ride home from contests with their parents, we understand there may be times when it is necessary. Therefore, deviation from this policy must be at the approval of the activity advisor or coach. Parents/guardians must sign out their students with the advisor/coach to account for the student's whereabouts.

In case the case where small groups of participants must travel by car to contest centers, a coach or supervisor, or an adult approved by the administration, must assume the responsibility of driving said vehicles.

## **ALTERNATIVE INSTRUCTION POLICY**

In order to meet individual student needs, the Hamlin School District desires to provide flexibility in the completion of prescribed courses in accordance with the law by encouraging all students to complete their high school education. The Hamlin Board of Education provides students with the opportunity to enroll in online courses that are approved by the South Dakota Department of Education under the following conditions:

1) For the purposes of grade remediation. For example, a student who receives a grade of 'D' or 'F' may choose to take an online course to demonstrate his/her improvement in the class for purposes of college admission or graduation. If approval is granted for a student to take an alternative instruction class for remediation, the grade received for the online course will be placed on the student's transcript along with the student's original course grade. The student must have approval from the Hamlin High School Principal and Counselor prior to enrollment in the course in order to take an online course for remediation. The student is responsible for any

tuition and additional costs such as labs or books that may occur through enrollment in this course.

2) For the purposes of program acceleration. If a student has a strong interest in a class not required for high school graduation, which may not be offered in the Hamlin schedule, he or she may choose to take an online course through an approved delivery system. The student must have approval from the Hamlin High School Principal and Counselor prior to enrollment in the course, in order to take an alternative instruction course for this purpose. Students must have a “B” average and have no attendance violations to be considered by principal. The student is responsible for any tuition and additional costs such as labs or books that may occur through enrollment in this course.

3) Dual credit courses with a college or tech school. If a student is admitted into a Department of Education approved dual credit course, the student must have prior approval of the Hamlin High School Principal and Counselor prior to receiving credit. Students are responsible for submitting transcripts for their college course to the school district in order to have the class included on their transcript and their grades are subject to review by the High School Principal on demand. The student is responsible for any tuition and additional costs such as labs or books that may occur through enrollment in this course.

#### **ANNOUNCEMENTS**

Daily announcements will be read at the beginning of the second period class as well as a copy being placed on the wall by the office. Any announcements to be included in the daily bulletin should be submitted to the high school office by **8:40 am** to be part of that day’s announcements. Announcements will also be emailed to students to ensure their widest possible distribution. Elementary announcements will be made after 3:00 PM.

#### **ASSEMBLIES**

When the school presents an assembly during school hours, all students and staff members will attend and actively participate unless given special permission from the administration. Attendance is required and will be taken as part of the regularly scheduled classes.

#### **ACTIVITIES CODE OF CONDUCT**

Students participating in school activities are required to conduct themselves with respect for self and others through their actions, language, and dress. Students who choose to participate in school activities represent their community and school at public events and performances. Student activity participants are expected to demonstrate behavior that reflects positively on the individual, the school, and the community all year round.

#### **Activity Rules**

#### **DEFINITIONS**

- 1. School Activities:** School Activities include, but are not limited to, athletics, fine arts groups, school-sponsored organizations and cheerleading and any other school-sponsored activity.
- 2. School Activity Event:** A public presentation, performance, competition, or trip associated with participation in a school-sponsored activity.

**3. School Administration:** School Administration shall be the superintendent, principal, and athletic director.

### **ACTIVITY RULES DISCIPLINE PLAN**

Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected to exemplify high standards of behavior and positively represent Hamlin school and the community and to bring credit rather than discredit to the school whose programs make such participation possible.

Any middle school or high school student wishing to participate in school activities shall not possess, sell, dispense, or use tobacco; a controlled mood-altering substance, such as steroids, marijuana, inhalants, alcohol and other drugs; or commit any crime against a person or against property.

These activity rules will be enforced the entire year, which includes the summer months, regardless of whether or not the student is participating in an activity at the time. A student who violates these regulations shall be ineligible to participate according to the activity rules listed below.

The following activity rules apply for all students participating in school activities whether the offense occurs in a school, on school property, in district vehicles or buses, at district events, or away from district property. *The Activity Rules Discipline Plan applies to all students participating in athletics and cheerleading.*

2. Violations shall accumulate for four years in high school (grades 9-12). Middle school students participating in high school activities shall have violations accumulate for the number of years they participate in high school activities. Violations for middle school (grades 6-8) shall be for one year. If they are in the process of serving a one year suspension, they must complete that year of suspension before eligibility will be restored.

- The suspension period for an activity rules violation begins on the date of the next school activity event in which the student is involved.
- The following consequences are minimums only. The actual period of suspension shall be determined by the administration in each individual case. The administration and coach/activity supervisor may enforce a more severe penalty, which may include termination from activities, if the violation warrants it. If the penalty exceeds the minimum for the violation, the reason shall be stated in writing.

#### **A. First Violation**

After confirmation of the first violation, the student shall not participate in any school activity event in which the student is a participant for a minimum of 1/8 of the number of regular season events scheduled.

#### **Marijuana and other Drugs (per HB 1147)**

Any student is ineligible to participate in any extracurricular activity for drug violations for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program.

## **B. Second Violation**

After confirmation of the second violation, the student shall not participate in any school activity event in which the student is a participant for a minimum of 1/3 of the number of regular season events scheduled.

### **Marijuana and other Drugs (Per HB 1147)**

After confirmation for the second marijuana or other drug violation, the student shall not participate in any school activity or activity event for the rest of his or her high school career.

In the event the second marijuana/other drug violation is not a conviction, adjudication, or the subject of a suspended imposition of sentence, the activity suspension may be reduced if the student and at least one parent completes a drug evaluation and completes an approved drug prevention program.

## **C. Third Violation**

After confirmation of the third or subsequent violations the student shall not participate in any school activity for twelve calendar months. The student will not be eligible for activity awards during the twelve-month period.

If the third violation is for a tobacco/alcohol violation, the suspension may be reduced if the student and at least one parent completes a tobacco/alcohol evaluation and completes an approved tobacco/alcohol prevention program.

