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The mission of the Helpline Center is making lives better by giving support, offering hope and creating connections all day, every day.

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VOLUNTEER CONNECTIONS

HUNDREDS OF VOLUNTEER
OPPORTUNITIES IN THE COMMUNITY
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2023-2024

Junior High/High School Student Handbook & Planner

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2023-2024

ALCESTER-HUDSON SCHOOL DISTRICT

website: <https://www.alcester-hudson.k12.sd.us>

Facebook: @AlcesterHudsonSchoolDistrict611

Weather Announcements:

KELOLAND TV and Weather Close line on www.keloland.com

The School Parent Notification System will send text and voice mail messages related to weather closings, schedule changes, or other school related information.

**Address: 409 E. 6th Street
Alcester, SD 57001
USPS: PO Box 198
Alcester, SD 57001**

**JH/HS Office Phone: 605-934-1890
JH/HS Office Fax: 605-934-1936
Toll Free: 1-888-447-5665 (1-888 HI SKOOL)
Office Hours: 8:00am-4:30pm**

**Elementary Office Phone: 605-934-2171
Elementary Office Fax: 605-934-1765
Toll Free: 1-888-357-5665 (1-888-EL SKOOL)
Office Hours: 7:45am-4:00pm**

**Alcester Community/JH/HS School Library
Phone: 605-934-2601**

Change of Address or Contact Information:

Please notify the high school office at 605-934-1890 if you change your cell phone, home address, home phone, employment, work phone or any other information anytime during the school year. We try to keep our registration and contact information up to date so you can be contacted in case of an emergency.

ALCESTER-HUDSON SCHOOL DISTRICT

MISSION STATEMENT

Inspire every student, every day, with every opportunity

VISION STATEMENT

A school of achievement, confidence, and inspiration

ALCESTER-HUDSON SCHOOL DISTRICT PRIORITIES

- Increase student sense of belonging and engagement
- Strengthen relationships with and among families and community
- Develop and deliver a strong viable curriculum to our students
- Analyze student progress and attendance to enhance learning

ALCESTER-HUDSON SCHOOL SONG

*Alcester-Hudson High, stand for all to see
Let's all shout it, sing and yell it
For that name means VICTORY, Go C-U-B-S,
School we love the best, so let our colors fly
For Alcester-Hudson High*

*Our team is the best, put us to the test
Now we're in it, we must win it
Do our best Cubs, every time
All together now, we will win and how
We'll fight, fight, do or die, for Alcester-Hudson High*



The Way



JH/HS	HALLWAY	CLASSROOM	CAFETERIUM	RESTROOM	COMMUNITY
<i>Respectful</i>	<p>Greet fellow students and teachers.</p> <p>Help other students if they drop items.</p> <p>Keep your hands and feet to yourself.</p> <p>Use a quiet indoor voice.</p>	<p>Bring only clear water to class.</p> <p>Follow the rules of the classroom.</p> <p>Bring required materials each day.</p> <p>Listen actively and share ideas.</p>	<p>Clearly and promptly tell the lunch servers what you want.</p> <p>Involve all students in table conversation.</p> <p>Use good manners.</p> <p>Follow directions from lunch monitors.</p>	<p>Keep restroom breaks quick.</p> <p>Wash your hands with soap and water.</p> <p>Give others privacy.</p> <p>Wait patiently if the bathroom is in use.</p>	<p>Be friendly and kind with Alcester and Hudson residents.</p> <p>Be polite when visiting other schools.</p> <p>Show good sportsmanship.</p>
<i>Responsible</i>	<p>Store phones, backpacks, soda, and food in lockers.</p> <p>Carry a hall pass when traveling during class time.</p> <p>Go directly to your destination.</p> <p>Help others who are lost or struggling.</p>	<p>Arrive on time.</p> <p>Be a productive group member.</p> <p>Turn in all assignments on time.</p> <p>Do quality work.</p> <p>Bring a charged computer each day.</p>	<p>Clean up your area when finished eating.</p> <p>Use a moderate indoor voice.</p> <p>Respect others' personal space.</p> <p>Take only what you can eat from the salad bar.</p>	<p>Use proper hygiene.</p> <p>Throw away all trash.</p> <p>Flush the toilet.</p> <p>Use the restroom only when needed.</p> <p>Carry a hall pass when traveling during class time.</p>	<p>Leave areas clean.</p> <p>Be alert.</p> <p>Be a good role model.</p> <p>Arrive ten minutes early when leaving for bus travel.</p> <p>Keep track of personal property.</p>
<i>Safe</i>	<p>Tell an adult if there is a spill or mess to clean up.</p> <p>Stay on the right side of the hallway.</p> <p>Walk at all times.</p> <p>Tell an adult if you see someone unfamiliar.</p>	<p>Place any books or materials out of the way to keep walkways clear.</p> <p>Report any spills or hazards to the teacher.</p> <p>Leave your work area as you found it.</p>	<p>Place any books or materials out of the way to keep walkways clear.</p> <p>Chew your food fully to avoid choking.</p> <p>Stay seated while eating.</p> <p>Yell "HELP" if someone is choking.</p>	<p>Tell an adult if there is a spill or mess to clean up.</p> <p>Tell an adult if you see someone ill or crying.</p> <p>Tell an adult if there is broken or leaking plumbing.</p>	<p>Follow local curfew and traffic laws.</p> <p>Report any incidents.</p> <p>Walk on sidewalks when possible.</p> <p>Tell an adult if you see anyone or anything suspicious.</p>

LEGAL NOTICES

SECTION 1

PREFACE: This booklet is for the use of the students, parents, and teachers. Its primary purpose is to set forth the requirements for graduation, and to acquaint students with the educational opportunities and regulations of our school district.

All students are responsible for becoming familiar with this handbook, as they will be held strictly accountable for its contents. It is suggested that each student carefully read this handbook and keep it as a future reference to refer to from time to time. Since it is assumed that every student completely understands the policies governing our school, violating a regulation or policy out of ignorance or forgetfulness will not be an acceptable excuse. If you do not fully understand something or have a question, please feel free to ask the principal for an immediate, precise explanation.

RESERVATION OF RIGHT TO AMEND: This student handbook does not include everything that may happen during the school year. If any situation not explicitly covered should arise, the Alcester-Hudson School District Administration will make every effort to act reasonably and quickly (e.g., the best interests of the student and the school will be considered.) Each situation is different and will be handled on an individual basis. The Alcester-Hudson School District reserves the right to amend any provision in this handbook which it deems to be in the best interest of the educational process. The principal retains the right to issue consequences for acts of discipline not specifically stated herein and to alter any consequences as necessary.

NONDISCRIMINATION POLICY: The Alcester-Hudson School District 61-1 does not discriminate based on race, color, national origin, sex, disability or age in its programs and activities and provides equal access to designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

504 Coordinator Alcester-Hudson School Lynette Busch lynette.busch@k12.sd.us	Title VI Coordinator Alcester-Hudson School Tim Rhead tim.rhead@k12.sd.us	Title IX Coordinator Alcester-Hudson School School Jason Van Engen
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South Dakota Regional US Office for Civil Rights

Kansas City Office
U.S. Dept. of Education
One Petticoat Lane
1010 Walnut St, Ste 220
Kansas City, MO 64106
Phone: 816-268-0550
Fax: 816-268-0559
Email: ocr.kansascity@ed.gov

National Headquarters Office for Civil Rights

U.S. Department of Education
Lyndon B. Johnson Dept. of Education Building
400 Maryland Ave SW
Washington, DC 20202-1100
Phone: 800-421-3481
Fax: 202-453-6012, TTY: 800-877-8339
Email: ocr@ed.gov
Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

FERPA Contact Information:

Student Privacy Policy Office US Dept. of Education
400 Maryland Ave SW
Washington, DC 20202-1100
Phone: 202-260-3887
Email: ferpa@ed.gov and ppra@ed.gov
Website: www.studentprivacy.ed.gov

USDA NONDISCRIMINATION STATEMENT:

SNAP and FDIPIR State or local agencies, and all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Joint Application Form (HHS)

This institution is prohibited from discriminating based on race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave SW
Washington, DC 20250-9410
Fax: 202-690-7442 or 833-256-1665
Email: program.intake@usda.gov
This institution is an equal opportunity provider.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at: [SNAP Hotline](#).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

MODEL NOTICE OF DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Alcester-Hudson School District, with certain exceptions, obtain your written consent prior to the disclosure of personal identifiable information from your child's education records. However, the Alcester-Hudson School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with the district procedures. The primary purpose of directory information is to allow the Alcester-Hudson School District to include this type of information from your child's education records in certain school publications. Examples include:

- Playbill, showing your student's role in a drama production.
- The annual school yearbook (The Cubette)
- Honor roll, Academic Honors, or other recognition lists
- Graduation programs
- Sports activity programs (wrestling, basketball, football, volleyball etc. showing weight and/or height of team members)

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

If you do not want the Alcester-Hudson School District to disclose directory information from your child's education records without your written consent, **you must notify the district in writing prior to the first day of school.**

The Alcester-Hudson School District has designated the following information as directory information:

- student's name, grade, dates of attendance
- address, phone number, email address
- photograph, date, and place of birth
- participation in officially recognized activities and sports
- height, weight, positions of members of athletic teams
- degrees, honors, and awards received.
- recent educational agency or institution attended.

POLICY ON EDUCATION OF HOMELESS CHILDREN

Every child of a homeless individual and every homeless child is entitled to equal access to the same, free, appropriate public education as provided to other students. The Alcester-Hudson School District must assign and admit a child who is homeless to the district school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Alcester-Hudson School District may not require an out-of-district attendance agreement and tuition for a homeless child.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation. Homeless students will have access to services comparable to those offered to other students, including but not limited to:

- Transportation services
- Educational services for which a student meets the eligibility criteria (e.g., Title I)
- Educational programs for children with disabilities and limited English proficiency.
- Programs in vocational and technical education
- Programs for gifted and talented students
- School nutrition program

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A homeless individual is defined as provided in the McKinney Homeless Assistance Act. Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the Alcester-Hudson School District homeless liaison. Thereafter, a written complaint must be filed in accordance with the Alcester-Hudson School District Uniform Complaint Procedure.

TITLE VI

The Title VI policy states that *“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

A grievance procedure for discrimination in school lunch programs is on file in the administration office, the superintendent's office, and the business manager's office. You may obtain it at any time.

TITLE IX

A grievance procedure for sexual discrimination is on file in the high school administration office, the superintendent's office, and the principal's office. You may obtain it at any time. A copy of the policy on sexual discrimination will be included with the school registration paperwork for all students and parents to read.

STUDENT PREGNANCY & MARITAL STATUS POLICY

The Alcester-Hudson School District shall not discriminate against any married or pregnant student nor be excluded from any program or activity, including any class or any extra-curricular activity. Pregnant or married students may volunteer to participate in a separate educational program offered by the school; the instructional portion of the program must be equivalent to that offered to non-pregnant or non-married students.

A physician's certification of fitness to continue in the regular education program may be required of pregnant students only if such certification is required of other students with conditions requiring a physician's care. Pregnancy must be treated as a justification for a student's leave of absence for whatever time period the student's physician finds medically necessary.

BIRTH CERTIFICATES/IMMUNIZATIONS REQUIRED FOR ALL STUDENTS

All students wanting to enroll in the Alcester-Hudson School District must meet the State requirements concerning immunizations. *(Students entering school for the first time or students transferring from out-of-state must present proof of required immunizations along with a certified copy of their birth certificate in order to be admitted.)* If the birth certificate is not provided within ten days of registration, the student will not be able to continue attendance until the birth certificate is presented to the school office. It is not necessary for the school to keep this certified copy of the birth certificate. We will copy the certificate for our files and return the original to you.

(South Dakota State Law 13-27-3.1 through 13-27-3.3 requires the parent or guardian to present a certified copy of a child's birth certificate upon the child's initial enrollment in a South Dakota School. If a certified copy is not obtainable, the parent may submit an affidavit in lieu of birth certificate as issued by the Department of Health.)

If you need to obtain a copy of the certificate, the County Register of Deeds may be helpful to you. If you have any questions or need any further information, please contact the school office.

