

HARRISBURG HIGH SCHOOL

2017-2018

STUDENT HANDBOOK



1300 W. Willow St. Harrisburg, SD 57032
605-743-2567 FAX 605-743-9040 www.harrisburg.k12.sd.us

WELCOME

Welcome to Harrisburg High School. As you embark upon a new school year, we hope that you will establish high expectations for yourself that will be reflected in your academic achievement, your co-curricular involvement, and your positive contributions to your school community.

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at Harrisburg High School. They are meant for your benefit and those of your classmates.

Your conduct at all times should reflect respect. Respect you have for yourself, for your parents and for your school. You should show respect for the property, rights, and privileges of others, just as you expect and appreciate this respect when others show it to you. Good behavior can help make your school life a successful and rewarding one.

Take pride in your school. We want you to be proud of your school and your fellow students, and we want others to be proud of them. Each of you has a responsibility for the school's reputation. Be supportive of all activities at our school, either as an active participant or as an enthusiastic observer.

We encourage you to get involved and be a positive contributor in your classes and your activities. Give 100% effort in everything you do and the rewards you seek will become reality. We wish you all a very successful school year.

MOTTO

Building Strong Foundations for Success

VISION

It is the vision of the Harrisburg School District to create a legacy of exemplary academics, paired with a comprehensive scope of extra-curricular activities and opportunities that will develop an educational environment of leaders who foster citizenship, exemplify integrity, and evoke critical thinking. As an innovative, leading-edge school district, together we will maximize positive change and transcend barriers.

ACADEMIC MISSION OF HARRISBURG HIGH SCHOOL

The academic mission of Harrisburg High School is to afford students the opportunity to become independent decision-makers. To reach this expectation, students will become creative problem-solvers, informed and responsible citizens, quality communicators, curious observers, 21st century prepared consumer, and appreciative participants of fine arts and wellness.

MISSION STATEMENT

The Harrisburg School District optimizes student potential through the pursuit of educational excellence in partnership with the school community.

GOALS

1. To provide a quality academic curriculum, which ensures students' acquisition of knowledge and skills by achieving adequate yearly progress as defined by the federal law No Child Left Behind.
2. To provide an environment conducive to teaching and learning which ensures opportunities of success for all.
3. To provide opportunities to practice responsibility, respect, and acts of good citizenship in a diverse community.
4. To provide a challenging environment, which motivates students to be critical and creative thinkers.

**HARRISBURG HIGH SCHOOL
SCHOOL OFFICIALS**

Superintendent-----Mr. Jim Holbeck
High School Principal-----Mr. Ryan Rollinger
Assistant Principal-----Mr. Brad Seamer
Assistant Dean-----Mrs. Kay Bas
Counselor-----Mrs. Leigh Thelen
Counselor-----Mrs. Kelly Andrews
Counselor-----Mrs. Dana Bigge
Activities Director-----Mr. James Altenburg

BOARD OF EDUCATION

Board Member-----Mrs. Linda Heerde, Chair
Board Member-----Mrs. Stacy Haber, Vice-Chair
Board Member-----Mr. Mike Knudson
Board Member-----Mr. Michael Christopherson
Board Member-----Mrs. Amber Ellingsen,

FORWARD

It should be noted that not all of the guidelines and procedures enforced at Harrisburg High School are found in this handbook. The handbook is a fluid document, reviewed periodically and as needed to meet the needs of the school community. The administration and Board reserve the right to make changes as necessary for the continued safety and success of all students attending Harrisburg High School. This handbook provides the prevalent guidelines that occur more frequently than others. Common sense will naturally dictate for matters which arise and are not found in this handbook. It should also be noted that all handbook and school rules apply to all school-sponsored events, even those activities occurring off campus. Students should read the information and student policies of this handbook and maintain in a convenient location for reference throughout the school year or book mark to view electronically.

LEGAL SCHOOL AGE

1. Every child who on or before the 1st day of September in any year, shall have attained the age of five years and who has not attained the age of 21 years, shall be deemed to be of legal school age.
2. A student who is enrolled in school and becomes 21 years of age during the school year shall have free school privileges and be considered to be of legal school age during that school year. A child shall become eligible for admittance to kindergarten one year before said child is enrolled in the elementary school.

NON-DISCRIMINATION STATEMENT

The Harrisburg School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, Section 504, Affirmative Action, and the Americans with Disabilities Act compliance activities, may be referred to the Ms. Kristin Hamman at 200 Willow Street, Box 187, Harrisburg, SD 57032-0187, phone 605-743-2567 or to the Office for Civil Rights, U.S. Department of Education, 8930 Pkwy, Suite 2037, Kansas City, MO 64114-3302, Phone: 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172 E-mail: OCR-Kansascity@ed.gov

It is the policy of the Harrisburg School District that no individual be discriminated against based on the grounds of race, color, national origin, creed, religion, sex, disability, or age.

MODIFICATIONS FOR INDIVIDUALS WITH A DISABILITY

The Harrisburg School District will make modification to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The district will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. The district assures that all students will receive an equal opportunity to achieve educational benefits including vocational technical education programs.

PRIVACY RIGHTS

This is your annual notice from the Harrisburg Public School District to the inspection of education records and disclosures of personal identifiable information from those records. A copy of the policy and regulations governing the educational records of students may be attained in the building principal's office.

Also, during the school year, Harrisburg students are involved in many activities such as music, athletics, publications, debate, drama, academic coverage through school publications or bulletins and special coverage by the newspapers, television and radio stations. The Administration may release personally identifiable information known as "Directory Information" surrounding these activities at their discretion unless a written objection is filed by the parent of a student of an eligible student.

"Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. The type of information mentioned may also be included in class rosters, student directories, school annual and publications. You need not respond to this communication unless you question the release of "Directory Information". If you have an objection, contact the building principal and complete the necessary form within ten days of your student's registration.

Complaints regarding violations of rights afforded parents and eligible students should be submitted in writing to Superintendent, Box 187, Harrisburg, SD 57032, or the Family Educational Rights and Privacy Act Office, The Department of Health, Education and Welfare, 330 Independence Ave., SW, Washington, SD 20201.

STUDENT COMPLAINTS AND GRIEVANCES

The school board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance can do much to maintain harmonious relationships between the schools and the students and community.

The school board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the school board in instances where this becomes necessary.

1. Any student or his /her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he /she considers unjust or unfair.
2. If the incident remains unresolved, the student or his /her parents or guardian or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected), for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for his/her consideration.
5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal hearing is requested.

STUDENT CREED

As a student at Harrisburg School District 41-2, I believe that the reputation of the school and my self-respect as a member of the student body depends upon my attitude and behavior.

“As a student at Harrisburg High School, I desire to exhibit good manners, good speech, good sportsmanship and friendliness toward all. I also will strive for high scholastic standing and support school activities to the best of my ability. I will honor, respect and cooperate with my school, my teachers, my fellow students and members of the Harrisburg community.”

DRIVERS EDUCATION

Driver's Education may be offered to any student who has completed the eighth grade and who attains the age of fourteen (14) during the calendar year in which the class is offered. The fee for Drivers Education will be \$250.00 per attending Harrisburg student, \$350.00 per non-attending Harrisburg student living in the school district if space is available. Students identified in the Free and Reduced Lunch Program may be eligible for scholarship for reduced tuition.

STUDENT COUNCIL

1. The student council is the governing unit of the student body and an advisory group to the administration. It should be understood that the student council is not a policy-making group, but a suggestive group to the school for its improvement and promotion.
2. Election of offices for the student council begins with a petition of candidacy signed by at least 10 students for each of the four high school grades and staff. It will be filed with the Student Council Advisor.
 - A. President and Vice President must be a member of the Junior or Senior class and must have served at least one year on the Council.
 - B. All other offices (Secretary, Treasurer, Historian and Parliamentarian) may be a member of the Sophomore, Junior, or Senior class, **including those with no previous student council experience.**
 - C. The petition will list all of the offices, and the student may select those he/she wishes to pursue **and will rank those positions accordingly in order of preference.** Only one petition will be needed whether the student wishes to run for one office or possibly all of them.
 - D. **During the voting period, a list of all candidates who have successfully completed their petition will be composed. Each Harrisburg High School student will select five candidates from this list for election as a student council officer. Upon completion of the voting period, candidates will be selected for office based on total number of votes received. The candidate receiving the greatest number of votes will get their first choice of office as indicated on their petition. The candidate receiving the second greatest number of votes will be considered using a similar format, followed sequentially by the 3rd, 4th, and 5th highest vote getters, etc., until all positions are filled. Should a candidate's top choice of office already be filled, they will be selected for their next highest preference available, as listed on the petition. Should none of the candidate's preferred positions be available, they shall not be selected for office.**
 - E. Each officer must have at least a “C” or 2.0 grade average **to run for and maintain their position.**

GRADING SYSTEM

Grades will be determined by using the percentage grading system chart below. Instructors maintain the discretion to establish equitable percentages for each quarter and any summative evaluation.