3. Expenses incurred for participation in tobacco education classes and drug prevention or treatment programs are the responsibility of the student and parent/guardian.
4. The administration and coach/activity supervisor may require students who have committed a first or second violation of activity rules to attend practice sessions provided the student is not in-school suspended or out-of-school suspended.
5. If a student is under penalty and not allowed to participate in any activity event, that student will not be allowed to dress for that activity event.
6. If the violation occurs at school, at a school event, on school property, or while under the supervision of the coach/activity advisor, the District Rules of Student Conduct and Discipline shall also be applied.
7. The student must complete the sport in which the suspension period is being served or the entire suspension period shall carry over to the next activity. If a student's suspension carries over to another activity, the student must complete the activity for the suspension to be fulfilled.
8. The following steps must be taken prior to suspending a student from an activity event:
  - A. The administration must inform the student of the rule, regulation, or policy that has been allegedly violated.
  - B. The student will be given an opportunity to answer the charges and present evidence on his or her behalf.
  - C. The administration shall render a decision as soon as possible after reviewing the case.
9. Upon suspending a student, if possible, the administration shall provide oral notice of the suspension to the student's parents or guardian. The administration shall also provide written notice to the parents or guardian.

10. In the event the student or parents believe the student's rights have been violated, they may appeal the decision within five days to the superintendent. The superintendent has five school days to respond to the appeal. The student will remain ineligible during the appeal process.

### **ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

1. Students must meet grade requirements as set forth by the South Dakota High School Activities Association (SDHSAA handbook – passing 4 courses the previous semester, has not reached their 20<sup>th</sup> birthday, etc.).

2. Students must maintain a C- average in each individual class. Grades will be checked every week on Wednesday to determine eligibility.

3. Procedure for administering the academic eligibility program:

A letter will be sent home each time a student is determined to be academically ineligible. The Athletic Director will contact the Head Coach concerning student-athletes who are on this list.

The Head Coach will contact each affected student individually and that student will be directed to the Athletic Director where the student will sign a sheet outlining the eligibility rules with the grade/eligibility report attached to it. This method will be used to verify the student has been notified of the low grade.

The effected students will then follow the phases listed below as a consequence:

- The first phase the student will receive a one time (per semester) probation period of one week. The student will continue to practice and compete.
- After the probation period, the students will be ineligible to participate for one school week. The school week runs from Sunday through Saturday. The student will be required to participate in the Teacher Assistance Program\*. (see below for Teacher Assistance Program description)
- The third phase the student may not practice or participate until the grade is raised to a C-average.

**\*Teacher Assistance Program:** Teachers will be required to provide daily assistance for the students (mandatory attendance) before or after school to work on their school work (until 4:00 or beginning at 8:00) until the student's work is complete **and** their grade has improved above the C- level. After completion of each mandatory help session, students must return to practice. Teachers having coaching duties will be required to provide this academic assistance and will miss part of their practice to help this student (before or after school). Students not attending the daily mandatory help sessions will not be able to practice or travel with the team.

### **ATTENDANCE & TARDY POLICY**

**Absences:** The success of any effort is directly proportional to the time devoted to it and the attendance policy at Hamlin High School reflects this concept. The following policy encourages each student to be present and on time for every school day. At Hamlin Schools, we believe this policy is reasonable, workable, and ultimately beneficial to the long-range attitude and welfare of all students. Students and parents should periodically check the student portal to ensure the accuracy of attendance data so that any errors can be quickly remedied. If your child is absent please call and let the school know prior to 9:00 am the day of the absence.

Students will not be allowed any more than 10 absences during any given semester. This is to include both excused and unexcused absences. Absences related to school activities will not be included in their allotted 10. Parents will receive written notification when their child has exceeded 10 absences for any class.

In an effort to emphasize the importance of regular attendance, the following policy has been developed:

- Over 5 absences in any class: Written notification to student and parents
- Over 10 absences in any class: Written notification to parents

Once students reach their 10<sup>th</sup> absence, they will then receive zeros on any assignments given on these days for any days missed up to the 15<sup>th</sup> day. If a student goes beyond 15 absences, the parent/guardian will be notified that the student has been automatically withdrawn from the course. Each day that the student is subsequently absent for a study hall period, will result in a detention which is commensurate with the missed time. Continued problems may result in further disciplinary action.

Absences accumulate over each semester (the student will begin with zero absences each semester).

Students will be allowed ONE consolidated absence for an illness per semester **OR** one family vacation **per year**, up to five consecutive days. Every absence after the one consolidation will be counted as one day absent. It will only count as one absence provided the student or parent provides a signed doctor's note that fully explains the reason for their absences including a timeline.

When students return from an absence, they will be required to immediately obtain a make-up slip from the office. It will be the students' responsibility to present the makeup slip to each of their classroom instructors for them to sign and so the student can find what is needed to do in order to get caught up. Failure to obtain a makeup slip upon returning from an absence or check in at the office will result in a detention.

If students anticipate an absence, the make-up slip must be obtained before the absence. This way, they can find out what will be done during their classes while they are gone and complete this work before returning. This will minimize the amount of work to be done when returning after an absence.

For the purposes of these rules, students will begin each semester with zero absences.

On days when Hamlin High School is not in session and NTHS is in session, students are exempted from attending NTHS. On days when NTHS is not in session and Hamlin High School is in session, students will be exempted from attending **provided they have prior authorization from the parent** (the school day before) and the students sign out before leaving. Students will still need to attend all of their other classes and only will be exempt from a 1<sup>st</sup> period study hall. Failure to comply will affect the exempt status of these absences.