COMPLAINTS

A copy of the adopted complaint policy can be found in the Alcester-Hudson School District Policy Handbook located in the high school administrative office or is available from each administrator. Written complaints from persons under the age of 18 years must be signed by the parent or guardian of the person submitting the complaint.



ACADEMIC SECTION II

REGISTRATION: Most of you have already selected your classes for this year so registration will be just a matter of filling in a schedule. Keep these points in mind when filling your schedule:

1. Have you met the requirements of your present grade level? If you are behind in any required subject or in the customary number of earned credits, you should discuss your problem with the guidance counselor and the principal. You should have a definite plan for making up all the back work prior to your graduation at the expected time.
2. Each student must have no less than seven (7) academic classes per two-day block. Make certain that your selection of subjects includes all requirements for graduation.

Changes in your schedule can be made with the permission of the guidance counselor, the teachers involved and the principal. **A student may not drop a class after five (5) school days of the start of the class (1st or 2nd semester) without a failing grade at the time of withdrawal being recorded and used for GPA and Honor Roll purposes.**

STUDENT LOCKERS: A locker will be furnished for all students to store your backpack, books, notebooks, paper, and other school materials. **Students will be assigned lockers and are not to change lockers without the permission of the principal.**

Lockers should be kept clean and will be searched periodically without notice. All lockers will automatically lock. The school is not responsible for any articles missing or stolen from students' lockers. It is the student's responsibility to keep the combination a secret and to keep the locker locked.

STUDENT ID CARDS: Student ID cards will be available for junior high and high school students (Grades 7-12) at the beginning of the school year. These cards will allow the student free admission to all home sporting events and school sponsored activities **excluding** district, sweet 16, region tournaments and the high school play or musical.

MUSICAL INSTRUMENTS: The Alcester-Hudson School District owns several musical instruments and will rent these to students for a fee as set annually by the Alcester-Hudson School Board. The students must pay for the instrument rental in advance. The money must be paid to the high school office before the music teacher will be notified. At that time, the music teacher will assign an instrument and will be available for the student to pick up. Students must also pay for any damage during the school year other than normal wear and tear on the rental musical instrument.

HOMEWORK POLICY: Homework will be regularly assigned in all classes and it is the responsibility of the student to complete this homework on time. Because of the number of activities that students are involved in both at school and at church, no evening is excluded from homework.

The homework policy for students on Individualized Education Plans may be modified in accordance with the IEP.

GRADING: Alcester-Hudson Junior High/High School uses a unified grading scale. Students can earn an “A, B, C, D, or F” in any given class. The last mark listed, “I”, indicates only that work is incomplete and that no mark is awarded until the work is completed. Incomplete grades will become an “F” at the end of the semester.

It is necessary to assign numerical values to marks so they may be averaged. In our school, numerical values of various marks are as follows: A-4, B-3, C-2, D-1, F-0. Grade point average is based upon semester grades.

ALCESTER-HUDSON JR. HIGH/HIGH SCHOOL GRADING SCALE

Adopted 7-16-2007

Grade Point Average	Letter Grade	Percent
4.0	A+	98.5-100%
	A	93.5-98.4%
	A-	91.5-93.4%
3.0	B+	89.5-91.4%
	B	85.5-89.4%
	B-	83.5-85.4%
2.0	C+	81.5-83.4%
	C	77.5-81.4%
	C-	75.5-77.4%
1.0	D+	73.5-75.4%
	D	69.5-73.4%
	D-	67.5-69.4%
0.0	F	67.4%-below
	I	Incomplete

ACADEMIC ELIGIBILITY POLICY:

(Adopted 05-08-06) (Amended 8-14-06) (Amended 11-15-10) (Adopted 1-10-11) (Amended 6-12-12)

A student must pass 6 of his or her classes to be considered eligible for extra-curricular activity participation in a SDHSAA sponsored or other competitive events. In the event the student is not passing in two or more classes, the following procedures will be in effect:

- A. Student academic progress is evaluated each week with an academic progress report of students with grades of 67% or lower being sent to the office Monday morning. The first eligibility report will be effective on the 14th full day of school each new semester. After that eligibility will run from Monday noon to Monday noon.
- B. During a week of ineligibility, the student may continue to practice but will not be allowed to participate in SDHSAA sponsored or other competitive events. The student may not leave school early to attend a function sponsored by the SDHSAA or other competitive event either.
- C. The student will be allowed to resume participation in SDHSAA sponsored or other competitive events when his or her grade is passing (68% or higher) on Monday's eligibility report provided the student has regularly attended practices.
- D. Students who are ineligible at the end of the semester will remain so until the beginning of the next semester.

- E. Junior High students will follow the same Academic Eligibility Policy as High School students.
- F. If an activity is scheduled that causes a team or group to leave prior to Monday noon, eligibility for that activity will be determined from the previous week's report.
- G. All students must be in compliance with SDHSAA eligibility rules.

REPORT CARDS: The junior high and high school will utilize semester grading. Progress reports will be posted as noted on the school district calendar. The final semester grade will be based on the cumulative averaged grades for the semester along with the semester test, which itself shall not count for more than 20% of the semester grade.

Teachers may categorize and weight grades within the semester grade as they see fit (e.g., assessments, daily work, and participation).

SEMESTER TESTS: Semester tests should count no more than 20% of the semester grade. Semester tests are a part of the learning process and will be given in all classes.

HONOR ROLL: The Honor Roll will be as follows:

- Straight "A" Honor Roll (all "A's")
- "A" Honor Roll "A" average (GPA 3.65)
- "B" Honor Roll "B" average (GPA 2.75)

Driver Education grade is not averaged in for Honor Roll

ACADEMIC HONOR AWARD: Students with a semester grade point average of 3.25 or higher will earn an Academic Honor Award. The first time a student earns the award they will be presented with an "Honor Student medal", a "star" and a certificate.

Each additional semester that a student qualifies for the award they will receive an additional "star". A student may "letter" in academics by earning an Academic Honor Award during two consecutive semesters. These two semesters do not need to be in the same school year. When a student "letters" in academics they will receive a chenille award.

CLASS RANK: Class rank will be determined on a 4.0 scale.

NATIONAL HONOR SOCIETY: This is an organization composed of Junior and Senior class students who have achieved and maintained a 3.00 cumulative grade point average during high school. Grades are averaged at the end of the second semester of the sophomore year and at the end of each semester thereafter. If a 3.00 grade point average is attained, the student becomes eligible to join the National Honor Society.

These grades are averaged at the end of each semester thereafter and should the grade point average drop below 3.00, the student will be placed on probation for one semester. If the student's grade point average does not reach 3.00 at the end of probation period, the student will be dropped from membership and will not be eligible again.

For Seniors this determination will be made at Progress Report #1 of the second semester. These students have achieved and maintained a 3.00 grade point average during high school.

HIGH SCHOOL GRADUATION REQUIREMENTS: A student's Personal Learning Plan (PLP) must document a minimum of 22 credits that include the following:

Four units of Language Arts-must include:

- Writing-1.5 units
- Literature-1.5 units (must include .5 unit of American Literature)
- Speech or Debate-.5 unit
- Language Arts elective-.5 unit

Three units of Mathematics-must include:

- Algebra I-1 unit
- *Algebra II-1 unit
- *Geometry-1 unit

Three units of Lab Science-must include:

- Biology-1 unit
- Any Physical Science-1 unit
- *Chemistry or Physics-1 unit

Three units of Social Studies-must include:

- U.S. History-1 unit
- U.S. Government-.5 unit (AHHS requires 1 unit)
- World History-.5 unit
- Geography-.5 unit

One unit of the following-any combination:

- Approved Career & Technical Education
- Capstone Experience or Service Learning
- World Language

One unit of Fine Arts

One-half unit of Personal Finance or Economics

One-half unit of Physical Education

One-half unit of Health or Health Integration

* With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three (3) units of Math. If a student is excused from Chemistry or Physics, the student must still take three (3) units of Lab Science. *(Required as of September 1, 2013)*

CREDITS REQUIRED PER GRADE LEVEL FOR TRANSFER STUDENTS:

- 5 credits required to be a Sophomore
- 11 credits required to be a Junior
- 17 credits required to be a Senior
- 22 credits required to graduate (no change)

A transfer student must attain 5 credits by August 1st of the prospective school year to be considered a sophomore (10th grade). A student must attain 11 credits by August 1st of the prospective school year to be considered a junior (11th grade). A student must attain 17 credits by August 1st of the prospective school year to be considered a senior (12th grade). A student must attain 22 credits to graduate.

PROMOTION GUIDELINES FOR JUNIOR HIGH STUDENTS (Grades 7-8):

It is the policy of the Alcester-Hudson School District to prepare our students for the real world and to be an asset to society. As a learning institution, we must be accountable for the students that enter the real world from our school. If more time is needed to prepare an individual student, then it may become necessary to retain that student.

When the work of any child has been below the minimum level of achievement commonly accepted for promotion, the case must be recommended to the principal by the student's teacher.

The principal, the teacher, the parent or guardian and the student will then meet to discuss the deficiencies that have been identified. This group will decide whether the student's deficiencies are significant to require the student to be retained.

EARLY GRADUATION POLICY: Students who have met the graduation requirements by the end of the first semester of their senior year may graduate; however, the school will only hold one commencement ceremony and that will be held in May. Any student wishing to participate in school activities such

as prom, athletics or the music trip must be enrolled as a full-time student during the semester of the event(s). Graduation is the exception to the rule. Students who graduate at the end of the first semester and want to attend the commencement ceremony must attend commencement rehearsals.

POLICY CONCERNING ISSUANCE OF DIPLOMAS: All students who complete graduation requirements shall be eligible to receive a diploma during the commencement ceremony. The standard courses offered may be modified by an Individual Educational Program (IEP) so that a student with special needs may complete a program geared to his or her own capabilities and will meet graduation requirements and receive a standard diploma.

All diplomas will be inscribed to direct the reader's attention to the transcript which will contain all information pertinent to the student's educational program. Early graduation (at the end of the student's 6th or 7th semester) is possible but there will only be one commencement ceremony in May.

Any student who has completed four years of high school but has not acquired the necessary credits for graduation will still be allowed to participate in the commencement ceremony but will be issued a certificate of attendance. A regular diploma will be issued upon the student's completion of the necessary requirements.



A REGENTS' SCHOLAR DIPLOMA: Will be awarded to any student who has completed **four units** each of English, Mathematics, and Science, **two units** of Foreign Language or Native American Language, and **three units** of Social Science. As a Regents' Scholar, this high school graduate has the privilege of admittance to any South Dakota public institution of higher learning. (This is subject to change each year by the State).

SD HIGH SCHOOL GRADUATION ENDORSEMENTS:

South Dakota High School Graduation Requirements

Approved by the South Dakota Board of Education Standards in July 2018

ADVANCED ENDORSEMENTS

In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student's personal learning plan. Advanced endorsements outline specific coursework within the base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement.

The requirements beyond the base high school diploma requirements are in red text in each advanced endorsement section below.

ADVANCED ENDORSEMENT REQUIREMENTS		ADVANCED CAREER ENDORSEMENT REQUIREMENTS	
<i>Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.</i>		<i>Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.</i>	
4 UNITS OF LANGUAGE ARTS must include: • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units	1 UNIT OF FINE ARTS	4 UNITS OF LANGUAGE ARTS must include: • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit	½ UNIT OF PERSONAL FINANCE or ECONOMICS	3 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Mathematics electives: 2 units	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: • Biology: 1 unit • Other Lab Sciences: 2 units	½ UNIT OF PHYSICAL EDUCATION	3 UNITS OF SCIENCE must include: • Biology: 1 unit • Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective)	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units	½ UNIT OF HEALTH or HEALTH INTEGRATION	3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units	½ UNIT OF HEALTH or HEALTH INTEGRATION
1 UNIT OF ANY COMBINATION of the following: • Approved Career & Technical Education • Capstone Experience • World Language	5 ½ UNITS OF ELECTIVES	2+ UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education units from the same career cluster OR • Capstone Experience AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher	4 ½ UNITS OF ELECTIVES

ADVANCED HONORS ENDORSEMENT REQUIREMENTS

Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-31 (High school course requirements for opportunity scholarship eligibility).