GRADING CHART

94-100	A	77-81	C
92-93	A-	75-76	C-
90-91	B+	73-74	D+
86-89	B	70-72	D
84-85	B-	68-69	D-
82-83	C+	67 or below	Failing

EXTRA HELP

Students with recorded failing grades, or those recommended for assistance from instructors, after mid-term and each subsequent week of each quarter may receive notification of a request to attend Extra Help sessions after school or during Saturday School. This notification will be communicated to either parent or student.

GRADUATION EXERCISES

A senior must have completed 23 credits the Friday prior to graduation exercise to gain permission to participate in the ceremonies. Diplomas will not be handed out at the ceremony to allow administration time to complete a thorough examination of credits to ensure student completion. A notification will be sent to pick up confirmed diplomas.

COUNSELING OF STUDENTS BY OUTSIDE PERSONNEL

Students may not be counseled by an outside person(s) without the permission of the parent or guardian. Lists of students or faculty members may not be given to any person or company except the Division of Education and agencies of the State & Federal Government.

STUDENT INSURANCE

Students in all grades will be given the opportunity to take student insurance through a private agency at a cost to the parent. Anyone participating in a major sport is recommended to carry this insurance and the special insurance for football.

EARLY GRADUATION

Early graduation is allowed at the end of the sixth or seventh semester, provided all requirements for Harrisburg High School graduation of the students' correlating freshman class have been met. Early graduation must be reviewed and approved by the principal and by the Superintendent. Students who complete their work and are eligible to graduate shall receive their diploma at the end of the school year for their correlating freshman class and may return to take part in the graduation exercises. Students graduating at the end of the sixth semester have the option of participating in commencement exercises with either the graduating class of the spring of their graduation or their correlating freshman class the following spring. No separate graduation exercise will be provided for early graduates. Once a student has met all graduation obligations, that student will no longer be eligible for any school-related activities other than the graduation proceedings. Those graduating in six semesters should apply for the State of South Dakota "Jump Start" Scholarship program that awards money to those graduating in three years. For more information, visit the S.D. Department of Education website at doe.sd.gov.

CREDIT FOR MIDDLE SCHOOL COURSEWORK

Middle School advance courses that meet state standards for high school credit will count as elective credit toward high school graduation. These courses do not meet any of the core requirements in Math, Science or English. Students will not be permitted to re-take any of these courses. The grade assigned by the middle school instructor will be the grade affixed to the transcript in all cases. These courses will be computed into GPA and are considered a high school elective course. These courses will be graded at the level of “advanced” and will receive extra weight based on a 4.2 scale. A student transferring from another district and joining a course for high school credit will receive the same processes as listed above no matter the timing of matriculation.

CREDIT RECOVERY

Students who fail a course may recover the credit in one of three methods:

1. May re-take the course at Harrisburg High School. Re-taking a course does NOT omit or replace the initial grade from a transcript.
2. Re-take the course at an approved outside institution or entity. This method must be approved by the principal. Some outside resources are South Dakota Virtual School and other school districts that may offer courses in the evening or summer.
3. Edgenuity recovery on-line offered by the Harrisburg School District. Edgenuity course registration is processed in the principal’s office and all paperwork and policy must be affirmed through parental signature.

Information on these options can be obtained through the counseling office.

GRADUATION REQUIREMENTS

This table identifies the number of credits required in Grades 9-12 by the Harrisburg Board of Education for high school graduation. It is the student’s responsibility to know if all requirements for graduation from high school and post-high school admissions are being met. It is also the student’s responsibility to register for the courses required for each grade level.

GRADUATION REQUIREMENTS

English	4.0 (2 Literature, 2 Composition)
Speech or Debate	0.5
Mathematics	4.0 (Algebra I*, Geometry*, Algebra II*, math elective)
Science	4.0 (Chemistry* or Physics*, Biology*, 1 Physical Science elective*, 1 Lab Science elective)
Social Science	3.5 (2018 & 2019 classes) 4.0 (starting class of 2020 – World History, World Geography, U.S. History, U.S. Government, Economics or Personal Finance, social science elective)
Fine Arts	1.0
Health & Wellness	1.0 (Health component is included)
Senior Experience	0.5
CTE	2.0 (World Languages, CTE courses, additional math/science courses)
Electives	3.5 (2018 & 2019 classes) 3.0 (starting class of 2020)
Course Total	24 credits

*Foundational courses will be offered at this level. Students and parents may petition for a waiver of either Algebra 2 or Geometry, but not both. A student utilizing a waiver is not eligible for the S. D. Opportunity Scholarship.

**Foundational courses will be offered at this level. Students and parents may petition for a waiver for either Chemistry or Physics, but not both. A student utilizing a waiver is not eligible for the S. D. Opportunity Scholarship.

Transfer students from schools requiring less than local credits to graduate will be eligible for graduation depending on the year that they transfer and according to a combination of requirements of the two schools. In the event a student is in danger of not earning sufficient credits for graduation, the student will be notified by the administration. An attempt will be made by the administration/guidance counselor to arrange a conference with the student and the student's parents(s) to discuss the possibilities and consequence.

TIGER TRAILS

Students may choose several pathways to graduation or certificate dependent on potential, environmental factors and opportunity. In the fall of each students' sophomore year, counselors will individually meet with students to examine their high school plan. More information on the several routes to students' futures can be requested from the counseling office or found on the high school website under the dropdown, "Tiger Trails".

CUSTOMIZED LEARNING (CL)

Students have the choice of matriculation in the environment of modular scheduling and customized learning(MOD/CL) or a traditional format. Graduation requirements remain as status quo. More information can be accessed on the high school website or contact with the Principal's office.

GRADE POINT AVERAGE DETERMINATION

The following scale will be used in determining grade point averages. AP, Dual Credit and Advanced classes are weighted higher due to difficulty. Class Rank is determined by using the cumulative grade point average of all High School level classes. Pass/Fail courses shall not be used in the calculation of Grade Point Averages. Courses retaken will be included in the Grade Point Average. Grade Point Average will utilize a 4.5 scale for AP and Dual Credit courses and 4.2 for advanced courses, and 4.0 for all other High School courses.

<u>Advanced Classes</u>		<u>AP/Dual Credit Courses</u>		<u>All remaining High School Courses</u>				
A	=	4.200	A	=	4.5	A	=	4.000
A-	=	3.867	A-	=	4.15	A-	=	3.667
B+	=	3.533	B+	=	3.90	B+	=	3.333
B	=	3.200	B	=	3.50	B	=	3.000
B-	=	2.867	B-	=	3.30	B-	=	2.667
C+	=	2.533	C+	=	2.95	C+	=	2.333
C	=	2.200	C	=	2.70	C	=	2.000
C-	=	1.867	C-	=	2.35	C-	=	1.667
D+	=	1.533	D+	=	2.00	D+	=	1.333
D	=	1.200	D	=	1.45	D	=	1.000
D-	=	.867	D-	=	1.0	D-	=	.667

Other grades which may be received:

F	=	Failing	I	=	Incomplete	W	=	Withdraw
P	=	Pass	WF	=	Withdraw/Failing			

SENIOR EXPERIENCE

A culminating experience is required of each senior prior to graduation from Harrisburg High School. Expectations for this capstone requirement will be submitted to juniors in the spring prior to their senior year. This experience is a graduation requirement and results in .5 credits for the entire school year.

DUAL CREDIT/AP COURSES

Course curriculum for all AP/Dual credit courses will follow the AP curriculum as if preparing for the AP examination. Instructors may take liberty with materials, however, the course itself must have the intents of matching the AP exam expectations. AP/Dual credit course syllabi must be accepted by College Board as evidenced by their inclusion in the AP Audit process.

2. Students will submit their decision to participate in the AP exam by the end of January.
3. Students who participate in the AP exam are NOT exempted from the summative assessment, which will be an exam or project based upon the rigor of AP examinations. This summative assessment will be a minimum of 10 percent of their grade.
4. All students electing to take a Dual Credit course will be required to take a summative assessment exam that encompasses all content from the course (cumulative). The summative assessment will be a minimum of 10 percent of their grade.