**Tardies:** Tardiness is arriving for any class period after the bell rings to initiate the start of the class period.

1. Tardiness will not be reported, nor will a penalty be given, when initiated and excused by a staff member.
2. If the student shows up late for class and does not have a pass, it will automatically be an unexcused tardy. Students need to be responsible if they know they will be late for class by obtaining a pass from another instructor.
3. Students will be allowed one unexcused tardy each quarter. This repeats every nine weeks. Listed below are the penalties for subsequent tardies during any nine weeks period:  
1<sup>st</sup> unexcused tardy – no penalty  
2<sup>nd</sup> unexcused tardy – lunch detention  
3<sup>rd</sup> unexcused tardy – 5 lunch detentions  
4<sup>th</sup> unexcused tardy – one day of in-school suspension for all classes, will not receive credit for work missed as a result of the tardy and resulting ISS

**Unexcused Absence Policy:** Students who do not have permission to be absent are considered to be unexcused.

- 1<sup>st</sup> unexcused absence = 1 detention
- 2<sup>nd</sup> unexcused absence = 1 detention for each unexcused period
- 3<sup>rd</sup> unexcused absence = 1 day ISS + 1% semester grade reduction + counseling referral
- 4<sup>th</sup> unexcused absence = 3 days ISS + 1% semester grade reduction
- 5<sup>th</sup> unexcused absence = long term suspension + administrative hearing

### **CARE OF SCHOOL PROPERTY**

The building, the equipment and the supplies are furnished in order that all students may obtain the best possible education. Everyone has been given the opportunity to attend school, therefore, it is up to all individuals to take advantage of it. If a student destroys or defaces school property, that student will be required to pay for the damage along with any consequences set by the administration.

The nature of laptop computers requires them to be handled differently than other computers and keeping mind the cost of such items, damage to them is especially dangerous and costly. It is still the student's responsibility, just like textbooks and as such damage to laptop computers will be assessed to the individual that has signed out the computer unless other/s are determined to have damaged the laptop. Students may elect to use other computers if they feel the risk is too great. In either case, the student is responsible for all assigned work. Breaking the screen has become an all too frequent occurrence and as such to help promote student responsibility, a fine will be given to cover the cost of the replacement of the screen whether accidental or otherwise.

Due to the high cost of textbooks, it is expected that each one should last a number of years. Therefore, every student is asked to be as careful as possible with their school-provided textbooks. Students will be fined for lost or damaged textbooks.

Proof of damages to other school property will result in disciplinary action.

## **CARS & PARKING LOT**

Students are to park their cars in the designated areas, immediately upon arrival at school and should not move or go to the cars during the time classes are in session, during lunch, or between classes without **PRIOR** permission from the principal's office. Students should utilize good, safe driving habits when driving through the parking lot and should not exceed 15 MPH. Students should operate their vehicles on the appropriate driving surfaces and should not drive across the grass or park off the edge of the pavement. Students found in violation of these rules may be subject to disciplinary action and/or legal action. Students are encouraged to park in the SOUTH parking lot to alleviate the congestion on the elementary end of the building. Students must exit and enter through the Southeast entrance, this is for the safety of all students. The west exit is for **SERVICE & SCHOOL** vehicles only.

## **CELL PHONES & PAGERS**

Middle School students, cell phones and other electronic devices may not be used during school hours without permission from the office. These items should be left in cars or lockers and should not be carried during school hours. All student cell phones found by staff during school hours will be confiscated and brought to the office. (See Discipline Handbook for further consequences) High school students may use their phones between classes and at lunch only. They are to be turned off and placed on their desk during the class time.

## **CHURCH NIGHT**

Wednesday nights have generally been reserved for church activities and, as such, no formal school events will be scheduled by students or teachers on these nights and all after school activities should be completed no later than 6:00 pm. The school is not responsible for conferences or state events sometimes scheduled on Wednesdays. Organized rehearsals and practices should not be held on Sundays without prior approval from administration.

## **COMPLAINT POLICY**

### **Citizen Concerns**

The School Board of Hamlin School District No. 28-3 welcomes constructive criticism of the schools through whatever medium when it is motivated by a sincere desire to improve the quality of the educational program.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints. The Board also recognizes their obligation to identify responsible and valid criticism and channel it to productive uses. The Board understands that people have a right to question their public officials and to level criticism whenever they see fit. Criticism is vital to the democratic process. The educational system, as does any other social institution, needs and is nourished by constant criticism and evaluation. Criticism of the schools, even when ill-informed and/or ill-advised, is an expression of free speech. No aspect of education can properly be hidden or put beyond the range of examination or disagreement.

If the concern or suggestion pertains to a student related classroom activity or incident, citizens are directed to first contact the teacher, or the building principal if unable to reach the teacher.



Matters involving building procedures, auxiliary programs, or activity programs should be directed to the person directly responsible for the activity supervisor.

In the event that the citizen is not satisfied with the action of the teacher, supervisor, or principal, the superintendent shall be contacted next regarding the concern. An opportunity for the citizen to be heard by the school board is then available to the person if he/she so desires. Board members, when contacted by the public about problems, are requested to use the above procedure unless circumstances dictate that the concern be directed to the superintendent. The superintendent will then process the complaint using the above described process. In the event that a parent, student, employee, or district stakeholder who has a concern regarding the use of and/or funding of any federal program and is unable to solve the issue, may address the concern in writing to the district's superintendent. An opportunity for the citizen to be heard by the school board is then available to the person if he/she so desires. In the event that the citizen is not satisfied with the action of the superintendent and school board, an opportunity for the citizen to be heard by the South Dakota Department of Education is then available to the person if he/she so desires.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

#### DAILY CLASS SCHEDULE

High School		Middle School	
1 <sup>st</sup> Period	8:31 – 9:25	1 <sup>st</sup> Period	8:31 – 9:12
Announcements	9:21 – 9:25	Announcements	9:21 – 9:25
2 <sup>nd</sup> Period	9:28 – 10:18	2 <sup>nd</sup> Period	9:15 – 9:56
3 <sup>rd</sup> Period	10:21 – 11:11	3 <sup>rd</sup> Period	9:59 – 10:40
4 <sup>th</sup> Period	11:14 – 12:04	4 <sup>th</sup> Period	10:43 – 11:24
HS Lunch	12:04 – 12:32	MS Lunch	11:24 – 11:48
5 <sup>th</sup> Period	12:35 – 1:25	5 <sup>th</sup> Period	11:51 – 12:34
6 <sup>th</sup> Period	1:28 – 1:44	6 <sup>th</sup> Period	12:37 – 1:18
(Advisory)			
7 <sup>th</sup> Period	1:47 – 2:37	7 <sup>th</sup> Period	1:21 – 2:02
8 <sup>th</sup> Period	2:40 – 3:30	8 <sup>th</sup> Period	2:05 – 2:46
		9 <sup>th</sup> Period	2:49 – 3:30