All high school coursework completed with a "C" or higher

4 UNITS OF LANGUAGE ARTS must include: • Writing: 1.5 units • Speech or Debate: .5 unit • Literature: 1.5 unit (must include .5 unit American Literature) • Language Arts electives: .5 unit	1 UNIT OF FINE ARTS	3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • World History: .5 unit • Geography: .5 unit • Social Studies electives: .5 unit	½ UNIT OF HEALTH or HEALTH INTEGRATION
4 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit • Advanced Mathematics: 1 unit (details at sdos.sdbor.edu/require/require.html)	½ UNIT OF PERSONAL FINANCE or ECONOMICS	2 UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education OR • Modern or Classical Language (including American Sign Language); must be in the same language	2 ½ UNITS OF ELECTIVES
4 UNITS OF SCIENCE must include: • Biology: 1 unit • Any Physical Science: 1 unit • Chemistry or Physics: 1 unit • Science elective: 1 unit	½ UNIT OF PHYSICAL EDUCATION		

STUDENTS WILL BE RECOGNIZED AT THE COMMENCEMENT CEREMONY IN THE FOLLOWING WAYS:

HONOR STUDENTS: They will wear a gold honor cord to signify that they have maintained at least a 3.0 grade point average during high school.

In addition, these awards will be given during the Commencement Ceremony:

HIGH HONORS: These students are those who have been able to maintain a 3.7 grade point average or higher during high school. These students will be awarded a medal that distinguishes them for this achievement.

HIGHEST HONORS: Any student who has a 4.00 grade point average during high school will be awarded a medal that distinguishes them for this achievement.

FOREIGN EXCHANGE STUDENTS - GRADUATION AND ACTIVITIES PARTICIPATION: Foreign exchange students may participate in commencement exercises, but they will not receive a diploma from the Alcester-Hudson School District. They will receive a certificate of attendance. Foreign exchange students may participate in extra-curricular activities sponsored by the SDHSAA if their sponsoring agency is recognized by the CSIET, which sanctions each group that brings foreign exchange students into the state.

CLASS COMPOSITE: A class composite picture of all students who have received a diploma at graduation will be displayed permanently in the high school office.



SCHOOL DAY

SECTION III

ZERO HOUR ATHLETIC DEVELOPMENT CLASS: Zero Hour is an optional course made up of four core areas of development: lifting, speed/quickness, leadership, and culture development. All high school students in grades 9-12 are allowed to participate in this class with the ability to earn credit (.25 credit per semester). This credit **does impact GPA** (Grade Point Average). This course is a Pass/Fail course. To be eligible to earn credit for this course, a student must be enrolled in this class at the beginning of the semester.

Students who move into the district or decide to join the course are allowed and can receive the other benefits but will not have the opportunity to earn credit for the class if they started the course late. No drops after the first two weeks of the semester are allowed unless a student has extenuating circumstances approved by the principal. Students are graded solely on showing up a minimum of 3 days per week. (Reminder, if you show up late, or do not put any effort into your workout, that day of lackluster performance does not count as 1 of your 3 days of lifting requirement.)

Class time is 6:30am to 7:30am. Attendance will be taken at 6:30am. You must be present by 6:30am and stay until 7:30am. Zero Hour athletic development class will follow the school calendar and be in session if school is. (Late starts or No School = NO Zero Hour). Students are required to lift 3 days per week. Students may choose any combination of three (3) days between Monday, Tuesday, Wednesday, Thursday, or Friday. It is typically suggested that you do not do heavy lifting on a game day so plan accordingly each week.

Students (Grades 9-12) who are in Zero Hour Athletic Development Class have a unique opportunity to leave school early (roughly 2:30pm) during their SRB on Tuesdays and Fridays if specific requirements are met.

Requirements to determine eligibility of early dismissal:

1. Must have lifted three (3) days the prior week of school and have a 3-day average
2. Must be passing ALL classes
3. Must have a parent/guardian's signature for approval to leave school early
4. Must have zero (0) documented behavior incidents
5. Must have less than six (6) absences for the semester
6. May not have more than three (3) tardies for the semester

At the beginning of the 2nd semester, all 8th grade students will be allowed to join the Zero Hour Athletic Development class. 8th graders will need to meet all of the same requirements; however, they will not be allowed to leave early from SRB, and they will not be eligible for the .25 high school credit.

SCHOOL DAY: The junior high/high school day begins at 8:10am and ends at 3:15pm.

2023-2024 DAILY CLASS SCHEDULE

BLUE Days - Tuesday/Friday

GOLD Days - Monday/Thursday

BLUE DAY/GOLD DAY SCHEDULE

Zero Hour - 6:30am-7:30am

Block 1 - 8:10am-9:45am

Block 2 - 9:50am-11:25am

Lunch - 11:25am-11:55am

Block 3 - 12:00pm-1:35pm

Block 4 - 1:40pm-3:15pm

WIN WEDNESDAY SCHEDULE

Zero Hour - 6:30am-7:30am

Gold Block 1 - 8:10am-8:55am

Blue Block 1 - 9:00am-9:45am

Gold Block 2 - 9:50am-10:35am

Blue Block 2 - 10:40am-11:25am

Lunch - 11:25am-11:55am

Gold Block 3 - 12:00pm-12:45am

Blue Block 3 - 12:50pm-1:35pm

Gold Block 4 - 1:40pm-2:25pm

Blue Block 4 (WIN) - 2:30pm-3:15pm

STAFF PD WEDNESDAY SCHEDULE

(last Wednesday of the month)

Zero Hour - 6:30am-7:30am

Gold Block 1 - 8:10am-8:45am

Blue Block 1 - 8:50am-9:25am

Gold Block 2 - 9:30am-10:05am

Blue Block 2 - 10:10am-10:45am

Gold Block 3 - 10:50am-11:25am

Lunch - 11:25am-11:55am

Blue Block 3 - 12:00pm-12:35pm

Gold Block 4 - 12:40pm-1:15pm

Student Dismissal - 1:15pm-1:30pm

TARDINESS:

- Each semester of the school year, a student is allowed to accumulate three tardies without punishment.
- Upon receiving a 4th tardy, the student will serve detention for the offense. Students will serve an additional detention for fifth and successive tardies. Detention is served from 7:30am-8:00am or 3:20pm-3:50pm with the High School Principal.
- Students arriving at school after 1st block begins and until 8:45am will be given a tardy. After 8:45am they will be marked as absent.

STUDENT ATTENDANCE: The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations and student-teacher interaction can never be made up for an individual student who has missed them. This is the essence of schooling. One period is counted as a quarter ($\frac{1}{4}$) of a day absent; two periods is considered a half ($\frac{1}{2}$) day absent; three periods or over will be counted as a full day absent.

A student's contribution to and achievement in 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 class. Furthermore, South Dakota statutes require the local Alcester-Hudson School Board of Education to enforce definite standards of attendance, with few valid excuses for absence.

Absences will be grouped under two main categories:

- 1. Excused:** The Alcester-Hudson School will excuse any absence that the student's parent/guardian is aware of and approves. However, after the sixth (6th) absence per semester, all absences (excused or unexcused) will have to be made up. **This means the student must make up the time and work missed before we will calculate the student's grades, grade point average, and qualify them for honor roll, academic honors etc.**
- 2. Truant:** Absence from school with or without knowledge of parents or the school for an invalid reason in order to avoid the responsibility of attending classes of instruction. It may also include an absence involving parental neglect. Students are required to make up all work and time missed after school hours or on Saturdays when Saturday detentions are scheduled periodically during the school year.

An absence note from the student's parents should include (1) date of absence, (2) reason for absence, and (3) signature of writer. **The penalty for a "fake" call or a falsified absence note is an automatic in-school suspension.**

ABSENCES AND ACTIVITIES: Students missing school any part of the school day **may not participate in any extra-curricular activity** unless special permission is received from the principal or superintendent.

Each student is responsible for observing this regulation. **A student who is unable to come to school because of illness will not be able to attend an evening extra-curricular activity at the school.**

ATTENDANCE POLICY (Grades 7-12): After a student has been absent from school for six days during a semester, he or she will have to make up the work and the time missed for any portion of the day missed after six days. Students who are hospitalized for an extended period of time will have their hospital stay counted as one absence. If a student is not making progress towards making up the time he or she has missed, he or she will be assigned times to make up the time by the principal. Absence time can be made up on Saturdays when Saturday Detentions are scheduled periodically during the school year.

If a student has not made up his or her hours by the end of the semester, the following will happen:

- No credit will be given for any classes that semester.
- Your GPA will not be figured.
- You will not be listed on any Honor Roll.
- You will not receive open campus privileges during semester tests.

It is your responsibility to:

-Make sure you know where to report when you are making up time.

-Be on time!

-Get the principal's or teacher's approval to leave at the end of the make-up period and have them sign the make-up time sheet.

Rules concerning make-up time:

1. Normal make-up time is scheduled on Saturday mornings from 8:00am to 11:00am during Saturday Detention. Saturday Detentions are scheduled periodically during the school year. If you do this, you need to notify the Saturday Detention Supervisor. If you wish to stay at a time other than this, you need to make arrangements in advance with Mr. Van Engen.
2. **You must be working on academic subjects during the make-up time or reading a book. You will not be allowed to play on your cell phone or watch videos.**

Extenuating Circumstances:

Any absence for a medical reason would not be counted in the six (6) days allowed if the student brings a doctor's note or appointment notice or written statement from the doctor that says he/she was seen that day.

All doctor notes must be received by the school within two weeks (14 calendar days) of the scheduled medical appointment. The school will only modify a student's attendance record if the required documentation has been received within two weeks (14 calendar days) following the medical appointment.

Time that a student spends in the hospital will not count in the six days if notification has been received by the attending doctor/physician.

Time that a student must spend at home for recovery/convalescence. This also requires a written statement from the doctor with specific orders and time needed for recovery.

South Dakota State Law requires regular school attendance of all students until the age of 18.

Regular attendance is necessary for students to be successful in learning. The Alcester-Hudson School District will adhere to all state laws pertaining to attendance. A letter of attendance will be sent to parents after the 3rd and 6th absences.

Failure to comply with mandatory attendance laws will result in notification of the courts. Therefore, after ten (10) absences, and every five (5) absences thereafter, attendance records will be sent to the State's Attorney.

STUDENT SIGN OUT SHEET: You must notify the high school office staff before you leave school at any time. Students who leave school during the school day (except for school sponsored activities) must sign out on the sign-out sheet in the high school office. *Be sure to sign your first and last name and the time in or out.* Signing out on the sheet does not replace an excuse slip or a make-up slip for it is our means of locating you in an emergency or for any other reason.

SCHOOL BREAKFAST & LUNCH PROGRAM: Children need healthy meals to learn. The Alcester-Hudson School District participates in the National School Lunch Program (NSLP) a federally assisted meal program that provides nutritionally balanced low-cost or free breakfast and school lunches to children each school day. Families are encouraged to apply for free or reduced school meals. An application can be picked up at the high school office at any time. Breakfast and lunch are offered to all junior high and high school students during the school year. Menus for the school breakfast and lunch programs will be posted monthly on the school website. Lunch menus will also be posted daily on the electronic board in the high school cafeteria.

A lunch count will be taken at the start of first period each school day. Only enough food will be prepared for those who indicate they will be eating the school lunch that day.

Parents need to put money in their family account prior to the student being allowed to eat the breakfast or hot lunch provided. When the family meal account has a negative balance, students will not be allowed to eat school breakfast or lunch and will be given a free cheese sandwich, yogurt, and milk for lunch until money is deposited in the family meal account. The Alcester-Hudson School District is a peanut-free school district.

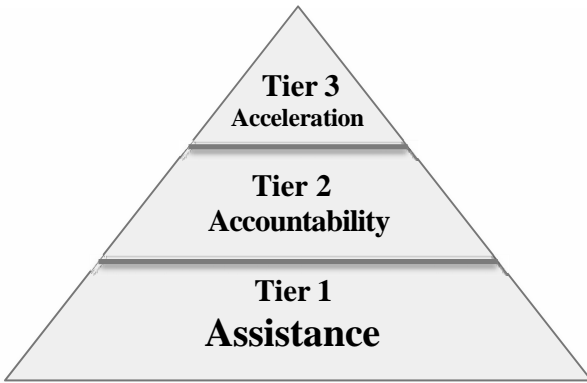
Due to State regulations concerning free and reduced meals, there cannot be any trading, loaning, or borrowing of student's personal lunch numbers.