DUAL CREDIT/ADVANCED COURSES

1. Any advanced course recommended for dual credit will be vetted by committee.
2. Advanced courses will not replace the AP menu of courses. An advanced course will not replace an AP class currently utilized for dual credit. An AP course may replace an advanced course utilized for dual credit.

GRADE LEVEL CLASSIFICATION

High school students will be classified by grade level according to the number of matriculated semesters:

- Initial classification – Freshman
- Completion of two semesters – Sophomore
- Completion of four semesters – Junior
- Completion of six semesters – Senior

For all activities such as Prom, etc. the above classification shall be utilized.

ACADEMIC LEVEL CLASSIFICATION

For academic progress, students should attempt to meet the below outline of credits EARNED. Credits are verified at the completion of each semester.

- | | |
|---|---|
| 9 th Grade – 0.0 – 5.75 Credits | 10 th Grade - 6.0 – 11.75 |
| 11 th Grade – 12.0 – 15.75 Credits | 12 th Grade – 16.0 Credits and above |

STUDENT CREDIT LOAD

Students in grades 9-11 are required to enroll in a minimum of 6.0 credits per/year. Seniors who are on track to graduate with 24 credits by the end of the second semester of their senior year are required to enroll in 5.5 credits per/year.

HONOR/MERRIT ROLLS

There will be an "Honor Roll" for students who have a grade average of 3.5 to 4.0 on their report card, a "Merit Roll" for all students who have a grade average of 3.0 to 3.49. Honor rolls will be figured for each nine-week period.

CLASS RANK

Due to the difference in expectation and grading system in the programs of Customized Learning (CL) and Traditional Learning (TL), each program will have a separate class rank. A student's rank will be in the program wherein the majority of their core credits reside. In a case of equal credits in both programs, a student will be listed in the program of residence.

Due to the mastery grading system in Customized Learning (CL), class rank will be determined as below:

1. The GPA of the 50th ranked TL student will be the cut-off for the top 50 percent of the (CL) class
2. The top student will be number one.
3. The remainder of the top 50 percent, will be calculated using this formula: (top student's GPA minus cut off GPA, divided by the 49 spots remaining in the top 50. This percentage will be the number used to group students. Example: $4.2 - 3.0 = 1.2 / 49 \text{ spots} = 0.024$. GPA groups will be divided into groupings of 0.024. #2 in the class would be 4.199 – 4.176 Percent will be rounded to the thousandths.
4. The remainder of the class will be ranked beginning with the first "real" number after the top 50 percent. Example: Top 50 percent are 92 students, next student is ranked number 93.
5. Rankings will be calculated, beginning in the junior year at the conclusion of the 3rd quarter, unless there is a specific request.

SIoux FALLS CTE (CAREER AND TECHICAL EDUCATION) ACADEMY

The CTE Academy, a Sioux Falls School District Academy, is open to 10-12th Harrisburg High School Students. Transportation to the CTE Academy is available upon request and provided by the Harrisburg School District. For complete details of curriculum, course offerings and possible scheduling contact the counseling offices. A limited number of slots for Harrisburg students are available.

Parents of CTE Students:

Please note the following school closing and late starts situations and how it will affect CTE classes and students:

No School at Harrisburg:

- No CTE Van will be offered and students are excused from CTE.
- Students can drive to CTE if they chose to.

Late Start at Harrisburg:

- No morning CTE Van will be offered and students are excused from morning CTE.
- Students can drive to CTE if they chose to.
- Afternoon CTE Van will run as scheduled and students are required to be in attendance.

No School in SF:

- No CTE classes or CTE Van.
- Students report to Harrisburg unless they have established parental permission to stay home.

Late Start in SF:

- No morning CTE Van and students are excused from morning CTE.
- Students report to Harrisburg unless they have established parental permission to stay home.
- Afternoon CTE Van will run as scheduled and students are required to be in attendance.

As a reminder:

CTE students are required to be in attendance at the CTE Academy on days that Harrisburg does not have school and the Sioux Falls School Dist. does hold classes. On days when the Sioux Falls School Dist. does not hold classes and Harrisburg does, parental permission is need for students to stay home during their regular CTE class hours.

If your student will not be in attendance at the CTE Academy please contact them at 376-5504.

SEMESTER TEST SCHEDULE

Semester test schedules will be sent to all students and parents 2 weeks prior to the end of each semester. Students will be present for these scheduled assessments but are not required to be on campus during times they are not taking assessments. Any exceptions must be arranged and approved through the principal's office. There may be academic consequence for absence during these scheduled sessions. Students will sign up for block times with teachers to complete curriculum.

TEACHER/ADVISEE PROGRAM (TAP)

The Teacher/Advisee program seeks to provide both mentoring and adult connection for academic and social development. Curriculum geared to assist in student lifetime choices and career exploration in a small-group setting will allow students the freedom to seek advice, resource and modeling from advisors and fellow classmates. Students will be assigned to these small groups and participate in activities that promote maturity and independence along with collaboration and cooperation. Scheduled sessions will occur during the school day with minimal impact on academic programming.

REPORTING SYSTEM

1. Report cards will be issued every nine weeks. Report cards are accessed through Infinite Campus on the Harrisburg High School website. Parents who require a paper copy must make a request to the high school office (743-2567). Upon such a request, report cards will be given to the students and mailed to parents. Grades become a part of every student's permanent record and consequently become a recommendation for the student when that record is examined.
2. Parent-Teacher conferences may be scheduled twice during the school year. Parents are encouraged to schedule a conference whenever the parents or teachers deem necessary.
3. Mid-term progress reports are accessed through the Infinite Campus on the Harrisburg High School Website. Parents who require a paper copy must make a request to the high school office. (743-2567) Upon such a request midterms will be given to all students and mailed to parents at the mid-term of each quarter.

COURSE ASSESSMENT

Evaluation procedures for each course are at the discretion of the teacher. A teacher must submit an approved assessment plan to the principal prior to each school year and provide each student with those clear expectations. The assessment plan will provide a general outline of activities required to pass the course. These outlines will be posted on the teacher's website or Schoology page. Teachers will have complete autonomy in selecting appropriate measurements of student learning, including project-based rubrics, alternative assessments and traditional tests.

DROPPING A COURSE

Students must complete a Course Withdrawal Authorization to drop a course. Students who drop a course after the first 7 days of a semester will receive an "WF" grade, which will appear on their transcript and be figured in their grade point average. Changes to a course of a lower or higher difficulty in the same subject area may occur with approval of the administration and the teacher after the first 10 days without receiving a "WF" grade.

ACTIVITY BANQUET

Activity banquets will be determined by the administration and respective activity advisors/coaches.

LUNCH

Regular lunch will only be provided for students with ID or means of payment (cash, check). Students without ID or means of payment will be provided a minimum lunch but will not have access to entrees or ala carte. No student will be allowed to incur a negative balance at any time. Students have access to their lunch account with laptops at any time and should continually monitor their account balance. Free and Reduced lunch applications, for those in need, are available in the office and can be quickly affirmed.

Child Nutrition Department

Harrisburg School District's Child Nutrition Department is dedicated to providing wholesome and nutritious lunch and breakfast meals to all students. All of our menus meet or exceed the new meal pattern requirements introduced in January 2012. The new meal pattern is designed to meet the requirements of the *Healthy, Hunger-Free Kids Act of 2010*. Currently our lunch and breakfast meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat and portion size. Harrisburg School Districts' lunch, breakfast and Ala carte items currently meet additional standards requiring:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students **must** take at least one serving of produce)
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (flavored milk must be fat-free)
- All grain items will be 51% or more whole grain
- And less sodium

The Child Nutrition Department utilizes a computerized point of sale system to track student meals and account balances. Each student is issued an individual account and they are issued an Identification Badge which is linked to their individual account. If a student loses their ID card a new one must be purchased for \$5.00. Students are required to present their ID Badge when they go check out at the end of the meal line. If they do not have their ID Badge they will be asked to wait until all patrons with ID Badges have been served first. All students **must** have their ID badges to purchase items in the student store (Tiger Den).

Money can be deposited into a student's individual account either by sending cash or check with the student to school or they can use our online payment system. When a check is sent please indicated the student's name(s) and dollar amount to be deposited, in the memo section on the check Parents can also utilize our online payment system which can be found on the District's Website (<http://harrisburgdistrict41-2.org/>) under the Child Nutrition tab or at the My School Bucks website at www.myschoolbucks.com. There will be a \$2.00 fee for each credit/debit card or electronic check transaction.

Student meal prices for the 2017-2018 school year can be found on the Harrisburg School District website (<http://harrisburgdistrict41-2.org/>) after July 15th.