#### DANCE & PARTY RULES AND PROCEDURES

Dances, parties and other recreational activities are held in connection with the school for the enjoyment and benefit of the entire student body. In order that they be enjoyed by all, these activities should be well planned and follow a pattern that is consistent with any cooperative

effort intended to provide wholesome recreation. To make this possible, the following regulations have been set:

1. All requests for dances and parties shall be filed in the principal's office through the use of an authorization document. The purpose of the request is not to hinder parties, but to make sure that all logistics are taken care of for the occasion.
2. All dances must be sponsored by an organization (ensure collection of all admission and makes arrangements for concessions).
3. Dances must be chaperoned by 4 adults of which one must be a staff member and one must be from each gender.
4. Attending dances is a privilege and students may be asked to leave and expected to immediately comply with the chaperones request.
5. Middle school students will not be allowed to attend high school dances and high school students will not be allowed to attend middle school dances.
6. Out of town students are allowed only if with a Hamlin student as a date or **prior arrangements** have been made with administration. Out of town students or guests must comply with all school rules.
7. Dances are school functions and as such all school rules and regulations apply.
8. Hours of operation:
  - a. JH – must end by 10:00 unless approved by administration
  - b. HS – must end by 12:00 unless approved by administration
9. Doors will lock ½ hour after the scheduled start time.
10. Students wishing to visit their vehicles must be accompanied by a chaperone.
11. Admission fees will be collected by the staff member chaperone and turned over to the business official at the beginning of the next school day.
12. Once the student leaves the dance, that student will not be allowed to return unless arrangements are made with the staff supervisor ahead of time.
13. No person over the age of 20 will be allowed to attend any school dance including prom.
14. No one who shows any signs of intoxication, signs of using or having used any alcohol, tobacco, or other drug, or have the smell of alcohol, tobacco, or other drug will be allowed to enter or remain. If any of these are suspected, the proper school authorities will be immediately contacted. The chaperones should not begin any sort of investigation or act like they suspect the student of inappropriate conduct. The sheriff will be contacted only at the request of the school official or if no administrator is available. School rules will be followed.
15. The authorization sheet must be completed and submitted to the **office one week prior to the event.**

#### **DOCTOR AND DENTAL APPOINTMENTS**

Usually, a student knows well in advance of when he/she has a doctor or dental appointment. We encourage the use of non-school days for such non-emergency related appointments whenever possible. In such cases the student should make arrangements with their teachers so that they can either hand in their work or make arrangements with the teachers for making up their work.

## DRESS

Student dress and grooming may be restricted when it creates a danger to the student's health and safety, interferes with the educational process, or disrupts school or school activities. Dress should be comfortable and appropriate for learning situation rather than distracting or disruptive to others. Shirts and blouses that leave the midriff bare or spaghetti straps or halter tops are prohibited. The exposure of undergarments is prohibited. Shorts, skirts or dresses must be long enough so when your hands are hanging freely at your side, and the clothing should be longer than the length of your index finger. Shirts or pins advertising alcoholic beverages or witty, obscene, or questionable printing on them will not be permitted as they detract from the goals of the educational setting. Coats should not be worn except at each individual teacher's discretion or as instructed by administration. Violations of these rules may result in detentions.

## DRIVING DURING SCHOOL HOURS

Students needing to drive during school hours must provide suitable reason to the principal or designated official along with obtaining parental authorization. Reasons that will be accepted include essential errands, attending appointments, and other approved situations. If the student needs to work on their vehicle as part of their NTHS class, they will need to obtain a **written** permission from the NTHS instructor, the parent or guardian, and administration. This documentation must be submitted to the office before permission will be granted. Each student must sign out with the office before leaving (clipboard in Roxy's office). Students may not car pool or ride together on the way to or from multi classes. Students must also sign out with the office to drive during school hours even if granted as part of senior privileges.

## GRADING SYSTEM

The four-point grading system involves five basic grades (A through F) and is used to calculate each student's GPA (grade point average) which is an integral part of the procedure for acceptance to any post-secondary institution and is part of the student's permanent record.

Letter	Percentage	GPA	Description
A	93-100%	4.00	Excellent
A-	90-92%	3.67	
B+	87-89%	3.33	
B	83-86%	3.00	Above Average
B-	80-82%	2.67	
C+	77-79%	2.33	
C	73-76%	2.00	Average
C-	70-72%	1.67	
D+	67-69%	1.33	
D	63-66%	1.00	Below Average
D-	60-62%	0.67	
F (failing)	Below 60%	0	Did not meet expectations of class

<b>I (incomplete)*</b>			

\* Incomplete means that a student has not met or finished all of the requirements for credit. An incomplete must be made up within two weeks after the end of the quarter or all assignments not turned in will become a zero.

**GRADE REPORTS**

Report cards will be issued upon completion of each quarter (usually mailed to the parents). Report cards will contain information about attendance. Midterm reports will note which students are doing poorly or not meeting the courses expectations, has slipped dramatically or failing in their work at the midpoint of each quarter. These reports will be sent to parents informing them of the student’s progress. If any portion of the grade report is inaccurate, please contact the principal’s office as soon as possible to make a correction.

**GUIDANCE COUNSELOR SERVICES**

Students and/or parents may stop in the counselor’s office at any open office time or may schedule an appointment. If parents would like to visit with the counselor, it is usually best to make an appointment. The school counseling program assists students with a wide range of issues, including those of academics, career exploration, personal problems, and post-high school admissions. The counselor has information available on both two and four year colleges, technical schools, careers, occupations, testing, financial aid and scholarships. Most of the informational resources can be checked out, however, some items may only be checked out for study hall. Some information on colleges and careers can be accessed through a computer on SDmylife.

**GUM, CANDY, POP & FOOD**

Students are not allowed to have gum, food, or candy during class without the consent of the teacher through the principal. Students may keep gum, candy, and food in their lockers. Students may have gum in classrooms where teachers permit. This is a privilege which may be revoked due to problems with hallway conditions, locker cleanliness, etc.

**RIGHTS OF HOMELESS CHILDREN**

Rights of Homeless Students:

Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth

Hamlin School District Board Policy

May 13, 2011

The Hamlin School District shall implement *the McKinney-Vento Homeless Education Assistance Act* to ensure that children and youth in transition are provided with equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths in the district. Children and youths in transition shall have equal

opportunity to meet state and district academic achievement standards, and are free from discrimination, segregation and harassment. By doing this, it is the intent of the Hamlin School District to ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.