WIN WEDNESDAY EARLY OUT REQUIREMENTS:

- Students who are failing a class on the weekly grade report which is pulled on Monday morning or missing work in a class must stay on Wednesday from 2:30pm-3:15pm. The student should work with the teacher(s) whose class(es) the student is failing. If the student completes missing or remedial coursework and has a passing grade by Thursday, the student may regain eligibility for Thursday, Friday, and Saturday activities so long as the student is failing no more than one course, per the Alcester-Hudson eligibility policy. Teachers will notify the secondary principal by Thursday morning if the student has improved to a passing grade.
- Students who are required to attend Wednesdays from 2:30pm-3:15pm, but are absent, will receive a Saturday detention for the unexcused absence.
- Students who are going to be gone on a future date (ex. family vacation, school activity, medical appointment) should make use of time on Wednesdays from 2:30pm-3:15pm to complete any future work they may miss.
- Students who are passing all classes may leave on Wednesdays after attendance is taken in SRB and the teacher has dismissed them. Buses will depart campus at 3:15pm.
- Students who are passing all classes are invited to stay at school from 2:30pm-3:15pm to work on enrichment activities (ex. instrumental practice, test preparation, advanced academic course concepts, CTE experiences, laboratory experiments).
- Athletic practices and large group rehearsals should not take place from 2:30pm-3:15pm.

- Junior High and High School students should not be in the main gym or auxiliary gym from 2:30pm-3:15pm.
- Students may only be in the weight room if they are supervised by a staff member assigned by the secondary principal.
- Students who ride the bus or cannot leave campus until 3:15pm should be in one of the following places; classroom receiving assistance from a teacher, outside of the school building, or cafeteria seated working quietly.

Alcester-Hudson JH/HS WIN Wednesday



Tier 1: Student Assistance: Students work with teachers to attain proficiency in targeted content areas.

- Develop foundational skills for success in core subject areas: English, Math, Science, and Social Studies.
- Complete remedial work to improve classroom scores and attain passing grades in all subject areas.
- Build self-confidence across the curriculum with one-on-one help from teachers.

Tier 2: Student Accountability: Students work with teachers to bridge learning gaps caused by absenteeism.

- Complete assignments in a targeted, small group setting after an extended illness.
- Navigate difficult subject matter with teacher help when gone for activities or family functions.
- Ensure understanding through reteaching and personalized instruction.

Tier 3: Student Acceleration: Students work with teachers to move from course mastery to advanced concepts.

- Engage in laboratory experiments, seminars, and hands-on projects to promote deeper learning.
- Study concepts that engage critical thinking through synthesis, exploration, and experimentation.
- Maximize high school learning to reach post-secondary and career readiness.

**The "What I Need" (WIN) Wednesday tiered model was developed in conjunction with the district 2021-22 strategic planning process.*

SRB POLICIES AND SCHEDULE: It is the purpose of the Student Responsibility Block (SRB) to provide a learning atmosphere for all students that is **conducive to studying and doing research** work. Rules and regulations are established and administered to protect this learning environment.

- All students must report to the SRB classroom they are assigned to.
- All students must have permission of the SRB/study hall supervisor before signing out.

General schedule of SRB will be as follows:

1:40pm-2:10pm - Students must remain in the SRB classroom and are not allowed a pass out of the room.

2:10pm-3:15pm - Students may now use passes from teachers to leave the SRB classroom and go to another SRB classroom.

2:30pm-3:15pm - Students participating in Zero-hour athletic development and have met the weekly requirements may be excused for open campus. Students with this privilege may leave the school premises, or they can remain in the SRB they are assigned.

Passes **MUST** be obtained before the start of SRB block, or the student will be marked tardy if they are late for SRB.

Only one person may sign out at a time (or use pass of SRB classroom) for the following reasons: go to the bathroom, their locker, or get a drink. The SRB teacher will write a pass for the student to go to the office if they need to or are called by the office to report.

Students wishing to go to see another teacher, or the guidance counselor must get a pass prior to coming to SRB. If they do not, the supervisor will call the other teacher to check to make sure the teacher or guidance counselor is there and is available.

Students may not add their names to a pass issued by a teacher.

POLICIES FOR MEETINGS HELD DURING SRB: All meetings held during SRB time must be approved first by the principal and either be on the weekly bulletin or announced in the daily announcements by the office.

Meetings can only take place at the end of SRB based on length. When the meeting is over the supervisor is to keep all students who attend the meeting in their room until the end of the day. Students are not allowed to go back to their SRB classrooms.

Meetings lasting less than 10 minutes can be scheduled no later than the morning of SRB day. They must be cleared through the principal and announced prior. Meetings that are to last longer than 10 minutes must be cleared through the principal and be put on the weekly bulletin in advance. Meetings cannot be mandatory as the SRB period is for the students' study and work time.

POLICY ON SCHOOL INTERRUPTIONS: In order to avoid interrupting the proper order or management of the school and keep parents informed on student's legal affairs, it shall be the policy of the Alcester-Hudson School District to not allow insurance agents, investigators, or salesmen to talk with students during school time unless the parent or guardian is present or has given written permission.

Police, probation officers or social workers are by state law exempt from the above rule. These public officers may talk to a student at any time while they are acting in their official capacity. It will be up to the discretion of the school administration whether or not the parents are notified.

SENIOR OPEN CAMPUS: The rules of Senior Open Campus will be explained to all Senior class members at the beginning of the school year and at the start of the second semester by the secondary principal.

SENIOR WORK RELEASE: The rules for Senior Work Release will be explained to all Senior class members at the beginning of the school year by the principal.

1. Students are dismissed after 11:25am on Blue Block days.
2. The student is entering fourth year of high school. Students in grades 9-11 are ineligible.
3. The student has earned 20 credits in high school.
4. The students have a cumulative GPA of 3.0 or higher.
5. The student has only Government (1.0 credit), English IV (1.0 credit), and Personal Finance (.5 credit) left to fulfill high school graduation requirements.
6. The student has fulfilled all graduation requirements for the following categories: science, math, physical education, health, career and technical education, and fine arts.
7. Students will lose work release privileges if any of the following happen:
 - A. The student violates school policy or engages in improper behavior that results in disciplinary action from the secondary principal or superintendent.
 - B. The student accrues more than the three (3) allowed tardies during the semester.
 - C. The student accrues more than the six (6) allowed absences during the semester.
 - D. The student is academically ineligible for two (2) weeks or more during the semester.
 - E. The student fails first semester English IV, Government, or Personal Finance.
 - F. The student withdraws from one or more dual credit classes during the semester.
8. Students who lose work release privileges will be placed in a Blue Block 3 course for the remainder of the semester. The student will attend the course but will receive no credit for the course. The secondary principal will reevaluate at the end of the first semester and may grant or revoke work release for the second semester.
9. Along with the senior work release program, seniors will also be granted the normal spring open campus privileges if the student qualifies.

FIRE DRILLS/TORNADO DRILLS: At least two fire drills will be held each semester. Exit routes will be posted in advance. File out quickly in an orderly fashion and assemble on the grass on the east side of the school building for roll call. Tornado drills will be held in the fall and spring with instructions given at that time. Fire and tornado drills will generally be announced.

VISITORS: Class visitation is a privilege and may be revoked. Those who wish to visit need to have permission from the principal the day prior to the visit.



STUDENT CONDUCT & DISCIPLINE

SECTION IV

LINE OF AUTHORITY

Mr. Jason Van Engen - JH/HS Principal
Alcester Police Department
Union County or Lincoln County Sheriff's Department

STUDENT'S DRESS CODE AND APPEARANCE: The following will be our student dress code and appearance policy. A committee will review this policy as needed.

- Some type of foot apparel and shirt must be worn.
- Students will not be allowed to wear any articles of clothing which convey any message of harassment, of drugs or alcohol, are sexually suggestive, or display racial slurs, or are gang related.
- No hats, caps or hoods are to be worn during the school day except during special "hat days". (If you wear one to school, leave it in your locker.)
- Half-shirts that expose bare skin and any clothing that is excessively revealing are not to be worn by either males or females.
- A student's manner of dress should not be disruptive to the classroom.
- No clothing (torn or not) that exposes a student's underwear will be allowed.

Good taste and self-respect should be exemplified in the appearance of all Alcester-Hudson students.

STUDENT CONDUCT: Students in the Alcester-Hudson School District are expected to act in an appropriate and responsible manner. Such behavior will reflect favorably on the student and on the Alcester-Hudson School District, will show consideration for others, and create a positive school environment in which to learn and work.

All Alcester-Hudson School District students have individual responsibilities and obligations in their conduct toward other people and with respect to property. Examples of student conduct on school grounds, on school buses or at school activities which will subject a student to suspension, expulsion, or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause 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 or threatening to do so.
4. Assault or threatening a student or staff member with bodily harm.
5. Possession of any firearm, knife, explosive or other weapon or dangerous object.
6. Possession, use, or being under the influence of any controlled drug or substance without a physician's prescription.

7. Possession, use or under the influence of alcohol or illegal drugs or controlled substances.
8. Possession or use of any tobacco product or vaping device.
9. Making false fire alarms or bomb threats or similar threats
10. Cheating (including plagiarism) with respect to schoolwork or tests.
11. Inappropriate use of computers, networks, internet, distance learning etc.
12. Using lewd, profane, or obscene language, displaying lewd, profane or obscene language or pictures, or lewd or indecent exposure.
13. Sexually harassing any other person.
14. Defying the valid authority of school employees.
15. Conduct in a classroom, hallway, or any other location on school property or on a school bus which is disruptive.
16. Harassment (including hazing) of any other student or staff member of the Alcester-Hudson School District or any other person who is on the property of the Alcester-Hudson School District.
17. Bullying
18. Racial or ethnic slurs.

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

ALCESTER-HUDSON SCHOOL DISTRICT POLICY ON USE OF ALCOHOL, TOBACCO, VAPING DEVICES, DRUGS, AND CONTROLLED SUBSTANCES BY STUDENTS:

The Alcester-Hudson School Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend school in the Alcester-Hudson School District. Alcohol and other drug use is wrong and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and the community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact on both the young person and the community. Psychoactive and mood-altering drugs can destroy the health and well-being of an individual. The Alcester-Hudson School District recognizes alcohol and/or other drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to choose a drug-free lifestyle and to seek help should a problem arise.

As educators, we recognize that chemical use (alcohol and other drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug-free program and be addressed locally in a helpful and supportive, rather than punitive way. One of our goals is to prevent all drug and alcohol use by students.

Accomplishing this goal, we realize will entail training teachers, counselors, and other staff members to educate themselves and the community about the impact of drug use. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems with alcohol and/or other drug use is a school and community issue. Therefore, we are committed to cooperating with agencies and community groups that address these issues.

The following document outlines the policy on student use of alcohol and other drugs in the Alcester-Hudson School District: This policy is in effect on premises owned, leased, or maintained by the Alcester-Hudson School district, at all school-related activities on and off-campus, in school vehicles used to transport students to and from school or at other school sponsored activities and in vehicles

parked on school property. Students, parents, and guardians of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents upon request.

“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, which affect the educational process of the school. 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 who use prescription drugs authorized by a licensed physician do not violate this policy if the students follow the instructions on the prescription and follow school policies regarding prescription medications on campus.”

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES: The

following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

First Offense: (for other than distribution)

1. The school administration will try to notify the parent/guardian by phone to explain the incident and arrange a conference.
2. The school administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The school administration will send a notification to the parent or guardian by first class mail at last known address, of the suspension within thirty-six (36) hours; and
4. The school administration may notify law enforcement authorities.

The Alcester-Hudson School District recommends that students with alcohol or other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed may be commuted to three (3) days.