At the Harrisburg High School, a student store (Tiger Den) is available to all students. The Tiger Den is open from 7:30 AM to 3:30 PM and offers food and drinks that meet the USDA Smart Snack Guidelines. Prices of items will be posted in the store. Students **must** their ID badge to purchase items in the store.

All students will be required to have enough money in their account to pay for the items in which they choose. **No students will be allowed to incur a negative balance.** Students that do not have enough money in their account to purchase a lunch will be allowed to eat an alternate meal for no more than 3 consecutive days. An alternate meal consists of a cheese sandwich, items from the fruit & vegetable bar and milk. There is no alternate meal for breakfast. Students will be reminded as they go through the line if their account balance falls below \$10.00. Low balance notifications will be emailed home to parents if their student's account balance falls below \$10.00.

Parents can request that we set up Ala carte purchasing dollar limits on each individual student account. We can set dollar limits by the day, week or month. Once a student has reached the dollar limit that has been set our point of sales system will not allow additional purchases until the time limit has passed. Ala carte is defined as any purchases outside of the normal lunch or break. This includes extra entrees and extra milks.

Children from families whose income falls within certain guidelines may be eligible for either free meals or reduced meals. Children of families, who get food stamps or AFDC, may receive free meals. To apply for free or reduced priced meals, please complete an application available at the school office or online at the District's website.

All students that require a special diet or modifications need to have the *Special Diet Prescription* form filled out and on file with the School Nurse and Child Nutrition Department. This can be obtained from the school office or online at the District's website. This form must be filled out for each **NEW** school year. The Child Nutrition Department will not provide any special diets or modifications until the form has been completed and returned.

Parents are welcome and encouraged to eat lunch with their students. Please see the Harrisburg website for the current meal price. Payment is required at the end of the meal line.

The Harrisburg Child Nutrition Department requires 2 weeks' notice prior to any classroom parties in which the classroom will not be eating lunch on that day. This will allow them to make any necessary changes to their food orders and plan accordingly.

If you have questions or comments regarding Harrisburg's Child Nutrition Department please contact Chris Beach, Director of Child Nutrition, at 605-743-9031 or via email at chris.beach@k12.sd.us.

ATTENDANCE & ABSENTEEISM

Irregularity in attendance may have a serious effect on a student's progress. Attendance and punctuality are important parts of each student's permanent record. Colleges, as well as employers are concerned about school attendance. Daily attendance of all students who are enrolled in Harrisburg High School is required in accordance with state law. South Dakota statutes require the local board of education to enforce definite standards of attendance, with few valid excuses for absences. Students will be allowed ten (10) absences per class, per semester. Any student who receives eleven (11) absences in one class period in a given semester will be subject to Parental OSS (see below). Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up missed work. Illness, doctor or dental appointments, work at home, vacations, etc....will be counted as part of the ten (10) absences. Absenteeism beyond the ten (10) absences due to lengthy illness (which is defined as three (3) consecutive days or longer), family trips, and death or family emergency will be given consideration by the administration. For every day of lengthy absence, one-half (0.5) days of absence will be counted against them. A doctor's note will be required as proof in cases of lengthy illness. A student who is tardy ten (10) times to the same class period during a semester, will be given one (1) absence from that class period. The administration will take into consideration any "special situations" that may arise.

Students who plan to participate in a school activity, which takes place after school hours, must be in attendance that school day for the full day. Students must be present before 9:00am to constitute a full day. If the activity takes place on a day when no school is in session and school was in session the previous day, then they must be in attendance at least the last three periods of that previous school day. Emergency cases, which allow for deviation from this, are given consideration by the Head Coach (or supervisor), Athletic Director, and High School Principal.

1. Excused Absences

An excused absence indicates an authorized absence from school with written/verbal parental permission and school permission. All excused absences are cleared through the principal's office. Full credit is given for all work made up. Excused absences include but are not limited to the following: (1) illness, (2) death in the family, (3) family emergencies, (4) students accompanying their family on a trip, (5) students who have a doctor or dental appointment that cannot be scheduled outside of school hours. In order for an 'absence due to appointment' to be considered excused, a written note or appointment card from the office of said appointment must be submitted to the school. This absence will count toward the ten (10) absences per semester. A student who is absent from class longer than 10 (ten) minutes will be considered absent for the entire hour.

2. Unexcused Absences

An unexcused absence indicates a student is absent from school with or without the consent of the parent, but for a reason, which is not acceptable to the school. Students who come to class 10 or more minutes late with an unexcused absence will be counted absent. Students will also be required to make up class time missed in detention. A student who is one (1) or more hours late to school for an unexcused reason will be considered truant and will have one day of in-school suspension. Over-sleeping or running late will be considered an unexcused absence.

3. Absence Procedures

If students are absent from school, parents should call the school before 9:00a.m. If parents do not contact the school a school representative will contact the parents to alert them of their child's absence. Each day of absence should be reported unless the parents know the duration of the absence. If parents do not contact the school, students must bring a written note explaining the absence upon returning to school. If students are absent from any class period, they are required to get make-up work from the classroom teacher when they return to school. Schoolwork must be made up within 2 times the number of days absent. Students, who are ill and wish to go home, must check out of the office.

ATTENDANCE PROTOCOLS

Habitual offenders of the above absence procedures will be subject to the following protocols:

1. Early Tardy – the main entrance to the school will be locked at 8:00 each day beginning the second week of school. All students tardy to school will enter through the west entrance and report to the attendance supervisor. Students with three early tardy events in a quarter will have detention after school for one-half hour. Students receive one-half hour for each group of three tardy events in a quarter. Students with 10 early tardy events in a quarter will receive one day of ISS. Each successive early tardy will result in one ISS day. After three such events, students will receive parental OSS (see below).
2. Class Tardy – Students with 3 class tardy events in a quarter will receive detention. Each group of tardy events will receive one-half hour for each group. Ten class tardy events in a quarter will result in one day of ISS. Each successive class tardy will result in one ISS day. After three such events, students will receive parental OSS (see below).
3. Parental OSS – Students who reach the maximum tardy events in a quarter or 11 absences in any semester will receive Parental OSS.

- a. Students, parents and staff will be notified by the Attendance Supervisor that the student has maximized attendance indiscretion. The student will be OSS the next school day after notification.
- b. The parent and student must make an appointment to meet with the Attendance Supervisor and Dean to devise a plan to address the tardy or absence offenses.
- c. Until the parents and student have met with the Attendance Supervisor, the student is on OSS. If an appointment is not completed and a plan devised to the satisfaction of the Attendance Supervisor and Dean after five school days from the date of notification, the student will be reported as truant to the local authorities.
- d. Students relegated to Parental OSS must contact instructors for any assignments or tasks during an OSS. If an instructor is not contacted, they have discretion to record a failing grade for any assignments.
- e. The Attendance Supervisor and Dean will decide during the parent meeting to:
 - i. Create a plan that is amenable that allows the student to begin at “zero” absences or tardy.
 - ii. Place student on attendance probation with any further indiscretion require OSS for any number of reasonable days.
 - iii. Request another placement for the student.

CO-CURRICULAR ELIGIBILITY REQUIREMENTS

The South Dakota High School Activities Association has set forth restrictions which make students eligible to participate in athletics and Fine Arts. One of the requirements is that a student is passing in at least four academic subjects to be eligible to represent the school in inter-scholastic activities. In Harrisburg, this eligibility includes all co-curricular activities and contests. Students who plan to participate in a school activity, which takes place after school hours, must be in attendance that school day for the full day. Students must be present before 9:00am to constitute a full day. If the activity takes place on a day when no school is in session and school was in session the previous day, then they must be in attendance at least the last three periods of that previous school day. Emergency cases, which allow for deviation from this are given consideration by the Head Coach (or supervisor), Athletic Director, and High School Principal. A student who is assigned in-school (ISS) or out-of-school (OSS) suspension is ineligible to participate in co-curricular activities for each day suspension is assigned.

SCHOOL SPONSORED EVENTS

All co-curricular activities, practices, sporting events, and school-sponsored events are an extension of the school. All rules, guidelines and policies of the Harrisburg School District will be adhered to while participating in, or attending said events, whether on school property or at an alternate location.

TEACHER QUALIFICATIONS

What do I know about my child’s teacher? The federal education law , requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response. Teacher credentials are also provided on the South Dakota Department of Education website at SD.DOE.

CITIZENSHIP & CONDUCT

The development of good citizenship is as important to the student as gaining knowledge in subject matter. Good discipline in the classroom is essential to efficient teaching and learning. Students are expected to be good citizens in the classrooms, in the halls, in study halls, in-group assemblies and at all school activities. Good citizenship is not limited to the classroom. Unreasonable behavior and violation of city, state and federal laws is prohibited on school facilities.