The Hamlin School District's Policy is to ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured. This includes records such as academic records, medical records, proof of residency, or other documentation. It is also the policy of the Hamlin School District to keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.

The Hamlin School District's intent is to provide children or youth experiencing homelessness with services comparable to services offered to other students in the school district. Thus, services offered to other students would be offered to students experiencing homelessness. Those services would include such things as transportation services, vocational and technical education, gifted and talented programs, and school nutrition programs. It would also include educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of *the Elementary and Secondary Education Act of 1965* or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

Information regarding this policy will be distributed to all students upon enrollment. The information will be available in the district office, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies.

#### **HOMEWORK DETENTION (LAST CHANCE FOR MIDDLE SCHOOL)**

Students will be required to complete homework from time to time which cannot be completed during the class period. If a student fails to complete the homework as prescribed, the teacher will assign an informal "working detention", before or after school (which is not accompanied by any paperwork). This informal detention is intended to provide an opportunity for the teacher and the student to work together to ensure that there is no misunderstanding. If the student fails to come to the "working detention" and still does not have their work done, they are to be given a detention which is accompanied by paperwork and is tracked through the office. Staff and students are encouraged to make every reasonable effort to alleviate these situations while still holding the student and staff to high expectations. Middle School students will have three days (before or after school) to serve LC's. Each LC per assignment will be 15 minutes in length. Previous arrangements must be made with the teacher. We are adding an accountability piece for our LC's. Students who are on the LC list will have a reduction of 15% of their grade since they did not have it completed on the due date for the class. If the student does not finish the LC in three days the grade will automatically become a 0. There will not be the opportunity to raise the grade of an assignment if they were on the LC list.

## **HONOR ROLL & HONOR STUDENTS**

To be eligible for the Honor Roll of Excellency, a student's class average (total of all subjects) must not be below an "A-" (3.67). To be eligible for the Honor Roll of Merit, a student's class average (total of all subjects) must not be below a "B" (3.00). Students receiving a grade of "D" or below will not be eligible for either Honor Roll. Students that have obtained a GPA of 3.33 or higher by the end of the first semester of their senior year, will be considered as honor students at graduation and will be recognized as such.

## **INSURANCE**

One insurance company will be authorized to provide student insurance and the forms will be handed out at the beginning of the school year. The school, as a service to the students and the parents/guardians, will act as a collection agency. Participation will be completely voluntary on the part of the parents but the forms must be completed and returned to the school to verify that this insurance has been offered.

## **LEAVING SCHOOL**

Students leaving school or going to their cars during school hours must have prior permission from the principal's office. Students leaving school must check out at the principal's office before leaving and must check back into the principal's office upon return.

## **LIBRARY RULES**

Each book has a barcode number and each student has been assigned a barcode number. The entire system is networked so you will be able to access information from any computer at HEC to determine the availability of a book, any card information typically found on the previous paper catalog cards, and also the AR grade levels and point values for books which we have. REMEMBER – the use of the library and the computers are a privilege that may be revoked at any time for failure to follow rules or cooperate.

Being able to use the library, although very important to a rounded education, is a privilege and as such we have developed the following library policies:

1. All students must have a paper pass with staff member's initials and time written on it to come to the library. If several names are on a pass, all must come to the library. If several names are on pass, all must arrive and depart at the same time. Upon arrival, place the pass or planner on the circulation counter or show it to the librarian. Ask the librarian to write the time and their initials on it when you leave. Students must ask permission to leave the library to go to their locker or the restroom.
2. Return all books, magazines, newspapers, and chairs to where you found them.
3. Computers may not be used for games, email, chat rooms, or music CD's.
4. Magazines or newspapers may not be removed from the library nor damaged in anyway with permission from the librarian.
5. Return all books to the circulation counter by their due date.
6. Reference materials may not be taken from the library. These materials are labeled with REF on their spines. This will include items such as dictionaries and encyclopedias.

7. Materials may be checked out for 3 weeks. A one week grace period follows. After this period, overdue materials will be fined 5 cents per day. Materials that are overdue from the State Library are charged 50 cents per day and you are at risk of losing the privilege of inner-library loans. If materials are not returned and fines paid, you will not be able to check out any additional books and your school records (report cards, transcripts, etc.) will be held until these fines are paid. If you cannot find your book(s), you will be charged for their replacement.
8. Students may not have food or beverages in the library.

### **LOCKERS**

Lockers are assigned to students at the beginning of the year but remain the property of the Hamlin School District and as such, students should not assume any rights of privacy. These lockers should remain locked at all times to prevent theft. Each student is responsible for keeping their assigned locker clean both inside and outside – remove stickers, etc. after a short period of time to prevent them from falling off and ending up on the floors and to eliminate the possibility of graffiti. Students should not write or damage their lockers in anyway because damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the principal's office immediately. Students are advised not to keep money or other valuables in their lockers and should not enter another students locker or do anything to another students locker which disables it. The school is not responsible for the loss of anything left in the lockers. The right to open and inspect lockers at any time rests solely with the administration and students may expect their lockers to be searched at any time. Items should not stored or piled on top of lockers

### **MAKE-UP WORK**

Students should report to the office immediately upon returning from an absence and will not be admitted to their classes without a makeup slip. Students will be allowed two days to make up a test and work missed for every day of an excused absence. Example: If the student is gone one day the student needs to turn in the work within two days. If the student is gone two or more consecutive days, the first day's work is due two days after the return to school. The second day's work would be due in four days and so on.

### **NATIONAL HONOR SOCIETY**

Hamlin High School is privileged to have a chapter of the National Honor Society. Membership in the National Honor Society is granted on the basis of faculty selection, and such membership is conferred upon those students who have distinguished themselves by being outstanding in the following areas: Scholarship, Service, Leadership, and Character. Just as these areas are used for membership selection, behavior which is found to be in direct violation of these areas may result in the student's dismissal.

### **PARENT RIGHT TO KNOW NOTIFICATION**

The federal education No Child Left Behind law requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. This information may include (1)

whether the teacher has met the State requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; (3) the college major and any other degree; and (4) whether the child is provided services by paraprofessionals, and if so, their qualifications. If you are interested in this information, you may send your request to the building principal who will provide a response.