The school administration will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and the parents or guardians.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

Second and Subsequent Offenses: (for other than distribution)

1. The school administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. The school administration may notify law enforcement authorities.
3. The school administration may suspend for ten (10) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the school administration will send a notification to the parent(s)/guardian(s) by first class mail at last known address, of the suspension and;

5. The school administration will recommend to the school board that the student be expelled unless the following procedure is followed:
- The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - Upon appropriate authorization, the agency or professional will notify the school administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and the parents or guardians.

A. Supplying/Distributing or Selling Alcohol and Other Drugs or Material Represented to be a Controlled Substance: (all occurrences)

1. Within thirty-six (36) hours, the school administration will send a notification to parent(s)/guardian(s) by first class mail at the last known address, of the suspension.
2. Supplying or selling alcohol, drugs or controlled substances may result in a ten (10) day suspension.
3. The school administration will refer the case to law enforcement authorities.
4. A hearing on the case will be conducted by the Alcester-Hudson School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the school administration. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator. The building administrator and/or "first-responder" medical personnel will determine whether to contact the parent for further instruction, refer to the Emergency Authorization form or immediately seek additional medical treatment.

Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

A Biennial Review of the Alcester-Hudson School District's disciplinary program will be made:

- To determine the program's effectiveness and implement changes to the programs if they are needed; and,
- To ensure that disciplinary sanctions are consistently enforced.

Legal Reference: Public Law 101-226

SMOKING/VAPING DEVICES: Student use or possession of tobacco products, vaping devices or any nicotine delivery device are not allowed in the school building or on school premises at any time. This rule applies to any Alcester-Hudson School function whether it be a home event or an away event.

Possession or use of tobacco, vaping devices etc. will result in suspension from school and notification of the police.

FIGHTING ON SCHOOL PREMISES: There will be absolutely no fighting allowed on school premises. Punching and hitting other students whether done for fun or not, shall be considered to be fighting and will not be allowed. Disciplinary action necessary to correct this behavior will be taken. Fighting off school property will be reported to the police.

SUSPENSION FOR ONE YEAR REQUIRED FOR STUDENT BRINGING A GUN OR FIREARM ONTO SCHOOL GROUNDS (Adopted 4-11-96)

DANGEROUS WEAPONS IN THE SCHOOL

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws, as well as the Alcester-Hudson School Board policy forbid the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a student shall be reported to the student's parents or guardians. Confiscation of weapons may be reported to the police. 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, in school vehicles or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, the use of a starting gun at an athletic event, firearms or air guns at fire ranges, gun shows held on school property, and supervised school or session for training in the use of firearms, or ceremonial presence of unloaded weapons at color guard ceremonies.

If a student has intentionally brought a firearm onto school premises or was in possession of a firearm on the school premises, the expulsion may not be for less than twelve months. These matters will be referred to law enforcement officials.

However, the superintendent of schools may recommend an increase or decrease in the length of a firearm-related expulsion on a case-by-case basis.

This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

(LEGAL REF: SDCL 13-32-4.2; 13-32-7; 22-1-2 Improving America's Schools Act of 1994, P.L. 103-382)

BOMB THREATS: The Alcester-Hudson School Board recognizes that bomb threats are a significant concern to schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and places significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Alcester-Hudson School Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

CONDUCT PROHIBITED: No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Alcester-Hudson School Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that when placed as threatened, could be harmful to humans.

STUDENT DISCIPLINE CONSEQUENCE: Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action. The administration shall suspend and may recommend expulsion for any student who makes a bomb threat.

AIDING OTHER STUDENTS IN MAKING BOMB THREATS: A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences as described in School Board Policy EBCA available on the Alcester-Hudson School District website.

FAILURE TO REPORT A BOMB THREAT: A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

DETENTION: It is hoped that no student will have to serve in detention before or after school this year. In case other methods of discipline fail, students who have excessive tardies and are disrespectful, disobedient, or continually disorderly will be given detention slips and required to come in before school in the morning or stay after school on the following school day. The purpose of the detention slip is to inform the parents or guardians of the incident, and so that arrangements, if necessary, can be made for the student's transportation to school or home.

The student is to obtain his/her parent/guardian's signature to show they are aware of the detention and are to return the detention form to the principal's office by 8:10am on the following school day after the form was received. Students who do not return the signed detention form will not be allowed to attend classes until the parents/guardians make special arrangements.

Detention will normally be served from 7:30am-8:00am and from 3:20pm-3:50pm and on Saturdays when Saturday detention is scheduled; however, school personnel may set up another time for the student. This time will be noted on the detention notice that is sent home to the parent(s) or guardian(s).

Failure to report for assigned detention:

- A. 1st offense - warning (1 per school year)
- B. 2nd offense - Saturday Detention

SATURDAY DETENTION: If a Saturday detention is assigned by the principal, students will need to serve the detention for the entire three-hour period. Detention hours are 8:00am to 11:00am. Basic rules during Saturday Detention are as follows:

- student must read or study or participate in an activity designated by the detention supervisor
- student will not be allowed to play or watch videos on their cell phones
- no talking at any time
- no leaving
- no food or beverages
- no other time set up as an alternative

Failure to comply with any of these rules will result in a dismissal from detention for that day and the detention time will be doubled.

How detention is assigned:

- must be assigned by the principal's office
- teacher refers student to the principal for detention
- unexcused absences for skipping school:
 - 3 to 3 periods – one (1) Saturday detention
 - 3 or more periods – two (2) Saturday detentions
- talking back to the teacher, principal, or support staff
- calling teacher, principal an inappropriate name either in school or out of school may also result in ISS or OSS.
- use of cellphone in classroom without permission.
- using the "F" word, using a string of vulgarity or a word that the teacher has classified as unacceptable in class
- failure to obey a teacher
- continually disrupting class after being warned
- destruction of property (student must also pay for repairs or replacement)
- stealing from lockers, coats, clothing in locker room, etc.
- fighting
- discipline problems on the bus (assigned by the superintendent)
- bullying, name calling, or other intentional intimidation towards another student
- other problems of a serious nature
- any student who is sent to the principal's office three (3) times in one school year

CONSEQUENCES OF SKIPPING AN ASSIGNED SATURDAY DETENTION:

1st miss - one warning per school year

2nd miss - Saturday detention plus one (1) day in-school suspension

3rd miss - Saturday detention plus three (3) days in-school suspension.

4th miss - brought before the school board for long term suspension or expulsion.

Parents/guardians will always be notified when the student is assigned a Saturday detention or is in violation of the Saturday detention rules.

Students have **two (2) weeks** to serve the detention. (The week the detention is assigned and the following week.) This allows for plans that were made prior to the detention being assigned.

SCHOOL SUSPENSIONS: There are two types of suspensions:

1. IN-SCHOOL SUSPENSIONS (ISS): Students placed on in-school suspension will follow this procedure; Report to assigned area or to the principal's office at 8:10am each morning. You are to always remain in the assigned area with your supervisor, and you are not allowed to talk to other students. If you need to go to the restroom or any other area, you must ask permission from the supervisor (at no time should you be out of your assigned area unless you have permission).

- During ISS, students will receive normal grades and attendance. All class work will also have to be done to the satisfaction of the teacher.
- Lunch: You are still under suspension during this time. You are to go to lunch when your supervisor takes you to lunch. You will eat lunch under supervision and away from all other students.

(AT NO TIME ARE YOU ALLOWED TO LEAVE THE SCHOOL BUILDING DURING THE DAY EVEN DURING LUNCH TIME.)

Two (2) days of in-school suspension will be assigned to any student who is sent to the principal's office four (4) times in one school year. Students may also receive in-school suspension for physical fighting or assaults, vandalism, intentional destruction of property, profanity toward school staff, possession of pornographic material, or theft.

2. OUT-OF-SCHOOL SUSPENSIONS (OSS): During out-of-school suspension, students will receive 0% on grades and every day of OSS counts as one day of unexcused absence.

After the suspension ends, you must make up all the school time missed from school. Arrangements may be made to make up time on Saturdays during Saturday Detention which are scheduled periodically during the school year. All class work needs to be made up to the satisfaction of the teacher.

- Students placed on suspension (whether ISS or OSS) may not attend school functions or participate in school/class related activities without permission from the principal.
- Students who are sent to the principal's office five (5) times in one school year for a combination of or repeat offenses will serve three (3) days of OSS. Students who are sent to the principal's office six (6) times in one school year for a combination of or repeat offenses will serve five (5) days of OSS.

Referral to the Alcester-Hudson School Board of Education for disciplinary action:

- Any student who is sent to the office seven (7) times in one school year.
- Any student who has exhausted the OSS options.
- Any student who initiates a bomb threat or act of terrorism
- Any student who endangers the life of others

Because it is impossible to list every misbehavior that may occur, the administration and principal reserve the right to respond to misbehaviors not included in this policy and on a case-by-case basis.

CELL PHONE POLICY: Cell phones will not be allowed in the classrooms. Cell phones will be allowed in all other areas of the school (hallway, lunchroom, lockers, etc.). The use of cell phones in the SRB classroom will depend on a student's grades. A student will not be allowed to use cell phones during SRB if they are on the "D" or "F" list.

Cell phone infractions cover the ENTIRE school year and do not reset at semester or quarter intervals.

CELL PHONE INFRACTIONS

1st Offense	Cell phone will be turned into the office and student can pick it up at the end of the school day (3:15pm)
2nd Offense	½ hour detention - Parent will be informed and given the option to pick up the phone. If the parent chooses not to pick up the cell phone, the student will have to check cell phone into the office before school and check it out at the end of school day (3:15pm) for three days. If the student forgets to check the phone into the office before school an extra day will be added.
3rd Offense	Saturday detention - Parent will be informed. Student will have to check cell phone into the office before school and check it out at the end of school day (3:15pm) for ten days. If the student forgets to check the phone into the office before school a day will be added.
4th Offense	One (1) day ISS (In School Suspension) - Student will be required to check cell phone into the office before school and check it out at the end of the school day (3:15pm) for the remainder of the school year . If the student forgets to check the cell phone into the office before school a Saturday detention will be issued.

LIBRARY RULES FOR CELL PHONES:

1. No cell phones will be allowed in the library.
2. The library may be reserved by teachers for individual class projects a week in advance. In this case, there will be no library check-outs from the study hall during that period.
3. Students who misbehave in the library will be sent back to their SRB and will lose their library privileges and/or serve detention.
4. Students sent from the library for discipline reasons will not be allowed back in until they get permission from the school librarian.

MEDICATIONS: The school medication policy will be strictly enforced to insure safety for all students in the Alcester-Hudson School District.

Guidelines for Administration of Medications: According to guidelines recommended by the State Department of Health, the following procedures were implemented concerning prescription medications, which need to be given during school hours.

An order for the prescription medication signed by the doctor/physician must be provided at the time the medication is brought to school.

A form signed by a parent/guardian consenting to the administration of all medications during the school day must be on file at school. This form consists of the following:

1) *Student name*, 2) *Date*, 3) *Diagnosis of student's illness or condition*, 4) *Name of medication to be administered*, 5) *Amount of medication*, 6) *Time and method of administration*, 7) *duration of treatment*, 8) *Precautions/reactions to observe or report*

A parent/guardian of the student must deliver to the high school office all medications to be administered by school personnel. If this medication is to be delivered to the school by someone other than a parent/guardian or designated responsible adult, the school must be notified by the parent or guardian ahead of time.

No more than a thirty-day (30) school supply of medications should be stored at the school.

Medication provided to the school by a parent/guardian must be in the original container from the pharmacy. Ask your pharmacy to provide an extra bottle to be kept at school. In order to ensure the safety of all of our students, we ask that you cooperate with us by following these guidelines:

1. **OVER THE COUNTER MEDICATIONS:** A student in Grades 7-12 may bring enough **non-prescription** medication to school for **one day**. This medication does not need to be brought into the office but **must be kept on their person (not in their locker or in an unattended book bag or coat)**. The student may use the medication as needed. Students are **not** to provide medications to other students at any time.

2. **PRESCRIPTION MEDICATIONS:** Penalty for having any prescription medication in school that has not been presented to the high school office by a parent or guardian or designated responsible adult may include suspension or expulsion.