STUDENT CONDUCT

1. Teachers are expected to handle their own discipline problems within the classroom, study areas or any other school activity under their direct supervision.
2. Procedures for Disciplinary Action
 - A. Teacher will complete a Behavior Report on Infinite Campus
 - B. Student will meet with the administrator to explain and discuss the incident.

- C. The administrator will investigate the incident to determine the facts.
- D. If the alleged misconduct or violation has occurred, the administrator will give oral or written notice of the incident to all the students involved and to all the parents as soon as possible after the incident
- E. The administrator will decide appropriate action in the student's and Harrisburg High School's best interest, based on facts.
- F. Police will be involved when the student conduct is such that, if committed by an adult, the conduct would be classified as a felony or a high-grade misdemeanor. Repetitious, low-grade misdemeanors will also be reported. Parents or guardians will be notified of police involvement.

SURVEILLANCE CAMERAS

This school has surveillance cameras. The recordings from these cameras are for the safety of our student body as well as for the protection of our property. These recordings can be requested by the law enforcement if necessary. No recordings will be shared with anyone outside of school authorities or law enforcement authorities.

DEFINITION OF TERMS

ACTIVITY (PARTICIPATION) RULES - Any student who violates Class 4 (Tobacco) & class 5, and who is involved in co- and extra-curricular activities, shall be removed from the activity(s) as specified in the activity rules, which student and parent or guardian sign for each activity.

CLOSED LUNCH AND BUILDING - Students in grades 9-11 are required to stay on the school grounds from the opening of the school day until dismissal. Students are never to go to the parking lot during the school day, specifically including the lunch hour, without permission from the school office.

DESTRUCTION/STEALING OF PROPERTY - Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property.

DISRESPECTFUL/OBSCENE LANGUAGE - Use of obscene or disrespectful language or communication will be grounds for short-term suspension.

EXHIBITION/RECKLESS DRIVING - City and state traffic laws apply to the parking lots and streets immediately surrounding the school. The speed limit in the parking lot is 5 mph. Violators will be reported to the authorities

EXPULSION: Denial of a student's membership in school, by the School Board, for no more than 12 consecutive months.

FOOD AND BEVERAGE - Food and beverages, such as pop, juice, and coffee, are not to be consumed outside of the cafeteria/commons area. This includes all classrooms and all hallways. Students may carry such items to their lockers and keep them there for consumption at lunch or after school. Such items should not be open in the hallways and should remain in lockers.

INDEPENDENT STUDY – At times it may be necessary to offer a student a class that does not fit into their schedule. Upon an arrangement made by the student, the teacher of the class, and the administration an alternate time may be set up to take the class independently. Students in these classes are subject to all school policies and regulations.

IN-SCHOOL SUSPENSION: The student will be assigned to the ISS room and not be allowed to attend their classes. The student will be allowed to make up work missed, and receive credit for their work.

LONG-TERM SUSPENSION: Temporary denial to a student by the school board or superintendent of participation in a class, classes, or from school for more than ten (10) school days; not to exceed ninety (90) school days. Long-term suspension is served out-of-school.

MOOD ALTERING CHEMICALS, SUBSTANCES, AND TOBACCO - Using, possessing, selling, dispensing, being under the influence of any mood-altering chemicals, substances, or tobacco or drug paraphernalia at school, on school property, or at a school sponsored activity.

OUT-OF-SCHOOL SUSPENSION: The student will not be allowed to be in the school, on school property, or attend school activities or functions without permission from the school administration or school board. Students will be allowed to make-up the work missed for credit.

PARENT/GUARDIAN – For consistency, parent and guardian are interchangeable terms in this manual.

PARKING LOTS - All students driving cars to school must park in the parking lot south/west of school. This also holds true when coming to evening activities such as games, practices, concerts, etc. Students parked in the visitor parking may be towed at their expense at any time.

PHYSICAL INJURY - Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule.

SHORT-TERM SUSPENSION: Temporary denial to a student by the principal or the superintendent of participation in a class, classes, or from school for not more than ten (10) school days. The term of a short-term suspension may be served either in in-school (in-school suspension) or out of school (out-of-school suspension).

SSR (Silent Sustained Reading) – An assigned time for all students in the building to read silently for a period of time. The time period and duration is assigned by the administration.

SUSPENSION AND EXPULSION - shall mean denial to a student to participate in any instructional and/or school activity for a period of time. School activities include all extracurricular activities.

TOBACCO POLICY

Using, possessing, selling, dispensing, or being under the influence of tobacco (in any form), alcohol, mood-altering chemicals or any illegal drug is forbidden at all times, in any school building, on any school grounds or at any school-sponsored event. This rule is also in effect while being transported by the school, or while under school supervision at any school function anywhere. Students violating this rule will be disciplined according to the discipline matrix and school policy. This policy includes e-cigarettes and any other simulated smoking devices, even should they not contain nicotine or drug-related products.

DETENTION

A "detention room" will be set up each school day, lasting for 1/2 hour. Students receiving detention will report to the teacher in charge of the "detention room" on the assigned day. Exceptions may be made on a case-by-case basis. Detention time is from 3:00 pm – 3:30 pm. In cases where this time will not work, detention can be served from 7:25 am – 7:55 am or during lunch. Failure to report to the detention room on the day assigned without prior arrangements will result in short-term suspension.

SATURDAY SCHOOL

Students obligated to Saturday School for misbehavior as outlined in the Rules of Conduct Matrix and the Extra Help policy will attend from 8:00 AM to 11:00 AM on assigned dates. Students will not be allowed access to any electronic devices and will engage in school work or reading during the three-hour period with bathroom breaks periodically. Students should be transported promptly at 11:00 AM from school grounds. Students not attending an assigned Saturday School session will receive OSS the following Monday and an additional Saturday School obligation.

CHEATING/PLAGIARISM POLICY

Cheating is the use of deceit or fraud to complete schoolwork. Plagiarism is taking the writing of someone else and claiming it as your own.

If a student is guilty of cheating/plagiarism, the teacher should collect the student's paper and the student may receive a zero for the work. **A student, who assists another student with cheating, may also receive a zero for the work.** Teachers will document cheating or plagiarism and turn in the infractions to the administration

POSTERS

All posters, campaign notices and other information to be posted in school or notice concerning school events must receive proper approval from the Principal's office.

TELEPHONE USE

Student phone calls are to be made from the student phone in the High School office. See ELECTRONIC DEVICES for cell phone policy.

SEXUAL HARASSMENT

It is the policy of the Harrisburg School District that sexual harassment is unacceptable and shall not be tolerated; that no member of the Harrisburg School campus community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
2. Such conduct has the purpose or effect of unreasonable interference with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment is illegal, under both South Dakota (Executive Order #81-08) and Federal (Title VII, Title IX) law. In some cases, it may be liable to prosecution under the criminal sexual conduct law. Any employee or student who feels that he or she has been subject, in the school setting, to sexual harassment should report the incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to the principal or superintendent. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.

ANTI-BULLYING/HARASSMENT OF STUDENTS

The Harrisburg School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. Thus, bullying is strictly prohibited and shall not be tolerated.

Bullying consists of repeated physical, verbal, or non-verbal, written, electronic or any conduct directed toward a student(s) that is so pervasive, severe and objectively offensive that it:

1. Has the purpose of creating or resulting in an intimidating, hostile or offensive academic environment, or
2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, while using school equipment, and while students are away from school grounds if the misconduct directly affects the good order and efficient management of the school and the welfare of the students of the District.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. Any individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The building principal, assistant principal, school counselor or principal's designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building principal.

SCHOOL DANCES

General Policy:

- Students will present valid school ID, Guests will present a Driver's License or valid school ID for admission and sign in.
- Students leaving the dance will not be readmitted. Dances may be automatically terminated due to misconduct.
- Dances may not be held on school nights Mon.-Thurs.
- Middle School students are not permitted at high school dances. High School graduates are permitted with permission, accompanied by 9-12 date.
- The Student Contract must be signed by all participants including parent phone number. No admission ticket will be sold without signed student's contract.

Dance Conduct Policy:

- Sexually explicit dancing or prolonged displays of affection are prohibited. This is defined as, but not limited to:
- Overt or prolonged displays of affection
- Leg straddling by partners
- Front to back dancing is permitted with no consistent contact other than incidental contact
- Crowd "surfing"

Chaperones reserve the right to warn or expel any participant overextending the boundaries of appropriate behavior for a school function. The above are examples but are not a complete list of participant action that could result in expulsion if considered as school inappropriate.