In addition, parents in the Title I schools will be provided timely notice if the parent's child has been assigned or has been taught four or more consecutive weeks by a teacher who is not highly qualified.

### **PARENT INVOLVEMENT PLAN—SECTION 1118**

To educate a student, a 3-way partnership exists between the school, the student, and the parents. It is vital to the development of a beneficial education program in a student's life to have the parents involved as much as possible. The Middle School/High School staff recognizes this partnership and promotes it through a number of ways. An annual meeting is held in the fall of each year at Hamlin Education Center in which students, staff, parents, and other stakeholders are invited to participate in the explanation of the district, elementary, middle school and high school, school report cards under No Child Left Behind regulations. At that time, all are also invited and encouraged to give input in this Parent Involvement Plan and on the Student/Parent/Staff Compact. Both are reviewed and explained at this meeting. For those who cannot attend, these documents are available on the Hamlin School District's website, or upon request from school officials.

Because of the diversified needs, the Hamlin School District will do as much as possible to assist parents of all children served by our school in understanding educational topics, such as the South Dakota state standards, how those standards are measured, how to monitor your own child's progress and how to work with educators in order to improve the achievement of your child. This can include, but is not limited to, extra time with an educator, explanations of homework to the parent by the educator, extra communication with parents, etc.

At times, the staff at Hamlin Education Center will be educated on how better to assist parents in being more involved in their child's education. That education has/will include(d) how to better reach out to, communicate with, and work with parents as equal partners. It has/will include(d) using the Parent Resource Network, Human Service Agency, and Head Start/ICAP Agency personnel in order to educate staff and implement and coordinate parent programs in order to build ties between parents and the school. Parents have been/will continue to be notified of any workshops, classes, and seminars that are available to parents in order to educate them on parenting issues and school-related issues.

The Hamlin School District understands the importance of communication with parents and notification of events pertaining to the educational life of students. Therefore, parents will be informed of related school and parent programs, meetings, and other activities in a way, and to the extent practicable, in a language the parents can understand. The Hamlin School District uses various means in order to communicate these events. They include, but are not limited to, Alert Now phone notifications, Hamlin School District's website, letters home with students, newsletters, pamphlets sent home, newspaper articles, radio advertisements, etc.



The Hamlin School District also feels that families need to find the school to be a place to be together and enjoy a time as a Hamlin School District family. The Title I program, along with the Parent/Teacher Organization, will host an annual Spring Family Fun Night. This is typically a night in which families can enjoy an evening of entertainment in a family-type setting at Hamlin Education Center.

Because the Hamlin School District believes that all students need to be involved, to the extent practicable, the district commits itself to provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand. That includes, but is not limited to, providing pamphlets and Alert Now phone notifications in a language the parents can understand and providing an interpreter for the family.

Assistance for parents and parental organizations in ideas for parental involvement within the school district can contact: <http://www.sdpiroc.org> or phone: 1-800-219-6247.

### **PHONES & MESSAGES**

A phone has been installed in the entry area of the school and in the hallway by the MS/HS office for student use. No other phone in the school building will be used by any student without the prior approval of the office or an instructor and should only be used at the end of the period. Messages for students (other than emergency) will be posted on the message board located outside the office. We strongly encourage all messages for students be kept to vital circumstances only. The staff is hired to take critical messages and not to take personal messages for the students that could be handled through emails or left until after school hours. Student employers should not be calling the school for scheduling issues.

Cell phones and other electronic devices may not be used during school hours without permission from the office. These items distract from the educational function of the school and should be left in cars or lockers and should not be carried during school hours. The phones in the offices and classrooms are for school business only and should not be used by students without approval of the office. Effort should be made to use the hallway phone to lessen the interruption to office staff that are attempting to conduct normal business. Students that are feeling ill and do not feel they can make a phone call on their own, may request assistance from the office. All technology resources (cell phones, pagers, iPods, iPads, computers, etc.) brought into the school may be searched at the discretion of the administration or their representatives.

### **POP IN LOCKERS & CLASSROOMS**

Students are not permitted to have pop, juice, or water in class unless approved by the instructor through the office. This helps to maintain a neat and clean classroom and supports the healthy lifestyle that the school wishes to promote. High School students may keep pop, juice or water in their lockers provided it does not contradict cleanliness or health issues. The pop, juice or water must have a cap on it, we do not want cans in the lockers. If a student needs water for health issues (heat, cold, etc.), they may request special permission from the office.

## **PROFANITY**

The use of profanity, or derogatory language, comments, or gestures by any student is considered unacceptable conduct and may bring about immediate removal from the classroom and can be cause for detention and/or suspension.

## **PARENT-TEACHER CONFERENCES**

During the first and second semester of the school term, parents of the students are invited to school to visit their child's teachers. During these conferences, the student's progress is discussed. Since these conferences are for the benefit of the students, and we strongly suggest that students encourage their parents to attend. Parents are also strongly encouraged to contact their child's teachers to request a one-on-one conference at any time throughout the year.

## **RESTRAINT AND SECLUSION POLICY**

**SDCL 13-32-1** provides legal authority and a responsibility for the Hamlin School District to limit the use of restraint and seclusion in its educational programs.

### **A. Prohibited Restraint and Seclusion**

Hamlin School District employees will not use prone restraint on students, except when doing so is necessary and reasonable and moderate in degree. (Prone restraint is defined as physical pressure applied to any part of the student's body to keep the student in a face-down position on the floor or other surface.)

Hamlin School District employees will not leave students alone, when they have been involuntarily confined to a room, unless there is a clear and present danger.

### **B. Notification**

Following any incident requiring restraint or seclusion of a student, the Hamlin School District employee involved must notify the parent or guardian of the student who was affected.