FOOD, DRINK, GUM, BACKPACKS, BLANKETS: Food and drink items are **not allowed in the classrooms** but are allowed in the HS Cafetorium and hallways. Students may bring a water bottle with them to class, but no caffeinated beverages, energy drinks or juices are **allowed in the classrooms**. Sunflower seeds will **not be allowed** in the school building. Gum may be banned if it becomes problematic.

BLANKETS are not allowed in the classrooms or the hallways during the school day. Special permission may be given by the Principal to use blankets for movie night or other special events.

STUDENT BACKPACKS are not allowed in classrooms. Backpacks should be kept in student lockers. Bring your laptop, textbooks, notebooks, folders and a pen or pencil with you each day to class. There is no need to carry a backpack to the classroom.

DRIVING CARS: Students may not drive, ride in or on any car or motor vehicle at any time during the school day (8:10am-3:15pm) without permission from the Superintendent or Principal. This policy is also in effect when a student is participating in a school activity away from school.

JUNIOR HIGH STUDENTS ON LEAVING SCHOOL GROUNDS: Junior high students may not to leave the school grounds at lunch time or any time without permission from the Superintendent or Principal.

STUDENTS AND TECHNOLOGY SECTION V

The focus of the Classroom Connections Project at Alcester-Hudson Junior High/High School is to prepare students for their future, a world of digital technology and information. The individual use of laptops is a way to empower students to learn at their full potential and prepare them for the real world of college and the workplace.

The policies, procedures and information in this handbook apply to all laptops used at the Alcester-Hudson Junior High/High School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

PRIVILEGES: The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Alcester-Hudson School District administration will deem what is inappropriate use and its decision is final. The administration, faculty and staff of the Alcester-Hudson School District may request the system administrator to deny, revoke, or suspend any student's internet use privilege.

LAPTOP COMPUTERS: All students in Grades 7-12 will be issued a laptop computer and will be allowed to bring the laptop home in order to complete homework assignments. Students are responsible for the general care of the laptop the school has issued to them. Laptops that are broken or fail to work properly must be taken to the technology coordinator or the technology coordinator's designees. The school district will be responsible for repairing computers that malfunction.

Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

STUDENT PLEDGE FOR LAPTOP USE:

1. I will take good care of my laptop and I am aware that I will be issued the same laptop each year.
2. **I will not leave the laptop unsecured. I will know where my laptop is at all times. If my laptop is left unsupervised and is picked up by school personnel in an unsupervised area, I will be responsible for paying the \$5 dollar fine to get my computer back.**
3. I will not loan out my laptop or accessories to other individuals.
4. I will begin each school day with a fully charged battery.
5. I will keep food and beverages away from my laptop.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will use my laptop computer in ways that are appropriate and educational.
8. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Alcester-Hudson School District.

9. I will follow the policies outlined in the *Laptop Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
10. I will file a police report in case of theft, vandalism, and other acts covered by insurance as directed by Alcester-Hudson School District Administration.
11. I will be responsible for all damage and/or loss caused by neglect or abuse.
12. I agree to pay for the replacement of my power cord, battery, or laptop case in the event any of these items are lost or stolen.
13. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect anything stored on school computers on networks will be private.
14. Students will be assigned password protected network folders for their own data.
15. Students may not enter the network without the use of a username and password.
16. I agree to return the Alcester-Hudson School District laptop and all accessories in good working condition at the end of the school year or if I leave the school district during the school year.
17. I agree to remove all stickers, pictures etc. before returning my laptop for the school year. There will be a fine for any sticky residue left on the computer.

GENERAL PRECAUTIONS FOR STUDENTS:

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop ports.
- Students should never carry their laptops **while the screen is open** unless directed to do so by a teacher.
- Laptops and carrying cases must remain free of writing, drawing, stickers or labels that are not the property of the Alcester-Hudson School District.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop battery charged for school each day.

USING YOUR LAPTOP AT SCHOOL: Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students are responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

UNATTENDED LAPTOPS/LAPTOPS LEFT IN UNSUPERVISED AREAS:

1. Under NO circumstances should student laptops be left in unsupervised areas.
2. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. **If a laptop is picked up in any of these unsupervised areas a resulting fine of \$5 dollars will be assessed to the student in order to for he or she to get their computer back.**
3. ***If laptops are left unattended in other areas during the school day they will be collected, and a \$5 fee will be assessed for each incident.***
4. Laptops left unattended after school hours will also be collected and students will be assessed the \$5 fee. It will be acceptable for athletes to leave laptops in a locked locker in the locker rooms during practice or a home event unless a visiting team is using the locker room. Any laptops left in the hallway, gym, or not under lock in the locker rooms during practice or

games will be collected and students assessed the \$5 fee. Any fees must be paid before the laptop is returned to the student.

LAPTOP LEFT AT HOME: Students who leave their laptop at home must immediately contact an adult to bring the laptop to school. Repeat violations of this policy will result in disciplinary action.

LAPTOP UNDERGOING REPAIR: Loaner laptops may be issued to students when they leave their laptops for repair.

CHARGING YOUR LAPTOP'S BATTERY: Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations (minimum of 4 days not consecutively) of this policy may result in some form of discipline.

In cases where use of the laptop has caused battery to become uncharged, students may be able to connect their computers to a power outlet in the classroom.

PRINTING: Students will have access to network printers at school.

HOME INTERNET ACCESS: Students may connect to the internet from a location outside of the school but must understand that they are still using school equipment and all school rules and policies still apply.

LAPTOP COMPUTER PROTECTION: The Alcester-Hudson School District offers the following areas of protection for student laptop computers. All damages will need to be covered by the school and/or the student. The three options available for coverage are:

1. **No Insurance:** You agree to pay for the replacement of the laptop at a cost not to exceed \$1,000.
2. **Personal Insurance:** You will cover the laptop under your own insurance policy, and you agree to pay the school district the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1,000.
3. **School District Protection:** You choose to pay the school district an annual protection payment for coverage of theft, loss, or damage by fire in the amount of \$30 or \$75 per family coverage when there are three (3) or more children in school using laptop computers. This will provide for replacement cost of the student's machine with a \$100 copay. The replacement cost of student laptops retail for \$300. The \$30 copay is non-refundable. This protection coverage has a \$100 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of the school year.

Note: This covers theft, loss, or fire. It does not cover damages deemed to be intentional or because of neglect, nor does it cover parts replacement.

VANDALISM: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, the Alcester-Hudson School network or any of the above listed agencies or other networks that are connected to the DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.

Conditions as stated in this policy are applicable to the students of the Alcester-Hudson School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Alcester-Hudson School Board, the laws of the State of South Dakota, and the United States of America.

INTENTIONAL DAMAGE: Students/parents/guardians are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection DOES NOT cover intentional damage or neglect of laptops.

Parts replacement for School District participant: If the student/parent is responsible for replacement of parts to include the stylus, power cord, and battery. If any of these parts are lost or stolen, rendered unusable, the cost will be as follows:

AC Cord = \$35

Damaged power cord = \$15

Battery = to be determined (up to \$150 depending on replacement cost)

Screen = \$30

Removing keys from keyboard = \$135

Any other damage will be assessed and assigned a fee according to the damage. Additional fees may be assessed depending on the condition of laptop upon check-in.

IN CASES OF THEFT, VANDALISM, AND OTHER CRIMINAL ACTS: In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The Alcester-Hudson School District will alert law enforcement of Alcester-Hudson School District-owned equipment if not returned at the end of the school year or the end of student's enrollment at Alcester-Hudson.

SOFTWARE ON LAPTOPS: Original Installed Software - The software originally installed by the Alcester-Hudson School District must remain on the laptop in usable condition and be easily accessible at all times.

Laptops are supplied with either Microsoft or Chrome operating systems. Licensed software is provided with all new laptops.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class so that the school has not exceeded its number of licenses.

ADDITIONAL SOFTWARE: Students are not allowed to load additional software on their laptops.

INSPECTION: Students may be selected at random to provide their laptop for inspection.

SOFTWARE UPGRADES: Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

ACCEPTABLE USE POLICY FOR COMPUTER INTERNET AND EMAIL COMPUTER TERMS AND CONDITIONS:

1. No programs or games may be brought from home or any other source nor downloaded from the internet and installed on school computers. If programs or games are desired, they must be submitted to the computer teacher or technology coordinator. If these programs or games are allowed, they will be installed by the computer teacher or technology coordinator.
2. No work in command prompt except in the case of a supervised computer science class.
3. No physical tampering or destruction of computers, keyboards, printers etc.
4. No unauthorized use of other student's directories. Students must keep their passwords private. Students are responsible for all files on their directory.
5. The system operator and/or school personnel will periodically inspect student files unannounced and at random.
6. All student files/programs will be deleted at the end of the school year by the technology coordinator.
7. Staff will be notified of the names of students on computer suspension.

INTERNET TERMS AND CONDITIONS:

A. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an Alcester-Hudson School student violates any of these provisions, his or her current access will be terminated, and future access may be denied.

B. The use of the internet and email must be in support of education and research consistent with the educational objectives of the Alcester-Hudson School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network.

C. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Alcester-Hudson School District may limit the use of student electronic mail to one source determined by the administration.

NETIQUETTE: *Students are expected to abide by the generally accepted rules of network etiquette.*

These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers or those of students or faculty.
- Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system integrity.
- Users should not expect that files stored in district servers will be private.
- Trespassing in another person's folders, work or files is prohibited and will result in loss of privileges.
- Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use the network in such a way that would disrupt the use of the network by other users (for example, intentionally wasting limited resources).

- All communications and information accessible via the network should not be assumed to be private property.
- Students are banned from utilizing internet chat rooms, unless under the direct supervision of school personnel for an educational purpose.

NO WARRANTIES: The Alcester-Hudson School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Alcester-Hudson School District will not be responsible for any damages students suffer, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via the internet is at a student's own risk. The Alcester-Hudson School District denies any responsibility for accuracy or quality of information obtained through its services.

The Alcester-Hudson School District cannot be responsible for inappropriate or offensive material students encounter on the internet. If offensive material would cause the student personal embarrassment or other emotional or psychological damage, then students should not use the system.

SECURITY: Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the internet, they must notify the system administrator immediately. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to the internet as the system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.

RESPONSIBILITIES OF TECHNOLOGY USE: Many responsibilities result from the use of these available technologies in the educational setting.

Parent/Guardian Responsibilities: Talk to your children about values and the standards that your children should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies and radio.

Student Responsibilities:

1. Use computers in a responsible and ethical manner.
2. Obey general school rules concerning behavior and communication that apply to computer use.
3. Use all technology resources in an appropriate manner to not damage equipment.
4. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Alcester-Hudson School District's designated internet system is at your own risk. Alcester-Hudson School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Protect the Alcester-Hudson School District computer system by contacting an administrator about any security problems they may encounter.
5. Monitor all activity on their account(s).
6. Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or internet activity under their name will be considered that student's responsibility.
7. If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, that student is asked to print a copy and turn it in to the office.

8. Students will return their laptop to school at the end of each school year.

9. Students who graduate early, withdraw, are suspended, are expelled, or terminate enrollment at the Alcester-Hudson School District for any other reason must return their individual school laptop computer on the date of termination. If the laptop is not returned, the Alcester-Hudson School District will alert law enforcement of the school district owned equipment. This will result in charges of theft of school property.

STUDENT ACTIVITIES STRICTLY PROHIBITED:

Prohibited activities include, but are not limited to, the following:

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates existing school board policy or public law.
3. Using email to harass or bully others.
4. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
5. Internet or computer games
6. Use of outside data disks without prior approval from the technology coordinator for purposes other than backup as permitted.
7. **Uploading illegal files, including music and other data files.**
8. Spamming, sending mass emails or inappropriate emails.
9. Gaining unauthorized access to other student's accounts, files, and/or data.
10. Unauthorized password sharing
11. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
12. Use of anonymous proxy services or other attempts to negate firewall/filtering systems
13. Giving out personal information except in an instructional context or in the performance of Alcester-Hudson School District business and with permission of the school district
14. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
15. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
16. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
17. Use or possession of hacking software is prohibited, and violators will be subject to consequences of the Alcester-Hudson School District Discipline policy. Violation of applicable state or federal law, including South Dakota laws prohibiting unlawful uses of computer systems, will result in criminal prosecution or disciplinary action by the school district.