Chaperones:

- Parent Chaperones will be requested by email, one week prior to each dance. All parents are welcome.
- Staff and administrative chaperones will administer all disciplinary action and regulate dance policies and procedures with assistance from parent chaperones.
- Lighting may be increased at the discretion of chaperones if dance policies are not being followed.

Prom

Prom is exclusively reserved for students of junior level or above. Juniors and above may invite a student in sophomore standing from HHS or a neighboring school with proper approval and a fee of \$20. No students below confirmed sophomore standing may attend prom. All students attending the dance from a neighboring school will only be admitted with a \$20 fee. After Prom is NOT a school-sponsored function. Community members create and sponsor all aspects of this event.

VISITORS

All visitors are required to check in the office, sign in and receive/wear a visitor's badge while in the school building. The pass will be returned to the office at the end of visit. Please contact the office prior to scheduling a school visit.

ACTIVITY TICKETS

All Harrisburg High School students will be admitted free of charge to all athletic events (excluding SDHSAA contests) with their student ID. Family passes will be available through Tiger Nation representatives.

GENERAL HEALTH INFORMATION

If your child has special health care needs, requires medication and/or treatments during the school day, or has a chronic health care condition (such as anaphylactic allergy, asthma, diabetes, seizure, etc.) please contact the school nurse/aide who will give you the necessary forms to be completed by you and your primary care physician. This will allow us to provide a safe and stable environment for your child while at school.

Illness: Student attendance is important. We want students in school as much as possible. However, if your child is ill, please keep him/her home so other students and staff are not exposed. When a child becomes ill while at school, a determination will be made whether the child requires exclusion. Harrisburg School District follows recommendations made by the American Academy of Pediatrics and the South Dakota Department of Health.

Children should be excluded for the following illnesses:

- Illness that **prevents the child from participating** comfortably in program activities.
- Illness that results in a **greater need for care** than the staff can provide without compromising the health and safety of other children.
- **Fever of 100.0 or greater, lethargy, irritability, persistent crying, difficult breathing** and/or other manifestations of possible severe illness.
- **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- **Chicken Pox (Varicella):** Exclude until rash or lesions have crusted over.
- **Diarrhea exclude while symptomatic only if person is unable to practice independent hygiene or for stools that contain blood or mucus. Haemophilus Influenza, type B invasive (Hib):** exclude until after 24 hours of antibiotic treatment
- **HIV, Hepatitis B, Hepatitis C or other blood borne diseases:** generally, no exclusion; considerations may exist if potential for blood borne exposure exists. Consult healthcare provider for guidance.
- **E. Coli 0157:H7 or Shigella infection:** exclude until diarrhea resolves and two stool cultures are negative.
- **Hepatitis A virus infection:** exclude until one week after onset of illness or jaundice (if symptoms are mild).
- **Influenza and Influenza-like Illness:** exclude as long as fever ≥ 100 degrees Fahrenheit is present in an un-medicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.
- **Measles:** exclude until four days after onset of rash.
- Meningococcal disease (*Neisseria meningitidis*): exclude until after 24 hours of antibiotic treatment.
- Methicillin-resistant *Staphylococcus aureus* (MRSA): exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- **Mumps:** exclude until five days after the onset of parotid gland swelling.
- **Pinkeye, scabies, head lice, ring worm, herpes gladiatorum, mollescum contagiosum, and skin rashes without fever:** Generally no exclusion; consideration may exist for certain sports, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance.
- **Rubella:** exclude for seven days after appearance of rash.
- **Shingles (Herpes Zoster):** generally, no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash or lesions have crusted over.
- **Strep Throat (Streptococcal pharyngitis) and streptococcal skin infections (Impetigo):** exclude until after 24 hours of antibiotic treatment.
- **Tuberculosis:** exclude until a physician and Department of Health determine person is not infectious.
- **Vomiting:** exclude if vomiting occurs two or more times in 24 hours or accompanied by a fever. Exceptions for vomiting that is caused by a non-communicable condition and the child is not in danger of dehydration.
- **Whooping Cough (Pertussis):** exclude until five days of the appropriate antibiotic therapy has been completed.

(2009 Red Book, American Academy of Pediatrics, 28th Edition; Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 2nd Edition; 2008 Control of Communicable Diseases Manual, 19th Edition.)

Medication and Treatment Administration: In the event that your child needs medication while in school, both prescription or over-the-counter, the Harrisburg School District requires a completed *Medication and Treatment Authorization Form* prior to administration. This form needs to be completed by the parent/guardian for OTC medications and parent/guardian AND primary care physician for prescription medications/Herbal medications. Forms can be picked up in the health office in each school building as well as on the parent portal tab of the district website (http://harrisburgdistrict42-1.org/?page_id=179). If at all possible, medications should be scheduled and given outside of school hours. The school district does not provide OTC medications. Medication must be delivered directly to the school nurse/aide or trained personnel by the parent/guardian in the original pharmacy or manufacturer's container. For your child's safety and the safety of other children, students in kindergarten-5th grade are not allowed to carry and self-administer medication. Parent/guardians are responsible to pick up unused medication within one week after the last day of school. If medication is not picked up within one week after school is out, it will be destroyed. Medication renewal is required at the beginning of each school year. Please see this form for further information. For more information on our Medication Administration Policy, please see online (http://harrisburgdistrict41-2.org/?page_id=179)

Annual Health Record: Each student is required to have a new annual health record completed each school year. This record is typically handed out as part of the registration packet given at open house. It should be completed and returned by the first day of school and will be kept on file in the School Health Office. Please see the school nurse/aide if you have not received or completed this form.

Immunizations: Harrisburg School District complies with the South Dakota Department of Health requirements in obtaining and verifying immunization records for all new and transferring students. If records are not current, the law allows for the school district to exclude children from school. Completed forms are due by the first day of school.

Minimum Immunizations Required for School Entry in South Dakota:

1. Diphtheria, Pertussis, Tetanus vaccine– 4 or more doses.

Four or more doses of diphtheria, pertussis and tetanus containing vaccine, with at least one dose administered on or after age 4. Children 7 years and older needing the primary series are required to have Td and only need three doses, with at least 6 months between dose two and three. If the child is 11 or older, the first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving six doses before age 4 do not require any additional doses for school requirements. The maximum a child should receive is six doses.

2. Polio vaccine – 4 or more doses.

Four or more doses of poliovirus vaccine, at least one dose on or after age 4; if four doses are administered prior to age 4 years, a fifth dose should be administered after age 4.

3. Measles, Mumps, and Rubella Vaccine – 2 doses. Two doses of a measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.

4. Varicella Vaccine – 1 dose. One dose of varicella vaccine. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. People 13 years of age and older (who have never had chickenpox or received chickenpox vaccine) should get two doses at least 28 days apart. History of disease is acceptable with parent or guardian signature.

5. Varicella Vaccine – 2 doses (kindergarten only). The additional immunization requirement for kindergarten entry only is two doses of varicella vaccine. Administer the second dose at age 4 through 6 years. The minimum interval between the two doses is 3 months. History of disease is acceptable with parent or guardian signature.

*ALL 11-year-old students entering 6th grade must also have the following:

- One dose of Tdap vaccine (Tetanus, Diphtheria, and Pertussis); AND
- One dose of MCV4 (meningococcal vaccine)

The requirements apply only for 6th grade entry and transfer students 6th – 12th grade.

If your child is 10 years old when entering the 6th grade they have 45 days after their 11th birthday to be vaccinated.

LIBRARY MEDIA CENTER

The goals of the Harrisburg schools' library media centers are to:

- Provide resources, both print and web-based to enhance the curriculum.
- Teach information literacy as part of an information problem-solving process.
- Encourage and promote recreational reading.

The high school library media center and its resources are available to all students to enrich both their scholastic and personal development. Students are welcome in the library media center to work on research projects, read a book or magazine, and/or study quietly. The following guidelines allow all students easy and equitable access to library resources.

1. Books may be checked out of the library for two weeks and may be renewed three times. If there is a continued need beyond this time frame, an extension may be granted upon request.
2. Students who fail to return books or have lost books will be charged a replacement fee. Students who damage a book will be charged \$10.00 or replace it at the library media specialist's discretion.
3. The online library catalog and articles from online reference databases, are available from any computer on campus via the library's web page. Some databases are available from a home computer. See the library media specialist for passwords to access these online resources at home.

ELECTRONIC DEVICES

Electronic devices used to create a distraction are not allowed. When electronic devices are confiscated, they will be turned into the office. On the first offense, the student can pick up their property after school hours in the office. On additional offenses, the electronic device will be returned only to a parent/guardian, unless other arrangements are made between parents and the administration.