## **RETENTION POLICY**

The Hamlin Middle School teaches five core classes (Math, Reading, Language Arts, Social Science and Science). Student need to show that they have a base knowledge of the core content areas to move on to the next grade level. The School District understands the importance of a student getting a proper education. Parents, students, teachers and administration need to be working toward this common goal. The School District has set forth criteria for students who do not meet a minimum standard to be retained and repeat the current grade level the following school year. The criteria are as follows:

1. Students must maintain an average grade of 60% in the five content areas for the school year..
2. Students must follow the attendance policy of not missing over 15 days per semester. The administration will be in contact with the parents if they feel that their student is falling behind. The administration will notify the parents by the end of the current school year in regards that their student will be retained for the upcoming school year.

## **SCHOOL BUSES**

The Hamlin School District has provides a fleet of buses for students that wish to utilize them. The board has employed reliable, responsible, and trained people to drive these buses. The bus driver is an official representative of the school and has **FULL AUTHORITY TO DISCIPLINE STUDENTS OF THE BUS**. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the standard rules.

**Violations of these rules** could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

1. All riders shall remain seated while the bus is in motion.
2. Keep head, arms, and hands inside the bus.
3. The bus driver is in complete charge and may assign seats as he/she sees fit. He/she shall be accorded the same courtesy and respect as a teacher in the classroom. Any disobedience or impudence will be regarded as a serious matter and will be treated as such.
4. No profanity or obscenity will be tolerated.
5. Riders may be held accountable for any damages to a bus.
6. Students are responsible for meeting their bus on time.
7. Look before crossing a roadway when leaving or approaching a bus.

## **SCHOOL LUNCH**

A hot lunch program is offered for all Hamlin students. If students wish, they may bring their own lunch. **NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS DURING THE LUNCH HOUR** unless they have earned senior privileges. Seniors wishing to have open lunch and have earned their senior privileges, must have the completed forms signed by their parent or legal guardian returned to the office.

### **LUNCH REGULATIONS:**

1. All students are required to eat in the lunchroom. (Exception with senior privileges) 2. No food is to be taken out of the lunchroom without permission from the office.
3. Return your tray, glasses and silverware upon completion of your meal.
4. Return condiment containers to the designated trays immediately after their use.

## **SEMESTER TEST POLICY**

The following policy has been developed to reward students for good attendance and grades throughout each semester. To be exempt from semester testing each semester, students must meet **all** of the following criteria:

- a. A student has less than three marks in the class. (absences and/or tardies combined)
- b. A student must not receive ISS or OSS throughout the semester.
- c. C or higher grade.

Students may choose to take the semester tests to improve their grade and/or experience the pressure of a college type of examination.

### SEMESTER TEST SCHEDULE

Day 1	Day 2
<b>Period 1:</b> 8:31 – 10:05 <b>Period 2:</b> 10:08 – 11:45 <b>Lunch:</b> 11:45 – 12:20 <b>Period 5:</b> 12:23 – 1:55* <b>Period 7:</b> 1:58 – 3:30	<b>Period 8:</b> 8:31 – 10:05 <b>Period 3:</b> 10:08 – 11:45 <b>Lunch:</b> 11:45 – 12:20 <b>Period 4:</b> 12:23 – 1:55* *NTHS students may be late returning after lunch

- **NTHS bus will leave promptly at 9:25** and those students that do not meet the semester test exemption policy, will be **required** to attend as usual. Students not attending will be given zeroes for the days they are absent.
- Students arriving late or missing their test period will be expected to report to administration to be eligible to take the semester test. Without a viable and verifiable excuse, the students will be assigned a detention or will be retained in the office throughout the remainder of the day and/or all testing is complete. This is at the discretion of the administration.
- Students that do not have outstanding disciplinary problems or do not have outstanding school work will be permitted to leave their classes after completing their test. There will not be any study halls conducted during these days for high school students. The bells will not ring for high school pass times, please watch the clocks carefully. **Students and staff are expected to be prompt and arrive for their tests at the appropriate time.**
- Students should not be in the corridors, the gyms, weight rooms, or **unsupervised** in classrooms or the computer laboratory during this time. If they have computer projects, etc. to finish, staff need to supervise them. This is intended to create an environment which is conducive to **student's test-taking and studying**. This means students must **leave the building, go to the library, or sit very quietly in the hallway** when they are finished with their tests. Students should not be entering and exiting the gym and distracting the middle school or elementary students or interrupting classes.
- Tests may not be rescheduled without permission from the principal. Students are not allowed to take their test at another time just to avoid coming to school on one of the days or because it is the only test they have during that day.
- In order to promote the rigorous nature of such cumulative tests, the semester test should be long enough and rigorous enough to occupy **at least one hour** of the testing block for **ALL students**.
- Suspensions will count as absences for semester test purposes.
- Unexcused absences will count as absences.
- Seniors will still be required to take semester tests like the underclassmen (remember to modify for the loss of days). Semester tests for seniors must be cumulative.

- **Semester grades will be weighted as follows:** Quarter 1 = 40%, Quarter 2 = 40% and Semester Test = 20%.

### **STUDENT BEHAVIOR**

Students are expected to treat all school personnel and visitors with respect and courtesy. School personnel are in charge at all times. Impudence, defiance or flagrant disobedience to any teacher will be regarded as a serious offense and will be punished according to the policy outlined in the Discipline Handbook.

### **STUDENT CLASS LOAD**

All students must schedule classes for at least 6 regular periods and an advisory period each day. This means that no student will have more than one study hall per day (HS only). Due to the pressure that it would place on scheduling. Refer to the Student Registration Handbook for more information.

### **STUDENT OF THE MONTH**

Students who feel they demonstrate the characteristics of student of the month will apply on the google docs program that has been set up. They must answer the questions and the staff will pick from the list of students who apply. The following is the list of criteria that the staff will take into consideration when choosing the students of the month:

1. Participation in classroom discussion/activities
2. Character (loyalty, respect, honor, integrity)
3. Demonstrates respect for all school policies and personnel.
4. Academic progress (improvement or continued accomplishments) and demonstrated real effort and desire to learn.
5. Leadership in class or activity or school life.
6. Activity and or community service
7. Attitude towards peers, staff and learning in general
8. Friendliness and support for other students
9. Attendance and tardiness

### **STUDENT PASSES**

Every student is assigned a place for each period of the day and is expected to be present at the time and place assigned. In the event it is necessary for the student to be at a place other than the one the student is regularly scheduled for, the teacher who desires the student's presence should give the student a pass or make a phone call to the assigned teacher/supervisor. Middle school students are expected to use planner passes for all reasons to leave the classroom except when directed by the instructor (retrieve copies from printer, go to the office, etc.). These passes are limited in number to foster responsibility and accountability in students and will not be replenished.