COMPUTER LAPTOP VIOLATIONS INCLUDE:

1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
2. Downloading or transmitting multi-player game, music, or video files using the school network.
3. Vandalizing, damaging, or disabling property of the school or another individual or organization.
4. Accessing another individual's materials, information, or files without permission.
5. Using the network or Internet for commercial, political campaign, or financial gain purposes.
6. Promoting or soliciting for illegal activities.
7. Attempting to repair, remove or install hardware components reserved for an authorized service technician.

8. Violating copyright or other protected material laws.
9. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
10. Intentionally wasting school resources.

COMPUTER NETWORK VIOLATIONS:

1. Attempting to log on to the internet or network (services, routers, switches, printers, firewall) as a system administrator.
2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
4. Attempting to defeat computer or network security.

STUDENT DISCIPLINE: Consequences for violations of this policy will be handled under the Alcester-Hudson School Discipline plan. Disciplinary consequences may vary depending on the severity of the offense. Computers owned by the Alcester-Hudson School District are for educational purposes ONLY.

INFRACTIONS WILL RESULT IN THE FOLLOWING CONSEQUENCES:

1st Offense - student will need to check-in and check-out their laptop in the high school office daily for three (3) weeks.

2nd Offense - student will have three (3) weeks of laptop privilege suspension.

3rd Offense - student will have a loss of laptop privileges for a length of time determined by the principal and the technology coordinator.

Serious offense: Suspension of laptop computer, referral to law enforcement authorities, and possible long-term suspension or recommended expulsion from school.

CO-CURRICULAR ACTIVITIES SECTION VI

CO-CURRICULAR ACTIVITIES: Alcester-Hudson offers the following co- curricular activities for all students: Chorus, Band, Flags, Cubette Yearbook, Bear Facts School Newspaper, Drama, Oral Interpretation, HS Play, HS Musical, Cheerleading, Cross Country, Football, Volleyball, Wrestling, Basketball, Track, Golf, FFA, FCCLA, Quiz Bowl, Spanish Club, Student Council, HS Art Honor Society, and National Honor Society. Students need to follow all Academic Eligibility Rules for co- curricular activities. Students are responsible to get schoolwork done in advance or schedule a makeup time for schoolwork/tests etc. to be made up if they must miss school for any co- curricular activities. Work is due upon return. Exception for co-curricular absence is when the activity requires absence for a consecutive day.

ACTIVITY ELIGIBILITY POLICY: A student must be passing six (6) of his/her classes to be considered eligible for extra-curricular activity participation in a SDHSAA sponsored or other competitive events. In the event the student is not passing in two or more classes, the following procedures will be in effect:

A. Student academic progress is evaluated each week with an academic progress report of students with grades of 67% or lower being sent to the office Monday morning. The first eligibility report will be effective on the 14th full day of school each new semester. After that eligibility will run from Monday noon to Monday noon.

B. During a week of ineligibility, the student may continue to practice but will not be allowed to participate in SDHSAA sponsored or other competitive events. The student may not leave school early to attend a function sponsored by the SDHSAA or other competitive event either.

The student will be allowed to resume participation in SDHSAA sponsored or other competitive events when his/her grade is passing (68% or higher) on Monday's eligibility report provided the student has regularly attended practices.

C. Students who are ineligible at the end of the semester will remain so until the beginning of the next semester.

D. Junior High students will follow the same Academic Eligibility Policy as High School students.

E. If an activity is scheduled that causes a team or group to leave prior to Monday noon, eligibility for that activity will be determined from the previous week's report.

F. All students must be in compliance with SDHSAA eligibility rules.

ACTIVITIES ON CHURCH NIGHTS OR WEEKENDS: No school activities for students, either mandatory or voluntary, may be held on Sundays.

Exceptions are allowed when students need to attend a state or national event and must leave on a Sunday in order to travel to the event.

School activities are not to be scheduled for any students on Wednesday evenings after 6:00pm. Exceptions are allowed only when high school students need to participate in an activity that our school has no control over the scheduling, but we are obligated to participate.

Practices or rehearsals prior to 6:00pm are allowed for students in Grades 6-12 on Wednesdays. Students in Grades 6-8 who have obligated church activities immediately after school on Wednesdays will not be required to attend practices.

STUDENT ATTENDANCE AT CO-CURRICULAR ACTIVITIES: Students are encouraged to attend and support all school-sponsored activities. Co-curricular activities are an important part of the educational program. All rules governing student conduct will be enforced at school activities, whether at home or away.

CLASS MEETINGS: No class or organization meetings can be held without the presence of an advisor and a majority of the membership. No money shall be taken from any class or organization treasury to give directly to or to purchase a gift or gift certificate for any students, faculty member, or other person. Class treasury money may not be spent without the prior approval of the class at a meeting at which a majority of the members are present.

SCHOOL PURCHASES BY STUDENTS: Students may make school purchases only with permission of school staff advisor of the particular activity. The school staff advisor must approve the purchase and the student will be expected to legibly sign the sales ticket and take the duplicate sales ticket to the advisor.

Purchases by students will be kept to an absolute minimum. Unauthorized bills will not be paid by the school district but will be the responsibility of the purchaser.

GENERAL RULES FOR FUNDRAISING: Class treasurers are not allowed to write checks on class accounts. The bank will treat this as a "NO ACCOUNT" check.

When the fundraiser begins, staff advisors will determine the quantity of items each student/salesperson needs to sell. The student is responsible for selling the required amount of items and will be held accountable for collecting the money and recording information for each sale. **At the end of the fundraiser, the student is responsible for turning in all money collected, along with the order sheet listing name of buyer and items purchased along with all unsold items to the staff advisor. Items that are lost or not returned to the staff advisor must be paid for by the student.**

It is the responsibility of the school staff advisor to make certain that the money turned in matches the number of items sold. Advisors are responsible for making sure each student/salesperson knows how to keep records. Good recordkeeping will ensure that money is not misplaced and that each customer receives the merchandise they ordered. All fundraising campaigns must have a definite start and end date and must have prior approval from the Superintendent or Principal at least one week in advance with a purpose for the fundraiser.

All fundraisers must be for a class, sport or school organization.

No students will be allowed to sell merchandise for personal profit.

It is also a recommendation of the school that all fundraising purchases are to be paid for with a check rather than cash.

SCHOOL DANCES: Whenever students attend school dances they will be expected to remain in the building until they wish to leave for the remainder of the event. If a student leaves the building, he/she will not be readmitted.

School dances normally start at 8:00pm. No one will be admitted into the dance after 9:30pm.

Junior High students **will not be** admitted to High School dances. High school students who wish to invite dates from out of town are to register them in the high school office the week prior to the dance.

School dances scheduled by individual classes or organizations must have three (3) faculty supervisors. At least four (4) parent chaperones will be necessary if punch and crackers are going to be served.

The names of these faculty members must be given to the principal before the dance can be scheduled or advertised. All students attending school dances at Alcester-Hudson, whether from Alcester-Hudson school or from an out-of-town school, shall be current high school students in grades 9-12.

HOMEcoming AND PROM VOTING PROCEDURES:

(HOMEcoming) Each student in grades 9-11 will vote by secret ballot and make nominations for two (2) boys and two (2) girls from their respective classes. The boy and girl who receive the most votes will be the Homecoming Attendants. (Previous year's homecoming attendants are not eligible.) Each student in Grades 9-12 will vote by secret ballot and make nominations for three (3) boys and three (3) girls from the senior class. The three (3) boys and three (3) girls receiving the most votes

will be the king and queen candidates. If there are only four (4) of one gender in the senior class, four (4) queen and king candidates will be chosen.

All students in grades 9-12 will then vote for one boy and one girl from the list of candidates.

Students riding on a Homecoming Float will be at the discretion of the principal.

(PROM) The voting procedure for Prom King & Queen candidates will be determined during the school year. All students in grades 11-12 will vote for one boy and one girl from the list of senior candidates for Prom King and Queen. The students who were selected as Homecoming King and Queen in the fall of the current school year will be excluded from the list of names on the ballot.

JUNIOR/SENIOR PROM: The Junior Class is responsible for hosting the Junior/Senior Prom for the Senior Class. Funding for this event will be taken from the Junior Class fund. All junior class members are required to participate in fundraising for prom. Juniors NOT participating in fundraising will be required to pay the amount voted on by the class (but not less than \$40.00) in order to be admitted to any portion of the Prom.

All students attending Junior/Senior prom, whether from Alcester-Hudson school or from an out-of-town school, shall be current high school students in grades 9-12.

ALL-STATE BAND & ORCHESTRA: Students who are interested in auditioning for these groups must meet the guidelines set forth by the SDHSAA.

Students will audition at the sites predetermined by region as set by the SDHSAA, in accordance with their regulations and policies. The school will pay the registration fee for these students.

ALL-STATE CHORUS: Any student, Grade 9-12 that is involved with the high school chorus program may try out for All-State Chorus. Tryouts will be judged by a team of music educators from other schools in the area. Alternates will be chosen as well in the event that any All-State member cannot attend the All-State Chorus event.

REIMBURSEMENT FOR MEALS: The Alcester-Hudson School District may pay for the travel expenses for students for some state events. If you have questions, contact your advisor or principal.

STUDENT EXCUSED TO ATTEND YOUTH PROGRAM EVENTS: South Dakota Codified Law 13-27-6.1 states: *“An elementary or secondary student is eligible to be counted for school attendance up to five days in a school term if an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value or for the purpose of working as a precinct election official if the student is at least eighteen years old.”*

For the purpose of this policy, the principal is granted the authority to make the determination regarding the granting of the excuse.



STUDENT ATHLETIC HANDBOOK SECTION VII

GENERAL TRAINING RULES: We believe athletes can only do justice to themselves and their fellow teammates if they are willing to give up to themselves and to their sport and observe training rules.

1. No member of the athletic teams shall indulge in the use of intoxicating beverages, use of tobacco or drugs in any form.
2. We feel regular hours should be kept by all athletes.

The parents have the greatest responsibility in seeing that the athletes keep regular hours.

If the coaches feel that an athlete is violating these hours, the athlete will be called in and informed of the abuse. If the abuse continues, appropriate action will be taken by the coaching staff.

The coaches will reserve the right to set more severe curfews and hours for special occasions that may arise.

If a high school student would like to use the fitness center outside of school hours, he or she must first complete a waiver available in the high school office. No keys will be issued to anyone under 18 years of age.

JUNIOR HIGH ATHLETIC PROGRAM PHILOSOPHY: It is the philosophy of the Alcester-Hudson School District that the athletic activities which are provided for the Junior High students shall be of an exploratory nature. The emphasis shall be on all students participating so that they can develop skills in each sport.

There shall not be any "cutting" of a student from the team allowed, either formally or informally, by discouraging a student from remaining out for the sport.

ZERO HOUR ATHLETIC DEVELOPMENT CLASS: In order to help high school student athletes, improve their athletic performance, zero hour athletic development class is offered each week day before school in the morning. The class meets 6:30 to 7:30am each day of the school week.

This is not a required class, but students can earn .25 credit per semester if they meet the required guidelines for the class. Students will work on the four core areas of athletic development: lifting, speed/quickness, leadership and culture development.

ABSENCES AND ACTIVITIES: Students missing school any part of the school day may not participate in any extra-curricular activity unless special permission is received from the principal or superintendent.

Each student is responsible for observing this regulation. A student who is unable to come to school because of illness will not be able to attend an evening extra-curricular activity at the school.

ATHLETIC ACADEMIC ELIGIBILITY POLICY:

(Adopted 05-08-06) (Amended 8-14-06) (Amended 11-15-10) (Adopted 1-10-11) (Amended 6-12-12)

1. A student must be passing 6 of his/her classes to be considered eligible for extra-curricular activity participation in a SDHSAA sponsored or other competitive events. In the event the student is not passing in two or more classes, the following procedures will be in effect:

2. Student academic progress is evaluated each week with an academic progress report of students with grades of 67% or lower being sent to the office Monday morning. The first eligibility report will be effective on the 14th full day of school each new semester. After that eligibility will run from Monday noon to Monday noon.