Cell phones – Cell phones may be used during a students’ lunch session and between class sessions. Cell phones are limited to use in the cafeteria area and halls. Cell phones will be permitted in classrooms upon teacher request of the principal for academic purposes and teacher request for discretion. Any use of a cell phone or electronic device during an assessment (not permitted by teacher request) will be constituted as cheating on the assessment. By teacher discretion, this can result in losing credit for the assessment.

Personal music players are permitted in the lunch area and in the hallways. Personal music players are permitted also at teacher discretion in classrooms. Any use of personal music players without permission or in a restricted area will result in the confiscation of the device to the office. A second offense will result in the device returned only to a parent/guardian.

BAGS/BACKPACKS

Students will be allowed to bring backpacks, handbags, or purses to school. Backpacks may be taken to class and lunch, however, they are not allowed in the servey line.

STUDENT LOCKERS

The locker(s) assigned to each student are the responsibility of the student and shall be locked at all times. The locks and lockers supplied by the school are the property of the school and consequently remain under the control and maintenance of the school system. The superintendent, principal, and deans of students maintain control over all locks and have a master list of all combinations and a key which will open every lock. Thus, each student has exclusive control over his/her locker as to other students; but not as to the school or its designated officials. The school stands "in loco parentis" and consequently has the right in matters of school discipline to act as the parent in maintaining order. This right extends to the search of locker.

STUDENT DRESS CODE

Students’ standard of dress should conform to the standards generally accepted by the community. During the school day, students are expected to dress with standards that enhance the learning environment and not distract from it. Cleanliness, neatness, safety, and non-disruption of the learning process is our primary concern. Students are encouraged to “dress for success” as mature young adults and to make clothing choices that are consistent with a positive and safe learning environment.

The responsibility for the dress and grooming of a student, rests primarily with the student and his or her parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants, shorts or skirt, or the equivalent and shoes.
- All clothing must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Footwear must be worn at all times.
- Students may not wear or carry head apparel during the school day, unless that head apparel is part of a student’s customary religious attire
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of violence, weapons, alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Students may not wear chains or accessories with spikes/sharp objects.
- Students may not wear sunglasses during the day, unless medically necessary.
- If the student’s attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Discipline for dress or grooming violations will be consistent with discipline policies for comparable violations and will follow the Rules of Conduct for Harrisburg Middle School Behavior Matrix. Repeated dress or grooming violations will be considered insubordination and be subject to the appropriate disciplinary response per the Rules of Conduct for Harrisburg Middle School Behavior Matrix.

*The administration reserves the right to make a determination on student clothing on an individual basis.

INITIATIONS/HAZING

There will be no initiations, hazing or harassing of any student or athlete. Confirmed occurrences, will result in a meeting with coaches, administration, parent/guardian, and student, and may result in removal from extracurricular activities or suspension from school.

WEAPONS

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. 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 weapons are permitted on any school premises, school vehicle or any vehicle used for school purposes. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, authorized military personnel, and authorized supervised school training sessions for the use of firearms. Any student bringing a dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer CEO/superintendent shall have the authority to modify the expulsion on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. Local Policy-File:JFCJ

SCHOOL SONG (Notre Dame Victory March)

Cheer! Cheer! for old Harrisburg High
Wake up the echoes, Victory is nigh,
Send a volley cheer on high,
Shake down the thunder from the sky.
What tho' the odds be great or small
Old Harrisburg High will win over all
While our loyal sons are playing,
Onward to Victory.
HHS!!
(REPEAT)

School Colors: Maroon and Gold
School Mascot: The "Tiger"

STUDENT TRAVEL EXPENSES AND CONDUCT

Students traveling on school activities representing the school at a state competition level may be given an allowance of \$3.00 for breakfast, \$4.00 for lunch and \$5.00 for the evening meal. The school may pay the lodging costs if such arrangements are made by school personnel. The same school restrictions and policies apply to every student who travels on school activities.

STATE TOURNAMENT TICKETS

Students will receive state tournament tickets in the following order when a team qualifies:

Varsity members	(Team members and cheerleaders
Managers	pertain to the sport, which is
"B" team members	involved in the tournament.)
Varsity cheerleaders	
Seniors	
Juniors	
Sophomores	
Freshmen	

Students will be allowed to attend the state tournaments of our school's classification only. The following procedures will be used: All ticket recipients will be counted absent. All ticket recipients must submit parental permission in writing to attend the state tournament. Students must provide proof of attendance to the office. Dismissal time will be determined by administration of the school. All expenses incurred are the responsibility of each respective student. Make-up slips must be completed prior to release. Deviations from this are given consideration by the Head Coach (or supervisor), Activities Director, and High School Principal.

OVERNIGHT ACTIVITY EVENTS

Harrisburg organizations have inherited longer travel and overnight events due to entrance in AA. At events that require overnight stays due to distance, the activity director and coach/advisor and/or principal will have discretion to devise an adequate and reasonable schedule that protects academic time of all student participants.

For events that are championship or statewide in nature within a 50-mile radius of Harrisburg, coaches/advisors may ask for one (1) night of overnight stay if appropriate and resources are available. The overnight for these types of events must be requested in the same way any other overnight travel is requested from the activity director and principal. An agenda will be approved by the activity director and principal that reasonably balances academic time and events associated with the statewide event. No more than one (1) night will be permitted.

BABE RUTH AWARD

The Babe Ruth Award is presented to a senior boy and girl who display exceptional sportsmanship in school. Selected by the high school faculty, their names are inscribed on a plaque in the high school and an award is presented to the recipient.

BEST ALL AROUND STUDENT

This award is given to a member of the senior class who displays the many qualities of the best all-around student. Those qualities are attendance, scholarship, cooperation, and initiative. The school faculty selects him or her and an award is presented to the recipient.

GIRLS/BOYS STATE

A junior girl(s) and a junior boy(s) will be selected by the Harrisburg H.S. faculty from the qualifying candidates. Qualifications include scholarship, leadership, and character.

CITIZENSHIP

Each year the high school faculty selects a senior boy and girl who have set the best examples of citizenship during their high school career. Their names are inscribed on the plaque in the high school and they are presented with a pin.

CO-CURRICULAR LETTERING

A student may earn a varsity letter for football, cross-country, Soccer, Tennis, volleyball, basketball, wrestling, golf, track, cheerleading, student council, FFA, yearbook, FCCLA, drama, HOSA, DECA, Debate, Oral Interp., Improvisation, band or chorus by meeting the guidelines and minimum lettering requirements for that activity. Upon lettering the first time, the student will be given an "H" to be worn on an official HHS letter jacket. Criteria for earning letters will be published and provided to the athletes at the beginning of the season

GOLD ATHLETIC LETTER CLUB

Any student who earns 7 or more letters in athletics will receive the Gold Letter Award. Any violation of the eligibility rules will result in the disqualification of that student to earn a gold letter.

TRI-ATHLETE AWARD

Any student who letters in three sports during their senior year will receive the Tri-Athlete Award.

GOLD LEADERSHIP LETTER

This letter involves the following activities: Band, Chorus, Drama, Yearbook, Student Council, Oral Interp., Debate, Visual Arts, DECA, HOSA, Tiger Vision, FFA, and FCCLA. Any student who earns 12 letters in at least 3 of the listed activities, also earning at least one of those letters his/her senior year while playing a **leadership role (officer or committee chair)** will receive the Gold Leadership Letter Award. Any violation of the eligibility rules will result in the disqualification of that student to earn a gold letter.

DAVID JUEL AWARD

The David Juel Award is given to a senior athlete (boy or girl) who has earned an athletic letter in their senior year, who shows qualities of scholarship, sportsmanship, citizenship, as well as personality and desire in athletics. This award shall be used for the purpose of furthering their education in college, vocational school, or any form of post high school training. The Principal, Activities Director and all men and women head coaches select the recipient. This award is made possible by the parents of David Juel, a member of the class of 1976, who lost his life in 1974.

HONOR STUDENTS

Honor students are selected from the senior class who have a cumulative average of 3.5 or better calculated at the end of the 3rd quarter during the graduation year. These students will be presented medallions at graduation. Honor students will receive an invitation to speak at the graduation ceremony.

INSTRUMENTAL AND VOCAL MUSIC

Students who actively participate in "A" band and chorus for an entire year will be awarded a Letter for their contributions. An award will be presented to the person who is chosen as outstanding instrumental performer of the year. An outstanding vocal performer award is given to the person so designated.