## **STUDENT PLANNERS**

Organizational skills are a fundamental skill for success later in life. Students that take the time to reflect upon their activities for the day will find that time management is much easier. With this concept in mind, Hamlin Middle School students will be using student planners throughout the day to develop these organizational skills which instill a personal responsibility for academic success. The following are guidelines for their use:

1. Student planners should be in the student's possession during all school times, except for lunch periods.
2. Assignments and/or activities must be noted by a valid entry for each class period daily. Teachers will occasionally spot check their completion.
3. Passes are limited to the number provided in your student planner. Replacement planners will not contain passes for the current quarter.
4. Lost planners will be replaced at the student's expense of \$10.00.
5. Planners may be checked by **any** staff member at **any** time.
6. Planners may be used as a communication tool between home and school.
7. Noncompliance to planner responsibilities may result in loss of one pass per offense or the entire loss of privileges.
8. Habitual noncompliance will result in a conference with the principal and/or detention or other appropriate consequence.

## **STUDENTS IN THE SCHOOL BUILDING AFTER HOURS**

The Board of Education has set a policy stating that students must not be left in the school buildings without the supervision of a teacher or adult who is affiliated with the public school and employed by the Hamlin School District. If students are requested to leave by custodians or other teachers or school employees, the student should exit immediately. The use of the HS gym and/or weight-room after school hours should be handled through the HS office or school administrator and must be supervised by an approved adult at all times.

## **TOBACCO, ALCOHOL, AND DRUGS**

Use of tobacco (in any form), alcohol or an illegal drug is forbidden at all times in any school building or on any school grounds or at any school-sponsored event. This rule is also in effect while being transported by the school, or while under school supervision at any school function anywhere or any time. Law enforcement officials will be contacted as appropriate.

## **VISITORS TO THE SCHOOL**

Any person that is not enrolled in classes at Hamlin High School is deemed to be a visitor. Visitors and guests are to report to the office immediately upon entering the building. Due to the distraction that may result, we strongly discourage visitors. All visitors, including parents and other relatives must report to the office and sign-in. Any visitor wishing to attend school must have permission at least one day prior to their day of visit. Each visitor will be given a visitor's badge, which should be displayed at all times, and may attend classes with their host as long as they abide by all school rules and do not cause distractions to the rest of the students. Each visitor may accompany their host to one day of classes per year and may not be a high school

graduate or a former student or from a neighboring district that is currently in session. Administrative discretion may be used in unusual circumstances.

**WEAPONS**

Weapons such as knives, fireworks, firearms, or other weapons of any sort or items which may be used to inflict damage to other people or property, may not be possessed by any student or person on any school grounds (to include vehicles) or during any school event. Any student determined to have these items will be suspended from school and referred to the Hamlin County Sheriff Department or the appropriate authority.

HAMLIN SCHOOL DISTRICT MASTER CALENDAR 2018 – 2019

**HAMLIN SCHOOL DISTRICT MASTER CALENDAR  
2018- 2019**

Updated 2/5/2018

	M	T	W	Th	F	Contact	Ins	PTC	
<u>August</u>			1	2	3				
	6	7	8	9	10				20th In-service 12-4 / OPEN House (5-7 pm K-12)
	13	14	15	16	17				21st - Teacher In-service 8-4
	20	21	22	23	24	3	2		22nd - 1st Day of School
	27	28	29	30	31	4			31st - No School - Labor Day Break
<u>September</u>	3	4	5	6	7	4			3rd - No School - Labor Day Break
	10	11	12	13	14	5			
	17	18	19	20	21	5			19th - 12:30 Dismissal - Inservice
	24	25	26	27	28	5			
<u>October</u>	1	2	3	4	5	5			8th - No School - Native American Day
	8	9	10	11	12	4			15th Dismiss at 12:30 / P-T Conf. 1:30 - 8 pm
	15	16	17	18	19	4	1		19th - No School
	22	23	24	25	26	5			End of 1st Quarter
	29	30	31			3			
<u>November</u>				1	2	2			7th - 12:30 dismissal - In-Service
	5	6	7	8	9	5			21st - 23rd No School - Thanksgiving Break
	12	13	14	15	16	5			
	19	20	21	22	23	2			
	26	27	28	29	30	5			
<u>December</u>	3	4	5	6	7	5			
	10	11	12	13	14	5			
	17	18	19	20	21	5			21st - Dismiss at 12:30/ End of 1st Semester
	24	25	26	27	28	0			
	31								22nd -2nd / No School - Christmas Break
						<b>81</b>	<b>2</b>	<b>1</b>	
<u>January</u>		1	2	3	4	2			1st and 2nd - No School
	7	8	9	10	11	5			3rd - School Resumes
20	14	15	16	17	18	4	1		14th - In-service (teachers only) No School
	21	22	23	24	25	5			
	28	29	30	31		4			



<u>February</u>						1	1	
	4	5	6	7	8		5	14th - Dismissal at 12:30 & P-T Conf. 1:30 - 8:00 pm
17	11	12	13	14	15		4	15th No School
	18	19	20	21	22		4	18th No School President's Day
	25	26	27	28			4	

<u>March</u>						1	1	
	4	5	6	7	8		5	8th - End of 3rd Quarter
18	11	12	13	14	15		2	13th - 15th - No School - Spring Break
	18	19	20	21	22		5	
	25	26	27	28	29		5	

<u>April</u>							5	5th 12:30 dismissal - In-Service
	1	2	3	4	5		5	19th -22nd No School - Easter Break
	8	9	10	11	12		4	
19	15	16	17	18	19		4	
	22	23	24	25	26		4	
	29	30					2	

<u>May</u>							3	11th - GRADUATION
	6	7	8	9	10		5	
13	13	14	15	16	17		4	16th - Last Day of School
	20	21	22	23	24		0	17th - Teacher In-service
	27	28	29	30	31		<b>88</b>	<b>2</b>
							<b>1</b>	

169 4 2  
 \*If additional make up days are needed, they will be added starting May 17th and PD will be adjusted accordingly