3. During a week of ineligibility, the student may continue to practice but will not be allowed to participate in SDHSAA sponsored or other competitive events. The student may not leave school early to attend a function sponsored by the SDHSAA or other competitive event either.

3. The student will be allowed to resume participation in SDHSAA sponsored or other competitive events when his/her grade is passing (68% or higher) on Monday's eligibility report provided the student has regularly attended practices.

4. Students who are ineligible at the end of the semester will remain so until the beginning of the next semester.

5. Junior High students will follow the same Academic Eligibility Policy.

6. If an activity is scheduled that causes a team or group to leave prior to Monday noon, eligibility for that activity will be determined from the previous week's report.

7. All students must be in compliance with SDHSAA eligibility rules.

PENALTIES FOR USE OF INTOXICATING BEVERAGES, TOBACCO AND DRUGS:

First offense: The student will be dismissed from the team for ten (10) school days (Saturday and Sunday do not count) from the date that the offense is brought to the attention of the coaching staff. The student will be allowed to participate in practice sessions during that time.

This suspension time will be only one week if the student reports his or her offense to the coach.

Second offense: The student will be dismissed from the team for the remainder of the season and lose all awards earned during that sport.

A student may be suspended from an athletic squad for insubordination, excessive unexcused misses of practice, or for behavior affecting team morale (example: anyone who lowers team spirit by always being negative, pouts, picks on other kids etc.)

While under suspension, the student may *not dress* for a game or ride to and from the game with the team.

All members of athletic teams shall dress presentably for all athletic events (i.e.; the boys basketball team will wear dress pants, dress shirt, tie on game days, no blue jeans will be allowed). Each sport will have their own dress code rules and will be determined by the coaches.

If fellow teammates find it necessary to report any violations, do so immediately.

PROCEDURE FOR DISMISSAL OF ATHLETES FROM THE TEAM: In the event it becomes necessary to drop an athlete from an athletic team, the following procedure will be followed:

- a. Advise the athlete orally or in writing of the violation.
- b. Allow the athlete to explain his/her position.
- c. Notify the parents or guardians of the problems and explain the reason for dismissal.
- d. A conference will be held if the parents or athlete requests it. Included in the conference

may be the coaches, athletic director, principal, superintendent, athlete, parent or guardian of the student, and witnesses.

PRACTICES: When possible, practice will be held after school on each weekday during the season, starting as soon after school as possible and ending at 5:30pm so that the students are showered and are out of the school no later than 6:00pm.

Practices on Saturdays or during scheduled school vacations shall only be held when they are approved in advance by the High School Principal.

There shall not be any special practices for any special or elite teams.

Whenever a practice is held, it shall be for all members who are out for that sport and each student shall be informed as to when practices will be held.

The coach shall be in the locker room or in the immediate area at the start and end of practice to make certain that the students are adequately supervised at all times and that no initiation or other unacceptable behavior takes place.

The coach shall make sure all students are out of the building before he/she leaves at the end of the practice.

In the event there are two coaches for an athletic season, each coach shall work as equally as possible with all the students, rather than one coach taking the "good" athletes and the other taking the "poor" ones.

UNSUPERVISED ATHLETIC PRACTICES PROHIBITED: All student athletes (Grades 6-12) need to be under the supervision of their coach during practices. Cheerleaders also need to be under the supervision of their supervisor when they are using the school facilities for practice.

PRACTICES IF BAD WEATHER OCCURRING: If school needs to be dismissed early because of adverse weather conditions, no practices will be allowed unless approved in advance by the Superintendent.

WEIGHT ROOM RULES: No one is to use the weight room without supervision. If students are out for a sport, then the coach is responsible for supervision. Other supervision will be arranged through the athletic director or school administration.

The weight room will be left clean with all weights put away upon leaving. The supervisor is responsible for securing the weight room upon leaving. Student athletes will conduct themselves in a manner that creates a safe and controlled workout area.

If repairs on weight room equipment are needed, the student should report the information to the supervisor or athletic director.

SCHOOL PADLOCKS: Only authorized locks may be used in school locker rooms.

STUDENTS RIDING BUSES: All students riding team or spectator buses to a school related activity are to ride that same bus back to the school building in Alcester. The only exception is students who are given permission by their coach or principal to ride home with their parents, brother or sister or adult relative or adult neighbor. In this case, a written note from the parent complying with this rule or the parent's communication with the coach or supervisor is necessary. Any student not complying with this rule may lose the privilege of riding any spectator or player bus for the remainder of that season.

Students **will not be** given permission to ride home with boyfriends or girlfriends. All cheerleaders are expected to ride to and from the out-of-town games with the squad or on school-provided transportation. Cheerleaders must follow the same rules and the same penalties will be enforced.

The penalties for the first offense may be modified at the discretion of the Superintendent or Principal. If a second infraction occurs, the student would lose the privilege of riding the player or spectator bus for the balance of the year.

INJURIES: The participation in athletics could lead to serious injury. There is a possibility of broken bones, cuts and even paralysis or death due to an injury sustained while participating or practicing for these activities.

CONCUSSIONS: The Alcester-Hudson School District will follow concussion protocol as established by the South Dakota High School Activities Association and Sanford Orthopedics and Sports Medicine.

A concussion is a brain injury that is caused by a bump, blow, or jolt to the head or body and can change the way your brain normally works. Concussions can occur during practices or games in any sport or recreational activity and can happen even if you haven't been knocked out. They can be serious even if you've just been 'dinged' or "had your bell rung."

You can't always see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. Tell your coaches and your parents if you think you might have a concussion. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you might have a concussion or one of your teammates might have a concussion. Then get medical attention right away. A doctor, an athletic trainer or other health care professional is experienced in evaluating for concussion and will be able to decide how serious the concussion is and when it is safe to return to sports.

A concussion can affect your ability to do schoolwork and other activities. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Coaches, school nurses, and other school staff will be notified if you are experiencing concussion symptoms. If needed adjustments can be made to the student's school activities during the recovery process. It may be necessary to limit activities while recovering from a concussion.

Most importantly, if you have a concussion, your brain needs time to heal. It is not smart to play with a concussion. While your brain is still healing, you are much more likely to have another concussion if you continue to play. Repeat concussions that occur before the brain recovers from the first—usually within a short period of time (hours, days, weeks) can increase the time it takes for you to recover or increase the likelihood of having long- term problems. It is important to rest and not return to play until you get the OK from your doctor or health care professional that you are symptom-free.

The athlete should be symptom-free before beginning the graduated return-to-play protocol as required by the school athletic trainer or doctor/health care professional. Each stage should be completed without a return of concussion symptoms before proceeding to the next stage. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then restart at stage 1 of the protocol. There should be a minimum of 24 hours between each step.

The following stages are as follows:

- Stage 1-Light aerobic exercise
- Stage 2-Sport-specific exercise
- Stage 3-Non-contact training drills
- Stage 4-Full contact practice

The **SDHSAA Return to Competition, Practice or Training** form must be filled out and signed by a medical doctor/health care professional indicating the student has satisfied the above criteria with no symptoms or has completed the rehabilitation process before they will be cleared to return to activity. It is better to miss one game than a whole season. Follow your coach's rules for safety and the rules of the sport.

POLICY FOR DISMISSAL OF SCHOOL FOR STATE COMPETITION: If a

High School Varsity football, volleyball, or basketball team qualifies for State competition, school will be dismissed for those days of competition. Dismissal of school for any other team that qualifies for State competition will be reviewed on an individual basis.

Calendar days scheduled for Spring Break will be used for attending this competition once school is dismissed. If other days are needed, they will be added to the end of the school year.

REIMBURSEMENT FOR MEALS AT STATE EVENTS: The Alcester-Hudson School District may pay for the travel expenses for students for some state events. If you have questions, contact your advisor or principal.

AWARDING OF ATHLETIC LETTERS FOR SPORTS PARTICIPANTS: The following rules will be observed with regards to awarding of letters to Alcester-Hudson High School athletes:

No letter will be awarded any athlete who:

- Is dismissed from the team for the season or,
- Is under suspension when the season ends (season ends for football (last game), girls' basketball (last tournament game), boys' basketball (last tournament game), track (region track meet except for state track participants), wrestling (regionals except for state qualifiers), cross country (region meet except for state qualifiers), volleyball (last tournament) or,
- Quits before the end of season.

RULES FOR ATHLETIC LETTER AWARDS BY SPORT:

BASKETBALL: Participants must play in at least twenty-five (25) quarters of a Varsity game during the season.

CROSS COUNTRY: The top four (4) runners and two (2) pushers will letter if there are seven (7) participants out for the sport. If there are less than seven (7) participants, the top four would letter. If there are not enough participants for a full team, the runner must place in 1/4 of the major meets and must take part in 1/2 of the regularly scheduled events. All participants representing the team in the State Cross Country meet will letter.

FOOTBALL: Player must average two (2) quarters per Varsity game for the season. Example: If the team plays eight (8) games you must play at least sixteen (16) quarters or be in games totaling sixteen (16) quarters. Being in a quarter for one (1) play constitutes one quarter of play.

GOLF: A golfer must compete in a minimum of two (2) Varsity matches and 1/4 of the total matches for the year. Golfers who do this will receive a Gold Letter (one per athlete), a golf pin (one only) and a bar (each year they letter). Any golfer lettering in golf for four years will be awarded a Blue Letter. There will be a Most Valuable Player named from the boy's team and the girl's team. These golfers will receive a plaque at the Student Recognition Banquet. Golfers who compete in four (4) State Tournaments will also receive a plaque at the Student Recognition Banquet.

TRACK: Participants must score at least seven (7) points for the season in Varsity meets. (Dual meets or junior high meets do not count.) Relay points are counted for each participant by taking the number of points the team wins and giving each participant half of those points.

STUDENT MANAGER: A student manager can letter if they are a student manager in the same sport for two years.

VOLLEYBALL: Participant must play in thirty (30) Varsity matches during the season in order to letter.

WRESTLING: A wrestler will letter when he or she has earned fifteen (15) points during competition. Forfeit points will count as one (1) point, not to exceed six (6) points. Player shall receive only one letter award regardless of how many times the player letters. The player will get the actual letter the first time he/she letters.

The **first** time the player letters in the same sport, the player shall receive a pin denoting the sport lettered in and a bar denoting one year. The **second** time the player letters in the same sport, the player shall receive a bar for each time lettered. The **fourth** time the player letters in the same sport or is named to an All-Conference team, the player shall receive a Blue Letter. All other letter winners will receive Gold Letters.

Athletes who have not met the above requirements may be recommended for a letter by that coach if the coach feels a player deserves a letter. The recommendation must be submitted to the

other coaches in the school district for discussion and then a vote of the coaches will be taken. A majority of the coaches must vote to give the letter otherwise the letter may not be given.

SPECIAL AWARDS/BLUE LETTER WINNERS: Lettering four (4) years in any one sport (must meet the lettering requirements before he/she is awarded the Blue Letter).

- **Football/Basketball:** All-Conference or All-State
- **Cross Country:** (Top 8) in Conference, (Top 12) in Region Cross Country meet, or (Top 25) Place in State meet.
- **Wrestling:** First (1st) in Conference, First (1st) or Second (2nd) in the Region meet or place in the State meet.
- **Track:** First (1st) in Conference meet, First (1st) in Region meet or Place in the State meet.
- **Volleyball:** Individual First (1st) Team All-Conference or All-State Team.
- **Golf:** First (1st) in Conference meet, First (1st) in Region meet or Place in State meet.

At the end of each season, there will be an Awards Assembly or Student Recognition Banquet (Grades 7-12) to present the letters and special awards won.

ALL-ACADEMIC TEAMS:

- A. Each sports team will have an All-Academic team.
- B. To be on the All-Academic team the student must be on the "B" Honor Roll or higher during one (1) of the first (2) two semesters.

POLICY ON ATHLETIC RECRUITMENT BY COLLEGES: In order for college recruiters to talk to high school students during school time, the following policy will be followed:

1. The recruiter must notify the Principal or Superintendent far enough in advance so that the parents can give permission for the visit.
2. Parental permission may be required depending upon the nature of the visit.
3. In the event of recruitment of athletes, the athletic coach and athletic director are to be contacted in advance concerning the visit.
4. The student must have assignments done in advance for any classes that are missed.