SCHOOL CANCELLATION

It is the policy of the School Board that the Superintendent of Schools must make the decision of when school is to be canceled due to bad weather. This decision will normally be made by 7:15a.m. It will be based on weather bureau reports and weather conditions at the time. If the weather is bad, parents are asked to listen to local radio and television stations. Parents will also be notified of a school cancellation, late start or early release, through the School Reach communication system. If a severe storm occurs during the school day and the administration believes it unsafe to send the buses out, the children will be kept at school until contact is made with the families for arrangements.

SENIOR PRIVILEGES

Seniors will be eligible for privileges of open campus and open lunch beginning the second quarter of their senior year IF entire class average is deemed "proficient" on the NWEA exams. Individual members of the senior class will earn these privileges if they meet the following stipulations:

Stipulations:

1. Eligibility:

To be eligible second quarter – 3.9 or better for spring semester of junior year.

To be eligible for third quarter – 3.6 or better for fall semester of senior year.

GPA is calculated as cumulative GPA plus the additions below (Assistant Principal will collect all worksheets to verify):

Additions to GPA:

A. Completion of 80 percent of Career Cruising modules adds .1 to cumulative GPA.

B. Activity in one school sponsored group or activity adds .1 to cumulative GPA.

C. Each advanced or AP course completed adds .05 to cumulative GPA.

D. Each individual proficient score on Smarter Balance adds .05 to cumulative GPA. (Possible 1.5 addition)

E. One or fewer absences in prior quarter - .1 addition to cumulative GPA.

F. Behavior issue that requires ISS during spring of junior year or any time in senior year - subtract .3 in cumulative GPA for next quarter only.

G. Behavior issue that requires OSS during senior year – privileges denied for that quarter.

H. Three tardies – subtract .1 in cumulative GPA. Each additional tardy in prior quarter - .05 reduction in GPA.

I. Senior Project submitted and approved. .1 addition to cumulative GPA. Senior project completed - .1 addition to cumulative GPA.

J. Entire Senior Class will receive .2 addition to GPA for any "advanced" cumulative score on Smarter Balance (.6 possible)

K. Completion of CTE Sioux Falls course with a B or higher. .1 addition to GPA.

L. Must have parental signature to begin privileges.

2. Rescinding of Senior Privileges for:

A. Any OSS

- B. Truancy
- C. Excessive absence
- D. Failing any class during regular, periodic checks.
- E. Any other behavior deemed inappropriate by the principal.
- F. Habitual or excessive and extreme irresponsibility from any portion of senior class may result in senior privileges for entire class rescinded.

3. Responsibility and procedures:

- A. Obtain worksheet from Assistant Principal and submit during first quarter for second quarter privileges; submit worksheet during second quarter for third quarter privileges
- B. Must not use privilege time inappropriately or disrupt school routines.
- C. May leave during study hall and lunch, must be punctual in returning. May leave for no more than one study hall during each day. May NOT leave during TAP time.
- D. Must leave building, retire to senior lounge or return to study hall or lunch during designated times.

OPEN LUNCH

All student with Senior status will be allowed Open Lunch Privileges pursuant to the above guidelines for the duration of their senior year. Senior students who qualify will be allowed to leave for the entire lunch period. Parental approval will be necessary to obtain the privilege.

NETWORK ACCEPTABLE USE POLICY (See Laptop Policy at High School Website)

HARRISBURG HIGH SCHOOL POST HIGH SCHOOL VISITATION FORM

Planning for your post high school future requires that you make difficult yet realistic decisions. As per our Attendance & Absenteeism Policy (1.38 Student Handbook), "an excused absence indicates a legal absence from school with written parental permission and school permission". Therefore, in order to be excused from school to visit a post high school institution, the following criteria must be met:

1. Complete and return this form one week prior to planned visit.
2. Complete all makeup work prior to planned visit.
3. Secure all signatures prior to planned visit.
4. Make an appointment with the post high institution you plan to visit. The school counselor can help you do this.

It is our policy that only one excused post high school visit be allowed. Since there are several high school vacation days in which the post high schools are in session, we encourage you to schedule your visits during these times.

PREGNANT AND/OR MARRIED STUDENTS

Married students shall have the same educational opportunities in this school system as unmarried students. Further; the Board's responsibility for the education of all school age children includes the pregnant student, and services for them shall be made a regular part of the school system. Any variation from their continuing the regular school classes shall be based upon their assessed needs.

LEAP HIGH ALTERNATIVE SCHOOL

Students in need of an alternative setting may be recommended for the Leap High Alternative School, located on the high school campus. Those interested in this setting may receive more information by contacting the Leap High director, Mr. Greg Ford at greg.ford@k12.sd.us.

STUDENT ACTIVITY TRANSPORTATION POLICY

The Harrisburg School District provides transportation to school activities and students are expected to ride to and from the activity on the transportation provided by the school. Students may ride home with parents/guardians only if the parent/guardian is at the activity and asks the activity advisor permission to do so. In such cases, the parent/guardian must complete a transportation waiver form and submit it to the activity advisor. In no instance will students either provide their own transportation or travel with anyone other than their own parent/guardian to or from a school-sanctioned event. We highly recommend that student participants always travel with school provided transportation. Violations of this policy may result in the loss of the privilege of participating in the event as well as loss of the transportation waiver.

WITHDRAWAL FROM SCHOOL

A student must bring a signed note from their parent or guardian and must confer with the principal and the guidance counselor. A conference with the parent may be requested.

WORK INTERNSHIPS

Students may that be provided the opportunity to leave school for work internships. Work internships will be coordinated with the Career and Technical Education department and the work-site supervisor or manager for credit and then approved by the principal. Students that will participate in the work internship program will follow guidelines below:

1. Student must be at least in their sophomore year and making adequate progress toward graduation.
2. Student must complete work internship form signed by parent, employer, CTE representative and principal.
3. Students must have good behavior and attitude and abide by the rules of the school.
4. Students must work up to their ability in school and must maintain passing grades in all classes.
5. Students may not drop an activity to participate in the Work Internship program.
6. Athletes will not be granted work internships while they are participating in a seasonal sport without permission of the Activities Director and coach of the sport.
7. Only in exceptional cases as determined by the Principal, will these guidelines be deviated from.
8. Work Internships will be evaluated using a pass/fail procedure with appropriate assessments created by the CTE Department.

It is hoped that with the cooperation of the students, parents, and school that this program will be beneficial to the students and to their sense of responsibility. Any parent with questions is asked to stop in the Principal's Office or call. Those parents that wish to have their students participate, are asked to complete the forms which are available through the CTE representative

Discipline Grid

MISBEHAVIOR	CONSEQUENCES			
<u>OFFENSES</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>	<u>HABITUAL DISOBEDIENCE</u>
CLASS ONE (per Semester)				
Cell Phone/Electronic Device Violation, Dress Code Violation	Warning	Parent Conference	Detention	Saturday School
CLASS TWO (per Quarter)				
Insubordination, Incomplete Assignments, Swearing, Disruption, Traffic Violation, Possession of a Lighter/Matches, Unexcused Absence, Tardy to a class period three times.	Detention Parent Contact	DetentionParent Contact	Saturday School Parent Contact	Saturday School
CLASS THREE (per Year)				
Skipping Detention, Disrespectful, Obscene Language, Pornographic Material, Intimidation, Harassment, Physical Aggression, Truant, Forgery, Racial Insults.	Saturday School/ISS - (1 day) (Admin. Discretion) Parent Contact	Saturday School/ISS - (2 days) (Admin. Discretion, Parent Contact	Saturday School Parent Contact	OSS (3 days) Parent Contact
CLASS FOUR (per Year)				
Violence, Fighting, Tobacco, Theft, Destruction of Property, Hazing,	OSS - (3 days) Police Referral When Appropriate. Parent Contact	OSS - (5 days) Police Referral When Appropriate. Parent Contact	OSS - (10 days) Police Referral When Appropriate. Parent Contact	Long Term Suspension or Expulsion. Police Referral When Appropriate. Parent Contact
CLASS FIVE (per HS Career)				
Drug/Alcohol (Use, Possession, Distribution, Selling, or Under the Influence of), Drug Paraphernalia	OSS-(10-days) PoliceReferral Parent Contact	OSS - (20 days) Police Referral Parent Contact	Long Term Suspension or Expulsion. Police Referral. Parent Contact	
CLASS SIX (per HS Career)				
Weapons, Bomb Threat, Fire, Endangering the Life of Others	Long Term Suspension or Expulsion. Police Referral. Parent Contact. Mandatory 12-Month Expulsion for Firearm Possession			

The Harrisburg School District Administration reserves the right to adjust these rules of conduct as necessary in each situation. Rules of conduct include, but are not limited to, those items listed in this matrix.

